



CHESTER ROAD

Baptist Church

Safeguarding Children, Young People and 'Adults at Risk'

Policy and Procedures

Definitions

1. **Child** Any person aged 0-11 years.
2. **Young person** Any person aged 12-17 years.
3. **'Adult at risk'** Any person aged 18 or above who is, or may be in need of, community care services by reason of disability, mental function, age or 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.

Purpose of this Safeguarding policy and procedures:

1. Protect children, young people and 'adults at risk' from harm and abuse, providing them with safe opportunities to develop and grow.
2. Equip volunteers, staff and Deacons/ Trustees to know what to do if, and when, they encounter, or have concerns about, a potential safeguarding matter.
3. Reduce the risk to volunteers, staff and Deacons/ Trustees of false-accusation.
4. Demonstrate to potential service users and the wider community that Chester Road Baptist Church takes its safeguarding responsibilities seriously, is professionally organised, and can be trusted.
5. Comply with statutory legislation, responsible self-regulation, and external auditing.

Policy statement:

Chester Road Baptist Church recognises its responsibilities in safeguarding all children, young people, and 'adults at risk' who participate in any of its activities on or off-site, regardless of ability, ethnicity, gender, religion, or sexual orientation.

Chester Road Baptist Church seeks to prevent the physical, sexual, emotional, financial, or religious abuse, as well as the neglect, of children, young people and 'adults at risk' by establishing, consistently implementing, continuously improving, and regularly reviewing its Safeguarding policy and procedures.

Safeguarding involves the whole church. The members of Chester Road Baptist Church commit to holding each other to account for, and playing their part in, creating a culture that promotes the welfare and safety of children, young people, and 'adults at risk'.

When working with umbrella organisations like the Boys Brigade, Girls Brigade and Messy Church, Chester Road Baptist Church retains primary responsibility for safeguarding and therefore this safeguarding policy and procedures remains principle.

Procedures:

1. To appoint and enable individuals with specific **Safeguarding roles/responsibilities** to lead on the implementation of Chester Road Baptist Church's Safeguarding policy and procedures.
2. To give all volunteers, staff and Deacons/ Trustees **clear role descriptions**.
3. To use **effective team support, supervision, and training** as a means of protecting children, young people and 'adults at risk'.
4. To **plan** the work of Chester Road Baptist Church so as **to prevent** situations where abuse of children/ young people/ 'adults at risk' may occur.
5. To follow safer recruitment by treating all those who seek to work with children, young people and/or 'adults at risk', or have authority over such workers (i.e. volunteers, staff and Deacons/ Trustees), as **applicants**, exploring their experience and potential suitability **before confirming their appointment**.
6. To require all volunteers, staff and Deacons/ Trustees to provide **two acceptable references** and to complete an **Enhanced Disclosure and Barring Service (DBS) check** (and repeated every three years) as a condition of working or volunteering with children, young people and/or 'adults at risk' at Chester Road Baptist Church.
7. To implement and issue **guidelines** to all who work with children, young people and/or 'adults at risk' on how to deal with disclosed and suspected abuse, and give **training** on the use of these guidelines.
8. If a volunteer, staff member or Deacon/ Trustee is accused or suspected of abuse against a child, young person and/or 'adult at risk', Chester Road Baptist Church will act professionally, promptly and decisively to remove them from duty, so as to protect the interests of the child/ young person until the investigation is completed.
9. If an individual with an **offending history that poses a safeguarding risk** seeks to attend Chester Road Baptist Church, the Safeguarding Team will liaise with **other agencies** to assess whether or not we can manage the risk to children/young people/'adults at risk', and what measures should be put in place.
10. In order to maintain relevance and currency, this *Safeguarding Children, Young People and 'Adults at Risk'* policy and procedures will be **profiled** and re-affirmed once a year at a Church Meeting and comprehensively **reviewed** and updated no less than once every three years.
11. To implement and issue **guidelines** to all who work with children, young people and/or 'adults at risk' in how to effectively and safely communicate using electronic communications.
12. To follow and implement safe practice and safe premises for all children, young people and 'adults at risk'.

Guidelines for implementation:

1.0 To appoint and enable individuals with specific Safeguarding roles/responsibilities to lead on the implementation of Chester Road Baptist Church's Safeguarding policy and procedures.

