

Safeguarding Policy & Procedures

October 2022



North End Baptist Church

Safeguarding Children and Vulnerable Adults

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

Review Date: October 2025

Based on the Best Practice Guidance for Baptist Union of Great Britain Churches

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DOCUMENT REVISIONS

Date	Version	By	Changes
Oct 2022	NEBC-SGP-2022-Rev 3	CA	Throughout: References applied to workers, both paid and voluntary
Oct 2022	NEBC-SGP-2022-Rev 3	CA	Contact details amended P7
Oct 2022	NEBC-SGP-2022-Rev 3	CA	Amended 2.1.6

INTRODUCTION

This safeguarding policy, procedures and best practice has been written based on the Baptist Union of Great Britain template.

DEFINITIONS OF TERMS

For the remainder of this policy, the terms in bold include the following:

Child - refers to anyone under the age of 18 years.

There is no standard single definition for a vulnerable adult, so for our policy we are using the following simple definition taken from CCPAS (Churches' Child Protection Advisory Service):

'Any adult aged 18 or over who due to disability, mental function, age, illness or traumatic circumstances may not be able to take care or protect themselves against the risk of significant harm, abuse, bullying, harassment, mistreatment or exploitation'.

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

Neglect – the persistent failure to meet a child or vulnerable person's basic physical, and/or psychological needs.

Vulnerable - exposed to the possibility of being influenced, harmed or attacked either physically or emotionally.

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.

Grooming - the term refers to the deliberate actions taken by an adult to form a trusting relationship with a child with the intent of later having sexual contact.

The act of grooming a child sexually may include activities that are legal and might be considered harmless in and of themselves, but that later lead to sexual contact. This is done to gain the child's trust as well as the trust of those responsible for the child's well-being. Children are less likely to report a crime if it involves someone that the child knows, trusts, and cares about.

Grooming also refers to the practice of establishing a relationship of credibility and trust with the adults who are responsible for a child's well-being. This is done to ensure that these same adults will be less likely to believe any potential accusations.

BUGB Baptist Union of Great Britain

Workers - those working with children and vulnerable adults, whether paid or voluntary (unpaid).

MASH - Portsmouth City Council's "Multi Agency Safeguarding Hub"

Parents - Parents, Carers & Guardians

DPS - Designated Person(s) for Safeguarding

Spiritual Abuse

The term 'spiritual abuse' is not one of the official definitions of abuse but is sometimes used to describe some of the particular features of abuse arising within religious organisations.

“Spiritual abuse occurs when someone uses their power within a framework of spiritual belief or practice to satisfy their own needs at the expense of others.”

However, the term is sometimes used more loosely to refer to the ways in which children can suffer harm through the beliefs and practices of a Christian church or other faith community.

There are a number of ways in which practice in churches can lead to the abuse or neglect of children:

- a belief in demon possession resulting in the labelling and naming of a child as 'evil' or a 'witch'
- placing pressure on children to make decisions that are not appropriate to their age or developmental stage
- creating an environment in which children are discouraged from asking questions or holding alternative views

Who causes harm to children?

It is important to recognise that children can be subject to harm in any and every setting. It is important for those working with children and young people to be aware that harm may be perpetrated by both males and females and by other children.

The person who brings harm to children and young people:

- is most often someone known to the child (i.e. parent, carer, sibling, other relation, family friend or neighbour)
- is often an adult with whom the child or young person has a valued relationship and may be in a position of trust and responsibility within an organisation to which a child belongs or has contact
- can be of any background – social, economic, cultural, ethnic etc.
- may act in isolation or together with other adults
- can be another child or young person. Children and young people who abuse other children are likely to be children or young people who have considerable needs of their own, sometimes as a result of abuse, neglect, disruption and instability they themselves have experienced. The risk they pose to other children should not be overlooked

SECTION 1 – SAFEGUARDING POLICY STATEMENT

Our Vision

The vision statement of North End Baptist Church is Experiencing God; Journeying together; Embracing community. In fulfilling this vision, we:

- Welcome children and vulnerable adults into the life of our community
- Run activities for children and vulnerable adults
- Make our premises available to organisations working with children and vulnerable adults

Our Safeguarding Responsibilities

The church recognises its responsibilities in safeguarding all children and vulnerable adults, regardless of gender, ethnicity or ability.

As members of this church we commit ourselves to the nurturing, protection and the safekeeping of all associated with the church and will pray for them regularly. In pursuit of this, we commit ourselves to this policy and to the development of sound procedures to ensure we implement our policy well.

Prevention and Reporting of Abuse

It is the duty of each church member to help prevent the abuse of children and vulnerable adults, and the duty of each church member to respond to concerns about the well-being of children and vulnerable adults. Any abuse disclosed, discovered or suspected will be reported in accordance with our procedures. The church will fully co-operate with any statutory investigation into any suspected abuse linked with the church.

Safer Recruitment, Support and Supervision of Workers

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

Respecting Children and Vulnerable adults

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

Safer Working Practices

The church is committed to providing an environment that is as safe as possible for children and vulnerable adults and will adopt ways of working with them that promote their safety and well-being.

The following positions of responsibility are required to produce a valid DBS certificate to the Safeguarding Trustee:

- The Minister
- All employees
- All group leaders and volunteers (even when parents are in attendance)
- Members of the diaconate
- All premises key holders

NEBC will accept an update service number in place of a valid in-date certificate when produced with the certificate and the holder's date of birth. Details from these certificates including the update service number will be recorded onto a secure register held by the church.

To further reinforce these commitments and responsibilities, the safeguarding Level 1 DVD will be shown during a member's meeting annually and be available to all who need to view it outside of the meeting.

A Safer Community

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

Safeguarding Contacts Within Our Church

The church has appointed the following individuals to form part of the church Safeguarding Team which has been formed at NEBC to give additional advice, support and accountability to those that currently serve the church in this area. It consists of 5 positions including:

Becki Bickerton, Designated Person for Safeguarding (DPS)

Becki will; act as a first point of contact for the church family and visitors regarding any safeguarding concerns.

Advise the Safeguarding Team on any matters related to the safeguarding of children and vulnerable adults and take the appropriate action in consultation with (where possible) the Safeguarding Team when abuse is disclosed, discovered or suspected.

Phone: 07493 538 729

Email: cyfw@northendbaptistchurch.com

Sam Smith, Designated Person for Safeguarding (DPS)

Sam will; act as a first point of contact for the church family and visitors regarding any safeguarding concerns.

Advise the Safeguarding Team on any matters related to the safeguarding of children and vulnerable adults and take the appropriate action in consultation with (where possible) the Safeguarding Team when abuse is disclosed, discovered or suspected.

Phone: 07547 632148

Email: trustee@northendbaptistchurch.com

Michelle Treacher, Designated Person for Safeguarding (DPS)

Michelle will; act as a first point of contact for the church family and visitors regarding any safeguarding concerns.

Advise the Safeguarding Team on any matters related to the safeguarding of children and vulnerable adults and take the appropriate action in consultation with (where possible) the Safeguarding Team when abuse is disclosed, discovered or suspected.

Phone: 07761014310

Email: secretary@northendbaptistchurch.com

Christine Aston, Safeguarding Trustee.

Christine will raise the profile of safeguarding within the church and oversee and monitor the implementation of the safeguarding policy and procedures on behalf of the church trustees. She will also review and update the church policy annually and give a summary report to the Diaconate annually.

Phone: 07825260359

Email: safeguarding@northendbaptistchurch.com

Michelle Treacher, Secretary

Michelle will report any incidents of a safeguarding nature (minus the details) to the Diaconate at their monthly meetings. Specific details will however be withheld.

Phone: 07761 014 310

Email: secretary@northendbaptistchurch.com

Tracey Ansell, Minister

Tracey is also an important part of the Church Safeguarding Team providing pastoral support.

Phone: 07472 391 636

Email: minister@northendbaptistchurch.com

The remit of the group will be to share information and make an initial group decision on what action to take regarding any incidents either personally witnessed or reported to them. All correspondence will be filed and all email correspondence will copy in (CC) the church safeguarding email –

safeguarding@northendbaptistchurch.com

Where possible, the Church Safeguarding Team will work together when issues arise. However, each person has a responsibility to report allegations of abuse as soon as they are raised.

The church has on display, in numerous locations throughout the building, a “Tell Us” poster that reminds people of their most basic obligations to safeguarding. It also includes a photograph and contact details of each of the Designated Persons for NEBC. As incidents occur, logs are created, appended and saved to a secure church Dropbox account.

Training

All NEBC church members and workers (paid and voluntary) who work with children and/or vulnerable adults will complete the following training;

- Minister; BUGB “Excellence in Safeguarding” - levels 1, 2 & 3
- Diaconate; BUGB “Excellence in Safeguarding” - levels 1, 2 & 3
- Children & Families worker; BUGB “Excellence in Safeguarding” - levels 1, 2 & 3
- Safeguarding Trustee; BUGB “Excellence in Safeguarding” - levels 1, 2 & 3
- Safeguarding Designated Persons; BUGB “Excellence in Safeguarding” - levels 1, 2 & 3
- All church workers working with children; BUGB “Excellence in Safeguarding” - level 2
- All church workers working with vulnerable adults; BUGB “Excellence in Safeguarding” - level 1, & 2
- All NEBC church members and regular attendees; BUGB “Excellence in Safeguarding” - level 1

The BUGB has also published a guide ‘Introduction to Safeguarding’ for new workers (paid and voluntary) that is available free of charge from their website. This training must be repeated every 4 years in accordance with the Baptist Union (BU) see; <https://www.baptist.org.uk>.

