



Safeguarding Policy for Children and Young People in Wilton Baptist Church

Wilton Baptist Church - Market Square, Wilton, Salisbury, SP2 0HT

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Annexes;

- A. Safeguarding Referral Form.
- B. Application to be a Child/Youth Volunteer Worker Form.
- C. Safeguarding Recruitment Applicant Check List Form
- D. Ducklings Operating Procedures
- E. Sunday Club Operating Procedures.
- F. Accident/First Aid Report Form.
- G. Good Practice Guide.

TABLE OF AMENDMENTS

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INTRODUCTION

1. This safeguarding policy, procedures and best practice has been put together by the Diaconate based on the Baptist Union of Great Britain Safeguarding best practice dated May 2023. It is divided into four sections:

- (a) Safeguarding Policy Statement
- (b) Safeguarding Procedures
- (c) Best Practice Guidelines
- (d) Useful Contacts

DEFINITIONS OF TERMS

2. For the purpose of this policy, the term 'child' refers to anyone under the age of 18 years.

There is no standard single definition for an adult at risk, this Wilton Baptist Church (WBC) policy is using the following simple definition taken from Thirtyone:Eight (formerly 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'.

Throughout this policy, Wilton Baptist Church will be abbreviated to WBC.

SECTION 1 – SAFEGUARDING POLICY STATEMENT

SAFEGUARDING POLICY STATEMENT FOR WILTON BAPTIST CHURCH

Our vision

1. The vision statement of Wilton Baptist Church (WBC) is;

"Proclaiming and serving Christ in our community and the wider world, showing the love of God and encouraging each other to follow Jesus"

In fulfilling this vision, we:

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

Our safeguarding responsibilities

- 2. WBC recognises its responsibilities in safeguarding **all** children, young people and adults at risk.
- 3. As members of WBC we commit ourselves to the nurturing, protection and 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.

a. Prevention and reporting of abuse

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

b. Safer recruitment, support and supervision of workers

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

c. Respecting children and adults at risk

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

d. Safer working practices

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

e. A safer community

WBC is committed to the prevention of bullying. WBC will seek to ensure that the behaviour of any individual who may pose a risk to children, young people and adults at risk in the community of WBC is managed appropriately.

Safeguarding contact points within our church

4. The church has appointed the following individuals to form part of the church safeguarding team:

Mrs Catherine Johnson, Designated Person for Safeguarding (DPS)

They will advise the church on any matters related to the safeguarding of children and adults at risk and take the appropriate action when abuse is disclosed, discovered or suspected.

Phone number ...Available at Church..... Email addresssafeguarding@wiltonbaptist.org.uk.....

Mr Jonathan Rendall Safeguarding Trustee and Deputy Designated Person for Safeguarding (DDPS)

They 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 and act in the absence of the DPS (above).

Phone number ...Available at Church..... Email addresssafeguarding@wiltonbaptist.org.uk.....

5. Our church minister (when called) and minister in training are also an important part of the Church Safeguarding Team. Where possible, the Church Safeguarding Team will work together if and when issues arise. However, each person has a responsibility to report allegations of abuse as soon as they are raised.

(Further definitions of these roles can be found in Section 8 – Safeguarding Roles and Responsibilities)

Putting our policy into practice

- a. A copy of the safeguarding policy statement will be displayed permanently on the church noticeboard and church office and is available on our church website.
- b. Each worker/volunteer with children and/or adults at risk will be given access to a full copy of the safeguarding policy and procedures and will be asked to sign to confirm that they will follow them.
- c. The authoritative policy and procedures will be hosted on the WBC Deacons Google Drive, hard copy available at the church and electronic copy of the WBC website. Further copy will be made available on request to any member of, or other person associated with the church.
- d. The policy and procedures will be monitored continually and reviewed annually, and any necessary revisions adopted into the policy and implemented through our procedures.
- e. The policy statement will be read annually at the church AGM, together with a report on the outcome of the annual safeguarding review.

SECTION 2 - SAFEGUARDING PROCEDURES

INTRODUCTION

1. WBC's safeguarding procedures set out how our safeguarding policy is implemented in all services, groups and meetings that are part of the life of the church.
2. Each Deacon/ trustee, church leader and worker (paid or voluntary) needs to be familiar with all procedures, and those in leadership roles are required to attend both Level 2 and Level 3 BUGB Excellence in Safeguarding training to ensure that they have the knowledge and confidence needed to deal with safeguarding issues as they arise.
3. Over the following pages there is clear, specific information on how to recognise and report abuse and how to respond to concerns raised within the church. It is vitally important that these procedures are well known and that all those working with children and/or adults at risk in WBC have the information and training needed to apply these procedures.
4. All church workers and unpaid volunteers who work with children and/or adults at risk should attend the Baptist Union of Great Britain (BUGB) Level 2 Excellence in Safeguarding training before they are able to work without supervision.

2.1 PROCEDURE FOR RECOGNISING, RESPONDING TO AND REPORTING ABUSE

2.1.1 What to do if Abuse is Suspected or Disclosed

1. Abuse and neglect are forms of maltreatment of a child or adult at risk. Somebody may abuse or neglect a child or adult by inflicting harm, or by failing to act to prevent harm. Children and adults at risk 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 Section 5.

2. Everyone has their part to play in helping to safeguard children and adults at risk within WBC:

- a. If the behaviour of a child or adult at risk gives any cause for concern
- b. If an allegation is made in any context about a child or adult at risk being harmed
- c. If the behaviour of any individual towards children or adults at risk 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.	<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 adult at risk 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.

2.1.2 Responding to Concerns

1. When there are concerns that a child, young person or adult is being abused, the following process must be followed. More detailed information can be found in Section 6.

STAGE 1 – The Worker

A worker/church attendee has a concern about the welfare of a child, adult at risk, or the behaviour of an individual.

The person who has the concern has a duty to:

RECOGNISE, RESPOND AND RECORD

2. A hand-written record must be made of the concern using a standard incident report form (Section 7) and the concern must be passed on to the church DPS within 24 hours.

3. 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 or adult at risk; 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 or adult at risk 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 DPS and others responsible for safeguarding).

STAGE 2 – The Designated Person for Safeguarding (DPS)

The DPS receives the report of concern and then has a duty to:

REVIEW AND REPORT

4. The report will be reviewed by the DPS 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.

5. The Local Baptist Association Safeguarding Contact should be made aware of any referrals to the statutory authorities.

STAGE 3 – The Next Steps

After the decision has been made as to what action should be taken, the DPS, Safeguarding Trustee and the Minister may have a duty to:

SUPPORT AND REPORT

6. 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; adults at risk; other family members; church workers; the DPS; Minister; members of the leadership team).

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

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

If you believe 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 Adults at Risk

1. When a concern is raised about an adult it should essentially be treated in the same way as a concern about a child i.e. the church worker (paid or voluntary) must:
 - a. **Recognise** that abuse may be taking place.
 - b. **Respond** to the concern.
 - c. **Record** all the information they have received.
 - d. **Report** the concern to the DPS who may, in turn, report it to the statutory authorities.
2. 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 even if you do not have the consent of the adult to do so – in this instance, make sure the DPS knows that the person concerned has **not** given consent for the information to be passed on.
3. 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”.

4. The DPS 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 6 for further information). 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

5. If you see another worker acting in ways which concern you or might be misconstrued, speak to the DPS about your concerns as soon as you can. This includes the actions or behaviours of those in leadership positions in the church.
6. 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:
 - a. When an allegation of abuse has been made do not approach the alleged perpetrator about it.
 - b. Follow the safeguarding procedure: **Recognise, Respond, Record, Report**.
 - c. Once the allegation has been reported to the DPS they can liaise with the relevant statutory authority and with the Regional Baptist Association Safeguarding Contact if they need further advice.
 - d. Whilst waiting for an outcome from the statutory authorities, the worker about whom concerns have been raised is to be supervised as closely as possible, without raising suspicion.
 - e. Once the statutory authorities are involved, the church is to follow their advice with regard to the next steps to take (for example suspension of worker, putting a contract in place).
 - f. A written record of all discussions with statutory authorities or other parties should be maintained by the DPS and stored securely and confidentially, where only those directly involved in safeguarding (DPS, Safeguarding Trustee, Minister) can access them.
 - g. 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.

7. The suspension of a worker following an allegation is, by definition, a neutral act. Our priority at WBC is to protect children and adults at risk from possible further abuse or from being influenced in any way by the alleged perpetrator.

8. It may be necessary, for the sake of the child / adult at risk or to satisfy the needs of an investigation, for the alleged perpetrator to worship elsewhere. In such cases the other church's DPS is to be informed of the reasons for this happening.

When concerns are expressed about the Minister

9. Any safeguarding concerns involving a Minister should always be reported immediately to the local Baptist Association Safeguarding Contact 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 church DPS / Safeguarding Trustee

10. In the event that safeguarding concerns involve both the DPS and Safeguarding Trustee they should be raised with the Minister, they in turn should consult the Regional Baptist Association Safeguarding Contact Do not tell the DPS / Safeguarding Trustee that a concern has been raised about them.

