

Safeguarding Policy



North End Baptist Church

In accordance with the Baptist Union's Safe to Grow Scheme



Safeguarding Children, Young People and Vulnerable Adults

A set of agreed policies and procedures for ensuring a safe environment for children, young people and vulnerable adults within the care of our church in accordance with the Children's act 1989 and 2004

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Policy Statement

Safeguarding Children, Young People and Vulnerable Adults at North End Baptist Church. These descriptions will be referred to as “children and vulnerable people” throughout the remainder of this policy.

with whom to follow

In fulfilling this vision the church

- has a programme of activities with children and vulnerable people
- welcomes children and vulnerable people into the life of our community
- makes our premises available to organisations working with children and vulnerable people

The church recognises its responsibilities for the safeguarding of all children and young people under the age of 18 (regardless of gender, ethnicity or ability) as set out in *The Children Act 1989 and 2004*, *Safe from Harm* (HM Government 1994) and *Working Together to Safeguard Children* (HM Government 2010).

As members of this church we commit ourselves to the nurturing, protection and safeguarding of all children and vulnerable people associated with the church and will pray for them regularly.

In pursuit of this we commit ourselves to the following policies and to the development of procedures to ensure their implementation.

Prevention and reporting of abuse and responding to concern

It is the duty of each church member and each member of the wider church family to prevent the physical, sexual and emotional abuse of children and vulnerable people and the duty of all to respond to concerns about their well-being and to report any abuse disclosed, discovered or suspected. The church will fully co-operate with any statutory investigation into any suspected abuse linked with the church.

Safe recruitment, support and supervision of workers

The church will exercise proper care in the selection and appointment of those working with children and vulnerable people, whether paid or voluntary. All workers will be provided with appropriate training, support and supervision to promote the safeguarding of these groups.

Safe behaviour: a code of behaviour for workers

The church will adopt a code of behaviour for all who are appointed to work with children and vulnerable people so that all are shown the respect that is due to them.

Safe practice and safe premises

The church is committed to providing a safe environment for activities with children and vulnerable people and will adopt ways of working with these groups that promote their safety and well-being.

A safe community

The church is committed to the prevention of bullying of children and vulnerable people. The church will seek to ensure that the behaviour of any who may pose a risk to these groups in the community of the church is managed appropriately.

Responsible people

The church has appointed **Steve Ansell** as the Safeguarding Trustee to oversee and monitor implementation of the policy and procedures on behalf of the church's charity trustees. He will also act in an advisory role and as administrator.

The church has appointed **Angela Bailey** as the Designated Person for Safeguarding to:

- inform the church on any matters related to the safeguarding of children and vulnerable people
- take the appropriate action when abuse is disclosed, discovered or suspected

Policy and procedures

A copy of the policy statement will be displayed permanently in the bookcase outside the vestry and on the website.

Each person working with children and vulnerable people whether paid or voluntary will be given a full copy of the policy and procedures and will be required to agree to and follow them.

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A full copy of the policy and procedures will be made available on request to any member of the church, the parents or carers of children and vulnerable people from the church or any other person associated with the church.

The policy and procedures will be monitored and reviewed at least annually.

The policy statement will be read annually at the church meeting in March together with a report on the outcome of the annual review.

1.0 Respond and Act

Responding to concern

Understanding, Recognising and Responding to Abuse

Definitions: Abuse - to treat in a harmful, injurious, offensive ways or failure to prevent such acts.

Neglect - persistent failure to meet a child or vulnerable person's basic physical/psychological needs.

Abuse and neglect are forms of physical, emotional and sexual maltreatment. Somebody may abuse or neglect a child or vulnerable person by inflicting harm, or by failing to act to prevent harm. They may be abused in a family, institutional or community setting; by those known to them or, more rarely, by a stranger. Abusers may be an adult, adults, another child or children.

How to respond when someone wants to talk about harm or abuse

- Listen-and keep listening
- Stay calm
- Don't question
- Avoid passing judgement on what you are told
- Never promise confidentiality
- Explain what you intend to do and don't delay in taking action
- Contact the Designated Person for Safeguarding (in their absence take action yourself)
- Write down what is said – details below

What to do when a child or vulnerable person talks about harm or abuse

- **Do not** dismiss your concerns
- **Do not** confront the person about whose behaviour you have concerns
- **Do not** take responsibility for deciding whether or not abuse is actually taking place
- **Do not** investigate allegations
- **Do not** take sole responsibility for what has been shared or any concerns you may have

- **Do** follow the church's procedures for responding to concerns.