- 1.1 **The Deacons/Trustees** have ultimate responsibility for safeguarding at Chester Road Baptist Church. Collectively, they are responsible for:
 - 1.1.1 the implementation of policy and procedures;
 - 1.1.2 raising awareness of safeguarding 'best practice' within the church;
 - 1.1.3 ensuring safe recruitment of all volunteers/staff;
 - 1.1.4 ensuring all volunteers/staff have received the appropriate training;
 - 1.1.5 supporting volunteers/staff/Minister(s).
- 1.2 One of The Deacons/ Trustees will serve as the **Safeguarding Deacon/Trustee**. (He/she may or may not also be the Designated Person for Safeguarding.) On behalf of the Deacons/Trustees, he/she will:
 - 1.2.1 take the lead on safeguarding matters on behalf of the Deacons/Trustees;
 - 1.2.2 be the point of contact with Deacons/Trustees for safeguarding issues;
 - 1.2.3 ensure church policy and procedures are profiled and re-affirmed annually and comprehensively reviewed every three years.
- 1.3 The **Designated Person for Safeguarding** may or may not be the Safeguarding Deacon/Trustee. She/he will:
 - 1.3.1 receive all reports of concerns regarding safeguarding of children/ young people/ 'adults at risk';
 - 1.3.2 listen, observe and act on those concerns appropriately, having taken advice from the relevant people;
 - 1.3.3 act as a link between the church and other agencies or bodies on safeguarding matters;
 - 1.3.4 receive appropriate training to enable them to fulfil their role competently and confidently.
 - 1.3.5 To ensure continuity, a Deputy Designated Person for Safeguarding will also be appointed to assist the Designated Person for Safeguarding.
- 1.4 **Safer Recruitment Verifier** will be appointed to:
 - 1.4.1 administer safer recruitment of volunteers, including application form, reference checks, interviews.
 - 1.4.2 process Disclosure and Barring Service (DBS) checks, including identity verification
 - 1.4.3 To ensure continuity, a Deputy Recruitment Verifier will also be appointed to assist the Safer Recruitment Verifier.
- 1.5 If such posts exist, **specialist paid staff** responsible for children, young people and/ or 'adults at risk' have an important role to play in the implementation of Safeguarding policy and procedures in their specialist ministry area(s). They will usually have relevant experience and training in Safeguarding, and significant contact with children, young people and/or 'adults at risk' – and the volunteers who serve them.
- 1.6 The (senior) **Minister** also has an important role to play in the implementation of Safeguarding policy and procedures, and in supporting volunteers/staff. She/he is often more accessible than most to those with a Safeguarding concern. For accountability and continuity, the Minister(s) should not fulfil the Designated Person for Safeguarding role.

- 1.7 To ensure a joined-up, sustainable, and accountable approach, the above distinct roles will form a **Safeguarding Team** (it is not healthy for the above distinct roles to be fulfilled by the one same individual), comprising:
- 1.7.1 Deacon/Trustee for Safeguarding;
 - 1.7.2 Designated Person for Safeguarding;
 - 1.7.3 Deputy Person for Safeguarding;
 - 1.7.4 Safer Recruitment Verifier;
 - 1.7.5 Deputy Safer Recruitment Verifier;
 - 1.7.6 Specialist paid staff responsible for children, young people and/ or 'adults at risk', as appropriate;
 - 1.7.7 The (senior) Minister.

2.0 To give all volunteers, staff, and Deacons/Trustees clear role descriptions.

- 2.1 All volunteers and staff working with children, young people and/or 'adults at risk', as well as Deacons/Trustees, will have clearly-defined role descriptions which include their responsibilities for the safeguarding of children, young people and 'adults at risk'.

3.0 To use effective team support, supervision, and training as a means of protecting children, young people and 'adults at risk'.

- 3.1 Chester Road Baptist Church will provide all volunteers and staff with effective team support and supervision, with clear reporting lines. No individual will be left unaccountable for their actions or practice. Team Leaders/line managers will ensure work/ministry is organised/operationally-managed on a day-to-day basis in ways that protect both children/young people/'adults at risk' and volunteers/staff, ensuring neither are placed in unreasonable positions of vulnerability.
- 3.2 Chester Road Baptist Church will provide all volunteer team leaders and staff with regular supervision meetings. These will explore issues of practice, performance, and professional development, as well as any concerns. Such supervision is designed to be a two-way process between supervisor and supervisee and promote a culture of transparent accountability.
- 3.3 All volunteers and staff, as well as Deacons/Trustees, will be given a copy of the *Safeguarding Children, Young People and 'Adults at Risk'* policy and procedures as part of their induction to serving with Chester Road Baptist Church.
- 3.4 Chester Road Baptist Church will provide all volunteers and staff working with children, young people and/or 'adults at risk' with adequate training in Safeguarding principles and practices.

4.0 To plan the work of Chester Road Baptist Church so as to prevent situations where abuse of children, young and/or 'adults at risk' may occur.

- 4.1 To ensure the safety of children/ young people and their volunteers/staff, the following minimum adult/child ratios must be observed:

Age range	Minimum ratio – INDOOR activities	Minimum ratio – OUTDOOR activities
0-2 years	1:3 (minimum 2)	1:3 (minimum 2)
2-3 years	1:4 (minimum 2)	1:4 (minimum 2)
4-8 years	1:6 (minimum 2)	1:6 (minimum 2)

9-12 years	1:8 (minimum 2)	1:7 (minimum 2)
13-17 years	1:10 (minimum 2)	1:10 (minimum 2)