2.1.5 Abuse of Trust

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

12. 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 young people who may not be much younger than themselves.

2.1.6 Allegations Made Against Children and Adults at Risk

13. Children and young people are by nature curious about the opposite sex. 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.

14. 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 young people will grow out of this type of behaviour, as most adult sex offenders started abusing in their teens or even younger. Allegations against adults at risk 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 the 'appropriate' adult, who is to be with them 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, adults at risk may be allowed to be assisted by an intermediary or give evidence through a live link.

15. When an allegation is made against a child or adult at risk the following procedure should be followed:
- Do not approach the person about whom the allegation has been made or their parents / carers.
 - Follow the church's safeguarding procedure: **Recognise, Respond, Record, Report.**
 - Seek advice from the DPS, who will speak to the police or social services about when to inform a parent. The DPS 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 adult at risk on a Safeguarding Contract or equivalent (see section 3.4: Safer Community / Working with Alleged or Known Offenders).
 - Make sure there is pastoral support in place for the child or adult at risk throughout the process involved.

2.1.7 Pastoral Care

Following an allegation / suspicion

16. When an allegation/suspicion arises in the church, a period of investigation is likely to follow, which will be stressful for all involved. WBC is to 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.
17. Where a statutory investigation is under way, this support will be provided with the knowledge of the statutory authority involved.
18. 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

19. As a church, WBC is committed to caring for those who have experienced abuse and refer to the Baptist Union of Great Britain (BUGB) "***Supporting Those who have Experienced Abuse***" guide to ensure that we adhere to a model of best practice.
20. 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.
21. It may be necessary to signpost individuals to specialist support. The DPS has a list of relevant local information and contacts, including those at Section 4 ready for anyone who may need it.

2.2 SAFER RECRUITMENT

1. As a church, we are committed to safer recruitment practices. When recruiting paid church workers, the following process will be applied:
 - a. We will develop a clear role profile, person specification and application form.
 - b. When advertising a role which involves working with children or adults at risk we will make it clear that any appointment is subject to a DBS check.
 - c. All applicants will be asked to complete an application form and include the names of two referees.
 - d. 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.
 - e. Interviews will be carried out by at least two people, including the line manager or group leader.
 - f. References, a BU Self Disclosure Form and an enhanced DBS check must be completed satisfactorily before the appointed person starts in their role.
2. The process for volunteers who are known members of WBC, or long-standing attendees, (over 2 years) will be different. In these cases, WBC leadership will usually be seeking to recruit them on the basis of a recognised aptitude for a role, therefore the following will apply:
 - a. WBC leader invites a known member (see 2 above) to a role.
 - b. If the person invited is interested they are advised they will be required to have the appropriate DBS clearance, attend Safeguarding training, read and comply with these WBC Safeguarding procedures and agree and sign a volunteer agreement.
 - c. The volunteer is not to “work” unsupervised until all at 2b above has been completed.
 - d. The WBC deaconate is to be advised of all volunteers involved in children and young people’s work.
 - e. If a member/attendee has been attending WBC for less than 2 years, then 2 x formal references are required, either from a previous church or employer etc.

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

References

3. For those recruited from outside WBC formal written references will be requested, ideally in the form of at least one professional and one personal reference.

Appointment and Supervision

4. WBC’s safeguarding policy and procedures will be discussed with the applicant, and they will be required to read and 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.
5. 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.
6. There will also be regular team meetings to review procedures, share concerns and identify other matters that may need clarification and guidance.

Training

7. It is important that all workers understand WBC's agreed safeguarding procedures and attend BUGB Excellence in Safeguarding training as soon as possible after appointment and at least once every four years thereafter. 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 helpers under 18 years of age

8. In law, young people (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 helpers 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 helpers need to be counted as children, not leaders. The WBC safeguarding procedures apply to a young helper just as they do to any other person. Parent / carer permission needs to be sought for young helpers to attend an event or help with a children's group just as for any other person under 18 years of age.

2.3 SAFER BEHAVIOUR

9. WBC has a code of behaviour for all those working with children and/or adults at risk so that everyone is shown the respect that is due to them:

- a. Treat everyone with dignity and respect.
- b. 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 adult at risk.
- c. Listen well to everyone. Be careful not to assume you know what a child or adult at risk 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.
- d. Be aware of any physical contact you may have with a child or adult at risk 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.
- e. Do not make sexually suggestive comments about or to a child or adult at risk, even in 'fun'.
- f. Do not scapegoat, belittle, ridicule or reject a child or adult at risk.
- g. Keep a record of any significant incidents or concerns on a Safeguarding Incident Form (see Section
- h. 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.

10. Specific considerations when working with children:

- a. Do not invade the privacy of children when they are using the toilet or showering.
- b. If a situation arises concerning appropriate access to the toilets, this should be discussed with the child, and ideally the parent, so that a safe and satisfactory arrangement can be agreed.
- c. 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. For example if a child needs to go to the toilet from Sunday Club (the Baptistry) a leader would watch them (from the Baptistry door) enter the toilet until they return (this also enables the Leader to remain present in Sunday Club while maintaining the safety and dignity of the child).
- d. Avoid rough games involving physical contact between a worker and a child.
- e. Avoid sexually provocative games.
- f. 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.

- g. Only invite children and young people to your home, or on trips, in groups and always make sure that the activity is approved by the Deaconate, a Risk assessment has been completed and another worker is present.
- h. Notify the DPS of any proposed children's trips which take place in the name of the church. Parental permission must always be sought.
- i. Do not give lifts to children or young people 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.
- j. No person under 18 years of age should be left in sole charge of any children of any age. Nor should children or young people attending a group be left alone at any time.

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

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

12. If workers do find themselves on their own with children or adults at risk, they should:

- a. Cancel the activity and send any children, or adults at risk, home with their parent/carer.
- b. Phone a Deacon or another team member and let them know the situation.
- c. Recruit and train additional leaders as soon as possible.

13. If a child or adult at risk wants to talk on a one-to-one basis you should make sure that:

- a. You try to hold the conversation in a quiet part of a room where other people are present.
- b. You leave the door open if you are in a room on your own.
- c. Another team member knows where you are, and keeps you in view.

14. 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. A married couple, or two members of the same family should be considered to count as only one person when considering the distribution of workers through different groups. If a married couple wants to work together then a third person will need to be assigned to that group.

15. The only adults allowed to participate in children's and adult at risk 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.

SECTION 3 - BEST PRACTICE GUIDELINES

1. The church is in a privileged 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

2. 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

3. This does not take into account special circumstances such as behavioural issues, developmental issues, disability and so on, which may mean an increase to the recommended ratios. In calculating the ratios of workers to children, young helpers who are under the age of 18 should be counted as one of the children, not one of the workers. A married couple or other directly related people should be counted as one adult for the purposes of the recommended ratios rather than two workers.

3.1.2 Children with Special Needs

4. Children and young people who have a disability can be at greater risk of abuse. They will often require more help with personal care, such as washing, dressing, toileting, feeding, mobility, etc. Some children may have limited understanding and behave in a non-age-appropriate way. It is good practice to speak with the parents/carers of children/young people with special needs and find out from them how best to assist the child or young person.

3.1.3 Visiting Children or Young People at Home

5. Other than the minister, 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

6. If children turn up to and want to join in with church activities without the knowledge of their parents/carers, workers will:
- Welcome the child and try to establish their name, age, parents 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/allergies) 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.
 - Make every reasonable effort to contact the child's parents and ensure they return home safely.
 - If all attempts fail to contact a parent, it may be necessary to call the police.

3.1.5 Mentoring

7. If a worker is working with a young person as part of the recognised church mentoring programme:
- The parents of all young people involved in mentoring (working as a young helper) are required to sign a letter to say they are aware that the mentoring is happening and who 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 Young People

8. 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

9. 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 which could be misunderstood or misconstrued.
 - If a team member is unsure about whether the actions of another volunteer or worker constitutes a concern, they should raise this with the Designated Person for Safeguarding (DPS).

3.1.8 Electronic Communications - Cyber Safety

Modern Technologies and Safe Communication

10. A worker's role description will include an acknowledgement and approval of technologies such as email, social networking and mobile phone communications as a legitimate means of communicating with young people. It should also include the expectations of the church in relation to their use. On the general consent form, parents/carers sign to agree that the young person can receive such communications.

11. Young people also need to be aware of the protocols that workers follow in relation to electronic communications. It is important to remember that as well as the parent/carer, young people have a right to decide whether they want a worker to have their contact details and should not be pressurised otherwise.

12. It is not appropriate to use these communication methods with children aged 11 years and younger. For more information on cyber safety, please refer to the Baptist Union of Great Britain **Cyber Safety Guide**, which can be found on their website as well as the **Guide to using Social Media to Communicate with Young People**, which is also available on their website.

