



Safeguarding Children Policy and Procedures

May 2016

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1. Policy Statement

Safeguarding Children and Young People at Lymington Baptist Church (“LBC”)

1.1 The vision of Lymington Baptist Church is: **To bring glory to God by showing the supremacy and worth of Jesus Christ and to help people to know and follow Him.**

1.1.2 In fulfilling this vision LBC

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

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

1.1.4 As members of LBC we commit ourselves to the nurturing, protection and safeguarding of all children and young people associated with LBC.

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

1.2 Prevention and reporting of abuse and responding to concern

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

1.3 Safe recruitment, support and supervision of workers

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

1.4 Safe behaviour: a code of behaviour for workers

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

1.5 Safe practice and safe premises

LBC is committed to providing a safe environment for activities with children and young people and will adopt ways of working with children and young people that promote their safety and well-being.

1.6 A safe community

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

1.7 Responsible people

LBC has appointed **Dan Williams** as the Safeguarding Trustee to oversee and monitor implementation of the policy and procedures on behalf of the LBC charity trustees.

LBC has appointed **Trevor Pogmore** as the Designated Person for Safeguarding, and **Tony Lowman** as deputy, to:

- a) advise LBC on any matters related to the safeguarding of children and young people; and
- b) take the appropriate action when abuse is disclosed, discovered or suspected.

1.8 Policy and procedures

A copy of the policy statement will be displayed permanently on the notice board in all entrances.

- 1.8.1 Each worker with children and young people whether paid or voluntary will be given a full copy of the policy and procedures and will be required to follow them.
- 1.8.2 A full copy of the policy and procedures will be made available on request to any member of LBC, the parents or carers of any child or young person from LBC or any other person within the community of LBC.
- 1.8.3 The policy and procedures will be monitored, reviewed and reported on at the LBC Annual General Meeting.
- 1.8.4 The policy statement will be brought to the attention of all LBC members on an annual basis.

May 2016

Procedures Part 1 – Responding to a Concern

1.A Responding to a concern

1) Understanding, Recognising and Responding to Abuse

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children 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 another child or children.

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

- a) Listen and keep listening
- b) Don't question
- c) Avoid passing judgement on what you are told
- d) Never promise confidentiality
- e) Explain what you intend to do and don't delay in taking action
- f) Contact the Designated Person for Safeguarding – or in their absence take action yourself (see A4)
- g) Write down what is said – details below in 3 and 4.

3) What to do when a child talks about harm or abuse

You need to make a careful written record of what has been observed as follows:

- a) Make notes as soon as possible (preferably within one hour of the child talking) including a description of any injury, its size and a drawing of its location and shape on the child's body.
- b) Write down exactly what the child has said and when s/he said it, what was said in reply and what was happening immediately beforehand (eg: a description of the activity).
- c) Write down dates and times of these events and when the record was made.
- d) Write down any action taken and keep all hand written notes even if subsequently typed up.
- e) These notes will be passed on to the Designated Person for Safeguarding to assist them should the matter need to be referred to Children's Services Team. Any referral to the Children's Services Team will be confirmed by the referrer in writing within 48 hours. All documents including copies of everything sent to the Children's Services Team, will be signed by you, dated and kept at the LBC Church office.

4) Responding to concerns for a child or an allegation of abuse

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

Procedures Part 1 – *Responding to a Concern*

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

- 4.i) In the event a child has a physical injury or symptom of neglect:
 - a) Contact the Children's Services Team if there are concerns that a child may have been deliberately hurt, is at risk of 'significant harm' or is afraid to return home. DO NOT TELL THE PARENTS, or other people involved.
 - b) If a child needs urgent medical attention an ambulance will be called or they will be taken to hospital, informing the parents/carers afterwards of the action that was taken.
 - c) The hospital staff will be informed of any child protection concerns.

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

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

- 4.iv) If the allegation is against a LBC leader who has responsibility for implementing the Policy, you will refer it directly to Children's Services Team and seek appropriate professional advice, eg. from the Baptist Union.