Further guidance of these roles can be found in the BUGB publications ‘Safe to Grow’ (2011) & ‘Safe to Belong’ (2015).

Putting Our Policy into Practice

- A copy of the safeguarding policy statement will be displayed permanently on the church noticeboard and church office albeit without the final signatures page, and is available on the church website.
- Each worker with children and vulnerable adults will be given a full copy of the “safeguarding policy and procedures” document and will be asked to sign to confirm that they will follow them.
- A full copy of the policy and procedures will be made available on request to any member of, or other person associated with the church.
- The policy is monitored and reviewed annually, and after any incident where any revisions are appended and/or amended.
- The policy statement will be read annually at the church AGM, together with a briefing of the review.
- This policy document should be read in conjunction with the current NEBC Health and Safety Policy and subsequent Risk Assessments.
- Hope into Action workers must follow this policy document in conjunction with the Hope into Action Safeguarding Policy and the current NEBC Health and Safety Policy and subsequent Risk Assessments.
- Whilst it is preferable to consult the DPS/Safeguarding Team before reporting an incident to the police and authorities there are situations where the individual must act alone and report the incident themselves i.e. the DPS/Safeguarding Team are unavailable or there is just no time to

consult anyone.

SECTION 2 - SAFEGUARDING PROCEDURES

2.1 PROCEDURE FOR RECOGNISING, RESPONDING TO AND REPORTING ABUSE

2.1.1 What to do if Abuse is Suspected or Disclosed

Abuse and neglect are forms of maltreatment of a child or vulnerable adult. Somebody may abuse or neglect a child or adult by inflicting harm, or by failing to act to prevent harm. Children and vulnerable adults may be abused in a range of settings, by those known to them or, more rarely, by a stranger. There are many ways in which people suffer abuse. For more information, please see Appendix 1.

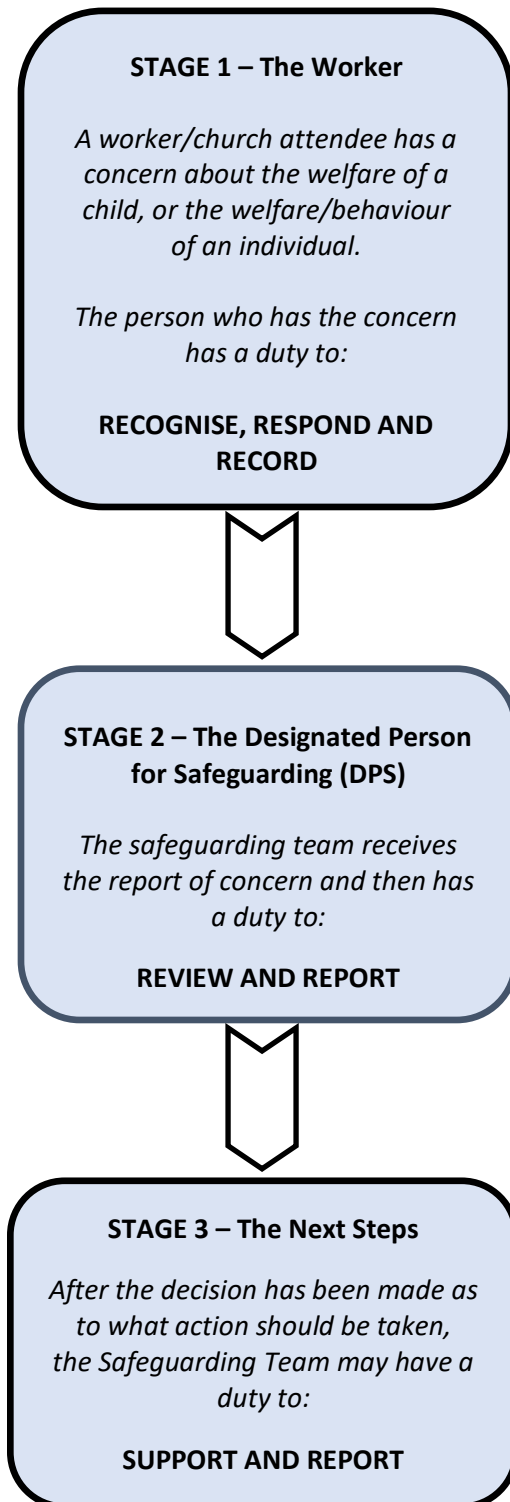
Everyone has his or her part to play in helping to safeguard children and vulnerable adults within the life of the church:

- If the behaviour of a child or vulnerable adult gives any cause for concern
- If an allegation is made in any context about a child or vulnerable adult being harmed
- If the behaviour of any individual towards children or vulnerable adults causes concern

WHAT TO DO	WHAT NOT TO DO
<ul style="list-style-type: none"> • Listen to and acknowledge what is being said. • Try to be reassuring & remain calm. • Explain clearly what you will do and what will happen next. • Try to give them a timescale for when and how you/the DPS will contact them again. • Take action – don't ignore the situation. • Be supportive. • Tell them that: <ul style="list-style-type: none"> They were right to tell you; You are taking what they have said seriously; It was not their fault; That you would like to pass this information on to the appropriate people, with their permission; • Be open and honest. • Give contact details for them to report any further details or ask any questions that may arise. • Follow the church's procedures for responding to concerns. 	<ul style="list-style-type: none"> • Do not promise confidentiality. • Do not show shock, alarm, disbelief or disapproval. • Do not minimise what is being said. • Do not ask probing or leading questions, or push for more information. • Do not offer false reassurance. • Do not delay in contacting the DPS. • Do not contact the alleged abuser. • Do not investigate the incident any further. • Never leave a child or vulnerable adult waiting to hear from someone without any idea of when or where that may be. • Do not pass on information to those who don't need to know; not even for prayer ministry. • Do not pass judgement. • Do not dismiss your concerns • Do not take responsibility for deciding whether or not abuse is actually taking place.

2.1.2 Responding to Concerns Raised about Children

When there are concerns that a child is being abused, the following process must be followed. More detailed information can be found in Appendix 2.



A hand-written record must be made of the concern including dates & times using a standard incident report form (Appendix 3) and the concern must be passed on to the church safeguarding team within 24 hours.

The written record should: be made as soon as possible after the event; be legible; include the name, date of birth and address of the child/individual; include the nature of any concerns and description of any bruising or injuries that have been noticed; include an exact record of what the child has said, using their own words where possible; include any action taken; be signed and dated; be kept secure and confidential (available only to the safeguarding team).

The report will be reviewed by the safeguarding team with any other relevant information and a decision will be taken (often in liaison with others) as to what action should follow. See Appendix 2 for examples of possible actions. Any formal referral to the police or Social Services should normally be made within 24 hours of receiving the report.

The Local Baptist Association Safeguarding Contact (07545 686143) should be made aware of any referrals to the statutory authorities.

Support should be offered to all parties affected by any safeguarding concerns (this could be the church as a whole, but more specifically victims; alleged perpetrators; children; vulnerable adults; other family members; church workers; the safeguarding team; members of the leadership team).

Where formal referrals are made, reports may need to be made to the Disclosure and Barring Service (DBS) and the Charity Commission.

If the DPS is not available, or is implicated in the situation, any reports or concerns should be passed to another member of the church Safeguarding Team.

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

- Contact Portsmouth City Council's Multi Agency Safeguarding Hub (MASH) 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 or vulnerable adult needs urgent medical attention an ambulance will be called or they will be taken to hospital, informing the parents 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 MASH - 023 9268 8793 out-of-hours 0300 555 1373

- Do not try to investigate the matter.
- In the case of 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 MASH, contact the police.
- Do not touch or tamper with any evidence, such as stained clothing.
- Do not tell other people including the parents; they could be involved.
- Keep information on a need-to-know basis so that any alleged perpetrator is not 'tipped off'.

Should the Safeguarding Team not feel it necessary to refer the matter to contact MASH but you (or anyone else) have serious concerns for the child's safety, then you should 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 must refer it directly to MASH and inform the National Safeguarding Team.

If you think that anyone is in imminent danger of harm, a report should be made immediately to the police by calling 999.

2.1.3 Responding to Concerns Raised about Vulnerable adults

When a concern is raised about an adult it should be treated in the same way as a concern about a child, i.e. the church worker (paid or voluntary) should:

- 1) **Recognise** that abuse may be taking place
- 2) **Respond** to the concern
- 3) **Record** all the information they have received
- 4) **Report** the concern to the DPS/Safeguarding Team who may, in turn, report it to the statutory authorities

It is not your role to decide whether someone has mental capacity, and is therefore able to make decisions that impact on their safety and well-being. Decisions on mental capacity are best made by professionals with the relevant background information to hand. Always share your concerns with the DPS/Safeguarding Team even if you do not have the consent of the adult to do so – in this instance, make sure the DPS/Safeguarding Team knows that the person concerned has not given consent for the information to be passed on.