Email

13. Email should be limited to sharing generic information, for example, to remind young people about meetings. If email is being used, workers will ensure that they are accountable by copying each message to a designated email address. It is important workers use clear and unambiguous language to reduce the risk of misinterpretation, for example, avoiding inappropriate terms such as 'love' when ending an email.

Communicating using Instant Messaging (e.g. Snapchat, WhatsApp, Instagram)

14. Instant messaging should be kept to an absolute minimum. Workers should save significant conversations and keep a log stating with whom and when they communicated.

Mobile Phones

15. Workers need to take care in using mobile phones to communicate with young people:
- Mobile phone use should primarily be for the purposes of information sharing.
 - Workers should keep a log of significant conversations/texts.
 - Any texts or conversations that raise concerns should be passed on to the worker's supervisor.
 - Workers should use clear language and should not use abbreviations like 'lol' which could mean 'laugh out loud' or 'lots of love'.
 - Paid workers may be issued with a mobile phone under a contract that provides itemised billing.
 - Workers should not take photos of children, young people or adults at risk unless permission is sought in advance and should not store such photos on personal phones.

Social Networking

16. Workers need to take care in using Social Networking to communicate with young people:
- Workers should have a site that is used solely for children's / youth work communications and is totally separate from their own personal site. This is to ensure that all communication with children and young people is kept within public domains.
 - Workers should not send private messages to children on social networks. Workers should ensure that all communications are transparent and open to scrutiny.
 - Workers should not accept 'friend' or 'following' requests from children on their personal site, nor seek to be 'friends' or a 'follower' of any child known to them in a church context.

Taking Videos and Photographs of Children

17. 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. Previous legislation was reinforced through the introduction of the General Data Protection Regulation (GDPR) in May 2018. There are several issues to be aware of:

- a. 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.
- b. 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.
- c. 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.
- d. 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.
- e. Children and young people under the age of 18 should not be identified by surname or other personal details, including email, postal address or telephone number.
- f. When using photographs of children and young people, it is preferable to use group pictures.

3.2 WORKING WITH ADULTS AT RISK

3.2.1 Premises

1. The WBC church building will be made as accessible as possible to all people while recognising it is an old building with constraints. Any restrictions to access, visibility, audibility, toilet facilities, lighting or heating will be investigated, and where possible, aids and adaptations put in place.

3.2.2 Language

2. 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

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

- a. Providing some copies of large print type for all printed materials
- b. Speakers always facing the congregation and not covering their mouths when talking, enabling those who rely on lip-reading.
- c. Describing what is being presented on a screen for those who cannot see it clearly.
- d. Using inclusive language and explaining new or specialist terms.
- e. Using a variety of liturgy and resources to cater for different levels of understanding.
- f. Consider using a microphone during times of open prayer so that all can hear.
- g. Considering holding a service which specifically caters for certain groups of adults at risk, such as those with learning disabilities, the deaf or the visually impaired.

3.2.5 Financial integrity

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

- a. Those who work with adults at risk 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.
- b. Workers should not seek personal financial gain from their position beyond any salary or recognised allowances or expenses.
- c. Workers should not be influenced by offers of money.
- d. Any gifts received should be reported to the Deaconate, who should decide whether or not the gift can be accepted.
- e. Any money received by the church should be handled by two unrelated church workers and passed as quickly as possible to the Treasurer.
- f. Care should be taken not to canvass for church donations from those adults who may be at risk, such as the recently bereaved.
- g. Workers should ensure that church and personal finances are kept apart to avoid any conflict of interest.
- h. 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 Deaconate. 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.
- i. 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 adult at risk.

3.2.6 Photographs

5. 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

6. 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 will create a policy specifically for church computer use, including terms and conditions for use as well as what will happen if someone breaches these conditions.

3.2.8 Record keeping

7. It is good practice to record pastoral visits or meetings, noting the date, time, location, subject and any actions which are to be taken. The record of these meetings should stick to facts and try to avoid opinion. Any records of safeguarding allegations, concerns or disclosures should be passed on to the DPS and stored in a safe and secure manner for at least 75 years.

3.2.9 Pastoral Relationships

8. 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:

- a. Workers should be aware of the power imbalance within pastoral relationships and the potential for abuse of trust.
- b. Behaviour that suggests favouritism or gives the impression of a special relationship, should be avoided.
- c. Workers should be aware of the dangers of dependency within a pastoral relationship.
- d. Workers should never take advantage of their role and engage in sexual activity with someone with whom they have a pastoral relationship.
- e. All people receiving pastoral ministry should be treated with respect and should be encouraged to make their own decisions about any actions or outcomes.
- f. Workers should not pastorally minister to anyone whilst under the influence of alcohol or non-prescription drugs.
- g. Workers 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

1. It is essential that we have important information about all children and young people involved in any activities at the church, which is recorded on our consent forms. The first time someone attends the activity leader should record their name, medical emergency information and a contact name and number. The child/parent must bring their completed consent form back with them on their next visit. Similar details will be gathered for adults at risk.

3.3.2 Health and Safety

2. All activities for children, young people and adults at risk at WBC are to comply with the church's current health and safety policy and will be conducted in accordance with *Guidelines for users of WBC*, with particular attention paid to the sections on Fire Action, First Aid, PAT testing, Health and Safety and Kitchen and Food Hygiene.

3. Buildings being used for children's and adult at risk 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

4. 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

5. 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 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

6. The person responsible for a group/activity must sign in 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.

3.3.7 Risk Assessment

7. Before undertaking any activity with children or adults at risk, 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

8. 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

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

- a. Only those who have gone through the church safer recruitment procedures for workers are to transport children and adults at risk (within the DBS eligibility criteria).
- b. All drivers will have read the church's Safeguarding Policy and agree to abide by it.
- c. Drivers will be aged 21 or over and have held a full driving licence for at least two years.
- d. Drivers must ensure that they have adequate insurance cover and that the vehicle being used is road worthy.
- e. 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:

- f. Parental consent must be given for any journeys.
- g. All children and young people 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 they are collected by an appropriate adult.
- h. At least two workers (unrelated to each other) should be present when transporting children as part of a church role.

3.3.10 Outings and Overnight Events involving Children

10. There are some specific considerations which need to be made for any outings and overnight events involving children, including collaborations with other churches:

- a. A risk assessment must be carried out beforehand, including Safeguarding responsibilities.
- b. Parents are to be informed in writing of all the arrangements.
- c. Consent forms are to be obtained for the specific activities involved.
- d. There are to be workers with first aid and food hygiene certificates with the group.

Sleeping Arrangements

11. Sleeping arrangements for overnight events will be carefully considered. It may be acceptable for workers to share sleeping accommodation with children/young people 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

12. No child will participate in adventurous activities without the written consent of the parent /carer. 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 2004, the activity leader needs to ensure that the premises are licensed.

Fire Safety

13. The event leader will have a fire safety procedure in place, which will include the following:
- a. 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.
 - b. 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.
 - c. In the case of an emergency, ensure measures are in place to alert children and young people with disabilities (e.g. a child who is hard of hearing).

Safety

14. 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

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

3.3.11 Outings and Overnight Events involving Adults at Risk

1. 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. A risk assessment must be carried out beforehand.
 - b. Planning for the trip should consider 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).
 - c. Adults at risk should be included in the planning of trips and events.
 - d. 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.
 - e. Adults at risk 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.
 - f. 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

2. Consideration should be given to the individual needs of those staying overnight. If there is 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

3. It is not appropriate for church workers to perform personal care for adults at risk 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

4. 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

5. 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.
6. 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

7. It is important to recognise that adults at risk 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 an adult at risk 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 with regard to who should be involved.

8. 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

9. 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

10. The responsible adult for an activity held at WBC must attend a training session based on the Baptist Union of Great Britain ***Guidance Leaflet PC10: Hiring of Church Premises***.

3.4 SAFER COMMUNITY

3.4.1 Bullying

11. 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.

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

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

- a. Being verbally or physically abusive towards another person.
- b. Isolating or deliberately ignoring someone, or excluding them from group activities.
- c. Spreading rumours and malicious untruths about another person in the church.
- d. Use of email, phone or social media to publicly challenge or undermine someone.
- e. Name calling and personal insults.
- f. Making false accusations.
- g. Sending abusive messages or degrading images via phone, email or social media.

14. 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.

15. Some signs that can indicate a person is being bullied are as follows:

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

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

- a. The children and young people 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.

- b. 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.
- c. Everyone in the church, whether children or adults, should know how they can report any incidents of bullying.
- d. All allegations of bullying will be treated seriously, and details will be carefully checked before action is taken.
- e. The bullying behaviour will be investigated, and bullying will be stopped as quickly as possible.
- f. An attempt will be made to help bullies change their behaviour.
- g. All allegations and incidents of bullying will be recorded, together with the actions that are taken.
- h. Where an allegation of bullying is made against a church or group leader, advice will be sought from the local Baptist Association Safeguarding Contact.
- i. Incidents of bullying may be reported to the statutory authorities in line with the church safeguarding procedures.