1.B Third Party Allegations and Referrals

In the event a third party alleges abuse towards a child, your role is to gather as much information as possible from this person. The third party will be advised that the information they have provided will be shared with the

Procedures Part 1 – *Responding to a Concern*

Designated Person for Safeguarding and may result in a referral to the Children’s Services Team with their details.

This is so that Children’s Services Team can contact them if necessary.

Where the third party is a child, an age appropriate response is required.

1.C Allegations against voluntary or employees

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

1.D Pastoral care

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

- a) Support will be offered to the suspected perpetrator without compromising the children or their families.
- b) This is one reason for limiting information in relation to allegations of abuse on a need-to-know basis. In this way leaders not privy to the detail are free to offer support to other parties, including the suspected perpetrator.
- c) Where an investigation is under way, this support will be provided with the knowledge of the child protection authorities.
- d) LBC will ensure that one person is responsible for dealing with the authorities, another offers support to the victim and their family, and another gives pastoral care to the alleged perpetrator. It may be necessary to appoint another person to support the perpetrator's family.
- e) 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.

Procedures Part 1 – *Responding to a Concern*

1. E False Allegations

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

1.F Allegations against children/young people

a) Children and young people are 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 some age-inappropriate sexual activity or forces themselves onto a child or shares age inappropriate material, 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.

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

Procedures Part 2 – Safe Recruitment, Support and Supervision

2.A Application

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

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

1) References

Formal references will be requested.

Where applicable an applicant's UK residency status and/or right to work in the UK will be checked.

2) Interviews

All prospective voluntary and employed workers for LBC will have an interview.

2.B Appointment and Supervision

LBC's safeguarding policy as well as the practical expectations will be discussed with the applicant. The worker will be required to sign their agreement in acceptance of and agreement to the procedures.

Any appointee will have a written agreement which includes a clear role description, lines of accountability to the church leadership and an assigned supervisor with regular opportunities for planned meetings so that work can be discussed, issues aired and areas of concern dealt with.

There will be regular team meetings to review procedures to ensure a common approach, sharing of concerns and identifying other matters that may need clarification and guidance.

1) Training

- i) It is important that all workers understand the agreed procedures for protecting children. Copies will be provided for all workers.
- ii) Child protection training is compulsory and MUST be attended at least once every 3 years.
- iii) Training for workers in relevant areas will be arranged, eg. first aid, food hygiene, in accordance with the Health and Safety Policy and Procedures.

Procedures Part 2 – *Safe Recruitment, Support and Supervision*

2) Young People

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

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

Procedures Part 3 – *Safe behaviour: a code of behaviour for workers*

3. 1. Overview/Code of Behaviour

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

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

Procedures Part 3 – *Safe behaviour: a code of behaviour for workers*

- i) The only adults allowed to participate in children’s and young people’s activities are those appointed and trained as children’s/youth workers. The leader of the activity should be aware of any other adults who are in the building.
- j) The parents/carers may or may not attend church and it is important therefore they have been given information about the group including contact telephone numbers. It may also be useful for the church/organisation to issue formal identification and to know who is collecting the child(ren).
- k) Below are suggested ratios of adults to children, recommended for all activities with children and young people.

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

- l) The level of personal care (eg. toileting) must be appropriate and related to the age of the child whilst also accepting that some children have special needs.
- m) 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.
- n) A minimum of 2 workers per group avoids lone working

3.A. Taking Care of Touching

- i. Keep everything public. A hug in the context of a group is very different from a hug behind closed doors.
- ii. Touch should be related to the child's needs, not the worker's.
- iii. Touch should be age-appropriate and generally initiated by the child rather than the worker.
- iv. Avoid any physical activity that is, or may be thought to be, sexually stimulating to the adult or the child.
- v. Children are entitled to privacy to ensure personal dignity.
- vi. Children have the right to decide how much physical contact they have with others, except in exceptional circumstances when they need medical attention.