The Care Act 2014 provides helpful guidance on these situations:

“If the adult has the mental capacity to make informed decisions about their safety and they do not want any action to be taken, this does not preclude the sharing of information with relevant professional colleagues. This is to enable professionals to assess the risk of harm and to be confident that the adult is not being unduly influenced, coerced or intimidated and is aware of all the options. This will also enable professionals to check the safety and validity of decisions made. It is good practice to inform the adult that this action is being taken unless doing so would increase the risk of harm”.

The DPS in consultation with the Safeguarding Team will consider all the information to hand and decide whether it is appropriate for the information to be reported to the statutory authorities (see Section 4). If there are any concerns about an adult's mental capacity, the DPS will contact the Local Authority Adult Safeguarding Team for advice.

2.1.4 Allegations Against Workers

If you see another worker acting in ways, which concern you or might be misconstrued, speak to the DPS/Safeguarding Team about your concerns as soon as you can. This includes the actions or behaviours of those in leadership positions in the church.

Church workers should encourage an atmosphere of mutual accountability, holding each other to the highest standards of safeguarding practice. The following procedure should be followed:

- 1) When an allegation of abuse has been made do not approach the alleged perpetrator about it
- 2) Follow the usual safeguarding procedure: **Recognise, Respond, Record, Report**
- 3) Once the allegation has been reported to the DPS they can, in consultation with the Safeguarding Team, liaise with the relevant statutory authority (see Section 4)
- 4) Whilst waiting for an outcome from the statutory authorities, the worker about whom concerns have been raised will be supervised as closely as possible, without raising suspicion
- 5) Once the statutory authorities are involved, the church will follow their advice with regard to the next steps to take (for example, suspension of worker, putting a contract in place)
- 6) A written record of all discussions with statutory authorities or other parties should be maintained by the Safeguarding Team and stored securely and confidentially, where only those directly involved in safeguarding (DPS & Safeguarding Team) can access them.
- 7) No information about the allegation will be shared with people in the church other than those directly involved in safeguarding, not even for prayer purposes.

The suspension of a worker following an allegation is, by definition, a neutral act. Our priority as a church is to protect children and vulnerable adults 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/ vulnerable adult or to satisfy the needs of an investigation, for the alleged perpetrator to worship elsewhere. In such cases the new church's DPS will be informed of the reasons for this happening.

When Concerns are Expressed About the Minister

Any safeguarding concerns involving a Minister should always be reported immediately to the local Baptist Association Safeguarding Contact (07712 508779) in addition to following the church's usual procedures. Do not tell the Minister that a concern has been raised about them.

When Concerns are Expressed About the Minister's Spouse

Any safeguarding concerns involving the Minister's spouse should always be reported immediately to the local Baptist Association Safeguarding Contact (07712 508779) and be raised with the Safeguarding Team. Tell the spouse that a concern has been raised about them and that they should immediately stop any group activities that involve them with children or vulnerable adults until the accusation has been investigated.

When Concerns are Expressed About the Church DPS/Safeguarding Trustee

Any safeguarding concerns involving the DPS or Safeguarding Trustee should always be reported immediately to the local Baptist Association Safeguarding Contact (07712 508779) and be raised with the Safeguarding Team. Tell the DPS or Safeguarding Trustee that a concern has been raised about them and that they should immediately stop any group activities that involve them with children or vulnerable adults until the accusation has been investigated. The BU Safeguarding Team will also be alerted.

2.1.5 When Concerns are Expressed about a Member or Attender of the Church

Members commit to nurture, protect and safeguard all at the annual general meeting.

When concerns are expressed about a member, the Designated Safeguarding Officer will seek advice from the Baptist Union Regional Safeguarding Team.

Safeguarding concerns are dealt with in a loving, caring process, enabling people to grow, modelling authentic friendship, and communicating to engage, encourage and journey as disciples. Concerns will be discussed with the member or attender, enabling them to address issues, and seek repentance for harm caused, reconciliation with God and restoration in the Church. Continuity of pastoral support will be facilitated.

The Designated Safeguarding Trustee will facilitate a safeguarding contract to keep members and attenders safe. Breaches of the contract will result in suspension or withdrawal of membership. Extreme safeguarding concerns will result in immediate withdrawal of membership, and authorised by the Leadership Team. Any right of appeal will be made to the Regional Safeguarding Team Leader – Keith Baldwin - SCBA safeguarding@SCBA.org.uk 07712 508779.

NEBC also reserves the right to refuse access to the church building and group activities.

2.1.6 Abuse of Trust

Relationships between children and vulnerable adults and their church workers can be described as 'relationships of trust'. The worker is someone in whom the child or vulnerable adult has placed a degree of trust. This may be because the worker has an educational role, is a provider of activities, or is even a significant adult friend. It is not acceptable for a church worker to form a romantic relationship with a child or vulnerable adult with whom they have a relationship of trust.

While by no means restricted to young leaders, those who are in their early adult years will need to be particularly aware of the need not to abuse their position of trust in their relationships with other children who are not much younger than themselves.

2.1.7 Allegations Made Against Children and Vulnerable adults

Children are by nature curious about the opposite sex and sexuality. However, where a child is in a position of power, 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 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.

When such an instance occurs, they are investigated by the statutory authorities 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, as they may have also been abused. It cannot be assumed that children will grow out of this type of behaviour, as most adult sex offenders started abusing in their teens or even younger.

Allegations against vulnerable adults will be investigated by the statutory authorities. If the alleged perpetrator is unable to understand the significance of questions put to them or their replies, they can access support from an 'appropriate' adult whilst they are being questioned. This role can be filled by a range of people, such as a family member, carer, social worker, etc. In court, vulnerable adults may be allowed to be assisted by an intermediary or give evidence through a live link.

When an allegation is made against a child or vulnerable adult the following procedure should be followed:

- 1) Do not approach the person about whom the allegation has been made or their parents
- 2) Follow the church's safeguarding procedure: **Recognise, Respond, Record, Report**
- 3) Seek advice from the DPS, who in consultation with the Safeguarding Team, will speak to the police or social services (see Section 4) about when to inform a parent. The DPS/Safeguarding Team will also seek advice about what steps need to be taken to ensure the needs of both the victim and alleged perpetrator are met; this may include placing the child or vulnerable adult on a Safeguarding Contract or equivalent (see section 3.4: Safer Community/Working with Alleged or Known Offenders)
- 4) Make sure there is pastoral support in place for the child or vulnerable adult throughout the process involved.

2.1.8 Pastoral Care

Following an Allegation or Suspicion

When an allegation/suspicion arises in the church, a period of investigation will follow, which will be stressful for all involved. The church will ensure that one person is responsible for dealing with the authorities, another offers support to the victim/s and their family, and another gives pastoral care to the alleged perpetrator, without compromising the alleged victims or their families. It may be necessary to appoint other people to support the families involved.

Where a statutory investigation is under way, this support will be provided with the knowledge of the statutory authority involved.

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.

Supporting Those Who Have Experienced Abuse

As a church, we are committed to caring for those who have experienced abuse and refer to the Baptist Union of Great Britain **Supporting Those who have Experienced Abuse** guide to ensure that we adhere to a model of best practice.

We recognise it is important that those who have experienced abuse:

- Are accepted for who they are, without being made to forgive or being put into a position of feeling guilty and responsible for what happened to them.
- Know that God loves them unconditionally, and that nothing can or will change this truth.
- Can be confident that those in the church community who know about the abuse are with them on their journey – no matter how long or difficult that journey may be.

It may be necessary to signpost individuals to specialist support. The DPS/Safeguarding Team has a list of relevant local information and contacts, ready for anyone who may need it.

2.2 SAFER RECRUITMENT

As a church, we are committed to safer recruitment practices. When recruiting both paid and volunteer church workers, the following process will be applied:

- 1) We will develop a clear role profile, person specification and application form
- 2) When advertising a role which involves working with children or vulnerable adults, we will make it clear that any appointment is subject to a DBS check
- 3) All applicants will be asked to complete an application form and include the names of two referees
- 4) Shortlisting of applicants will be carried out by at least two people, including the line manager or group leader directly overseeing the role being recruited for
- 5) Interviews will be carried out by at least two people, including the line manager or group leader
- 6) References, a Self-Disclosure Form and an enhanced DBS check must be completed satisfactorily before the appointed person starts in their role.
- 7) A second interview before the end of the 6-month probationary period will be carried out
- 8) Induction training, job training (every 3 years) and signed undertaking to work within the church policy and procedures

Note: Under the Criminal Justice and Court Services Act 2000, it is an offence for anyone disqualified from working with children or vulnerable adults to knowingly apply, accept or offer to work with children or vulnerable adults. It is also a criminal offence to knowingly offer work with children or vulnerable adults to an individual who is so disqualified or to knowingly allow such an individual to continue to work with children or vulnerable adults.

Additional Checks for Paid Workers

In addition to the above checks which should be completed for both paid and volunteer church workers, an applicant's UK residency status and/or right to work in the UK will be checked when recruiting for a paid role.