- 4.2 These ratios do not take into account special circumstances such as behavioural issues, developmental issues, disability and so on, that may require additional adult involvement. Only volunteers and staff authorised by Chester Road Baptist Church to work with children, young people and/or 'adults at risk' – and who are aged 18 years and above – will be included as part of these ratios.
- 4.3 Chester Road Baptist Church will take steps to ensure that a volunteer, staff member or Deacon/ Trustee is not left alone with a child, young person and/or 'adult at risk' where there is little or no opportunity of the activity being observed by others. This may require that groups work within the same large room or work in adjoining rooms with the door left open, and that doors are fitted with vision panels. This good practice can be as much to the benefit of the worker/ volunteer as to the child/ young person/ 'adult at risk'.
- 4.4 There should always be at least two authorised adults present with a group, particularly when it is the only activity taking place on Chester Road Baptist Church premises.
- 4.5 If using their home as a meeting place, volunteers, staff and Deacons/ Trustees must take extra care not to be alone with a child, young person and/or 'adult at risk'. There should always be someone else in the home and the parents/carers must know where the child/ young person/ 'adult at risk' is.
- 4.6 Chester Road Baptist Church will inform volunteers, staff and Deacons/Trustees about the risks of 'grooming', and how to guard against it.
- 4.7 Any group of children/ young people/ 'adults at risk' which leaves Chester Road Baptist Church's premises as part of an activity will be accompanied by no fewer than two adults (ideally both a male and a female for mixed gender groups).
- 4.8 Where children, young people and/or 'adults at risk' have to be transported, this will only be done with parent/carer consent and using vehicles fitted with seatbelts (unless using public transport). Volunteers, staff and Deacons/Trustees should not give lifts to children, young people and/or 'adults at risk' on their own. If there is absolutely no alternative to this, the child/young person/ 'adult at risk' must sit in the rear of the car.
- 4.9 On residential activities, volunteers, staff and Deacons/Trustees must not share sleeping accommodation with children, young people and/or 'adults at risk'.
- 4.10 Children under eight years of age will not be allowed to wander around the premises unless supervised by their parent/ carer or as part of an organised activity.
- 4.11 Information about how to report a safeguarding concern and who to will be displayed in the facilities e.g. the toilets.
- 4.12 All external users (organisations or individuals) of Chester Road Baptist Church's facilities will be required to comply with Chester Road Baptist Church's minimum standards for the safeguarding of children, young people and 'adults at risk'. All external users should make clear that, though they use Chester Road Baptist Church's facilities, they do so without Chester Road Baptist Church accepting any responsibility or liability for any of their activities or standards of care that they provide towards their group participants.

5.0 To follow safer recruitment by treating all those who seek to work with children, young people and/or 'adults at risk', or have authority over such workers (i.e. volunteers, staff and Deacons/Trustees), as applicants, exploring their experience and potential suitability before confirming their appointment.

- 5.1 All those that seek to work with children, young people and/or 'adults at risk' at/with Chester Road Baptist Church, as well as Deacons/Trustees, will be required to complete an application form and interview – appropriate to the role/responsibility they are applying for.
- 5.2 All prospective volunteers and staff, as well as Deacons/Trustees, must provide a complete career history, detailing what they were doing, from when and to, and with what organisation. They must give satisfactory explanation for any and all gaps.
- 5.3 All prospective volunteers and staff, as well as Deacons/Trustees, will be asked to declare if they have any criminal convictions or cautions. Failure to disclose relevant information in sufficient detail will be treated as a 'breach of trust'.

6.0 To require all volunteers, staff and Deacons/Trustees to provide two acceptable references and to complete an Enhanced Disclosure and Barring Service (DBS) check (and repeated every 3 years) as a condition of working or volunteering with children, young people and/or 'adults at risk' at Chester Road Baptist Church.

- 6.1 As a condition of voluntary service/employment, Chester Road Baptist Church requires a minimum of two acceptable references. One must be from someone who has observed the applicant with children, young people and/or 'adults at risk'. The other must be from someone external to Chester Road Baptist Church. All reference requests will include a copy of the Role Description/ Person Specification.
- 6.2 For employed staff positions, a third reference from the applicant's current or most recent employer will also be obtained.
- 6.3 As a further condition of service/employment, Chester Road Baptist Church requires all volunteers and staff, as well as all Deacons/Trustees, to complete an Enhanced Disclosure with the Disclosure and Barring Service (DBS).
- 6.4 All situations which involve work with children, young people and/or 'adults at risk' are exempt from the Rehabilitation of Offenders Act 1974, so, all convictions which relate to children, young people and 'adults at risk', however old, must be declared. Information about other criminal convictions must also be given, as these may be relevant to the suitability of an applicant.
- 6.5 Service/ employment with Chester Road Baptist Church may commence with a valid and appropriate Enhanced Level Disclosure and Barring Service (DBS) check obtained from another organisation providing it is less than 36 months old. This is to allow Chester Road Baptist Church time to obtain its own copy from the Disclosure and Barring Service (DBS).
- 6.6 For all volunteers and staff working with children, young people and/or 'adults at risk', as well as all Deacons/Trustees, Chester Road Baptist Church requires such Enhanced Level Disclosure and Barring Service (DBS) checks to be repeated every 36 months. This is not required for those individuals in support functions that do not

work with children, young people and/or 'adults at risk'. If in doubt, an Enhanced Level Disclosure and Barring Service (DBS) check will be obtained.

- 6.7 It is a condition of service/ employment with Chester Road Baptist Church that all volunteers, staff and Deacons/Trustees disclose to their team leader/ line manager immediately and in full if they receive a criminal caution or conviction. Failure to do so will be treated as a disciplinary matter.

7.0 To implement and issue guidelines to all who work with children, young people and/or 'adults at risk' on how to deal with disclosed and suspected abuse, and give training on the use of these guidelines.

7.1 Kinds of abuse:

- 7.1.1 Physical, where children, young people and/or 'adults at risk' receive physical hurt or injury. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.
- 7.1.2 Sexual, where adults seek sexual gratification by using children, young people and/or 'adults at risk'. It may also include non-contact activities, such as involving children, young people and/or 'adults at risk' in looking at, or in the production of, pornographic material or watching sexual activities, or encouraging children to behave in sexually inappropriate ways.
- 7.1.3 Emotional, where children, young people and/or 'adults at risk' are harmed by a constant lack of love and affection, or threats, taunting and the like. It may also involve seeing or hearing the ill-treatment of another.
- 7.1.4 Neglect, where children, young people and/or 'adults at risk' experience the persistent failure to meet their basic physical, emotional or psychological needs, such that it has a severe impact on their health, development or emotional stability.
- 7.1.5 Religious, whereby adults abuse power in the name of God or religion, to satisfy their own needs at the expense of others.
- 7.1.6 Financial, where adults steal money or purchase possessions at below 'market rate' from children, young people and/or 'adults at risk', commit fraud, deprive them of benefits or any other finances or ask children, young people and/or 'adults at risk' to carry out tasks, giving them very low financial reward.