Procedures Part 3 – *Safe behaviour: a code of behaviour for workers*

- vii. When giving first aid or applying sun cream, etc., encourage the child to do what they can manage themselves, but consider the child's best interests and give appropriate help where necessary.
- viii. Team members should monitor one another in the area of physical contact. They are free to help each other by constructively challenging anything which could be misunderstood or misconstrued.

3.B. Mentoring

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

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

3.C. Visiting Children or Young People at Home

It is unlikely that workers will need to make a pastoral visit of children and their families at home on behalf of LBC. If a situation occurs where it is needed then it can only be done with agreement of one of the Safeguarding Team listed under the Contacts on page 3.

3.D. Children with Special Needs

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., 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.E. Children with no adult supervision

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

- i. Welcome the child and try to establish their name, age, address and telephone number, and record their visit in a register.
- ii. Ask the child if a parent/carer is aware of where they are. Phone and make contact.

Procedures Part 3 – *Safe behaviour: a code of behaviour for workers*

- iii. On leaving, give the child a consent form and explain it needs to be filled in and brought back next time.
- iv. Using age appropriate language and without interrogating the child, you will need to find out as soon as possible whether they have any special needs (eg. medication) so that you can respond appropriately in an emergency.

3.F. Peer Group Activities for Young People

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

3.G. Electronic Communication

1) Modern Technologies and Safe Communication

A worker's role description will include an acknowledgement and approval of these technologies as a legitimate means of communicating with young people but should also include the expectations of LBC in relation to their use. It is not appropriate to use these communication methods with primary school aged children, 11 years and younger. On the general consent form parents/carers sign to agree that the young person can receive such communications.

2) Workers' Communication with Young People

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

3) Email

Email is sometimes used by workers to remind young people about meetings. If email is being used workers ensure messages are in the public domain by copying each message to childprotection@lymingtonbaptist.org. It is important workers use clear and unambiguous language to reduce the risk of misinterpretation, and although it should be obvious when an email is ending, workers should never use inappropriate terms such as 'luv' to round things off.

4) Communicating using Instant Messaging (eg. MSN Messenger, AOL AIM, Yahoo Messenger, Facebook)

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

Procedures Part 3 – *Safe behaviour: a code of behaviour for workers*

5) Mobile Phones

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

- a) All mobile phone use will be primarily about information sharing.
- b) Workers should keep a log of significant conversations/texts.
- c) Any texts or conversations that raise concerns should be passed on or shown to the worker's supervisor.
- d) Workers should use clear language, particularly when texting, and should not use words such as 'luv' or abbreviations like 'lol' which could mean 'laugh out loud' or 'lots of love'.
- e) Paid children's/young people's workers are issued with a mobile phone under a contract that provides itemised billing.
- f) Workers should not take photos on their personal equipment – see 3.G.7.

6) Social Networks

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

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

7) Taking Video and Photographs of Children

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

- 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 recordings for personal use, such as a parent/carer taking photographs at school sports days for the family photo album, or recording 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 e-mail or postal addresses, telephone or fax numbers.
- f) When using photographs of children and young people, it is preferable to use group pictures.

Procedures Part 4 – *Safe practice and safe premises*

4.A. Safe practice and safe premises

1) Consent forms

- a) It is essential that LBC has important information about all children and young people involved in any activities at LBC. This information is recorded on our consent forms (appendices 1 and 2)
- b) The first week someone attends their name, medical emergency information and a contact name and number must be obtained. Then they must bring their form back with them.

2) 'Guidelines for Use of LBC Premises'

- a) The responsible adult for an activity at LBC must attend a training session for 'Guidelines for use of LBC premises'

3) Health and Safety

- a) All activities for children and young people will comply with LBC's current health and safety policy and will be conducted in accordance with *Guidelines for Users of LBC Premises*.
- b) Whenever possible at all events involving preparation of food at least one worker will hold a valid Basic Food Hygiene Certificate.
- c) Buildings being used for children's groups will be properly maintained. A representative from the children's young people's work teams will take part in the annual health and safety review in order to consider all aspects of safety for all children and young people using the premises. It is the responsibility of all to report any concerns or problems as they arise.