Do's

- Give support
- Listen and clarify
- Take action
- Explain what happens next

Don'ts

- Show shock, alarm or disapproval
- Offer false re-assurance
- Minimise
- Question or push for information

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Make a careful written record of what has been observed as follows:

- Make notes as soon as possible (preferably within one hour of the person talking), include;
- Person's full name, address, date of birth or age
- Nature of the concerns/allegation/disclosure
- Events immediately beforehand (description of the activity)
- Dates and times
- Description of any bruising or other injuries noticed (mark locations on separate sheet)
- Demeanour of the person
- An exact record of what the child has said using the person's words
- What was said by the person to whom the concerns were reported including any questions asked
- Any action taken as a result of the concerns
- Sign and date
- Keep records secure and confidential and made available only to:
 - The Designated Person
 - The Safeguarding Trustee
 - The Church Minister as far as this is consistent with the welfare of the child/young person concerned and possible pastoral responsibilities to any others involved
 - Professional agencies.

These notes will be passed on to the Designated Person for Safeguarding to assist them should the matter need to be referred to Children's Social Care Team. Any referral to Children's Social Care Team will be confirmed by the referrer in writing within 48 hours. All documents including copies of everything sent to Children's Social Care Team, will be signed by you, dated and kept at the North End BC office.

Responding to concerns for a child or an allegation of abuse

Where possible, concerns will be passed to the Designated Person for Safeguarding (or Deputy Designated Person for Safeguarding) but difficulty in contacting these individual(s) should not delay action being taken.

Stage 1

A worker has a concern about the welfare of a child/young person or the behaviour of an adult

The person who has the concern has a duty to

RECORD AND REPORT

A written record must be made of the concern using a standard incident report form and the concern should be reported to the Designated Person within 24 hours.

If a child is in imminent danger of harm a referral should be made to the police or Social Care Team without delay.



Stage 2

The Designated Person receives the report of concern

The Designated Person has a duty to

REVIEW AND REFER

The report will be reviewed by the Designated Person with any other relevant information and a decision will be taken (often in liaison with others) as to what action should follow. Any formal referral to Social Care Team should normally be made within 24 hours of receiving the report.

If a child is in imminent danger of harm a referral should be made to the police or Social Care Team without delay.



Stage 3

After the decision has been made as to what action should be taken

The Designated Person, the Safeguarding Trustee and the Minister may have a duty to

SUPPORT AND REPORT

Support should be offered to all parties affected by any safeguarding concerns and where formal referrals are made reports may need to be made to the local Association, the Independent Safeguarding Authority or the Charity Commission.

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If there is a concern that a child may have been harmed or abused, the Designated Person for Safeguarding will act as follows.

Where a child or young person has a physical injury or symptom of neglect:

- Contact Children's Social Care Team if there are concerns that a child may have been deliberately hurt, is at risk of 'significant harm' or is afraid to return home. Do not tell the parents, or other people involved.
- If a child young person or vulnerable adult needs urgent medical attention an ambulance will be called or they will be taken to hospital, informing the parents/carers afterwards of the action that was taken.
- The hospital staff will be informed of any child protection concerns.

Where there are allegations or concerns of sexual abuse:

- Contact Children's Social Care Team. DO NOT try to investigate the matter.
- In the case of very severe sexual assault (such as rape), which may have occurred over the last few days, and where it has not been possible to get an immediate response from Children's Social Care Team, contact the police.
- Do not touch or tamper with any evidence, such as stained clothing.
- DO NOT tell other people including the parents / carers; they could be involved.
- Keep information on a need-to-know basis so that any alleged perpetrator is not 'tipped off'.

Should the Designated Person for Safeguarding not feel it necessary to refer the matter to Children's Social Care Team but you (or anyone else) have serious concerns for the child's safety, then you will contact the relevant authorities directly. The safety of the child over-rides all other considerations and it is important to remember that sexual abuse of children is a serious crime.

If the allegation is against a Church leader who has responsibility for implementing the Policy, you will refer it directly to Children's Social Care Team or seek appropriate professional advice, e.g. from the Regional Minister.