17. 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

18. When someone attending the church is known to have abused children or adults at risk, or a serious allegation has been made, 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.

19. When it is known that a person who has been convicted of abusing children, young people 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.

20. In determining the details of the contract:

- a. The DPS will inform and take advice from the local Baptist Association Safeguarding Contact.
- b. A risk assessment will be undertaken with the help of the local Baptist Association Safeguarding Contact to determine the contents of the Safeguarding Contract.
- c. There will be a discussion about who should be informed about the nature of the offence and the details of the contract.
- d. 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, young people and adults at risk.
- e. The members of the church Safeguarding Team will always be informed.
- f. The DPS should determine whether the person is subject to supervision or is on the Sex Offenders' Register. If so, the DPS should contact the offender's specialist probation officer (SPO) who will inform the church of any relevant information or restrictions that they should be aware of.

21. An open discussion will be held with the person concerned which is to contribute to the risk assessment and in which clear boundaries are established for their involvement in the life of the church. A written contract is to be drawn up which identifies appropriate behaviour. The person is required to sign

the contract and it is to be monitored and enforced. If the contract is broken any sanctions are to be discussed and considered with the local Baptist Association Safeguarding Contact.

3.4.3 Alleged or known offenders who are themselves adults at risk

22. A risk assessment and 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.

23. 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 essentially results in the same outcome as a contract, but is a more informal and appropriate approach for an adult at risk. The agreed requirements are to be reviewed regularly to ensure that the individual is complying, exactly as a formal contract would. The church will work with the Association Safeguarding Contact throughout this process.

SECTION 4 - USEFUL CONTACTS

Multi Agency Safeguarding Hub (MASH) 0300 456 0108 (normal hours
(Emergency Out of Hours Duty Service 0300 456 0100)

Police

Contact 101, or 999 in an emergency

ChildLine

Tel: 0800 1111 Web: www.childline.org.uk

NSPCC

Tel: 0808 800 5000 Web: www.nspcc.org.uk

Local Baptist Association Safeguarding Contact TBC

Southern Counties Baptist Association Safeguarding Advisor 07712 508779

Email: SCBASafeguarding@scba.org.uk

SECTION 5 - DEFINITIONS OF ABUSE

Understanding, Recognising and Responding to Abuse

Abuse and neglect are forms of maltreatment of a child or adult at risk. Somebody may abuse or neglect a child or adult by inflicting harm, or by failing to act to prevent harm. Children and adults at risk 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.

Type of abuse	Child	Adult at risk
<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 adult at risk.
<i>Emotional</i>	The persistent, emotional, ill treatment of a child that affects their emotional and behavioural development. It may involve conveying they are worthless and unloved, inadequate, or that they are given responsibilities beyond their years.	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 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 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.	
<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, chatrooms, 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 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.

The following list sets out some of the indicators which 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 or for which the explanation seems inconsistent
- a child or adult at risk discloses behaviour that is harmful to them
- unexplained changes in behaviour or mood
- 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

SECTION 6 – DETAILED GUIDANCE ON REPORTING REQUIREMENTS

STAGE 1 – THE WORKER

1. The duty of the person who receives information or who has a concern about the welfare of a child, young person or adult at risk is to RECOGNISE the concerns, make a RECORD in writing and RESPOND by passing on their concerns to the DPS. If he/she is not contactable, or they are implicated in the situation, another member of the church Safeguarding Team should be contacted instead.
2. Concerns should be passed on to the DPS 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 reference to the DPS, they should be informed as soon as possible afterwards.
3. A written record using the standard incident report form (at Section 7 to these procedures) should be made as soon as possible after a child or adult at risk tells you about harmful behaviour, or an incident takes place that gives cause for concern.

The record should:

- a. be hand-written as soon as possible after the event.
- b. be legible and state the facts accurately (when hand-written notes are typed up later the original hand-written notes should be retained).
- c. include the child or adult at risk's name, address, date of birth (or age if the date of birth is not known).
- d. include the nature of the concerns/allegation/disclosure.
- e. include a description of any bruising or other injuries that you may have noticed.
- f. include an exact record of what the child or adult at risk has said, using their own words where possible.
- g. include what was said by the person to whom the concerns were reported.
- h. include any action taken as a result of the concerns.
- i. be signed and dated.
- j. 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 local Baptist association.

4. If concerns arise in the context of children's or adult at risk 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. It should be clear that the duty remains with the worker to record and pass on their concerns to the DPS.
5. If an issue concerns an adult at risk 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, who will have greater expertise in dealing with the issue at hand.
6. 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.

STAGE 2 – THE DESIGNATED PERSON FOR SAFEGUARDING (DPS)

1. The duty of the DPS on receiving a report is to REVIEW the concern that they have received and REPORT the concern on to the appropriate people, where necessary.

The duty to REVIEW

2. In reviewing the report that is received, the DPS:
- a. should take into account their level of experience and expertise in assessing risk to children or adults at risk.
 - b. must take into account any other reports that have been received concerning the same individual or family.
 - c. 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.
 - d. 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

3. The DPS will decide who the report should be referred on to, working in conjunction with the church Safeguarding Team where appropriate. They may:
- a. refer back to the worker who made the initial report if there is little evidence that a child or adult at risk is being harmed, asking for appropriate continued observation.
 - b. refer the concern to others who work with the child or adult at risk in question, asking for continued observation where appropriate.
 - c. Inform parents / carers under certain circumstances, where doing so would not present any further risk of harm.
 - d. Make a formal referral to the police or local Social Services team. With adults at risk, 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 adults at risk, concerns will only be referred to the police or Social Services without consent where:
 - (1) the person lacks the mental capacity to make such a choice
 - (2) there is a risk of harm to others
 - (3) in order to prevent a crime
 - e. 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. 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:
 - (1) behaved in a way that has harmed, or may have harmed, a child
 - (2) possibly committed a criminal offence against children, or related to a child
 - (3) behaved towards a child or children in a way that indicates s/he is unsuitable to work with children.

f. If an allegation is made against someone who works with adults at risk*, it should be reported to the police or Adult Social Services.

**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 local Baptist Association Safeguarding Contact.*

g. Whenever a formal referral is made to the police, Social Services or LADO, the DPS should report the referral to:

- (1) The Safeguarding Trustee
- (2) The Minister
- (3) The local Baptist Association Safeguarding Contact

4. 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 and a written record should be made of the actions taken.

STAGE 3 – THE NEXT STEPS

5. 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

6. 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:

- a. Victims;
- b. Alleged perpetrators;
- c. Children; Adults at risk;
- d. Other family members;
- e. Church workers;
- f. Church Safeguarding Team;
- g. Minister & Leadership Team.

The duty to REPORT

7. If a church worker has been accused of causing harm to children, young people or adults at risk 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.

8. If a worker 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, young people or adults at risk, there is also a statutory duty to report the incident to the Disclosure and Barring Service (DBS).

SECTION 7 – SAFEGUARDING INCIDENT FORM

Once completed this form should be completed by the Designated Person for Safeguarding (DPS)

Name of church / organisation	Wilton Baptist Church
Contact details of church / organisation	

Name of Designated Person for Safeguarding (DPS)	
Contact details of DPS	

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/Age	
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		No	
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Have the statutory authorities been informed?

If so, please complete the table:

Yes	No	
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Example:

Authority	Police				
Name	R Peel				
Position	Child abuse officer				
Email contact	rpeel@police.co m				
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)

If so, when and by whom?

Yes	No	
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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	