4) Fire

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

5) First Aid – Please refer to the Health and Safety Policy and Procedures

6) Supervision of groups

- a) The person responsible for a group/activity must sign in the book in the LBC sanctuary entrance, or the kitchen or Lillington House at the start and end of that activity so that it is apparent who the 'responsible

Procedures Part 4 – *Safe practice and safe premises*

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.

7) Food Hygiene/Health and Hygiene

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

8) Transporting Children

- a) These guidelines will apply to all drivers involved in the transportation of children and young people, on trips organised by or on behalf of LBC. They do not apply to private arrangements for transportation made, for example, between parties with parental responsibility.
- b) Our practice on transporting children is as follows:
 - i. Usually only those who have gone through the LBC recruitment procedures for workers will transport children. When this is not possible drivers will pick up and drop off at pre-arranged places.
 - ii. All drivers will have read the LBC Child Protection Policy and agree to abide by it.
 - iii. Parental consent will be given for all journeys.
 - iv. At collection or dropping off points do not leave a child on their own. Make sure that children are collected by an appropriate adult.
 - v. Drivers will be 21 or over and have held a full driving licence for at least two years.
 - vi. The driver must ensure that they have adequate insurance cover: The driver should declare to their insurers that they are participating in the activity of transporting people for the church. 'Business use' cover may be required. The response of the Insurance company may be different if the driver is being reimbursed. The vehicle will need to be road worthy.
 - vii. Workers may be alone with a child for short periods, for example when dropping off the last child. Consideration needs to be given to dropping off the least vulnerable child last and routes planned accordingly.
 - viii. Drivers will not spend unnecessary time alone in a car with a child.
 - ix. Make sure all children and young people are returned to pick up point.
 - x. All hired minibuses used to transport children will have a small bus permit, the necessary insurance, a driver with a valid driving licence that entitles them to drive a minibus.

Procedures Part 4 – *Safe practice and safe premises*

- xi. If parents transport each other's children around other than on journeys organised by the church, for example to and from activities, such arrangements are the responsibility of the parents involved and not the responsibility of LBC.

9) Risk Assessment

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

10) Insurance

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

4.B. Outings and overnight events

- i) Before undertaking any outing or overnight offsite activity a special risk assessment must be carried out.
- ii) Parents will be informed in writing of all the arrangements.
- iii) Consent forms will be obtained for each offsite activity.
- iv) There will be leaders with first aid certificates and, if food is to be consumed, with food hygiene certificates within the group.

1) Sleeping Arrangements.

Arrangements for residential holidays will be considered carefully. Workers will not share sleeping accommodation with fewer than three children. 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. Arrangements will be age-appropriate, provide security for the child/young person and be safe for children/young people and workers. The activity leader will ensure that parents understand what the arrangements will be.

2) Adventurous Offsite Activities

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

Procedures Part 4 – *Safe practice and safe premises*

3) Fire Safety (Offsite Activities)

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

- a) Everyone will be warned of the danger of fire. If the residential activity/camp is in a building then everyone must be made aware of the fire exits. A fire drill will be practised on the first day of the residential activity/camp.
- 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. It will also comply with fire regulations.
- c) In the case of an emergency, ensure measures are in place to alert children and young people with disabilities (eg. a child who is hard of hearing).

4) Safety (Offsite Activities)