Third Party Allegations and Referrals

Where a third party alleges abuse towards a child or vulnerable person, your role is to gather as much information as possible from this person. The third party will be advised that the information they have provided will be shared with the Designated Person for Safeguarding and may result in a referral to the Children's Social Care Team Department with their details. This is so that Children's Social Care Team can contact them if necessary.

Allegations against Workers

- The advice of Children's Social Care Team and the police will be sought before taking any action such as suspension of employment.
- During an enquiry, the worker will be supervised as closely as possible without raising suspicion during the period between the matter coming to our attention, the authorities being informed and the appropriate action being taken.
- The suspension of a worker following an allegation is by definition a neutral act but may be necessary because the priority is to protect children from possible further abuse or from being influenced in any way by the alleged perpetrator.
- It may be necessary, for the sake of the child (or to satisfy the needs of an investigation) for the alleged perpetrator to worship somewhere else and in such cases the new church leaders will be informed of the reasons.

Pastoral care

When an allegation/suspicion arises in the Church, a period of investigation will follow, which will be stressful for all involved.

- Support will be offered to the suspected perpetrator without compromising the children, vulnerable people or their families.
- This is one reason for limiting information in relation to allegations of abuse on a need-to-know basis. In this way leaders not privy to the detail are free to offer support to other parties, including the suspected perpetrator.
- Where an investigation is under way, this support will be provided with the knowledge of the child protection authorities.
- The Church will ensure that one person is responsible for dealing with the authorities, another offers support to the victim and their family, and another gives pastoral care to the alleged perpetrator. It may be necessary to appoint another person to support the perpetrator's family.
- Where the perpetrator accepts some responsibility they will be encouraged to seek specialised interventions/treatment to reduce the risk of re-offending. This may only be appropriate once the investigation and legal processes have been completed.

False Allegations

False allegations are possible: all allegations will be properly investigated in an endeavour to establish the truth.

Allegations against children/young people

Children and young people are curious about the opposite sex. However, where a child is in a position of power and has responsibility over another child (as in a babysitting arrangement) and abuses that trust through some sexual activity, then this is abusive. Where one child introduces another child to some age-inappropriate sexual activity or forces themselves onto a child this is abusive. Such situations will be taken as seriously as if an adult were involved, because the effects on the child victim can be as great.

Instances such as these are investigated by the child protection agencies in the same way as if an adult were involved, though it is likely that the perpetrator would also be regarded as a victim in their own right. The possibility is that they have also been abused. Since sexual abuse can be addictive and other children could be victims now or in the future, it is important to take the matter seriously and we will need to deal with this as they would any other allegation. It cannot be assumed that young people will grow out of it. Most adult sex offenders started abusing in their teens (or even younger).

2.0 Safe Recruitment, Support and Supervision

Under the Criminal Justice and Court Services Act 2000, it is an offence for anyone disqualified from working with children and young people to knowingly apply to, accept or offer to work with children. The Act specifically includes trustees of charities working with children. This means that a person banned from working with children cannot serve as a trustee of a church. It is also a criminal offence to knowingly offer work with children to an individual who is so disqualified or to knowingly allow such an individual to continue to work with children.

It will be made clear in job advertisements, at interview and on application forms that all those having contact with children or young people will be asked to agree to an enhanced DBS (Disclosure & Barring Service) check being carried out before the position is confirmed.

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The church will ensure that the following selection procedures have been followed:

- Produce a written role description for each post
- Completion of an application form and a signed a declaration (no reason why they cannot work with children)
- Face-to-face interview by two people, neither of whom is closely related to the candidate
- Two references (at least one from outside of the church)
- DBS (Disclosure & Barring Service) application
- Induction, training (every 3 years) and signed undertaking to work within the church policy and procedures
- Second interview after a 6 month probationary period

Young Leaders Under 18 Years of Age

Young people under 18 may be used as helpers but such helpers will be responsible to a named worker and will never be in a position where they are providing unsupervised care of children. As they will never be in unsupervised care they don't need a CRB. However those under 18 years old will be required to provide a reference from an unrelated adult who has known them for 2 years.

When a young helper reaches the age of 18 the full recruitment process will be applied.

3.0 Safe behaviour: a code of behaviour for workers

Overview/code of behaviour

The aim of these general guidelines is to ensure quality childcare, protect children and vulnerable people from possible abuse and workers from false accusation.