References

Formal written references will be requested, ideally in the form of at least one professional and one personal reference

Appointment and Supervision

NEBC's safeguarding policy and procedures will be discussed with the applicant and they will be required to sign their agreement to adhere to them. All workers will have a role description and clear lines of accountability to a leader and the leadership team.

Paid workers will also have an assigned supervisor whom they will meet with regularly to discuss work and address any issues or areas of concern. There will be a probationary period of six months in the role before any paid appointment is confirmed.

There will also be regular team meetings to review procedures, share concerns and identify other matters that may need clarification and guidance.

Training

It is important that all workers understand our church's agreed safeguarding procedures and attend BUGB Excellence in Safeguarding training at least once every four years. Where a worker is successfully recruited but has not yet been able to attend the training, they should be given a copy of the Baptist Union of Great Britain's **Gateway to Level 2 Excellence in Safeguarding** booklet and asked to complete the relevant sections. Additional specialist training will also be arranged where needed, for example, in First Aid.

Young Leaders Under 18 Years of Age

In law, young leaders under the age of 18 are children and cannot be treated as adult members of a team. Training and mentoring will be given to ensure that they are helped to develop and hone their skills, attitudes and experience. Young leaders must always be closely supervised by an adult leader and never given sole responsibility for a group of children. When considering ratios of staff to children, young leaders need to be counted as children, not leaders. The safeguarding procedures apply to a young leader just as they do to any other person. Parent/carer permission needs to be sought for young leaders just as you would for any other person under 18 years of age.

2.3 SAFER BEHAVIOUR

The church has a code of behaviour for all those working with children and/or vulnerable adults so that everyone is shown the respect that is due to them:

- Treat everyone with dignity and respect.
- Use age and ability appropriate language and tone of voice. Be aware of your body language and the effect you are having on the child or vulnerable adult.
- Listen well to everyone. Be careful not to assume you know what a child or vulnerable adult is thinking or feeling. Listen to what is being spoken and how it is said. At the same time, observe the individual's body language to better understand what is being said.
- Be aware of any physical contact you may have with a child or vulnerable adult and record it when necessary. For instance, if you need to stop a fight, administer First Aid, give a hug to someone in distress, or protect yourself or others from danger.
- Do not make sexually suggestive comments about or to a child or vulnerable adult, even in 'fun'.
- Do not scapegoat, belittle, ridicule or reject a child or vulnerable adult.
- Keep a record of any significant incidents or concerns on a Safeguarding Incident Form (see Appendix 3). Enter the names of all those present and anything of note, which you observe, e.g. details of any fights broken up by the workers, allegations made, etc. All workers who witnessed the incident, overheard it or responded in any way should record the details and sign and date the form.

Specific considerations when working with children:

- Do not invade the privacy of children when they are using the toilet or showering
- The level of assistance with 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.
- Avoid rough games involving physical contact between a worker and a child
- Avoid sexually provocative games.
- When it is necessary to discipline children, this should be done without using physical punishment. There may, however, on the rare occasion be circumstances where a child needs to be restrained in order to protect them or a third person.
- Only invite children to your home or on trips in groups and always make sure that another worker is present.
- Notify the DPS/Safeguarding Team of any children's trips, which take place in the name of the church. Parental permission must always be sought.
- Do not give lifts to a solitary child or young person on your own. Ensure that if transporting children as part of your church role, you have the correct insurance cover in place as well as parental permission.

- No person under 18 years of age should be left in sole charge of any children of any age. Nor should children attending a group be left alone at any time.

No one should normally be left working alone with children or vulnerable adults, but should instead work as part of a team. If there are insufficient leaders for groups:

- Internal doors should be left open.
- At least two people should be present before external doors are opened for an event.
- Consider whether you could combine groups together or rearrange planned activities.
- Reconsider whether you can run the group safely, carrying out a Risk Assessment to record your findings.

If workers(paid and voluntary) find themselves on their own with children or vulnerable adults, they should

- Assess the risk of sending the child or vulnerable adult home.
- Phone another team member and let them know the situation.
- Train additional leaders as soon as possible.

If a child or vulnerable adult 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 present.
- You leave the door open if you are in a room on your own.
- Another team member knows where you are.

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. See section 3.11 for recommended ratios. The only adults allowed to participate in children’s and vulnerable adult activities are those safely appointed and appropriately trained. The leader of the activity should be aware of any other adults who are in the building whilst the activity is running.

The parents 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 NEBC and/or the group to issue formal identification.

SECTION 3 - BEST PRACTICE GUIDELINES

The church is in an amazing position in society, with the opportunity to minister to individuals from the whole community, from the very young to the very old. These best practice guidelines are in place to help those working on behalf of the church to do it well, prioritising the safety and well-being of those they are working with. Whilst this section is divided into adults and children, some aspects of good practice will overlap.

3.1 – WORKING WITH CHILDREN

3.1.1 Ratios

When working with children the following recommended minimum ratios of workers to children apply:

Age range	Recommended minimum ratio for INDOOR activities	Recommended minimum ratio for OUTDOOR activities
0 – 2 years	1:3 (minimum 2)	1:3 (minimum 2)
3 years	1:4 (minimum 2)	1:4 (minimum 2)

4 – 7 years	1:8 (minimum 2)	1:6 (minimum 2)
8 – 12 years	2 adults for up to 20 children (preferably one of each gender) with an extra adult for every 10 additional children	2 adults for up to 15 children (preferably one of each gender) with an extra adult for every 8 additional children
13 years and over	2 adults for up to 20 children (preferably one of each gender) with an extra adult for every 10 additional children	2 adults for up to 20 children (preferably one of each gender) with an extra adult for every 10 additional children

This does not take into account special circumstances such as behavioural issues, developmental issues and disability and so on, which may mean an increase to the recommended ratios. In calculating the ratios of workers to children, young leaders who are under the age of 18 should be counted as one of the children, not one of the workers.

3.1.2 Children with Special Needs

Children 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. Some children may have limited understanding and behave in a non-age-appropriate way. It is good practice to speak with the parents of children/ with special needs and find out from them how best to assist the child or young person.

3.1.3 Visiting Children at Home

It is unlikely that workers will need to make pastoral visits to children and their families at home on behalf of the church. If a situation occurs where it is needed then it should be done in pairs, and with the prior agreement of the Minister.

3.1.4 Children with no Adult Supervision

When children turn up to and want to join in with church activities without the knowledge of their parents, workers will:

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

3.1.4.1 Children with Parents Present

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

- State where possible when NEBC is taking responsibility for the welfare of children and vulnerable adults and when they are in the care of their parents. This can include a short note on the bottom of the weekly notice sheet handed out on a Sunday morning

- Provide clear communication with parents so that they understand when the church is taking responsibility for their children and when the church understands the children and vulnerable adults are in the care of their parents.
- Identify and inform of areas of the building that are out of bounds e.g. the balcony and kitchen.
- Whenever children and vulnerable adults 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 during all age times when a parent is not present.

3.1.5 Mentoring

If a worker is working with a child as part of the recognised church mentoring programme:

- The parents of all children involved in mentoring are required to sign a letter to say they are aware that the mentoring is happening and whom it is with.
- Mentoring meetings should only be held in agreed places, and should be in view of other people.
- A mentoring meeting should have an agreed start and end time and someone should be aware that a meeting is taking place and where it is being held.
- A basic record should be kept of dates of significant meetings and any text messages or emails.
- Appropriate boundaries should be put in place in regard to times and demand, i.e. not phoning or texting late at night, etc.
- A written record should be kept of issues/decisions discussed at meetings.

3.1.6 Peer Group Activities for Children

All youth activities will be overseen by named adults who have been selected in accordance with safer 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 present to oversee any peer-led activities taking place.

3.1.7 Physical Contact

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

3.1.8 Electronic Communications - Cyber Safety

Modern Technologies and Safe Communication

These recommendations are essential for all people in a responsible position in the church, including Deacons, Group leaders or anyone involved in activities with children. We would also recommend that any adults connected with the church follows the guidance in order to protect themselves and the children that they may come into contact with.

Adults should not have contact with anyone under the age of 18 (unless they have parental responsibility) on a social media site, messenger service or mobile phone.

All electronic communication with someone under the age of 18 should go through their parent or guardian.

Communication for Youth groups can be made through group pages that are set up for this purpose.

Parents, carers or guardians can have access to these.

If a child in crisis initiates electronic communication, then a record needs to be kept. All correspondence with will be copied and filed and all email correspondence will "CC" the church safeguarding email - safeguarding@northendbaptistchurch.com. Any action that follows must be shared with the safeguarding team.

For more information on cyber safety, please refer to the Baptist Union of Great Britain *Cyber Safety Guide*, which can be found in the [safeguarding resources](#) section on their website at.

Taking Videos and Photographs of Children

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 made for personal use, such as a parent/carer taking photographs at school sports days or videoing a church nativity play.
- Children under the age of 18 should not be identified by surname or other personal details, including email, postal address or telephone number.
- When using photographs of children, it is preferable to use group pictures.

3.2 WORKING WITH VULNERABLE ADULTS

3.2.1 Premises

The church building will be made as accessible as possible to all people. Any restrictions to access, visibility, audibility, toilet facilities, lighting or heating will be addressed wherever possible, and where necessary, aids and adaptations put in place.

