



# DIDCOT BAPTIST CHURCH SAFEGUARDING POLICY, PROCEDURES AND GUIDELINES

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## INTRODUCTION

### DEFINITIONS OF TERMS

For the purpose of this policy, the term 'child/children refer to anyone under the age of 14 years and young person refers to anyone from the age of 14 years and until their 18<sup>th</sup> birthday.

There is no standard single definition for an adult at risk, so for our policy we are using the following simple definition taken from Thirtyone:Eight (formerly CCPAS - Churches' Child Protection Advisory Service):

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

## SECTION 1 – SAFEGUARDING POLICY STATEMENT

### SAFEGUARDING POLICY STATEMENT FOR DIDCOT BAPTIST CHURCH

#### Our vision

The vision statement of Didcot Baptist Church is to be a welcoming community, following Jesus and making him known.

In fulfilling this vision, we:

- Welcome children, young people and adults at risk into the life of our community.
- Run activities for children, young people and adults at risk.
- Make our premises available to organisations working with children, young people and adults at risk.

#### Our safeguarding responsibilities

The church recognises its responsibilities in safeguarding all children, young people and adults at risk, regardless of gender, ethnicity or ability as set out in Working Together to Safeguard Children (HM Government 2023), Safeguarding policy (Office of the Public Guardian 2023).

As members of this church, we commit ourselves to the nurturing, protecting, respecting and safekeeping of all associated with the church and will pray for them regularly. We will seek to offer informed pastoral care/signposting to any child, young person or adult at risk who has suffered abuse. The church is to be a place where everyone is welcome. In pursuit of this, we commit ourselves to this policy and to the development of sound procedures to ensure we implement our policy well.

- **Prevention and reporting of abuse.**

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

- **Safer recruitment, support and supervision of workers**

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

- **Respecting children, young people and adults at risk**

The church will adopt a code of behaviour (Appendix 9) for all who are appointed to work with children, young people and adults at risk so that all children, young people and adults are shown the respect that is due to them.

- **Safer working practices**

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

- **A safer community**

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

### **Safeguarding contact points within our church**

The church has appointed the following individuals to form part of the **Church Safeguarding Team**:

**NAME Vivienne Lee, Designated Person for Safeguarding Children and young people (DPS)**

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

Phone number:

Email address: [Safeguarding@didcotbaptist.org.uk](mailto:Safeguarding@didcotbaptist.org.uk)

**NAME Sue Sennewald, Deputy Designated Person for Safeguarding Children and young people (DDPS)**

They will assist the DPS in helping the church on any matters related to the safeguarding of children and young people and take the appropriate action when abuse is disclosed, discovered or suspected.

Phone number:

Email address: [DeputyDPS@didcotbaptist.org.uk](mailto:DeputyDPS@didcotbaptist.org.uk)

**NAME, .....Designated Person for Safeguarding Adults at risk (DPSA)**

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

Phone number:

Email address: [Adult.safeguarding@didcotbaptist.org.uk](mailto:Adult.safeguarding@didcotbaptist.org.uk)

**NAME Karen Marriott, Safeguarding Trustee**

They will raise the profile of safeguarding within the church and oversee and monitor the implementation of the safeguarding policy and procedures on behalf of the church trustees.

Phone number:

Email address [Safeguarding.trustee@didcotbaptist.org.uk](mailto:Safeguarding.trustee@didcotbaptist.org.uk)

In the event of any of the above roles being vacant then a member of the Safeguarding Team will oversee this role.

Our church minister/minsters are also an important part of the Church Safeguarding Team. Where possible, the Church Safeguarding Team will work together when issues arise. However, each person has a responsibility to report allegations of abuse as soon as they are raised.

*(Further definitions of these roles can be found in Appendix 5 – Safeguarding Roles and Responsibilities)*

## Putting our policy into practice

- A copy of the safeguarding policy statement will be displayed permanently on the church noticeboard and is available on our church website. The name and phone number of the DPS will be displayed on the church notice board.
- Each worker with children, young people and/or adults at risk will be given a copy of the safeguarding policy and procedures and will be asked to sign to confirm that they will follow them.
- A full copy of the policy and procedures will be made available on request to any member of, or other person associated with the church.
- The policy and procedures will be monitored and reviewed at least annually, and any necessary revisions adopted into the policy and implemented through our procedures.
- The policy statement and ratification of those in the church who are DBS cleared will be read annually at the May AGM.