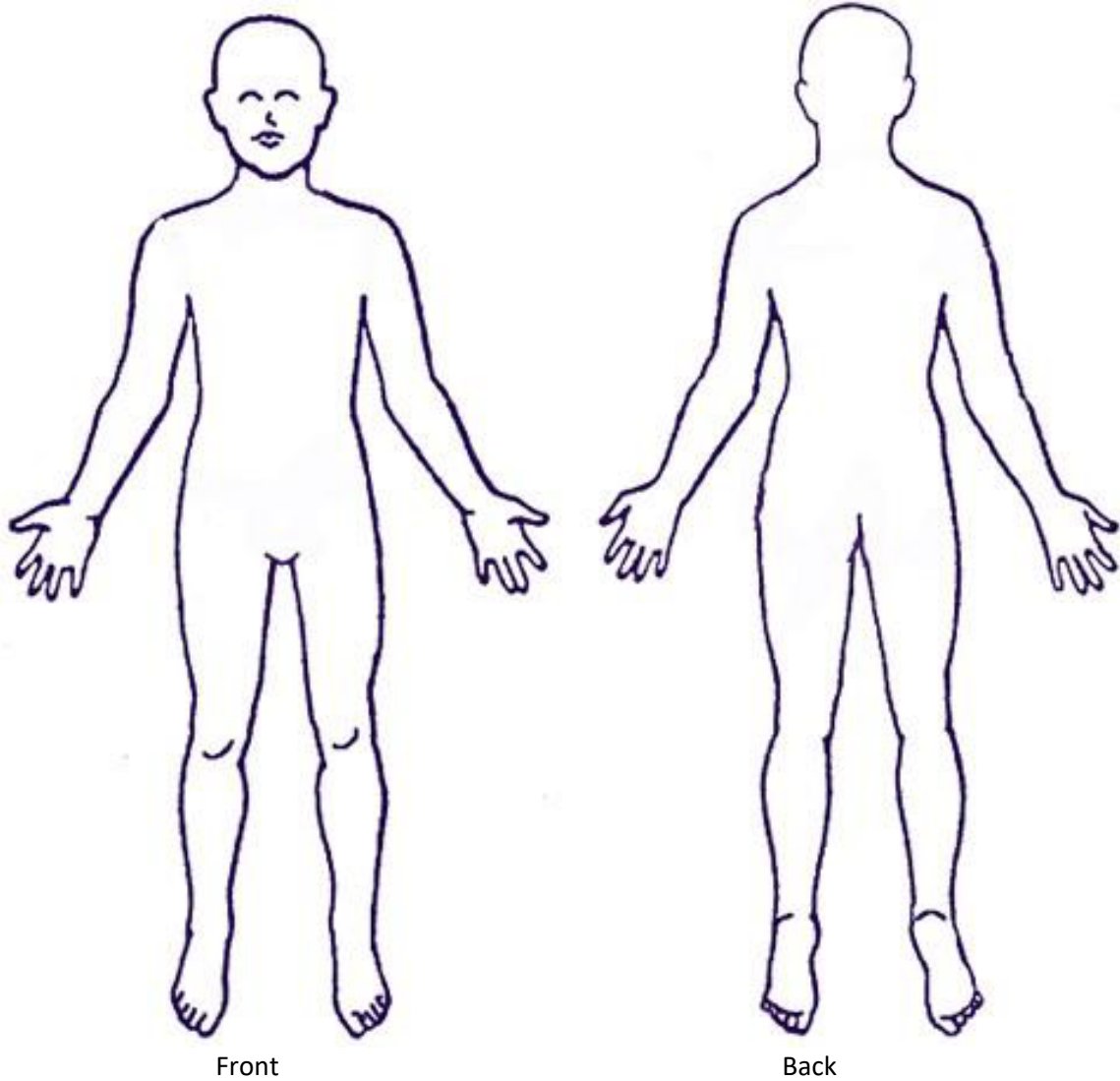
Continuation Page if required

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 _____

SECTION 8 - Safeguarding Roles and Responsibilities

1. Wilton Baptist Church (WBC) has a responsibility to identify and fill several important posts that underpin effective safeguarding in the church. These notes outline the main responsibilities relating to safeguarding connected with key leadership roles.

Trustees / Deacons

2. At WBC the Deacons/Trustees and are:
- a. Ultimately responsible for safeguarding
 - b. Responsible for the implementation of policy and procedures
 - c. Responsible for supporting the church workers/volunteers
 - d. Responsible for raising awareness about best practice within the church
 - e. Responsible for ensuring that the relevant people have received the appropriate training

Safeguarding Trustee / Deacon

3. Usually the person who oversees safeguarding in the church –.
- a. Takes a lead on safeguarding matters for the trustees / deacons
 - b. Is the point of contact with trustees / deacons for safeguarding issues
 - c. Ensures church policy and procedures are reviewed annually

Designated Person for Safeguarding (DPS)/ Deputy Designated Person for Safeguarding (DDPS)

4. The DPS is not necessarily a Deacon, but should be a Church member who either has a professional interest or a willingness to learn, they are to:
- a. Receive all reports of concerns regarding the safeguarding of children, young people and adults at risk
 - b. Listen, observe and pass on those concerns appropriately, having taken advice from the relevant people
 - c. Act as a link between the church and other agencies or bodies on safeguarding matters
 - d. The DDPS acts in the absence of the DPS.

Disclosure and Barring Service (DBS) Verifier

5. The Disclosure and Barring Service (DBS) Verifier is responsible for all aspects of processing DBS checks for church staff and volunteers (with the exception of the accredited minister who is checked by the regional association). A list of those with DBS clearance is to be passed to the Safeguarding Trustee.

The Minister

6. **The Minister/Pastor has the following responsibilities:**
- a. Shares with the Deacons/trustees the general responsibility for the development, adoption and implementation of the church's safeguarding policy
 - b. Takes responsibility for ensuring that the pastoral needs of all are being met
 - c. May need to be made aware of safeguarding issues in line with the guidance on page 6

For more information:

7. 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.

BUGB Excellence in Safeguarding training for your church:

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

In an emergency:

9. 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 know that you have made this call.



Safeguarding Team, Baptist Union of Great Britain, Baptist House, PO Box 44, 129 Broadway, Didcot OX11 8RT
Tel: 01235 517700 Email: safeguarding@baptist.org.uk Website: www.baptist.org.uk
BUGB operates as a CIO with registered charity number 1181392



ANNEX A To WBC Safeguarding Policy

WILTON BAPTIST CHURCH - SAFEGUARDING CHILDREN – REFERRAL FORM

Use this form to make safeguarding referrals. Referrals must be made by telephone, followed up by this completed form within 48 hours. Provide details as far as known, but do not delay for lack of detail.

To: **Wiltshire County Council Social Services Area Service Team.**

From: Referrer's Details (*Please print*)

Name:	
Job Title:	
Telephone:	
Email:	
Date:	
Time:	

FAMILY DETAILS

Family Composition :(*as far as known, include all adults and children and record first name and family name*)

Name:	
Parents/Carers:	
Date/s of Birth: (ages if DoB unknown)	
Gender:	
Ethnicity:	
Religion:	
First Language:	
Interpreter needed:	Yes/No
Disability or Special Educational Needs:	

Children – (*Youngest first*)

Name	Age (If Known)	School Attended (If Applicable)

REASON FOR REFERRAL – *(Please indicate clearly if you suspect the child/ren is/are suffering or likely to suffer significant harm)* USE ADDITIONAL PAGES (IF REQUIRED)

Action to Date; *(please include dates if known)*

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Please indicate what actions have been taken to date by you; *(please include as much detailed information as possible as well as dates if known)*

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Have the family been informed of the referral?

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Please give name and/or contact details of any other professionals involved with the family;

CONFIDENTIAL ONCE COMPLETED

Name	Contact Information
	Email: Telephone:
	Email: Telephone:
	Email: Telephone:
	Email: Telephone:
	Email: Telephone:
	Email: Telephone:
	Email: Telephone:
	Email: Telephone:
	Email: Telephone:

USE ADDITIONAL PAGES (IF REQUIRED)



ANNEX B TO WBC Safeguarding Policy

WILTON BAPTIST CHURCH APPLICATION FORM
FOR VOLUNTARY WORK WITH CHILDREN AND YOUNG PEOPLE

We ask all prospective workers (paid or voluntary) with children and young people (0 – 18) to complete this form.

This information will be kept confidentially by the church, unless requested by an appropriate statutory authority. This application is to assist with (*please delete as appropriate*):

Sunday Club	Ducklings			Other (<i>please specify</i>):
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1. PERSONAL DETAILS

Full Name:			
Other Names by which known in the past:			
Address:			
Postcode:			
Telephone (Daytime):			
Telephone (Evening):			
Telephone (Mobile):			
How long have you lived at the above address?			
		Years	Months
If less than 3 years, please give previous address(es) with dates:			
From:	To:	From:	To:
Address:		Address:	
Postcode:		Postcode:	

2. EXPERIENCE AND SKILLS

Please tell us about your Christian experience (*i.e., how long you have been a Christian, which church(es) have you attended, any activities undertaken*):

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Please give details of previous experience of looking after or working with children and/or young people. (*Please include details of any relevant qualifications or appropriate training either in a paid or voluntary capacity*):

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Do you suffer, or have you suffered any illness, which may directly affect your work with children or young people? (*please delete as appropriate*)

NO	YES (<i>Please give details</i>)
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3. REFERENCES

Please give full contact information of two people who know you well and would be able to give a personal reference. Ideally one referee should be external to church. If you have experience working with children and young people, one should be a colleague with whom you have worked. If you have moved from another church in the past five years, one referee should be from your previous church.

Reference one (colleague or previous minister)		Reference two (ideally external to church, if Reference one is not)	
Name		Name	
Address		Address	
Postcode		Postcode	
Connection to you		Connection to you	

We reserve the right to take up character references from any other individuals deemed necessary.

4. CRIMINAL RECORD DECLARATION

Because of the nature of the duties the post holder would be expected to undertake, the successful candidate will be required to obtain a Standard or Enhanced clearance from the Disclosure and Barring Service (DBS).