- Workers should treat all children and vulnerable people with dignity and respect in attitude, language and actions.
- Use age appropriate language and tone of voice.
- Do not engage in any of the following;
 - Invading the privacy of children and vulnerable people when they are using the toilet or shower.
 - Rough games including contact between a leader and a child or vulnerable person.
 - Sexually provocative games.
 - Making sexually suggestive comments.
 - Scapegoating, ridiculing or rejecting a child or vulnerable person.
- When it is necessary to control and discipline children and vulnerable people, this should be done without using physical punishment. A situation may arise where a child or vulnerable person needs to be restrained in order to protect them or a third person.
- No one should normally be left working alone with children and vulnerable people, but as part of a team showing mutual responsibility for each team member.
 - If there are insufficient leaders for groups, then internal doors should be left open.
 - At least two people are present before external doors are opened for an event.
- If workers do find themselves on their own they should;
 - Assess the risk of sending child/vulnerable person home
 - Phone another team member and let them know the situation
 - Get a second trained leader as soon as possible
 - Write down a record of what happened
- If a child or vulnerable person wants to talk on a one-to-one basis you should make sure that:
 - You try to hold the conversation in a corner of a room where other people are.
 - Or if you are in a room on your own, leave the door open.
 - Or you make sure another team member knows.
- Consideration should be given to how many workers should be involved with the group and whether they should be male or female workers or both.

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- The only adults allowed to participate in children's and vulnerable people's activities are those appointed and trained as children's/youth workers. The leader of the activity should be aware of any other adults who are in the building.
- The parents/carers may or may not attend church and it is important therefore they have been given information about the group including contact telephone numbers. It may also be useful for the church/organisation to issue formal identification.

Below are suggested ratios of adults to children, recommended for all activities with children and young people.

Age group	Adult Helpers	Number of Children
2 years and under	1	3
3 years	1	4
4 to 7 years	1	8
8 years or older	1	10

- The level of personal care (e.g. toileting) must be appropriate and related to the age of the child whilst also accepting that some children have special needs.
- No person under 18 years of age should be left in sole charge of any children of any age. Nor should children or young people attending a group be left alone at any time.

Taking Care of Touching

- Keep everything public. A hug in the context of a group is very different from a hug behind closed doors.
- Touch should be related to the child's/vulnerable person's needs, not the worker's.
- Touch should be age-appropriate and generally initiated by the child/vulnerable people rather than the worker.
- Avoid any physical activity that is, or may be thought to be, sexually stimulating to the adult or the child/vulnerable person.
- Children and vulnerable people are entitled to privacy to ensure personal dignity.
- Children and vulnerable people have the right to decide how much physical contact they have with others, except in exceptional circumstances when they need medical attention.
- When giving first aid (or applying sun cream etc.), encourage the child/vulnerable person to do what they can manage themselves, but consider their best interests and give appropriate help where necessary.
- Team members should monitor one another in the area of physical contact. They are free to help each other by constructively challenging anything which could be misunderstood or misconstrued.

Mentoring

If a worker is working as part of the recognised mentoring programme for the church with a young person:

- The parents of all young people involved in mentoring will sign a letter to say they are aware that the mentoring is happening and who it is with.
- A mentoring meeting should have an agreed start and end time and someone should be aware that you are meeting.
- Keep a basic record of dates of significant meetings, text messages and emails.
- Appropriate boundaries in regards to times and demand should be in place, i.e. not phoning during the night, etc.
- A written record should be kept of issues/decisions discussed at meetings.

Visiting Children or Vulnerable People at Home

It is unlikely that workers will need to make a pastoral visit of children and their families at home on behalf of North End BC. If a situation occurs where it is needed then it can only be done with agreement of one of the Pastors.

Children or Vulnerable People with Special Needs

Children and vulnerable people who have a disability can be at greater risk of abuse. They will often require more help with personal care, such as washing, dressing, toileting, feeding, mobility etc. may have limited understanding and behave in a non-age appropriate way.

It is good practice to speak with the parents of children/vulnerable people with special needs and find out from them how best to assist the child or young person.