7.2 Signs of abuse:

- 7.2.1 Physical abuse, being unexplained injuries or those which have received no medical attention, hidden injuries, signs of neglect.
- 7.2.2 Sexual abuse, being allegations (disclosure) made by the children, young people and/or 'adults at risk', pre-occupation with sexual matters, sexual activity through words, play or drawings, severe sleep disturbances with fears and phobias, being sexually provocative with adults – in ways that are inappropriate for their age.
- 7.2.3 Emotional abuse, being regression in behaviour, nervousness, sudden under-achievement, inappropriate relationships with peers/ adults, attention seeking, running away, stealing, lying, looking uncared-for.
- 7.2.4 Neglect, being failure to provide adequate food, shelter or clothing for a child/ young person, or failing to adequately protect them from physical

harm or ill-health. Neglect can also manifest itself in a failure to meet the basic emotional needs of a child, young person and/or 'adult at risk'.

- 7.2.5 Religious, being excessive or unusual physical punishment resulting from behaviour not in line with parents'/carers' rigid religious zeal; threatening divine/eternal judgment if narrow religious beliefs or practices are not maintained; strange, unnatural and often perverse beliefs on sexual matters and sexual development in line with parents/carers' religious beliefs; denial of association with any person not sharing the religious beliefs of the parent/carer.
- 7.2.6 Financial, being theft of property, coercion to hand-over or sell possessions or rights at below 'market rate', coercion to perform tasks for little or no reward that would normally be remunerated (paid for).

N.B. It is important not to take the above signs as indications that abuse *has* taken place; instead, they should make you stop and think, without jumping to conclusions.

Physical abuse and neglect are more difficult to hide. Sexual and emotional abuse are far more difficult to identify and prove. Many symptoms of distress can point to abuse but there may be other explanations.

7.3 **Dealing with a 'disclosure':**

- 7.3.1 A child, young person or 'adult at risk' is said to have made a 'disclosure' if they voluntarily and without prompt communicate that they have been, or are at risk of being, abused.
- 7.3.2 It is Chester Road Baptist Church's policy to always report accurately, fully and promptly *any and all* 'disclosures' to Birmingham Children's Advice & Support Service (CASS) (in accordance with Birmingham Safeguarding Children Board procedures) or the Birmingham Safeguarding Adults Board (BSAB), or the Police. Chester Road Baptist Church is not qualified to investigate the validity of 'disclosures', hence its commitment to report *all* 'disclosures'.
- 7.3.3 All volunteers, staff, and Deacons/ Trustees in receipt of a 'disclosure' should act in accordance with the following guidance:
- Do not delay.
 - Inform the Designated Person for Safeguarding, his/her Deputy, or the (senior) Minister.
 - He or she must contact Birmingham Children's Advice & Support Service (CASS) (in accordance with Dudley Safeguarding Children Board procedures), the Dudley Adult Safeguarding Board (DASB), or the Police. An Inter-Agency Referral should then be completed and sent within 48 hours.
 - If you are unable to reach either the Designated Person for Safeguarding or Minister, or you are not confident in their or Chester Road Baptist Church's ability to act appropriately, you should contact Birmingham Children's Advice & Support Service (CASS) (in accordance with Birmingham Safeguarding Children Board procedures) direct ☎ **0121 303 1888** (9am-5 pm) or **0121 675 4806** (out of hours) or Birmingham Safeguarding Adults Board (BSAB) ☎ **0121 303 1234**. Chester Road Baptist Church seeks to be professionally and

morally responsible in placing the welfare of children, young people and 'adults at risk' over and above its own reputation or standing in the community.

- Any disclosure involving a Brigade member will also need to be reported to Boys Brigade/Girls Brigade HQ. For Boys Brigade ☎**0300 303 4454** automated service - choose the correct option. For Girls Brigade ☎**01246 582322**.
- If you have reason to believe that a child, young person or 'adult at risk' is at **immediate risk of harm**, contact the police on **999**.
- Do not discuss the concern with anyone other than the Designated Person for Safeguarding, Minister, your ministry leader, or the appropriate individual(s) within the Birmingham Children's Advice & Support Service (CASS) (in accordance with Birmingham Safeguarding Children Board procedures), Birmingham Safeguarding Adults Board (DSAB) or Police. No-one else within Chester Road Baptist Church should be involved or informed. Confidentiality is vitally important.
- For the protection of the child/young person/'adult at risk', as well as for the parent(s)/carer, and to preserve the quality of evidence, the parent(s)/carer must not be informed of the 'disclosure' without prior authorisation from Birmingham Children's Advice & Support Service (CASS) (in accordance with Birmingham Safeguarding Children Board procedures) or Birmingham Safeguarding Adults Board (DSAB).
- Do accept what the child/young person/'adult at risk' says, keeping calm and looking at them directly.
- Do let them know that you will need to report the information; do not promise confidentiality.
- Do be aware that the child/young person/'adult at risk' may have been threatened.
- Do reassure the child/young person/'adult at risk' that they were right to tell you and that you believe them.
- Where appropriate, let the child/young person/'adult at risk' know what you are going to do next and that you will let them know what happens.
- Make detailed notes as soon as possible, writing down exactly what was said, by whom, and when it was said. Record dates and times of these events and, even if you subsequently write-up your notes in a neater format, keep your original hand-written record for future reference.
- Do not attempt to prompt the child/ young person/ 'adult at risk'. Do not ask leading questions as this could result in a valid case being thrown out of court.