If considered suitable for the post, do you agree to co-operate in obtaining a DBS check at Enhanced level? *(please delete as appropriate)**

YES	NO
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** Because of the nature of the work for which you are applying, this position is exempt from the provision of section 4(ii) of the Rehabilitation of Offenders Act 1974 (Exceptions Order 1975) and you are therefore not entitled to withhold information about convictions which for other purposes are "spent" under the provisions of the 1974 Act and in the event of appointment, any failure to disclose such convictions could result in the withdrawal of approval to work with children and/or young people within the church.*

5. DECLARATION

I confirm that the submitted information is correct and complete.

Name:	
Signed:	
Date:	



SAFEGUARDING APPLICANT CHECK LIST

Name of Applicant:	
---------------------------	--

	Task	Complete (v)
1	Has the applicant been given copy of WBC safeguarding Policy and Procedures	
2	Has the applicant been given Application Form (<i>if applicable</i>)	
	Has the applicant completed the Application Form	
3	Has application for Enhanced Disclosure been made to DBS	
4	Have references been sought (<i>if applicable</i>)	
5	Has confirmation of Enhanced Disclosure been received	
6	Has the applicant been given a Role Description and Volunteer Agreement	
7	Has the applicant submitted a signed volunteer agreement	
8	Probationary Period Agreed until (<i>please specify date in complete column</i>)	
Paperwork completed (<i>please specify date in complete column</i>):		
Signed:		
Probation Period Successfully completed (<i>please specify date in complete column</i>):		
Signed:		



Ducklings Operating Procedures

General

1. Ducklings normally meets on Monday mornings during the school term on a published schedule from 10.00 to 11.45am and utilises the Baptistry, Boiler Room and Kitchen in Wilton Baptist Church (WBC). It is as an outreach to the town of Wilton for pre-school children 0 – 4 years old and their parent/carers. There is no admission charge although donations are accepted. Ducklings offers a range of stay and play activities including playing with and on toys, singing songs and partaking in snacks. Ducklings operates in accordance with the WBC Safeguarding Policy.

Staffing

2. Ducklings is staffed by adult volunteers who have an aptitude for working with babies and toddlers and their parents/carers, have signed a volunteer agreement, have valid DBS clearance, and are known as “Leaders”. The Role Descriptor for a Ducklings Leader is at Appendix 1 and the Volunteer Agreement, which all Leaders are to sign, is at Appendix 2 to this Annex. When the Ducklings schedule is agreed, Leaders are required to enter their availability against dates to ensure safe ratios of Leaders. In order to safeguard children, parents/carers and leaders Ducklings endeavours to follow best practice by ensuring there are always a minimum of two Leaders available at WBC when Ducklings is operating.
3. To minimise risk the number of children with parents/carers may need to be capped. The more Leaders available the more effective will be the outreach.

Registration

4. Although Parents/carers¹ remain with their children at Ducklings in case of emergency the formal registration form at Appendix 3 is to be completed and retained securely in the filing cabinet in the Church office. Particular attention is to be paid to ensuring:
 - a. A current contact number (in case of emergency to child or parent).
 - b. Anything the parents believe might be required to maintain the child’s safety eg medical/behavioural conditions, allergies etc²
 - c. Agreement to be responsible for the behaviour of their child/children and to work with the Ducklings team to ensure a safe environment.

Visiting children can be admitted providing the adult bringing them has cleared this with the child’s parent and provides details as required in subparagraphs 4a. and 4b.

¹ Throughout this Annex the term “parent” is used for all parents/legal guardians/carers.

² It is accepted that this will be valid at the time the form is completed, parents are expected to keep Ducklings apprised of changing or temporary conditions.

Prior to Admission

5. While Ducklings is being set up by the Leaders, the external WBC doors are to remain closed. The Leaders will assemble for prayer and then discuss any practical issues such as evacuation procedures, identify qualified First Aiders, who will start in which room/activity and any matters to be aware of. Once the Leaders are content they are ready to let the children in, at least one Leader will take position in each room in use.

Activities

6. Activities will take place in accordance with the availability of Leaders and the Risk Assessment.

Snack Time

7. Snacks are prepared in the WBC kitchen and delivered to children via their parents. No children or parents are to enter the kitchen.

Fire and Safety

8. Ducklings conforms to the WBC Fire and Safety Plan. All leaders are to be familiar with the overarching WBC Risk Assessment displayed in the Church and the Ducklings Specific Risk assessment. Before any children are admitted to Ducklings one of the Leaders is to check the building for signs of risk and ensure the fire exits are clear. This Leader is also to identify who (in the event of an evacuation) will take the register to the muster point and call the roll, and identify other leaders to be responsible for the clearance of the building – ie one upstairs and one downstairs. Any other leaders are to assist with controlling the evacuation.
9. In the event of either an accident or safeguarding incident the appropriate procedures as described in the WBC Safeguarding policy are to be followed and the appropriate forms completed.

Guidelines on Discipline

10. *Discipline is the education of a person's character. It includes nurturing, training, instruction, chastisement, verbal rebuke, teaching and encouragement. It brings security, produces character, prepares for life, is evidence of love and is God's Heart. (Hebrews 12:5-12, Proverbs 22:6)*
11. Ground rules for leaders, parents and children:
 - a. No swearing or verbal abuse.
 - b. Respect each other (no racism/name calling).
 - c. Respect property (games, fabrics, building).
 - d. No fighting (in play or for real).
 - e. Discipline is a parental responsibility, however if parents are unable to control their children they may be asked by leaders to leave Ducklings.
12. Ducklings Leaders will;

Annex D to WBC Safeguarding Policy

- a. Recognise that discipline is important and provides a safe and secure environment for children and their parents to develop in. Such discipline will be verbal except where a young person is in immediate danger and needs to be physically removed from that danger.
 - b. Work on each individual's positives, encourage and build them up.
 - c. When it is necessary to control and discipline children or their parents/carers, this should be done without using physical punishment. A situation may, however, arise where a person needs to be restrained in order to protect them or a third person.
 - d. No shouting at individuals or putting a young person down, a change of tone is often all that is necessary.
 - e. Never remain alone with a child.
 - f. Always seek to learn from each new experience, asking yourself questions about how you could have handled any situation better.
 - g. Reinforce and praise good behaviour.
 - h. Ensure any discussion with a child or parent on a one-to-one basis takes place in a public area within sight of other leaders. This includes any electronic communication.
 - i. Encourage mutual respect.
13. All leaders and helpers are to endeavour to build healthy relationships with the children and their parents, to be a good role model whilst setting a good example through keeping to the ground rules. Always try to seek God's help for wisdom, discernment and understanding when dealing with discipline scenarios. Take care to give the quieter and well-behaved attention, not allowing some to take all of the leader's attention.
14. As a team, Ducklings leaders need to be consistent in what we say and ensure that other team members are aware of the difficult situations that may require a little more awareness.

Dispersal

15. Ducklings ends at 11.45am and parents depart with their children. leaving the building into the Market Square. At least 1 leader is to be in the foyer to oversee dispersal from Ducklings.

Appendices:

- Appendix 1 – Ducklings Leader Role Descriptions
Appendix 2 – Ducklings Leader Volunteer Agreement
Appendix 3 – Ducklings Registration Form



DUCKLINGS LEADER ROLE DESCRIPTION

Responsibilities of the Role

Ducklings Leaders are required to act as responsible role models at all times and comply with the WBC Safeguarding Policy and Ducklings Procedures as defined at Annex D to the policy.

Responsibilities are:

- a. to provide a safe and friendly environment for pre school children and their parents/carers to grow and develop social skills.
- b. to build and develop contacts with families within the local community.
- c. responsible to pastor / deacon in charge of youth work.



VOLUNTEER AGREEMENT

Name of Worker:	
Area of work	Ducklings

You are part of a team which, together with the whole church, commits itself to the care and nurture of children and their parents/carers. On behalf of the members of this church, we undertake to support you and your work, by prayer, by our interest and by providing resources and training as appropriate.

The person who will give you primary support is ***the Pastor (or where appointed the Deacon for Youth Work)***. He/she is there to discuss any matters of concern you may have.

The responsibilities of your role are ***to provide a safe and friendly environment for pre-school children their parents and carers on Monday mornings in term time; to enable them to grow and develop social skills***

Line management:-

You would be responsible to ***the Pastor (or where appointed the Deacon for Youth Work) through the Ducklings Co-ordinator.***

You would be responsible for ***pre-school children and their parents/carers at WBC and links with the wider community.***

Working with children and their parents/carers is a responsibility, but it also brings great rewards. We hope you will enjoy your work.

Declaration (to be completed by the worker)

I understand the nature of the work I am to do.

I have read the WBC safeguarding Policy and Procedures and I understand that it is my duty to safeguard the children and their parents/carers with whom I come into contact. I agree to abide by the policies and procedures agreed by the church for the Safeguarding of children and adults at risk.