3.2.2 Language

Every effort will be taken to use appropriate language and suitable vocabulary, enabling the greatest level of inclusivity and accessibility. We will be mindful of the language used within worship and the language

used to describe people (such as derogatory words focusing on aspects of someone's disability, race or sexuality rather than the person themselves).

3.2.3 Worship

In all worship services, we will consider the varied requirements of our congregation and try to be as inclusive as possible, by:

- Providing some copies of large print type for all printed materials
- Speakers always facing the congregation and not covering their mouths when talking, enabling those who rely on lip-reading
- Describing what is being presented on a screen for those who cannot see it clearly
- Using inclusive language
- Using a variety of liturgy and resources to cater for different levels of understanding
- Using a microphone during times of open prayer so that all can hear
- Considering holding a service which specifically caters for certain groups of vulnerable adults, such as those with learning disabilities, the deaf or the visually impaired.
- After service prayer time, to share , if someone who has a distressing situation, they could become a vulnerable person.
- Anything which is said at prayer meetings, to remain confidential, this also includes the NEBC Whatsapp prayer group.

3.2.4 Insurance

We will take reasonable steps to safeguard vulnerable adults and will follow any specific safeguarding requirements as laid out by our insurance company.

3.2.5 Financial Integrity

Arrangements are in place for dealing with money, financial transactions and gifts, as outlined below:

- Those who work with vulnerable adults may become involved in some aspects of personal finance - collecting pensions or benefits, shopping or banking, etc. If handling money for someone else, always obtain receipts or other evidence of what has been done. (paid and voluntary).
- Workers should not seek personal financial gain from their position beyond any salary or recognised allowances or expenses.
- Workers (paid and voluntary) should not be influenced by offers of money.
- Any gifts received should be reported to the church Safeguarding Team, who should decide whether or not the gift could be accepted.
- Any money received by the church should be handled by two unrelated church workers.
- Care should be taken not to canvass for church donations from those adults who may be at risk, such as the recently bereaved.
- Workers (paid and voluntary) should ensure that church and personal finances are kept apart to avoid any conflict of interest.
- If someone alters their will in favour of an individual known to them because of their church work or pastoral relationship, it should be reported to the Diaconate. Workers should not act as Executors for someone they know through their work or pastoral role, as this may lead to a conflict of interests.
- Expert legal advice should be sought on matters such as Power of Attorney and Appointeeship to ensure that the situation is clearly understood and is the most appropriate course of action for the vulnerable adult.

3.2.6 Photographs

Workers should make sure that they have the person's permission to take a picture, and that the subject is happy with the intended use of the pictures. When taking group pictures, workers should remember to get permission from everyone who will be photographed.

3.2.7 Computers

All church computers will have suitable parental controls and blocks put on. Although this is not failsafe, it will make using the computers for inappropriate behaviour more difficult, whilst also protecting any vulnerable users. We have a policy "Use of NEBC Computers and the Internet" specifically for church computer use, including terms and conditions for their use as well as what will happen if someone breaches these conditions.

3.2.8 Record Keeping

Any records of safeguarding allegations, concerns or disclosures should be passed on to the Safeguarding Trustee and stored in a safe and secure manner for at least 75 years.

3.2.9 Pastoral Relationships

All those involved in pastoral ministry should work in a way that follows clearly defined procedures, which set out the boundaries to protect those carrying out the pastoral ministry as well as those receiving it:

- Workers (paid and voluntary) should be aware of the power imbalance within pastoral relationships and the potential for abuse of trust.
- Behaviour that suggests favouritism or gives the impression of a special relationship should be avoided.
- Workers (paid and voluntary) should be aware of the dangers of dependency within a pastoral relationship.
- Workers should never take advantage of their role and engage in sexual activity with someone with whom they have a pastoral relationship.
- All people receiving pastoral ministry should be treated with respect and should be encouraged to make their own decisions about any actions or outcomes.
- Workers (paid and voluntary) should not pastorally minister to anyone whilst under the influence of alcohol or drugs.
- Workers (paid and voluntary) need to recognise the limits of their own abilities and competencies, and get further help when working with situations outside of their expertise or role.

3.3 HEALTH AND SAFETY - Safe Practice and Safe Premises

3.3.1 Consent Forms

It is essential that we have important information about all children and vulnerable adults involved in any activities at the church, which should be recorded on our consent forms. The first week someone attends, workers must record their name, medical emergency information and a contact name and number. Then they must bring their completed form back with them. Similar details will be gathered for vulnerable adults.

3.3.2 Health and Safety

All activities for children and vulnerable adults will comply with the church's current health and safety policy and will be conducted in accordance with *Guidelines for Users of North End Baptist Church Premises*, 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 food preparation, at least one worker will hold a valid Basic Food Hygiene Certificate.

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

3.3.3 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 care. In addition, it is a legal requirement that all group leaders/responsible persons are familiar with the emergency procedures in the event of a fire.

3.3.4 First Aid

Our church has a number of trained First Aiders and there is a list showing who they are on the noticeboard. All church 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.

We have two first aid kits (one for adults and one for under 18s) as well as an incident reporting book, which must be completed in the event of any accidents, injuries or incidents. There is also an additional first aid kit for external events. A nominated individual will ensure that the contents of the first aid kits are checked on a regular basis. Completed accident forms should be passed on to the nominated individual.

3.3.5 Supervision of Groups

The person responsible for a group/activity must sign in and out (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.

3.3.6 Food 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 therefore follows 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).

3.3.7 Risk Assessment

Before undertaking any activity with children or vulnerable adults, the leader will ensure that a risk assessment is carried out. It is advisable to appoint someone specifically for this task.

3.3.8 Insurance

Residential activity organisers will check that there is adequate insurance cover for any activities planned. If the trip is at a centre it is also important to establish that there is appropriate public liability insurance in place.

3.3.9 Transport

These guidelines apply to all drivers involved in the transportation of children and vulnerable adults on behalf of the church. They do not apply to private arrangements, for example, transport arrangements made between friends.

- Only those who have gone through the church safer recruitment procedures for workers will transport children and vulnerable adults (within the DBS eligibility criteria).
- All drivers will have read the church's Safeguarding Policy and agree to abide by it.
- Drivers will be aged 21 or over and have held a full driving licence for at least two years.
- Drivers must ensure that they have adequate insurance cover and that the vehicle being used is road worthy.
- All hired minibuses will have a small bus permit, the necessary insurance and a driver with a valid driving licence that entitles them to drive a minibus.

Our practice specifically for transporting children is as follows:

- Parental consent will be given for all journeys.
- All children should be returned to an agreed drop off point. At collection or drop off points, children should never be left on their own; make sure an appropriate adult collects them.
- An adult transporting just one child should be avoided at all times

3.3.10 Outings and Overnight Events Involving Children

There are some specific considerations, which need to be made for outings and overnight events involving children:

- A risk assessment must be carried out beforehand.
- Parents will be informed in writing of all the arrangements.
- Consent forms will be obtained for the specific activities involved.
- There will be workers with first aid and food hygiene certificates with the group.

Sleeping Arrangements

Sleeping arrangements for overnight events will be carefully considered. It may be acceptable for workers to share sleeping accommodation with children/ in a large dormitory or on an activity such as youth hostelling, where it is customary practice and there is more than one worker per room. Workers will not share sleeping accommodation with fewer than three children. Arrangements will be age-appropriate, provide security for the child/young person and be safe for everyone involved. The event leader will ensure that parents understand what the arrangements will be and are happy with them.

Adventurous Activities

No child will participate in adventurous activities without the written consent of the parent. The activity leader will ensure that the staff 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 activity leader needs to ensure that the premises are licensed.

Fire Safety

The event leader will have a fire safety procedure in place, which will include the following:

- Everyone will be warned of the danger of fire. If the overnight event is in a building, then everyone must be made aware of the fire exits. A fire drill will be practised on the first day.

- 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. The building will also need to comply with fire regulations.
- In the case of an emergency, ensure measures are in place to alert children with disabilities (e.g. a child who is hard of hearing).

Safety

It is the responsibility of the workers to always know the whereabouts of every child/young person participating in an overnight event, and this may include monitoring access on and off the site.

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

Swimming Trips

There will be an increased adult to child ratio for swimming trips. Prior to the trip, workers will establish the swimming ability of the children attending and obtain specific consent. Workers should never change in front of the children.

3.3.11 Outings and Overnight Events Involving Vulnerable adults

As with outings and events for children, there are additional considerations for a group taking adults with additional needs, such as learning difficulties or mental health needs, on outings or overnight events:

- A risk assessment must be carried out beforehand
- Planning for the trip should take into account specific medical, physical and support needs of each group member, bearing in mind that there may be people in the group who have individual care needs that will have to be met (including personal care)
- Vulnerable adults should be included in the planning of trips and events
- Consideration should be given to the suitability and accessibility of the venue and accommodation, travel time and mode of transport, and the affordability of the event
- Vulnerable adults should be given all the information about the trip beforehand so that they know where they are going, how long it will take to get there and what type of activities they will be taking part in.
- There should be a minimum of two leaders with each group; the individual needs of those attending may determine the additional number of people required.