Children or Vulnerable People with no adult supervision

When Children and vulnerable people turn up to and want to join in with church activities without the knowledge of their parents, we will:

- Welcome the person and try to establish their name, age, address and telephone number, and record their visit in a register.
- Ask the person if a parent/carer is aware of where they are. Phone and make contact.
- On leaving, give the person a consent form and explain it needs to be filled in and brought back next time.
- Without interrogating the person, you will need to find out as soon as possible whether they have any special needs (e.g. medication) so that you can respond appropriately in an emergency.

Peer Group Activities for Young People

All youth activities will be overseen by named adults who have been selected in accordance with agreed recruitment procedures. It is accepted that groups aged 16+ may benefit from being led and run by peers. In this situation adult leaders will contribute to programme planning and reviews and will always be readily available on the premises when peer-led activities take place.

Electronic Communication

Modern Technologies and Safe Communication

A worker's role description will include an acknowledgement and approval of these technologies as a legitimate means of communicating with young people but should also include the expectations of the Church in relation to their use.

It is not appropriate to use these communication methods with primary school aged children, 11 years and younger.

On the general consent form parents/carers sign to agree that the young person can receive such communications.

Workers' Communication with Young People

All young people need to be aware of the protocols that workers follow in relation to email, messenger services, social networks and mobile phones including texting. It is important to remember that as well as the parent/carer, young people will have a right to decide whether they want a worker to have their email address or mobile telephone number and will not be pressurised into divulging information they would rather keep to themselves.

Email

Email is sometimes used by workers to remind young people about meetings. It is important workers use clear and unambiguous language to reduce the risk of misinterpretation, and although it should be obvious when an email is ending, workers should never use inappropriate terms such as 'luv' to round things off.

Instant Messaging (e.g. MSN Messenger, AOL AIM, Yahoo Messenger, Facebook)

Instant messenger should be kept to an absolute minimum. Workers should save significant conversations as a text and also keep a log of any significant communication stating with whom and when they communicated.

Mobile Phones

Particular diligence needs to be applied when workers use mobile phones to communicate with young people:

- All mobile phone use will be primarily about information sharing.
- Workers should keep a log of significant conversations/texts.
- Any texts or conversations that raise concerns should be passed on/shown to the worker's supervisor.
- Workers should use clear language, particularly when texting, and should not use words such as 'luv' or abbreviations like 'lol' which could mean 'laugh out loud' or 'lots of love'.
- Paid children's/young people's workers are issued with a mobile phone under a contract that provides itemised billing.
- Workers should not take photos on their personal equipment.

Social Networks

If a worker allows their personal site to be accessed by young people;

- It is essential that all content including photos is suitable.
- Be aware of age limits on social network sites.
- All communication should be kept in the public domain.
- Copy other workers into communication if needed to keep transparency.

Taking Video and Photographs

Since the introduction of the Data Protection Act in 1998, churches must be very careful if they use still or moving images of clearly identifiable people. There are several issues to be aware of:

- Permission must be obtained, via the consent form, of all children who will appear in a photograph or video before the photograph is taken or footage recorded.
- It must be made clear why that person's image is being used, what you will be using it for, and who might want to look at the pictures.
- If images are being taken at an event attended by large crowds, such as a sports event, this is regarded as a public area and permission from a crowd is not necessary.
- Many uses of photographs are not covered by the Data Protection Act 1998, including all photographs and video recordings for personal use, such as a parent/carer taking photographs at school sports days for the family photo album, or videoing a church nativity play.
- Children and young people under the age of 18 should not be identified by surname or other personal details, including e-mail or postal addresses, telephone or fax numbers.
- When using photographs of children and young people, it is preferable to use group pictures.

4.0 Safe practice and safe premises

Consent forms

It is essential that we have important information about all children and young people involved in any activities at the church. This information is recorded on our consent forms (appendices 1 and 2)

The first week someone attends we must have name, medical emergency information and a contact name and number. Then they must bring their form back with them.

External Groups

All groups using the church premises should have their own safeguarding policy. If they do not, they must agree to follow the church's policy and sign an acceptance form.

Guidelines for Use of North End BC Premises

As the responsible adult for an activity at North End BC you must attend a briefing session for 'Guidelines for use of North End BC'.

Health and Safety

All activities for Children and vulnerable people will comply with the Church's current health and safety policy and will be conducted in accordance with Guidelines for Users of North End BC, with particular attention paid to the sections on Fire Action, First Aid, PAT testing, Health and Safety and Kitchen and Food Hygiene.