Signed:	
Date:	



Wilton Baptist Church Ducklings Registration Form

Monday mornings 10 – 11.45am in accordance with published schedule at Wilton Baptist Church

Name of child:		
Date of birth:		
Address:		
Postcode:		
The person to contact in case of emergency during this event is:		
Name:		
Relationship to Child:		
Telephone Number:		
Should the above not be available, please contact:		
Name:		
Relationship to Child:		
Telephone Number:		
Snacks are provided at Ducklings. Does your child have permission to take part in such activities? <i>(Please delete as appropriate)</i>		
*Yes	No	
*If yes, state any food / drinks to avoid:		
I accept that I remain responsible for the safety and conduct of my child/children and will work with the Ducklings Team to ensure a safe environment.		
Please note anything you think we should know about your child (or yourself) to help keep them you safe at Ducklings:		
Signed <i>(Parent or adult with parental responsibility)</i>:		
Relationship to Child:		
Date:		



Sunday Club Operating Procedures

General

1. Sunday Club (SC) meets most Sundays during the year concurrent to morning service. Children will normally attend service with their parents and then depart with the SC at the appropriate time, usually around 11 AM. SC utilises the Baptistry in Wilton Baptist Church. SC operates in accordance with the WBC Safeguarding Policy.

Staffing

2. SC is staffed by adult volunteers who have an aptitude for working with young people, have signed a Volunteer Agreement, have a valid DBS clearance, and are known as "Leaders". The Role Descriptor for a SC Leader is at Appendix 1 and the Volunteer Agreement, which all Leaders are to sign, is at Appendix 2 to this Annex. Leaders are asked for their availability and then a schedule is published ensuring safe ratios of Leaders to children.

Helpers

3. There are BU guidelines on appointing and supporting young leaders. In a SC context these young leaders will be referred to as SC "Helpers" to avoid confusion with "Leaders". The Role Descriptor for a SC Helper is at Appendix 1 to this Annex. The main issues applicable to SC are:
 - a. Close supervision should be given to the Helper and they are not to have sole responsibility.
 - b. Under 18s cannot be considered leaders when working out ratios of Leaders to children, however a 16-18 year old Helper does require a DBS.
 - c. Permission of the parents of potential Helpers must be obtained before they start helping. The format for Parental Agreement is at Appendix 3.
4. In addition, the role of Helper is not to be advertised indiscriminately, but where there is an existing connection with Wilton Baptist Church (child of Church family), offers of help may be considered, or indeed a request for help initiated, with a view to building up young people in leadership and developing close ties with local families.

Registration

5. As parents generally bring their children to Church and remain on the premises there is not a formal registration document for SC. However the following general principles are to be applied when a child first attends ie confirming whether there are any medical or social issues that the leaders need to be aware of. It is also very important to establish with parents whether their children can go to the toilet on their own or require assistance and how the parent wishes that to be delivered.

Fire and Safety

6. SC conforms to the WBC Fire and Safety Plan. All leaders are to be familiar with the overarching WBC Risk Assessment displayed in the Church and the SC Specific Risk

Annex E to WBC Safeguarding Policy

assessment at Appendix 1 to this Annex. Before any children are admitted to SC one of the Leaders is to check the rooms for signs of risk and ensure the fire exits are clear. This Leader is also to identify who (in the event of an evacuation) will take the register to the muster point and call the roll; all other leaders are to assist with controlling the evacuation.

7. In the event of either an accident or safeguarding incident the appropriate procedures, as described in the WBC Safeguarding policy, are to be followed and the appropriate forms completed.

Guidelines on Discipline

8. *Discipline is the education of a person's character. It includes nurturing, training, instruction, chastisement, verbal rebuke, teaching and encouragement. It brings security, produces character, prepares for life, is evidence of love and is God's Heart. (Hebrews 12:5-12, Proverbs 22:6)*
9. Ground rules for SC leaders, helpers and the young person:
 - a. No swearing or verbal abuse.
 - b. Respect each other (no racism/name calling).
 - c. Respect property (games, fabrics, building).
 - d. No fighting (in play or for real).
10. Order of discipline:
 - a. **STEP 1:** - Verbal Warning.
 - b. **STEP 2:** - Return child to parent explaining what has happened.
11. SC Leaders and Helpers will:
 - a. Recognise that discipline is important and provides a safe and secure environment for children to learn in. Such discipline will be verbal except where a young person is in immediate danger and needs to be physically removed from that danger.
 - b. Work on each individual's positives, encourage and build them up.
 - c. When it is necessary to control and discipline children and young people, this should be done without using physical intervention. (A situation may, however, arise where a young person needs to be restrained in order to protect them or a third person)
 - d. Never allow a child to sit on the knees of a leader or helper.
 - e. No shouting at individuals or putting a young person down, a change of tone is often all that is necessary.
 - f. Never remain alone with a young person.
 - g. Always seek to learn from each new experience, asking yourself questions about how you could have handled any situation better.
 - h. Reinforce and praise good behaviour.
 - i. Ensure any discussion with a young person on a one-to-one basis takes place in a public area within sight of other leaders/helpers.
 - j. Encourage mutual respect between children.
12. SC Leaders and Helpers will endeavour to:
 - a. Be firm, consistent, persistent and patient.

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- b. Walk away and seek help from others if they feel they are losing control or are unable to cope.
 - c. Take care over verbal communication, recognising that threatening, abusive or suggestive expressions are unacceptable. Sarcasm will be avoided and care taken over the tone of voice. In the area of non-verbal communication (referring to the whole area of personal space, eye contact, appropriate use of gestures) care will be taken to ensure that leaders and helpers are beyond reproach and do not leave themselves open to criticism in this area.
 - d. Ensure body contact will be minimised.
13. To conclude, all SC leaders and helpers are to build healthy relationships with the young people, to be a good role model whilst setting a good example through keeping to the ground rules. We should always try to seek God's help for wisdom, discernment and understanding when dealing with discipline scenarios. Take care to give the quieter and well-behaved children attention, not allowing some young people to take all of the leader/helper's attention.
14. As a team, SC leaders and helpers need to be consistent in what we say and ensure that other team members are aware of the difficult situations that may require a little more awareness.

Dispersal

15. Parents are to collect their children immediately following the end of service. If parents do not collect their children the SC Leader is to escort the child upstairs and return the child to the parent's responsibility. Only children with a written authority from their parent will be allowed to leave SC on their own. When there is any doubt the parent is to be contacted to verify authority.

Appendix:

- Appendix 1 – Sunday Club Leader & Helper Role Descriptions
- Appendix 2 – Sunday Club Leader Volunteer Agreement
- Appendix 3 – Sunday Club Helper Parental Consent Form



SUNDAY CLUB ROLE DESCRIPTIONS

Depending on numbers attending Sunday Club (SC) may be divided into age groups for Crèche, Sunday Club and Transformers.

Crèche Leader- Responsibilities of the role

Crèche Leaders are required to act as responsible role models at all times and comply with the WBC Safeguarding Policy and SC Procedures. Responsibilities are:

- a. to provide a safe and enjoyable environment for 0 to 4 year olds during the morning service.
- b. responsible to the Pastor/deacon in charge of youth work through the SC Co-ordinator.
- c. responsible for 0 to 4 year olds during services and any Crèche Helpers.

Sunday Club Leader - Responsibilities of the Role

SC Leaders are required to act as responsible role models at all times and comply with the WBC Safeguarding Policy and SC Procedures. Responsibilities are:

- a. to provide a safe and enjoyable environment for 5 to 11 year olds during the morning service.
- b. to help our young people develop knowledge of the Bible in ways that are creative.
- c. responsible to Pastor/deacon in charge of youth work through the SC Co-ordinator.
- d. responsible for 5 to 11 year olds during services and any SC Helpers.

Transformers Leader - Responsibilities of the Role

Transformers Leaders are required to act as responsible role models at all times and comply with the WBC Safeguarding Policy and SC Procedures. Responsibilities are:

- a. to provide a safe and enjoyable environment for 11 to 16 year olds during the morning service.
- b. to help our young people develop knowledge of the Bible in ways that are creative and easy to apply in their daily lives.
- c. responsible to Pastor/deacon in charge of youth work through the SC Co-ordinator.
- d. responsible for 11 to 16 year olds during services and any Transformers Helpers.

Crèche, Sunday Club, Transformers Helper - Responsibilities of the Role

As Crèche, SC and Transformers Helpers are under the age of 18, and thus children in the eyes of the law, they are not to be included in supervision ratios and do not have responsibilities in law however; Helpers are expected to act as positive role models at all times and comply with the WBC Safeguarding Policy and SC Procedures. Responsibilities are:

- a. to support a safe and friendly environment for the respective age group to enable our children young people to grow and develop social skills.
- b. to act as a positive role model to the respective age group children and young people.
- c. responsible to respective Crèche, SC and Transformers Helpers Leaders.



VOLUNTEER AGREEMENT

Name of Worker	
Area of work (<i>Delete as appropriate</i>)	Crèche/Sunday Club/Transformers

You are part of a team which, together with the whole church, commits itself to the care and nurture of children and young people. On behalf of the members of this church, we undertake to support you and your work, by prayer, by our interest and by providing resources and training as appropriate.

The person who will give you primary support is *the Sunday Club Co-ordinator*. He/she is there to discuss any matters of concern you may have.