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

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

5) Swimming Trips

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

Procedures Part 5 – *Safe Community*

5.A. Bullying

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

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

2. Bullying can take many forms including:
 - a) Name-calling, taunting, teasing, mocking
 - b) Kicking, hitting, pushing, intimidating
 - c) Unwanted physical contact of a sexual nature or sexually abusive comments
 - d) Taking belongings
 - e) Inappropriate text-messaging and emailing or other social media
 - f) Sending offensive or degrading images by phone or over the internet
 - g) Gossiping, spreading hurtful and untruthful rumours
 - h) Excluding people from groups
 - i) 'Unofficial' activities such as initiation ceremonies or practical jokes which may cause physical or emotional harm.
3. Bullies will often pick on a particular feature of a person's appearance or character as a supposed 'reason' for bullying:
 - a) Racial difference; disability; sexuality; hair colour; gender
4. Bullies can be:
 - a) Children or young people bullying others in their peer group, or other children and young people either older or younger
 - b) Adults bullying children and young people
 - c) Children and young people bullying adults.
5. Bullying will always cause a great deal of pain and harm for those on the receiving end. Many children and young people affected by bullying believe they have nowhere to turn. They are scared to speak out and often blame themselves. They can become fearful and reclusive.

Procedures Part 5 – *Safe Community*

6. Some signs that can indicate that a child or young person is being bullied are as follows:
Withdrawal; lack of desire to join activities with certain individuals; drop in school marks; torn clothing; loss of friends; avoidance of church groups and other activities; bruises; need for extra money or supplies.
7. In order to prevent bullying the following procedures will be adopted:
 - a) The children and young people themselves will be involved in agreeing a code of behaviour which makes it clear that bullying is unacceptable
 - b) Children and young people should know how they can report any incidents of bullying
 - c) All allegations of bullying will be treated seriously
 - d) Details will be checked carefully before action is taken
 - e) The bullying behaviour will be investigated and bullying will be stopped as quickly as possible
 - f) The parents of the bully and of the bullied will be informed
 - g) An attempt will be made to help bullies change their behaviour
 - h) All allegations and incidents of bullying will be recorded, together with actions that are taken.

5.B. Working with Offenders

1. When someone attending LBC is known to have abused children, the Leadership Team will supervise the individual concerned and offer pastoral care, but in its commitment to the protection of children, will set boundaries for that person which they shall be expected to keep.
2. When it is known that a person who has been convicted of sexually abusing children or young people is attending LBC, it is important that their behaviour within the church community is properly managed and that a contract is put in place. There are also times when it will be appropriate to take such measures with a person who has faced a series of allegations about the sexual abuse of children and young people but has never been convicted (such allegations may be revealed on an Enhanced DBS Disclosure under relevant non-conviction information).
3. If an offender is on the Sex Offenders' Register they will be monitored under guidelines known as the Multi-Agency Public Protection Arrangements (MAPPA). In the latest guidance there is provision to require a written contract to be in place if the offender wishes to attend a place of worship.

Procedures Part 5 – *Safe Community*

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

5. An open discussion must be held with the person concerned in which clear boundaries are established for their involvement in the life of the church. A written contract should be drawn up which identifies appropriate behaviour. The person should be required to sign the contract. The contract:
 - a) Will identify the meetings the person may attend
 - b) Will specify that they will always sit apart from children and young people
 - c) May ask that they are always accompanied by a befriender on church premises
 - d) Will require the person not to attend small group meetings where children or young people are present
 - e) Will require that the person declines hospitality where there are children or young people
 - f) Will state that the person will never be alone with children or young people while attending LBC functions
 - g) Will require the person to stay away from areas of the building where children or young people meet.

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

Tick group/activity attended by

Creche	<input type="checkbox"/>	Tinikids (pre-school year +	<input type="checkbox"/>	MiniKids (school years 1-	<input type="checkbox"/>
LiveKids (school years	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>

CONTACT DETAILS & INFORMATION

Name of		Date of	
School		School Year	
Address		Home phone	
		Mobile phone (parent/guardian)	
		Other emergency contact number	
preferred E-mail contact			

MEDICAL INFORMATION

Please provide details of any:

- Medical condition or disability
- Allergies
- Dietary needs
- Special needs

CONSENT

Do you consent to photos being taken of your child for local display or publicity?	Yes
	No

Do you consent to un-named photos being used on the church website?	Yes
	No

In an emergency, if I cannot be contacted, I give permission for my child to receive first aid or necessary hospital treatment, including anaesthetic.