Whenever possible at all events involving preparation of food at least one worker will hold a valid Basic Food Hygiene Certificate.

Buildings being used for children and vulnerable people groups will be properly maintained. A representative from the children's/ vulnerable people's work teams will take part in the annual health and safety review in order to consider all aspects of safety for all children and vulnerable people using the premises.

Fire

It is the responsibility of all group leaders/responsible persons within the building to ensure the safety of themselves and those who are in their control. In addition it is a legal requirement that all group leaders/responsible persons are familiar with the emergency procedures in the event of fire.

First Aid

North End BC has a number of trained First Aiders. There is a list showing who they are on the notice board in the hall. There are 2 first aid kits –one on the first floor in the youth pastor's office and one in the kitchen by the microwave as well as an incident reporting book which must be completed in the event of any accidents, injuries or incidents.

The church health & Safety officer ensures that the contents of the first aid boxes are checked on a regular basis. Completed accident forms should be passed on to the church administrator. All North End BC groups will ensure that they have sufficient trained first aiders on their regular team so that there is always a first aider present at events and activities.

Supervision of groups

The person responsible for a group/activity you must sign in on the board in the corridor at the bottom of the stairs at the start and end of that activity so that it is apparent who the 'responsible person' for that activity is – even if you were already in the building or are staying on afterwards. You also need to make sure that you keep a register so that you know who is on the premises.

Food Hygiene /Health and Hygiene

The Food Safety (General Food Hygiene) Regulations 1995 state that anyone who handles food or whose actions could affect its safety must comply with the regulations. It follows therefore that those with responsibility for food will need to possess the Basic Food Hygiene Certificate and be aware of food safety (preparation, handling and storage, disposal of waste, etc.)

Transporting Children and Vulnerable People

These guidelines will apply to all drivers involved in the transportation of children and young people, on trips organised by or on behalf of the Church. They do not apply to private arrangements for transportation made, for example, between parties with parental responsibility.

Our practice on transporting children and vulnerable people is as follows:

- Usually only those who have gone through the Church recruitment procedures for workers will transport children and vulnerable people. When this is not possible drivers will pick up and drop off at pre-arranged places.
- All drivers will have read the church's safeguarding policy and agree to abide by it.
- Parental consent will be given for all journeys.

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- At collection or dropping off points do not leave a child/vulnerable person on their own. Make sure that they are collected by an appropriate adult.
- Drivers will be 21 or over and have held a full driving licence for at least two years.
- The driver must ensure that they have adequate insurance cover: The driver should declare to their insurers that they are participating in the activity of transporting people for the church. 'Business use' cover may be required. The response of the Insurance Company may be different if the driver is being reimbursed. The vehicle will need to be road worthy.
- Workers may be alone with a children or vulnerable people for short periods, for example when dropping off the last person. Consideration needs to be given to dropping off the least vulnerable person last and routes planned accordingly.
- Drivers will not spend unnecessary time alone in a car with a child/vulnerable person.
- Make sure all children and vulnerable people are returned to pick up point.
- All hired minibuses used to transport children and vulnerable people will have a small bus permit, the necessary insurance, a driver with a valid driving licence that entitles them to drive a minibus.
- If parents transport each other's children around other than trips organised by the church, for example to and from activities, such arrangements are the responsibility of the parents involved and not the responsibility of the Church.

Risk Assessment

Before undertaking any activity the activity leader will ensure that a risk assessment is carried out and it is advisable to appoint someone specifically for this task.

Insurance

Residential activity/camp organisers will ensure with the church treasurer that there is adequate insurance cover for the event activity. If the trip is at a centre it is also important to establish that there is appropriate public liability insurance.

The all-age community

There will be **times when** it will not be easy to define whether the church or parents/carers are taking responsibility for the care of children and vulnerable people whilst all are on church premises together. Consideration should therefore be given to;

- State where possible when the church is taking responsibility for the welfare of children and vulnerable people and when they are in the care of their parents/carers. This can include a short note on the bottom of the weekly notice sheet handed out on a Sunday
- Provide clear communication with parents/carers so that they understand when the church is taking responsibility for their children and when the church understands the children and vulnerable people are in the care of their parents/carers.
- Identify and inform of areas of the building that are out of bounds e.g. the balcony and kitchen.
- Whenever children and vulnerable people are on church premises, regardless of whether they are in the care of their parents or of the church, the church will be responsible for health and safety issues whilst on site.
- If necessary named people will be responsible for the care and welfare of children and young people during all age times when a parent is not present.