The responsibilities of your role are to:

Crèche – provide a safe and enjoyable environment for 0 to 4 year olds during Sunday morning services

Sunday Club - provide a safe and enjoyable environment for 4 to 11 year olds during Sunday morning services and to help our children develop knowledge of the Bible in ways that are creative.

Transformers - to provide a safe and enjoyable environment for 12+ year olds during Sunday morning services, to help them develop knowledge of the Bible in ways that are creative and to challenge and encourage them spiritually and socially.

Line management:-

You would be responsible to ***the Sunday Club Co-ordinator***.

You would be responsible for ***children and Sunday/Sunday Club/Transformers***.

Working with children and young people is a responsibility, but it also brings great rewards. We hope you will enjoy your work.

Declaration (*to be completed by the Leader*)

I understand the nature of the role I am to do. I have read the WBC safeguarding Policy and Procedures and I understand that it is my duty to protect the children and young people with whom I come into contact. I agree to abide by the policies and procedures agreed by the church for the protection of children and young people.

Signed	
Date	



PARENTAL CONSENT TO BE A SUNDAY CLUB HELPER

Name of Parent	
Name of Helper	
Area of work (<i>delete as appropriate</i>)	Crèche/Sunday Club/Transformers

I consent that my son/daughter can be a Sunday Club Helper. As he/she is legally a child I understand that they will never be left solely in charge of other children and will always be supervised by a Sunday Club Leader.

I understand that he/she is part of a team which, together with the whole church, commits itself to the care and nurture of children and young people. The WBC members, and Sunday Club Leaders in particular, undertake to support you and your son/daughter as a Sunday Club Helper, by prayer, our interest and supervision, and by providing resources and training as appropriate.

The people who will give you and your son/daughter primary support are ***the Sunday Club Leaders***. They are there to discuss any matters of concern you may have.

The responsibilities of your son/daughter's role are ***to act as a positive role model, to support a safe and friendly environment for children aged 0-14 years approx (at either Crèche, Sunday Club or Transformers) on Sunday mornings and to encourage the children/young people to grow and develop social skills.***

Line management:-

Your son/daughter would be responsible to ***the Sunday Club Leaders and*** would be responsible for ***children aged 0-16 years approx (at either Crèche, Sunday Club or Transformers)***

While working with children and young people is a responsibility, it also brings great rewards. We hope your son/daughter will enjoy his/her role.

Declaration (*to be completed by the parent and Helper*)

I understand the nature of the role of Sunday Club Helper that my son/daughter has volunteered to do.

I have read the WBC safeguarding Policy and Procedures and understand that the Church is committed to protecting children. I agree that my son/daughter will abide by the policies and procedures agreed by the church for the protection of children and young people.

Signed (Parent)	
Date	
Signed (Helper)	
Date	



Wilton Baptist Church Accident/First Aid Report Form¹

1. Person affected/injured	
Name:	
Address:	
Postcode:	
Activity/Group/Club attending:	
2. Person reporting the accident – if other than person injured	
Name:	
Address:	
Postcode:	
Activity/Group/Club attending:	
Position:	
3. Accident	
Date:	
Time:	
Place/Room	
Equipment/Machinery/Activity involved:	
4. Description of Accident – including cause and nature of injury	
Action taken/recommendations:	
Signature of Worker/Volunteer:	
Date:	
Time:	
Employer to initial box if accident reportable under RIDDOR²	

¹ In event of accident complete this form or other commercially available form containing the same information.

² RIDDOR – Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995



WILTON BAPTIST CHURCH

GOOD PRACTICE GUIDE TO SAFEGUARDING CHILDREN

WHY GOOD PRACTICE?

As followers of Jesus we will want to welcome children and young people into our churches and give them time and attention. All children and young people, whatever their age, gender, racial background, culture, or disability, should have the opportunity to grow up safe from harm. As valued members of the church community, they should be treated with respect, listened to and kept safe.

Much of what is presented, as “good practice” is good practice irrespective of child “Safeguarding” issues. These are the standards we would want to operate because we strive to do the very best for children and young people.

These good practice measures are first and foremost about protecting children and young people. However, they will also help to protect child/youth workers and volunteers¹ from false accusation or unnecessary and unwarranted suspicion.

Be aware of your own and other workers’ behaviour in terms of touching. Always be prepared to answer the question, “For whose benefit is this taking place?” It is advisable to avoid touching a child when no-one else is present in the room. If you see another volunteer acting in ways that might be misconstrued, speak to them or to a leader about your concerns. Leaders should encourage an atmosphere of mutual support and care, which allows all volunteers to be comfortable enough to discuss inappropriate attitudes or behaviour.

A thoughtful and sensitive approach to the whole question of “touch” has wider implications in the life of the church. Obvious applications of this principle are, for example, on greeting those arriving at churches for the various meetings and on the occasions of “sharing the peace” within services. As hugs and kisses have become the norm within some church communities, we need to be aware that not everyone welcomes that kind of contact, including some children.

GOOD PRACTICE – THE WAY WE WORK

Treat all children and young people with respect and dignity. Use age appropriate language and tone of voice. Try to be aware of your own body language and the effect you are having on the individual child or young person.

Listen well. Be careful not to assume you know what a child or young person is thinking or feeling. Listen to what is spoken and how it is said. At the same time, observe the body language to better understand what is being said.

Do not engage in any of the following: -

- invading the privacy of children or young people when they are using the toilet
- rough games involving physical contact between a leader and a child or young person
- sexually provocative games

¹ As we do not have a paid worker the term volunteer will be used for the rest of this leaflet

ANNEX G TO WBC Safeguarding Policy

- making sexually suggestive comments about or to a young child or young person, even in “fun”
- scapegoating, belittling, ridiculing or rejecting a child or young person

When it is necessary to control and discipline children and young people, this should be done without using physical punishment. (A situation may, however, arise where a child or young person needs to be restrained in order to protect them or a third person.)

Make sure another adult is present if a young child has soiled their underclothes and needs to be thoroughly washed or a nappy changed. Wherever possible, the child’s own parent or carer should be called in to carry out such a task.

Do not respond to excessive attention-seeking that is overtly sexual or physical in nature.

GOOD PRACTICE – CAN I TOUCH A CHILD?

It is hard to conceive how you can be a nurturing, caring worker with children and young people without some physical contact happening occasionally. For example, if a child is distressed it is natural to put an arm round their shoulder. It could even be thought of as abusive not to respond by touching a child in such circumstances. However, you must be conscious that what to you is an innocent touch may have another, more sinister meaning for children who have experienced abuse. If you find that the child is cringing or responding in a negative way to being touched, then stop immediately and find an alternative, non-tactile way to convey your concern.

GOOD PRACTICE – RATIOS

As far as possible, a volunteer should not be alone with a child or children, where their activity cannot be seen. On church premises, this may mean leaving doors open, or two groups working in the same room.

Don’t invite a child or young person to your home alone. It could be acceptable to invite a group if you have cleared the activity with the church leadership, conducted a risk assessment, obtained written consent from parents/carers. Establish that each parent/carers knows where their child is and at what time they should return home.

Children and young people must not be given access to church premises unless responsible adults are present.

At no time should one adult be alone on church premises with a child or group of children and young people.

In a counselling situation with a young person, where privacy and confidentiality are important, ensure that another adult knows the interview is taking place and with whom. Whenever possible, another adult should be in the building and the young person should know they are there. It is good practice to set an agreed time limit prior to the counselling session and to stick to it! It is your responsibility as the adult involved to set this ground rule and to end the session at the designated time. Make another appointment time to continue if necessary.

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Make sure you have a suitable ratio and gender balance of staff to children and young people. For example, think about how you will manage if someone has an accident and needs immediate medical attention. These ratios may vary according to the age of the children concerned and whether or not the activity is taking place indoors or outside.

GOOD PRACTICE – ABUSE OF TRUST

It is not acceptable for a leader to form a romantic relationship with a child or young person with whom they have a relationship of trust. Such a romantic relationship (even if consensual) would not be a relationship of equal partners – the leader is always in a position of power over the young person and exploitation is almost inevitable, even if unintentional. Do not even invite or become a “Facebook” (or similar) friend with a child or young person with whom you have a relationship of trust.

GOOD PRACTICE – TRANSPORTING CHILDREN & YOUNG PEOPLE

Avoid giving lifts to children or young people on their own. If they are alone, ask them to sit in the rear of the car. Ask parents/carers to sign a consent form in respect of travel arrangements.

All private transport must have correct insurance cover for passengers.

Always insist that seat belts are worn when travelling.

GOOD PRACTICE – LOOKING AFTER CHILDREN OVERNIGHT

Although this is not an area that concerns any of our routine activities, if organising an ad hoc overnight event, males and females should sleep separately. If a group of children has both boys and girls, then it is important to have a mix of male and female workers.

FINALLY!

For further details about ratios of workers to children, excursions, events and activities and residential holidays please see the Safeguarding Deacon.