Parent/Guardian to sign and print name:

--	--

Tick all activities attended by young person

RS 2 (school years 7-9)		Reckless (14 years +)			

CONTACT DETAILS & INFORMATION

Name of young person		Date of Birth	
School		School Year	
Address		Home phone	
		Mobile phone (parent/guardian)	
		Other emergency contact number	
preferred E-mail contact			

MEDICAL INFORMATION

Please provide details of any:

- Medical condition or disability
- Allergies
- Dietary needs
- Special needs

CONSENT

Do you consent to photos being taken of your child for local display or publicity?	Yes	No
--	-----	----

Do you consent to un-named photos being used on the church website?	Yes	No
---	-----	----

In an emergency, if I cannot be contacted, I give permission for my child to receive first aid or necessary hospital treatment, including anaesthetic.

I give permission for my child to take part in organised trips to activities off site and to travel with a driver deemed responsible according to the safeguarding children policy and procedures .

I give permission for recognised youth leaders to use electronic means of communication with my child (eg mobile phones, e-mail, facebook etc)

Parent/Guardian to sign and print name:

Date	
------	--

accident form

APPENDIX 3.

Full name of injured person and age if under 18:	Date/Time of accident:
--	------------------------

Did the accident occur within a structured activity/meeting? If so, which meeting?

Give details of how the accident occurred, where it occurred, what supervision was being given at the time and the nature of the injury sustained. Continue on the back of the form if necessary – diagrams may be helpful.

Names of any witnesses to the accident:	Name of First Aider:
---	----------------------

What treatment or advice was given?	Items used from First Aid Kit:
-------------------------------------	--------------------------------

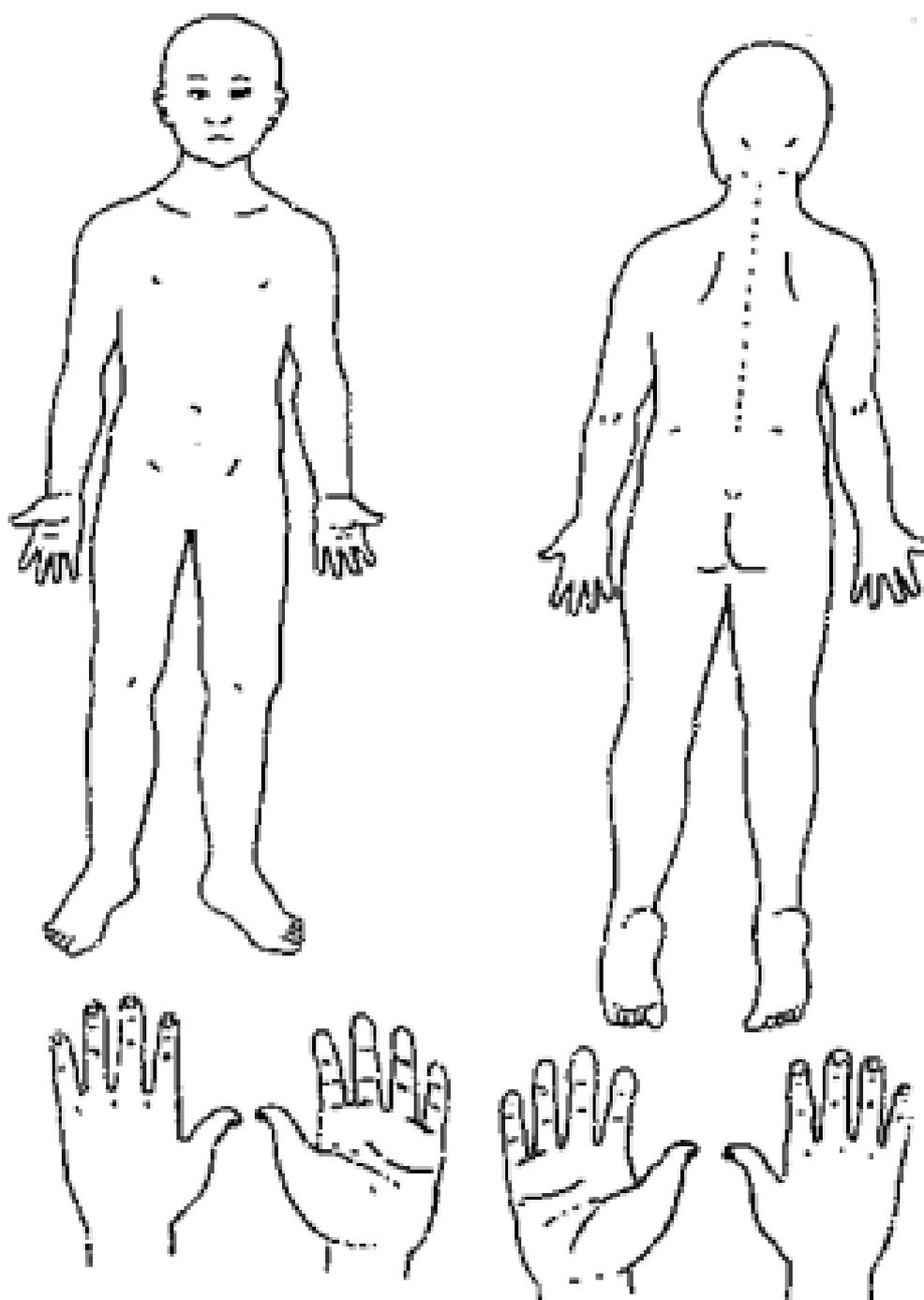
Was it necessary to call the Emergency Services or take or send them for further treatment? Give details:

Recommendations to the Health and Safety Committee in light of this accident:

Signed:	Injured Person:
	First Aider:
	Parent / Guardian:

Incident form

Activity/Event	
Date and time	
Leaders present	
Any other activities or people in the building or at the event?	
DETAILS OF INCIDENT (i.e. what happened; when did it happen; who was involved; who witnessed it?)	
RESPONSE TO INCIDENT (i.e. what did you do; who did you tell; how else did you or will you follow up?)	
Sign and print name:	



Stage 1

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

The person who has the concern has a duty to

RECORD AND REPORT

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

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



Stage 2

The Designated Person receives the report of concern

The Designated Person has a duty to

REVIEW AND REFER

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

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



Stage 3

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

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

SUPPORT AND REPORT

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

Information for Volunteers

This sheet gives you information about a voluntary position working with children and/or young people. It is designed to help you consider whether you would be able to fulfil this role and to give you important information about the appointment process.

This church values its children and young people and we seek to ensure that those who work with them are suited for the role and are called by God. Because of this we also value those who give their time to work with children and young people. A thoughtful appointment process expresses our valuing of the children and young people of our church and also expresses our valuing of those who work with them.

Description of position

Organisation

Job title

Brief job profile

.....

.....

.....

Time commitment Day of week From to

*weekly/fortnightly/monthly

*Other:

.....

.....

.....

*Planning will be required which may take approximately hours per week

*You would also be expected to attend the following meetings:

.....

Line management You would be responsible to

You would be responsible for

All appointments are made initially for a probationary period of six months after which time the appointment will be reviewed and either confirmed or terminated.

Appointment process

If you wish to be considered for the position the procedure will be as follows:

You will be asked to fill in an application form and give the names of one referee.

The references will be taken up.

You will be interviewed.

In the interview we will explore with you your gifts and your Christian experience; we will talk with you about any previous experience you have had in caring for children and/or young people; and we will ask about your reasons for wanting to take on this role at this time.

If, following the interview, it is decided to invite you to work with children and/or young people, in order to offer the appropriate protection to children and young people we will need to ensure that there is nothing in your past that indicates that you might pose a risk to their safety. To this end, you will either be asked to make a declaration about your criminal record, or you will be asked to apply for a Standard or Enhanced Disclosure from the Criminal Records Bureau.

Two points should be made:

First, we do not wish to prevent all people with past criminal convictions from working with children and young people in the church. Only relevant convictions will be taken into account – that is, convictions that suggest that a person might be a risk to children's or young people's safety.