Outings and overnight events

- Before undertaking any outing or overnight activity a risk assessment must be carried out.
- Parents will be informed in writing of all the arrangements.
- Consent forms will be obtained for each overnight activity.
- There will be leaders with first aid and food hygiene certificates with the group.

Sleeping Arrangements (Outings and overnight events)

Arrangements for residential holidays will be considered carefully. Workers will not share sleeping accommodation with fewer than three children/vulnerable people. It may be acceptable for workers to share sleeping accommodation with children/vulnerable people in a large dormitory or on an activity such as youth hostelling where it is customary practice. Arrangements will be age-appropriate, provide security for the child/vulnerable person and be safe for children/vulnerable people and workers. The activity leader will ensure that parents understand what the arrangements will be.

Adventurous Activities (Outings and overnight events)

No child/vulnerable person will participate in adventurous activities without the written consent of the parent/carer. The residential activity/camp organisers will ensure that the staff who are engaged in such activities are properly trained and qualified and that the correct ratio of staff to children is met. At an activity centre or for an organisation whose own staff undertake such activities, if the activities come within the scope of the Adventure Activities Licensing Regulations 1996, the residential activity/camp organisers need to ensure that the premises are licensed.

Fire Safety (Outings and overnight events)

The residential activity/camp organisers will have a fire safety procedure, which will include the following:

- Everyone will be warned of the danger of fire. If the residential activity/camp is in a building then everyone must be made aware of the fire exits. A fire drill will be practised on the first day of the residential activity/camp.
- When using a building as a residential facility, ensure that the fire alarm is audible throughout the accommodation and that all signs and exits are clearly visible. It will also comply with fire regulations.
- In the case of an emergency, ensure measures are in place to alert children and young people with disabilities (e.g. a child who is hard of hearing).

Safety (Outings and overnight events)

At all times, it is the responsibility of the workers to know the whereabouts of every child/vulnerable person participating in a residential activity/camp and this may include monitoring access on and off the site.

General safety rules will be applied as appropriate (e.g. no running round tents due to the risk of injury from tripping over guy lines).

Swimming Trips

There will be an increased adult to child/vulnerable person ratio for all swimming trips and prior to the trip the swimming ability of a participant will be established. A swimming consent for each child/vulnerable person (or a copy) will be taken by the group leader on the trip.

5.0 Safe Community

Bullying

Bullying is another way in which children (or adults) abuse other children/vulnerable people, and it can be verbal or physical. Bullying includes teasing, making unkind comments about a person, demanding money, "ganging up" on, or physically assaulting a person. You might see evidence of torn clothes, bruising, burns, or scratches. They might be afraid to attend school or other activities if they think the bully will be present.

The effect of bullying on the victim can be profound, both emotionally and physically.

Bullying can take many forms including:

- Name-calling, taunting, teasing, mocking
- Kicking, hitting, pushing, intimidating
- Unwanted physical contact of a sexual nature or sexually abusive comments

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- Taking belongings
- Inappropriate text-messaging and emailing
- Sending offensive or degrading images by phone or over the internet
- Gossiping, spreading hurtful and untruthful rumours
- Excluding people from groups
- 'Unofficial' activities such as initiation ceremonies or practical jokes which may cause physical or emotional harm.

Bullies will often pick on a particular feature of a person's appearance or character as a supposed 'reason' for bullying:

- Racial difference; disability; sexuality; hair colour; gender

Bullies can be:

- Children or young people bullying others in their peer group, or other children and vulnerable people either older or younger
- Adults bullying children and vulnerable people
- Children and young people bullying adults or vulnerable people

Bullying will always cause a great deal of pain and harm for those on the receiving end. Many children and young people affected by bullying believe they have nowhere to turn. They are scared to speak out and often blame themselves. They can become fearful and reclusive.

Some signs that can indicate that a child or vulnerable person is being bullied are as follows:

- Withdrawal; lack of desire to join activities with certain individuals; drop in school marks; torn clothing; loss of friends; avoidance of church groups and other activities; bruises; need for extra money or supplies.