7.4 **Dealing with a 'suspicion':**

7.4.1 If a child/young person/'adult at risk' does not make a 'disclosure' but you are nevertheless concerned by what you observe or hear, you should act on your 'suspicion' in accordance with the following guidance:

- Discuss with your team leader the nature of your concerns.
- Keep a log of your concerns. Is there a pattern to the occurrence?
- Sensitively ask the child/young person/'adult at risk' probing questions that, in as far as possible, do not draw attention to your concerns. Are

your concerns alleviated by what you hear or do you need to act on them?

- The decision to inform Birmingham Children's Advice & Support Service (CASS) (in accordance with Birmingham Safeguarding Children Board procedures) or Birmingham Safeguarding Adults Board (DSAB) of a 'suspicion' should ideally be taken by your ministry team leader, Designated Person for Safeguarding, or Senior Minister. You should co-operate reasonably with any BSCB or BASB investigation, child protection/ adult safeguarding conference/ inter-agency case review.

8.0 If a volunteer, staff member, or Deacon/Trustee is accused or suspected of abuse against a child, young person or 'adult at risk', Chester Road Baptist Church will act professionally, promptly and decisively to remove them from duty, so as to protect the interests of the child/young person/'adult at risk' until the investigation is completed.

- 8.1 If a volunteer, member of staff or Deacon/Trustee is under investigation for the alleged abuse of a child, young person and/or 'adult at risk', he/she will be subject to the provisions of the Staff Disciplinary Procedure. Chester Road Baptist Church will also notify the Heart of England Baptist Association's Safeguarding Officer.
- 8.2 In order to protect the child/young person/'adult at risk', and to support the worker, the individual will be suspended on full pay and without prejudice to allow time and space for the allegation to be fully investigated. Chester Road Baptist Church will suspend the individual(s) at the earliest opportunity, having consulted with Birmingham Children's Advice & Support Service (CASS) (in accordance with Birmingham Safeguarding Children Board procedures)/ Birmingham Safeguarding Adults Board (DASB) and/or Police. During this time, the volunteer/ staff worker/ Deacon/Trustee must, as a condition of service/employment, co-operate reasonably with the investigating process and comply with any and all reasonable restrictions on their contact or communications with Chester Road Baptist Church volunteers, staff, Deacons/Trustees or service users until such time as the investigation is completed.
- 8.3 Chester Road Baptist Church will provide without prejudice the individual under investigation with an appropriate 'peer support' to accompany them through the process and, if appropriate, to facilitate two-way communication.

9.0 If an individual with an offending history that poses a safeguarding risk seeks to attend Chester Road Baptist Church, the Safeguarding Team will liaise with other agencies to assess whether or not we can manage the risk to children/young people/'adults at risk', and what measures should be put in place.

- 9.1 When someone who is alleged or known to have an offending history that poses a safeguarding risk asks or attempts to attend Chester Road Baptist Church, the Safeguarding Team must consider, in partnership with other agencies, what safeguarding actions or measures might be necessary to better manage the risk to children / young people/ 'adults at risk'.
- 9.2 The Safeguarding Team should seek advice from the Heart of England Baptist Association Safeguarding Officer and the Probation Service.

- 9.3 The rights of the offender to re-build their life without people knowing the details of their past offence(s) must be balanced against the primary need to protect children/ young people/ 'adults at risk'.
- 9.4 When a person who has been convicted of abusing children/young people/'adults at risk' seeks to attend Chester Road Baptist Church, it is important their behaviour within the church community is properly managed and that a Safeguarding Contract is put in place. This must establish clear boundaries, attendance/ participation conditions, appropriate behaviour expectations, non-compliance sanctions/ consequences, available support/ pastoral care, and a review date. The Safeguarding Contract must be put in place before they start attending the church.

10.0 In order to maintain relevance and currency, this Safeguarding Children, Young People and 'Adults at Risk' policy and procedures will be profiled and re-affirmed once a year at a Church Meeting and comprehensively reviewed and updated no less than once every three years.

- 10.1 The Deacons/Trustees, led by the Safeguarding Deacon/Trustee and the Safeguarding Team, are responsible for ensuring Chester Road Baptist Church has a 'fit-for-purpose' *Safeguarding Children, Young People and 'adults at risk'* policy and procedures in place and that these are being appropriately implemented.
- 10.2 This Safeguarding policy and procedures may need to be comprehensively reviewed and updated more frequently in light of changes, for example, in national policy, 'best practice', or case law.

11.0 To implement and issue guidelines to all who work with children, young people and/or 'adults at risk' on how to effectively and safely communicate using electronic communications, and give training on these guidelines.

- 11.1 It is **not** appropriate to use these communications methods with children. All communication should be made via their parent/guardian. More information on cyber safety can be found on the Baptist Union Website in the **Cyber Safety Guide**.
- 11.2 A worker's role description will include an acknowledgement and approval of technologies such as e-mail, 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.
- 11.3 Young people also need to be aware of the protocols that staff follow in relation to electronic communications. It is important to remember that young people have a right to decide whether they want a worker to have their contact details and should not be pressurised otherwise.