Secondly, the information will be treated in the strictest confidence. Indeed, if you are asked to apply for a Standard or Enhanced Disclosure from the Criminal Records Bureau no-one in this church will have access to the information. The application for the Disclosure will be processed by our umbrella agency, Due Diligence Checking (DDC). If your criminal record reveals nothing of concern, then DDC will inform the church that your DBS check has been completed. If there is any information that may give cause for concern the DDC will request that you send them your disclosure certificate and will pass the information on to the Baptist Union safeguarding team who will assess the information on the Disclosure. The team will not disclose detailed information to the church but will advise the church whether or not you are unsuitable for the position in question. If the BU team is involved you will be contacted before any advice is given to the church.

This church has an equal opportunities policy which covers the appointment of ex-offenders, which you can see on request. The Criminal Records Bureau also has a Code of Practice which will also be made available to you on request.

Application Form for Voluntary Work with Children and Young People

We ask all prospective workers with children and young people (0 – 18) to complete this form. If there is insufficient room to fully answer any question, please continue on a separate sheet. The information will be kept confidentially by the church, unless requested by an appropriate statutory authority.

1 Personal Details

Full name

Other names by which known in past

Address

.....

Postcode

Tel. Nos.(Day)(Evening)(Mobile)

How long have you lived at the above address? Years

If less than 3 years, please give previous address(es) with dates

From	To
Address	
.....	
.....	
Postcode	

From	To
Address	
.....	
.....	
Postcode	

2 Experience and skills

Please tell us about your Christian experience (ie how long have you been a Christian, which church(es) have you attended (with dates), any activities undertaken):

.....

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:

.....

Do you suffer, or have you suffered any illness which may directly affect your work with children or young people?

Yes No (Please tick)

If yes, please give details:

3. References

Please give the name, address and telephone number and role or relationship of one person who knows you well and who would be able to give a personal reference and comment on your character and work with the church. If you have experience working with children and/or young people, the referee should be a colleague with whom you have worked. If you have moved from another church in the past five years, the referee should be from your previous church. In addition, we reserve the right to take up character references from any other individuals deemed necessary.

Name

Address

Postcode

Telephone Number

Connection with you

4 Criminal Records Declaration

Because of the nature of the duties the postholder would be expected to undertake, the successful candidate will be required either to make a full declaration of their past criminal record or will be asked to co-operate in obtaining a Standard or Enhanced Disclosure from the Disclosure and Barring Service.

If considered suitable for the post, do you agree either to make a full declaration of your criminal record or to co-operate in obtaining a DBS check at the Standard or Enhanced level?*

Yes No (Please tick)

* 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.

Signed Date

Request for reference

Date

Dear

..... (name of volunteer/worker)

The person named above has offered to help with our children's/young people's work.

In order to act at all times in the best interests of our children and young people we must do all we can to ensure that all new volunteers are appropriate people to be in a relationship of trust with those who are under 18.

..... has given us your name as someone who can give a character reference.

I would be grateful if you would complete the enclosed questionnaire, which will be treated in the strictest confidence, and return it in the pre-paid envelope as soon as possible.

In commenting on the volunteer worker, please bear in mind that it is the church's duty to protect children from harm of a physical, emotional or sexual nature.

With thanks,

Yours sincerely,

(Minister/Church Secretary)

Reference Form

Private and Confidential

Name of volunteer
has applied to work with children/young people aged
in (*name of organisation*)
His/her responsibilities will include:

Name of referee

The following section to be completed by the referee

What is your relationship/connection with the volunteer?

How long have you known the volunteer?

What personal experience do you have of the volunteer's ability to work with/relate to children and/or young people?.....

What are the gifts and experience the volunteer will bring to the role?

Please comment on the volunteer's honesty and reliability

To your knowledge, is there anything about the volunteer's past behaviour, their character or attitude that gives you any cause for concern about their suitability to work with children and/or young people?

Are there any other comments you would like to make about the volunteer?

(Please continue any of your answers on another page if necessary.)

Signed

Date