In order to prevent bullying the following procedures will be adopted:

- The children and young people themselves will be involved in agreeing a code of behaviour which makes it clear that bullying is unacceptable
- Children and young people should know how they can report any incidents of bullying
- All allegations of bullying will be treated seriously
- Details will be checked carefully before action is taken
- The bullying behaviour will be investigated and bullying will be stopped as quickly as possible
- The parents of the bully and of the bullied will be informed
- An attempt will be made to help bullies change their behaviour
- All allegations and incidents of bullying will be recorded, together with actions that are taken.

Working with Offenders

When someone attending the Church is known to have abused children, the individual concerned will be supervised and pastoral care will be offered, but in its commitment to the protection of children, the church will set boundaries for that person which they will be expected to keep.

When it is known that a person who has been convicted of sexually abusing children or vulnerable people is attending North End BC, it is important that their behaviour within the church community is properly managed and that a contract is put in place. There are also times when it will be appropriate to take such measures with a person who has faced a series of allegations about the sexual abuse but has never been convicted (such allegations may be revealed on an Enhanced DBS Disclosure under relevant non-conviction information).

If an offender is on the Sex Offenders' Register they will be monitored under guidelines known as the Multi-Agency Public Protection Arrangements (MAPPA). In the latest guidance there is provision to require a written contract to be in place if the offender wishes to attend a place of worship.

NEBC Safeguarding Policy

In determining the details of the contract:

- There will be a discussion about who should be informed of the nature of the offence and the details of the contract
 - The rights of the offender to re-build their lives without everyone knowing the details of their past offence should be balanced against the need to protect children and young people
 - The Safeguarding Trustee, the Designated Person for Safeguarding and the Pastor should always be informed
- The Designated Person or the Safeguarding Trustee should determine whether the person is subject to supervision or is on the Sex Offenders' Register
 - If so, the Designated Person or the Safeguarding Trustee should make contact with the offender's specialist probation officer (SPO) who will inform the church of any relevant information or restrictions that the church should be aware of
- The Designated Person or the Safeguarding Trustee should inform and take advice from the Regional Minister in the local Baptist Association.

An open discussion must be held with the person concerned where clear boundaries are established for their involvement in the life of the church. A written contract should be drawn up which identifies appropriate behaviour.

The person should be required to sign the contract which:

- Will identify the meetings the person may attend
- Will specify that they will always sit apart from children and vulnerable people
- May ask that they are always accompanied by a befriender on church premises
- Will require the person not to attend small group meetings where children or vulnerable people are present
- Will require that the person declines hospitality where there are children or vulnerable people
- Will state that the person will never be alone with children or vulnerable people while attending church functions
- Will require the person to stay away from areas of the building where children or vulnerable people meet.

The contract should be monitored and enforced. Those who offend against children and vulnerable people can often be manipulative. If the contract is broken certain sanctions should be considered.

It is impossible in a policy such as this to cover every scenario and "what if" situation.

Further guidance will be taken by the Safeguarding Team from Safe to Grow (BU guidelines on safeguarding), this is available from the Safeguarding Team for anyone to read if they so desire.

The Safeguarding Team will take further advice and guidance from the BU, and other agencies when necessary.

6.0 NEBC Safeguarding Team

Safeguarding trustee

Steve Ansell
023 9311 1157
07766 425 675

Designated Person for Safeguarding

Angela Bailey
023 9271 9428

Deputy Designated Person for Safeguarding

Name
Contact Number

Regional Minister

Jackie Storey
07725 039942

Organisation (Churches Agency for Safeguarding)

020 7467 5216

7.0 Useful Numbers & Contacts

- 023 9283 9111 - Portsmouth Civic Offices (Information & Assessment Team)
- 0845 600 4555 - Emergency out-of-hours
- 0845 045 45 45 - Hampshire Constabulary
- 0808 800 5000 - NSPCC
- 023 8041 0691 - Southern Counties Baptist Association
- 0845 120 4550 - Churches Child Protection Advisory Service (CCPAS) www.ccpas.co.uk
- www.safetogrow.org.uk

Name (printed) JAYNE HOWARD.....
 Signed J Howard.....
 Position Secretary.....
 Date 8/12/13.....

Name (printed) DAVID PEARSE.....
 Signed D Pearse.....
 Position TREASURER.....
 Date 8/12/13.....