11.4 Means of Communication

- 11.4.1 **E-mail** should be limited to sharing generic information. If e-mail is being used, workers will ensure that they are accountable by copying each message to a designated e-mail address and including other leaders in

the e-mail thread. None of the e-mail addresses of young people and adults at risk should be made visible to other recipients.

11.4.2 **Communicating via Text/SMS/WhatsApp or equivalent** should be kept to an absolute minimum. Workers who have been issued a mobile phone from Chester Road Baptist Church should be first point of call. Any conversations with young people or adults at risk on a personal mobile phone must include **at least two leaders/adults** in the conversation.

- Workers should keep a log of significant conversations/texts.
- Any texts or conversations that raise concerns should be passed on to the staff or volunteer's supervisor.
- Staff and volunteers should use clear language and should not use abbreviations.
- Staff members may be issued with a mobile phone under a contract that provides itemised billing.
- Staff and volunteers 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.
- Platforms like **Snapchat** that do not automatically keep a record trail of conversation must **not** be used when communicating with children, young people or adults at risk.
- When using Whatsapp it is important to gain permission from the young people or adults at risk to add them to a group where their mobile number will be on display for everyone within the group to see.

11.4.3 **Social Networking**

- Staff and volunteers should have a site that is 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 domain.
- Staff and volunteers should not send private messages to children on social networks. Workers should ensure that all communications are transparent and open to scrutiny.
- Staff and volunteers should not accept 'friend' or 'following' requests from children or young people on their personal site, nor seek to be 'friends' or a 'follower' of any child or young person known to them in a church context.

11.5 In line with the **Data Protection Act (1998)** and **GDPR**, permission to take photographs or videos of children or young people must be obtained via a consent form before the photograph is taken or footage recorded. It must be made clear what the image or footage will be used for. Children and young people under the age of 18 should not be identified by surname or other personal details, including e-mail, postal address or telephone number.

12.0 To follow and implement safe practice and safe premises for all children, young people and 'adults at risk'.

- 12.1 The church premises will be made as accessible as possible to all people. Any restrictions to access, visibility, audibility, toilet facilities, lighting or heating will be addressed wherever possible, and where necessary, aids and adaptations put in place. In all on-site activities, we will consider the varied requirements of all those attending and be as inclusive as possible.
- 12.2 We will take reasonable steps to safeguard 'adults at risk' and will follow any specific safeguarding requirements as laid out by our insurance company.
- 12.3 Arrangements are in place for dealing with money, financial transactions and gifts.
- 12.3.1 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 of other evidence of what has been done.
 - 12.3.2 Workers should not seek personal financial gain from their position beyond any salary or recognised allowances or expenses.
 - 12.3.3 Any gifts received should be reported to the church secretary, who should decide whether or not the gift can be accepted.
 - 12.3.4 Any money received by the church should be handled by two unrelated church workers.
- 12.4 All church computers/laptops will have suitable parental controls and blocks put on as well as a password system in place. All workers will sign the Acceptable Use of ICT Declaration before being able to use a church computer/laptop.
- 12.5 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.
- 12.6 It is essential that we have important information about children and young people involved in any activities at the church, which is recorded on our consent forms. These should be filled out in the first week and stored in a locked cabinet.
- 12.7 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.
- 12.8 A list of all workers and volunteers who are First Aid trained should be kept in the office. All groups will ensure that they have sufficient trained first aiders on their team so that there is always at least one, preferably two, first aiders present at events and activities.

12.9 Before undertaking any activity with children, young people or 'adults at risk', the leader will ensure that a risk assessment is carried out. The risk assessment should be read by all workers and volunteers leading the event or activity.

13.0 Document Control

Supporting Documents:

Safeguarding Incident Form

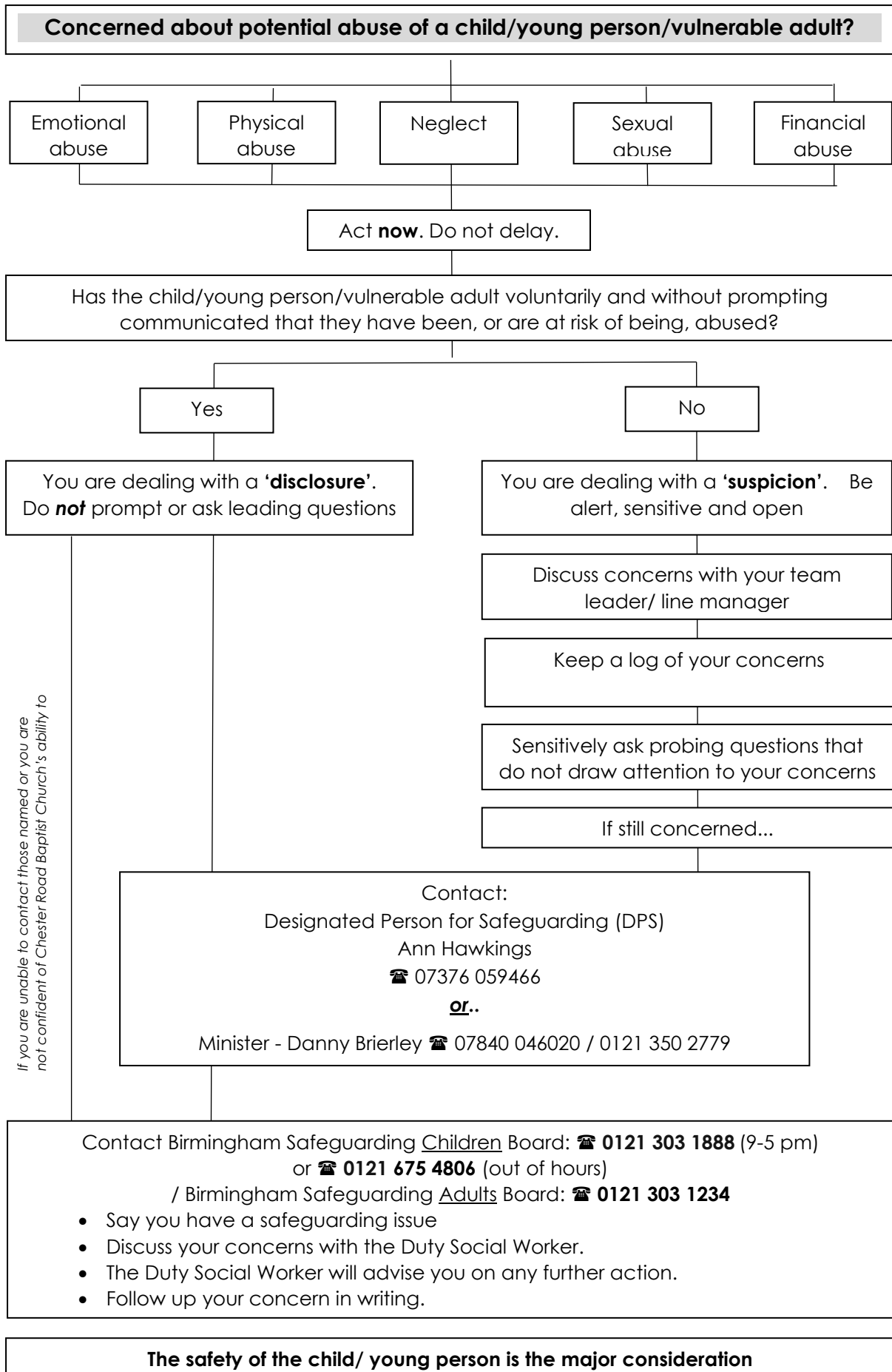
Application Form

Interview Schedule

Reference Request

Reference template

(All available from Safeguarding Team, HR Team or in main church office)



Safeguarding Incident Form

To be completed by the Designated Person for Safeguarding

Page 1 of 3

NAME OF CHURCH / ORGANISATION	
CONTACT DETAILS OF CHURCH / ORGANISATION	

NAME OF DESIGNATED PERSON FOR SAFEGUARDING (DPS)	
CONTACT DETAILS OF DESIGNATED PERSON FOR SAFEGUARDING	

NAME OF CONCERNED PERSON OR TO WHOM DISCLOSURE WAS GIVEN	
CONTACT DETAILS OF CONCERNED PERSON OR WHOM DISCLOSURE WAS GIVEN	

INDIVIDUAL OF CONCERN - CONTACT DETAILS

Name	
Date of birth	
Address	
Phone number / email address	

THE INCIDENT

- **What** happened? (Nature of concern / disclosure made - use the person's own words if known)
- **When** did it happen? (date, time)
- **Where** did it happen? (specific location)
- **Who** was allegedly involved and in what way? (includes witnesses)

ANY ACTION THAT HAS BEEN TAKEN

- Have the carers or parents / guardians been informed? (Please tick)
- If so, when and by whom?

YES	NO
-----	----

- Have the statutory authorities been informed?
- If so, please complete the table:

YES	NO
-----	----

Example:

Authority	Police			
Name	Bobby			
Position	Child Abuse Officer			
Email contact	bobby@police.com			
Phone contact	077999			
Contacted by	Minister			
Date & time of contact	1.30pm 01/04/2018			

- Has the Local Baptist Association been informed?
(Please do so if the statutory authorities are involved)
- If so, when and by whom?
- Any other action taken:

YES	NO
-----	----

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 SAFEGUARDING DEACON/TRUSTEE)	
DATE & TIME		DATE & TIME	

BODY MAP

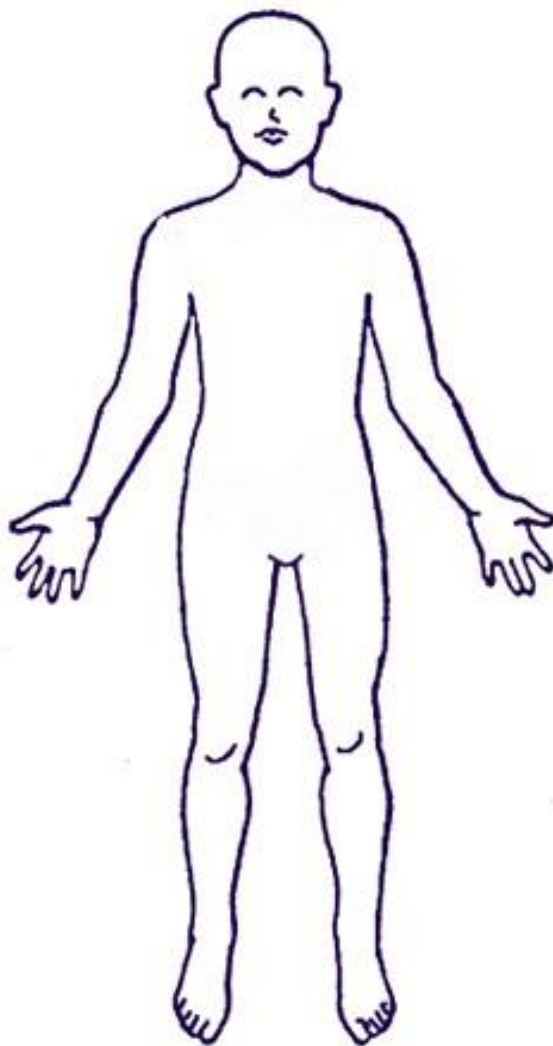
Name of Individual of Concern _____

Name of person completing this form _____

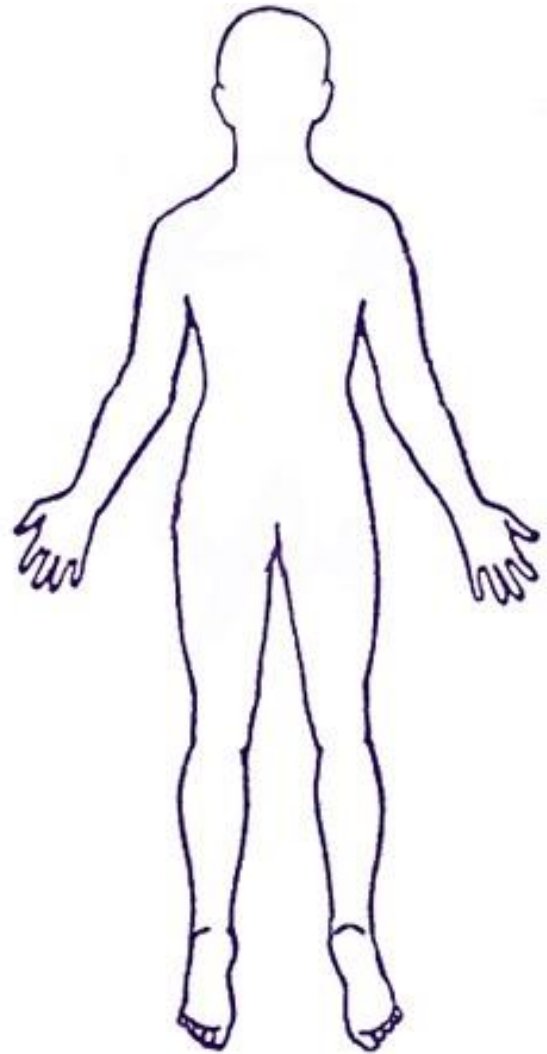
These diagrams are designed for the recording of any observable bodily injuries that may appear on the person. Where bruises, burns, cuts, or other injuries occur, shade and label them clearly on the diagram.

Remember it's not your job to investigate or to decide if an injury or mark is non-accidental.

Listen, record, and pass it on.



Front



Back

Signature _____

Date and time _____

Safeguarding and Christian principles

Chester Road Baptist Church is committed to safeguarding children, young people and 'adults at risk', not only because statutory and best practice guidance says we must, but also because we are compelled to do so by the values of Christian faith.

Jesus saw His mission as being to bring about healing, wholeness and well-being, freedom from oppression, and liberty and social inclusion for all. In so doing, He prioritised the socio-economically marginalised (Lk.4:14-21). This was for all ages: for children as much as for adults.

Jesus challenged the 'social norms' of His day. Radically, unlike other religious leaders, He welcomed the young, as well as women, those who socially-excluding illnesses and those labelled 'sinners' by others. Indeed, Jesus showed deep concern for children and their care (Mt 21:16; Mk 10:16). In particular, the Bible states:

"People were also bringing babies to Jesus to have Him touch [bless] them. When the disciples saw this, they rebuked them. But Jesus called the children to Him and said, 'Let the little children come to me, and do not hinder them, for the Kingdom of God belongs to such as these.'" Lk 18:25-26

Jesus did not specifically address safeguarding issues in language that mirrors current UK 'best practice' (in the same way He didn't specifically refer to use of the Internet, drug misuse, or car crime). We are left to work from His principles. For example, Jesus did say:

"Whoever welcomes a little child like this in my name welcomes me. But if anyone causes one of these little ones who believe in me to sin, it would be better for him to have a large millstone hung around his neck and to be drowned in the depths of the sea." Mt. 18:6-6

Like good shepherds, those who work with the young (lambs) should provide for their safety, protection and care, ensuring those who would manipulatively seek to harm the flock are prevented from doing so (Jn.10).

The Bible reveals that both 'family' and the wider 'community' are intended to provide children/ young people with unconditional love, appropriate affection, protection from harm, and encouragement to develop self-autonomy as they grow from being developmentally immature dependent people to being developmentally mature inter-dependent people.

Children/young people are seen as gifts from God who, like adults, are 'made in the image of God' (Gen.1:27). Every child matters because every child carries the 'DNA' of God.

Children/young people within family are to be protected from sexual abuse. Leviticus 18:6-16 prohibits sexual relations by close relatives, such as parents, in-laws, siblings, grandparents, aunts/ uncles etc... This was to protect the well-being of children.

The Bible says all people – young and old – can know true and complete forgiveness if they live according to God's agenda, not their own. This is all about God's grace, not how much they may have erred in the past. However, to forgive is *not* to forget. Being all-knowing (omniscient), God does not – and cannot – forget. He remembers everything – and yet still chooses to forgive. That's grace! Therefore, with those that have 'sinned' against others, and especially against the young/ vulnerable, we might forgive but must not forget. The Disclosure and Barring Service (DBS) helps us to not forget. To protect the young from harm, and to help those that pose a risk to them, we plan our work so that those that have 'sinned' against them (or who pose a threat of doing so) are kept well away from children and young people. We forgive, but we do not forget.