Sleeping Arrangements

Consideration should be given to the individual needs of those staying overnight. If there were a need for personal care or additional support during the night, it would be better that the person's usual caregiver also attends the event and therefore shares a room with them.

Personal Care

It is not appropriate for church workers to perform personal care for vulnerable adults unless this is their usual task (i.e. if they have come along to help generally, but also have a caring role for a member of the group, they can provide personal care for that person).

Activities

Leaders should consider the mobility needs of the group when deciding on activities or events. For example, if members of the group have difficulty walking, then including a walking tour around a town may be inaccessible to some who are attending. If you have members of the group who use wheelchairs then

consideration needs to be given as to whether you have sufficient workers to support those who may need pushing.

Safety

It is the responsibility of the workers to always know the whereabouts of every person in the group; this may include monitoring access on and off the site.

General safety rules will be applied as appropriate and advice sought from the event organiser/venue about the fire evacuation procedures. A copy of the event/venue risk assessment should be included with the group leader's risk assessment.

Consent and Medical Information

It is important to recognise that vulnerable adults are mostly able to give consent for their own involvement in activities, inclusion in photographs and medical treatment. However, in some situations the question of capacity may arise. The guidelines clearly state that any vulnerable adult should have a say in their care and any arrangements made for them, however, there may be occasions when you need to involve others in decision making. In these situations, seek advice from the DPS/Safeguarding Team with regard to who should be involved.

A medical consent form should be completed by each member of the group and held by the leader. This will include any health concerns, emergency contact information and contact details for their GP. This will allow emergency medical personnel to have access to information should the need arise.

Holding and Dispensing of Medication

Church workers should never agree to hold or dispense medication for those on an event. If someone is unable to manage their own medication then consideration should be given as to whether their usual carer could attend with them or whether they will not be able to attend the event.

3.3.12 Hiring of Church Premises

The responsible adult for an activity held at North End Baptist Church must attend a training session based on the Baptist Union of Great Britain **Guidance Leaflet [PC10: Hiring of Church Premises](#)**.

They must also agree to follow the church's safeguarding policy and sign an acceptance form.

3.4 SAFER COMMUNITY

3.4.1 Bullying

Bullying is another form of abuse, and it can be verbal or physical. Bullying doesn't just happen to children; often adults can be victims too. There is no legal definition of bullying, but it is usually defined as a repeated pattern of behaviour intended to cause emotional or physical harm to another person, or exert power over them. The effect of bullying on the victim can be profound, both emotionally and physically, regardless of their age, ability or status.

It is important to recognise that bullying happens within churches, and it is not isolated to the children. Anyone in the church can be a victim of bullying, just as anyone in the church can be the bully, including those in leadership.

Some examples of bullying that could arise in the church context are:

- Being verbally or physically abusive towards another person
- Isolating or deliberately ignoring someone, or excluding them from group activities
- Spreading rumours and malicious untruths about another person in the church
- Use of email, phone or social media to publicly challenge or undermine someone

- Name calling and personal insults
- Making false accusations
- Sending abusive messages or degrading images via phone, email or social media

Bullying will always cause a great deal of pain and harm for those on the receiving end. Many people affected by bullying, both children and adults, believe they have nowhere to turn. They are scared to speak out and often blame themselves. They can become fearful and reclusive. It is important that churches are able to recognise when bullying is occurring and are prepared to take action to resolve the situation. Some signs that can indicate a person is being bullied are as follows:

- Withdrawal from group or church activities; appearing anxious, tearful or more reticent than usual, particularly in a certain context; development of mental health difficulties, such as depression or anxiety disorders; drop in performance relating to any church roles; physical injuries.

In order to help prevent bullying, the following procedures will be adopted within the church:

- The children will be involved in agreeing a code of behaviour for their groups, which makes it clear that bullying is unacceptable. This should then be displayed somewhere visible to the whole church.
- The church will display signs stating the importance of valuing and respecting each other even in disagreements and this will be practically embedded into the leadership approach to others.
- Everyone in the church, whether children or adults, should know how they can report any incidents of bullying.
- All allegations of bullying will be treated seriously and details will be carefully checked before action is taken.
- The bullying behaviour will be investigated and bullying will be stopped as quickly as possible.
- An attempt will be made to help bullies change their behaviour.
- All allegations and incidents of bullying will be recorded, together with the actions that are taken.
- Where an allegation of bullying is made against a church or group leader, advice will be sought from the local Baptist Association Safeguarding Contact (07545 686143), as this should be addressed.
- Incidents of bullying may be reported to the statutory authorities in line with the church safeguarding procedures.

It is important to distinguish bullying from other behaviour, such as respectfully challenging or disagreeing with someone else's beliefs or behaviours, setting reasonable expectations with regard to work deadlines and activities or taking legitimate disciplinary action.

3.4.2 Working with Alleged or Known Offenders

When someone attending the church is known to have abused children or vulnerable adults, or a serious allegation has been made against them, including self-disclosure, the church Safeguarding Team will supervise the individual concerned and offer pastoral care, but in its commitment to protect vulnerable groups, will set boundaries for that person which they shall be expected to keep. These will be set out in what is known as a Safeguarding Contract.

When it is known that a person who has been convicted of abusing children or adults is attending our church, 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 allegations of abuse, but hasn't been convicted.

In determining the details of the contract:

- The DPS will in consultation with the Safeguarding Team, inform and take advice from the local Baptist Association Safeguarding Contact (07712 508779).
- There will be a discussion about who should be informed about the nature of the offence and the details of the contract.
- The rights of the offender to re-build their life without people knowing the details of their past offence should be balanced against the need to protect children and vulnerable adults.
- The members of the church Safeguarding Team will always be informed.
- The DPS in consultation with the Safeguarding Team should determine whether the person is subject to supervision or is on the Sex Offenders' Register. If so, the Safeguarding Team should make contact with the offender's specialist probation officer (SPO) who will inform the church of any relevant information or restrictions that they should be aware of.

An open discussion will be held with the person concerned in which clear boundaries are established for their involvement in the life of the church. A written contract will be drawn up which identifies appropriate behaviour. The person will be required to sign the contract and it will be monitored and enforced. If the contract is broken certain sanctions will be discussed and considered with the local Baptist Association Safeguarding Contact (07712 508779).

The person should be required to sign a 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.

3.4.3 Alleged or Known Offenders Who Are Themselves Vulnerable adults

A formal contract may be quite a daunting process for someone with learning difficulties or a young person, yet having safeguards in place is still necessary. Therefore, an alternative may be to arrange a meeting with the individual in question where they can be taken through the main elements of a formal contract in a way that is non-threatening and easy to understand. Notes would be taken and the individual would need to verbally agree to the requirements laid out in the meeting.

Rather than signing a formal 'contract', the individual would instead sign to say that they agree with the minutes or meeting notes, and that they will stick to what has been agreed during the meeting. This will result in the same outcome as a contract, but is a more informal and appropriate approach for an vulnerable adult. The agreed requirements will need to be reviewed regularly to make sure that the individual is complying, exactly as a formal contract would be.

SECTION 4 - USEFUL CONTACTS

<p>Portsmouth Local Authority Designated Officer (LADO) 023 9288 2500</p>

LADO@portsmouthcc.gcsx.gov.uk
Police 101 or 999 in an emergency
Adults Portsmouth City Council's Adult Safeguarding Team 023 9268 0810 portsmouthadulthood@portsmouthcc.gov.uk
Children Portsmouth City Council's "Multi Agency Safeguarding Hub" (MASH) 023 9268 8793 out-of-hours; 0300 555 1373 pccraduty@portsmouthcc.gcsx.gov.uk
Portsmouth City Council's Domestic Abuse Team 023 9268 8472
South Eastern Baptist Association Safeguarding Contact 07545 686143 <i>The Baptist Union > Contact Us > Safeguarding Contacts > Safeguarding – SEBA</i>

NEBC

Minister

Tracey Ansell
023 9311 1157
07852 994 586

Secretary

Michelle Treacher
07761 014 310

Designated Person

Samuel Smith
07547 632 148

Safeguarding Trustee

Christine Aston
07825260359

Designated Person & Administrator

Becki Bickerton
07493 538 729

DBS Administrator

Vicki Dymott

DBS Document Checkers

Becki Bickerton
Tracey Ansell

APPENDIX 1 - DEFINITIONS OF ABUSE

Understanding, Recognising and Responding to Abuse

Abuse and neglect are forms of maltreatment of a child or vulnerable adult. Somebody may abuse or neglect a child or adult by inflicting harm, or by failing to act to prevent harm. Children and vulnerable adults may be abused in a family, or in an institutional or community setting; by those known to them or, more rarely, by a stranger. They may be abused by an adult or adults, or a child or children. There are many different ways in which people suffer abuse. The list below is, sadly, not exhaustive.

Type of abuse	Child	Vulnerable Adult
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<i>Physical</i>	Actual or likely physical injury to a child, or failure to prevent physical injury to a child.	To inflict pain, physical injury or suffering to an vulnerable adult.
<i>Emotional</i>	The persistent, emotional, ill treatment of a child that affects their emotional and behavioural development. It may involve conveying to the child that they are worthless and unloved, inadequate, or that they are given responsibilities beyond their years. Gaslighting is also seen as a form of emotional abuse.	The use of threats, fear or power gained by another adult’s position, to invalidate the person’s independent wishes. Such behaviour can create very real emotional and psychological distress. All forms of abuse have an emotional component.
<i>Sexual</i>	Involves forcing or enticing a child to take part in sexual activities, whether or not the child is aware of what is happening. This includes non-contact activities, such as involving children in looking at, or in the production of, pornographic material or watching sexual activities, or encouraging children to behave in sexually inappropriate ways.	Any non-consenting sexual act or behaviour. No one should enter into a sexual relationship with someone for whom they have pastoral responsibility or hold a position of trust.
<i>Neglect</i>	Where adults fail to care for children and protect them from danger, seriously impairing health and development.	A person’s wellbeing is impaired and their care needs are not met. Neglect can be deliberate or can occur as a result of not understanding what someone’s needs are.
<i>Type of Abuse</i>	Additional Definitions	
<i>Financial</i>	The inappropriate use, misappropriation, embezzlement or theft of money, property or possessions.	
<i>Spiritual</i>	The inappropriate use of religious belief or practice; coercion and control of one individual by another in a spiritual context; the abuse of trust by someone in a position of spiritual authority (e.g. minister). The person experiences spiritual abuse as a deeply emotional personal attack.	
<i>Discrimination</i>	The inappropriate treatment of a person because of their age, gender, race, religion, cultural background, sexuality or disability.	
<i>Institutional</i>	The mistreatment or abuse of a person by a regime or individuals within an institution. It can occur through repeated acts of poor or inadequate care and neglect, or poor professional practice or ill-treatment. The church as an institution is not exempt from perpetrating institutional abuse.	

<i>Domestic Abuse</i>	Domestic abuse is any threatening behaviour, violence or abuse between adults who are or have been in a relationship, or between family members. It can affect anybody regardless of their age, gender, sexuality or social status. Domestic abuse can be physical, sexual or psychological, and whatever form it takes, it is rarely a one-off incident. Usually there is a pattern of abusive and controlling behaviour where an abuser seeks to exert power over their family member or partner.
<i>Cyber Abuse</i>	The use of information technology (email, mobile phones, websites, social media, instant messaging, chat rooms, etc.) to repeatedly harm or harass other people in a deliberate manner.
<i>Self-harm</i>	Self-Harm is the intentional damage or injury to a person's own body. It is used as a way of coping with or expressing overwhelming emotional distress. An individual may also be neglecting themselves, which can result in harm to themselves.
<i>Mate crime</i>	'Mate crime' is when people (particularly those with learning disabilities) are befriended by members of the community, who go on to exploit and take advantage of them.
<i>Modern Slavery</i>	Modern slavery is the practice of treating people as property; it includes bonded labour, child labour, sex slavery and trafficking. It is illegal in every country of the world.
<i>Human Trafficking</i>	Human trafficking is when people are bought and sold for financial gain and/or abuse. Men, women and children can be trafficked, both within their own countries and over international borders. The traffickers will trick, coerce, lure or force these vulnerable individuals into sexual exploitation, forced labour, street crime, domestic servitude or even the sale of organs and human sacrifice.

<i>Radicalisation</i>	The radicalisation of individuals is the process by which people come to support any form of extremism and, in some cases, join terrorist groups. Some individuals are more vulnerable to the risk of being groomed into terrorism than others.
<i>Honour/Forced Marriage</i>	An honour marriage/forced marriage is when one or both of the spouses do not, or cannot, consent to the marriage. There may be physical, psychological, financial, sexual and emotional pressure exerted in order to make the marriage go ahead. The motivation may include the desire to control unwanted behaviour or sexuality.
<i>Female Genital Mutilation</i>	Female genital mutilation (FGM) comprises all procedures involving partial or total removal of the female external genitalia or other injury to the female genital organs for non-medical reasons as defined by the World Health Organisation (WHO). FGM is a cultural practice common around the world and is largely performed on girls aged between 10 and 18. Performing acts of FGM is illegal in the UK as is arranging for a child to travel abroad for FGM to be carried out.
<i>Historic Abuse</i>	Historic abuse is the term used to describe disclosures of abuse that were perpetrated in the past. Many people who have experienced abuse don't tell anyone what happened until years later, with around one third of people abused in childhood waiting until adulthood before they share their experience.

Whilst it is not possible to be prescriptive about the signs and symptoms of abuse and neglect, the following list sets out some of the indicators that might be suggestive of abuse:

- Unexplained injuries on areas of the body not usually prone to such injuries

- An injury that has not been treated/received medical attention
- An injury for which the explanation seems inconsistent
- A child or vulnerable adult discloses behaviour that is harmful to them
- Unexplained changes in behaviour or mood (e.g. becoming very quiet, withdrawn or displaying sudden bursts of temper)
- Inappropriate sexual awareness in children
- Signs of neglect, such as under-nourished, untreated illnesses, inadequate care.

It should be recognised that this list is not exhaustive and the presence of one or more indicators is not in itself proof that abuse is actually taking place. It is also important to remember that there might be other reasons why most of the above are occurring

APPENDIX 2 – DETAILED GUIDANCE ON REPORTING REQUIREMENTS

STAGE 1 – THE WORKER. (Paid and voluntary)

The duty of the person who receives information or who has a concern about the welfare of a child, young person or vulnerable adult is to RECOGNISE the concerns, make a RECORD in writing and RESPOND by passing on their concerns to the DPS/Safeguarding Team.

Concerns should be passed on to the DPS/Safeguarding Team within 24 hours of the concern being raised. If anyone is considered to be in imminent danger of harm, a report should be made immediately to the police by calling 999. If such a report is made without the knowledge of the DPS/Safeguarding Team, they should be informed as soon as possible afterwards.

A written record using the standard incident report form should be made as soon as possible after a child or vulnerable adult tells you about harmful behaviour, or an incident takes place that gives cause for concern.

The record should:

- Be hand-written as soon as possible after the event
- Be legible and state the facts accurately (when hand-written notes are typed up later the original hand-written notes should be retained)
- Include the child or vulnerable adult's name, address, date of birth (or age if the date of birth is not known)
- Include the nature of the concerns/allegation/disclosure
- Include a description of any bruising or other injuries that you may have noticed
- Include an exact record of what the child or vulnerable adult has said, using their own words where possible
- Include what was said by the person to whom the concerns were reported
- Include any action taken as a result of the concerns
- Be signed and dated
- Be kept secure and confidential and made available only to the church Safeguarding Team (including the church minister), representatives of any statutory authorities involved and the Baptist Union (07712 508779).

If concerns arise in the context of children's or vulnerable adult work, the worker who has the concern may in the first instance wish to talk it through with their group leader, where appropriate. However, such conversations should not delay concerns being passed on to the DPS/Safeguarding Team. It should be clear that the duty remains with the worker to record and pass on their concerns to the DPS/Safeguarding Team.

If an issue concerns a vulnerable adult who does not give permission to pass on the information to anyone else, the worker should explain that they will need to speak with the DPS/Safeguarding Team, who will have greater expertise in dealing with the issue at hand.

If a concern is brought to the attention of a group leader by one of the workers, the leader should remind the worker of their duty to record and report, and will also themselves have a duty to pass on the concern to the DPS/Safeguarding Team.

STAGE 2 – THE DESIGNATED PERSON FOR SAFEGUARDING (DPS)

The duty of the DPS/Safeguarding Team on receiving a report is to REVIEW the concern in consultation with the Safeguarding Team, that they have received and REPORT the concern on to the appropriate people, where necessary.

The duty to REVIEW

In reviewing the report that is received, the DPS/Safeguarding Team:

- Should take into account their level of experience and expertise in assessing risk to children or vulnerable adults.
- Must take into account any other reports that have been received concerning the same individual or family.
- May speak with others in the church where appropriate (including the Minister and church Safeguarding Team, unless allegations involve them) who may have relevant information and knowledge that would impact on any decision being made. Such conversations should not lead to undue delay in taking any necessary action.
- May consult with other agencies to seek guidance and advice in knowing how to respond appropriately to the concerns that have been raised.

The duty to REPORT

The DPS will consult the Safeguarding Team and decide who the report should be referred on to, working in conjunction with the church Safeguarding Team where appropriate. They may:

- Refer back to the worker who made the initial report if there is little evidence that a child or vulnerable adult is being harmed, asking for appropriate continued observation.
- Refer the concern to others who work with the child or vulnerable adult in question, asking for continued observation where appropriate.
- Inform parents under certain circumstances, where doing so would not present any further risk of harm.

Make a formal referral to the police or local Social Services team, children; Portsmouth City Council's "Multi Agency Safeguarding Hub" (MASH) 023 9268 8793, adults; Portsmouth City Council's Adult Safeguarding Team 023 9268 0810

- With vulnerable adults, confidentiality means that someone's personal business is not discussed with others, except with their permission. This is not always possible when considering passing relevant information about abuse or concerns to the statutory authorities, however, it is possible to keep the information confidential to the relevant parties. This means not telling or hinting to others what has been disclosed, not even for prayer ministry purposes.

For vulnerable adults, concerns will only be referred without consent where:

- The person lacks the mental capacity to make such a choice

- There is a risk of harm to others
- In order to prevent a crime

If an allegation is made against someone who works with children* the allegation should be reported to the Local Authority Designated Officer (LADO) or equivalent 023 9288 2500. The LADO is located within Children's Services and should be alerted to all cases in which it is alleged that a person who works with children has:

- Behaved in a way that has harmed, or may have harmed, a child
- Possibly committed a criminal offence against children, or related to a child
- Behaved towards a child or children in a way that indicates s/he is unsuitable to work with children.

If an allegation is made against someone who works with vulnerable adults*, it should be reported to the police or Adult Social Services (see section 4).

**If a worker has an allegation made against them, they should step down from all church duties until the incident has been investigated by the statutory authorities. It may also be appropriate to put a Safeguarding Contract in place; this should be discussed with the Baptist Union Safeguarding Contact (07712 508779).*

Whenever a formal referral is made to the police, Social Services or LADO, the DPS/Safeguarding Team should report the referral to:

- The Safeguarding Trustee
- The Minister
- The Baptist Association Safeguarding Contact (07712 508779)

A record should be kept of all safeguarding incidents and should be considered in the annual review of the church's safeguarding policy. All original reports should be retained safely and securely by the DPS/Safeguarding Team and a written record should be made of the actions taken.

STAGE 3 – THE NEXT STEPS

Responsibilities to **REPORT** and **SUPPORT** in stage 3 of the process are shared by the church Safeguarding Team and the Minister.

The duty to SUPPORT

Once concerns, suspicions and disclosures of abuse have been addressed, the church continues to have a responsibility to offer support to all those who have been affected, including: Victims; Alleged perpetrators; Children; Vulnerable adults; Other family members; Church workers; Church Safeguarding Team; Minister; Leadership Team.

The duty to REPORT

If a church worker (paid and voluntary) has been accused of causing harm to children or vulnerable adults this would be classed as a serious incident that should be reported to the Charity Commission by those churches that are registered with the Charity Commission.

If a worker (paid and voluntary) has been removed from their post or would have been removed from their post because of the risk of harm that they pose to children or vulnerable adults, there is also a statutory duty to report the incident to the Disclosure and Barring Service (DBS).

APPENDIX 3 – SAFEGUARDING INCIDENT FORM

This form should be completed by the Designated Person for Safeguarding

Name of church/organisation	
Contact details of church/organisation	

Name	
Contact details of Designated Person for Safeguarding	

Name of concerned person or to whom disclosure was given	
Contact details of concerned person or whom disclosure was given	

INDIVIDUAL OF CONCERN - CONTACT DETAILS

Name	
Date of birth	
Address	
Phone number/Email address	

THE INCIDENT

What happened? (Nature of concern/disclosure made - use the person’s own words if known)

When did it happen? (date, time)

Where did it happen? (specific location)

Who was allegedly involved and in what way? (includes witnesses)

ANY ACTION THAT HAS BEEN TAKEN

Have the carers or parents/guardians been informed? (Please tick)

If so, when and by whom?

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

Have the statutory authorities been informed?

If so, please complete the table:

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

Example:

Authority	Police				
Name	Bobby				
Position	Child abuse officer				
Email contact	bobby@police.com				
Phone contact	077999				
Contacted by	Minister				
Date & time of contact	1.30pm 1/4/15				

Has the Local Association been informed?

(Please do so if the statutory authorities are involved)

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

If so, when and by whom?

Any other action taken:

FUTURE ACTION TO BE TAKEN

What action needs to be taken?

Who is responsible for this?

SIGNATURES

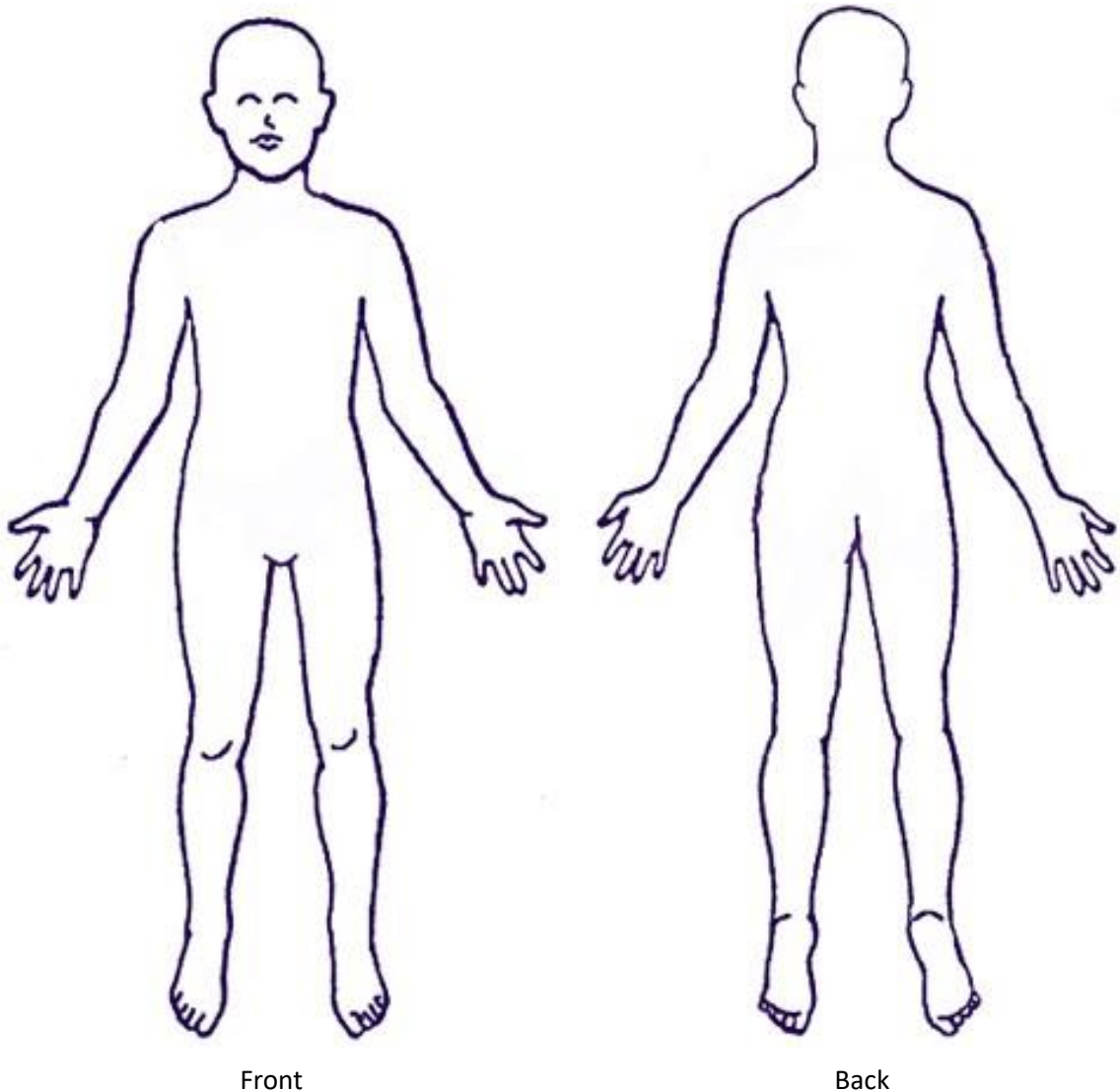
Signature of Designated Safeguarding Person		Signature of minister, or Church Safeguarding Team member	
Date & time		Date & time	

BODY MAP

Name of Individual of Concern _____

Name of person completing this form _____

These diagrams are designed for the recording of any observable bodily injuries that may appear on the person. Where bruises, burns, cuts, or other injuries occur, shade and label them clearly on the diagram. **Remember it's not your job to investigate or to decide if an injury or mark is non-accidental. Listen, observe and pass it on.**



Signature _____

Date and Time _____

APPENDIX 4 – SIGNATORIES

As Deacons, we agree to the adoption of this policy revision on behalf of North End Baptist Church

Name (printed).....
Signed.....
Position.....
Date.....

Name (printed).....
Signed.....
Position.....
Date.....

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Signed.....
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FURTHER INFORMATION:

Please see www.baptist.org.uk for more information about safeguarding in Baptist churches, including a range of specialist guides and a library of free downloadable resources. There are [safeguarding resources](#) which are also available on their website.

BUGB Excellence in Safeguarding training for your church:

Information and booking arrangements for the BUGB Levels 2 and Level 3 Excellence in Safeguarding training can be made through your local Baptist association team. Please see their website for details of nearby courses or the opportunity to host safeguarding training at your church.

In an Emergency:

If you find yourself facing an emergency situation, where you believe that someone attending your church is being harmed or is at imminent risk of harm, please ring the police on 999 and ask to speak to an officer in the child or adult protection teams. Always keep records and let your DPS/Safeguarding Team know that you have made this call.

Disclosure and Barring Service (DBS)

BUGB uses Due Diligence Checking - (DDC) Service

0845 644 3298

<https://www.ddc.uk.net>