## SECTION 2 - SAFEGUARDING PROCEDURES

### INTRODUCTION

Each trustee, church leader and worker (paid or voluntary) needs to be familiar with these procedures, and Elders, Deacons and Minister/s must attend both Level 2 and Level 3 Baptist Union of Great Britain (BUGB) Excellence in Safeguarding training to ensure that they have the knowledge and confidence needed to deal with safeguarding issues as they arise.

All church workers (paid or voluntary) who work with children, young people and/or adults at risk should complete the appropriate safeguarding training before they are able to work without supervision. See page 13 for details of training requirements. Once training has been completed the worker will provide the DPS with certificate of attendance. The BUGB also publishes a Gateway to Level 2 Excellence in Safeguarding guide for new workers (paid and voluntary) that is available free of charge from their website.

### 2.1 PROCEDURE FOR RECOGNISING, RESPONDING TO AND REPORTING ABUSE

#### 2.1.1 What to do if Abuse is Suspected or Disclosed

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

Everyone has their part to play in helping to safeguard children, young people and adults at risk within the life of the church:

- If the behaviour of a child, young person or adult at risk gives any cause for concern.
- If an allegation is made in any context about a child, young person or adult at risk being harmed.
- If the behaviour of any individual towards children, young people or adults at risk causes concern.

WHAT TO DO	WHAT NOT TO DO
<ul style="list-style-type: none"> <li>• Find a quiet place to talk.</li> <li>• Listen to and acknowledge what is being said.</li> <li>• Try to be reassuring &amp; remain calm.</li> <li>• Explain clearly what you will do and what will happen next.</li> <li>• Try to give them a timescale for when and how you / the DPS will contact them again.</li> <li>• Take action – don't ignore the situation.</li> <li>• Be supportive.</li> <li>• Tell them that: <ul style="list-style-type: none"> <li>They were right to tell you.</li> <li>You are taking what they have said seriously;</li> <li>It was not their fault.</li> <li>Use an open question technique that encourages the Child/Young person/adult at risk to talk/expand on what they have said e.g. tell me what happened</li> <li>That you may need to pass this information on to the appropriate people.</li> </ul> </li> <li>• Be open and honest.</li> <li>• Give contact details for them to report any further details or ask any questions that may arise.</li> </ul>	<ul style="list-style-type: none"> <li>• Do not promise confidentiality.</li> <li>• Do not show shock, alarm, disbelief or disapproval.</li> <li>• Do not minimise what is being said.</li> <li>• Do not ask probing or leading questions or push for more information.</li> <li>• Do not offer false reassurance.</li> <li>• Do not delay in contacting the DPS.</li> <li>• Do not contact the alleged abuser.</li> <li>• Do not investigate the incident any further.</li> <li>• Never leave a child, young person or adult at risk waiting to hear from someone without any idea of when or where that may be.</li> <li>• Do not pass on information to those who don't need to know, not even for prayer ministry.</li> </ul>

### 2.1.2 Responding to Concerns

When there are concerns that a child, young person or adult is being abused, the following process must be followed. More detailed information can be found in Appendix 3.

#### STAGE 1 – The Worker

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

*The person who has the concern has a duty to:*

**RECOGNISE, RESPOND AND RECORD**

A written record must be made of the concern using a standard incident report form (Appendix 4) and the concern must be passed on to the church DPS within 24 hours.

The written record should: be made as soon as possible after the event; be legible; include the name, date of birth and address of the child, young person, adult at risk; include the nature of any concerns and description of any bruising or injuries that have been noticed; include an exact record of what the child, young person or adult at risk has said, using their own words where possible; their behaviour or demeanour might give an indication of what the child/young person/adult at risk means to say and should be noted, include any action taken; be signed and dated; be kept secure and confidential (available only to the DPS and others responsible for safeguarding).

The report will be reviewed by the DPS with any other relevant information and a decision will be taken (often in liaison with others) as to what action should follow. See appendix 3 for examples of possible actions. Any formal referral to the police or Social Services should normally be made within 24 hours of receiving the report.

The SCBA Safeguarding Contact should be made aware of any referrals to the statutory authorities.

#### STAGE 2 – The Designated Person for Safeguarding (DPS)

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

**REVIEW AND REPORT**

#### STAGE 3 – The Next Steps

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

**SUPPORT AND REPORT**

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

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

If the DPS is not available, then these reports should be passed to another member of the Church Safeguarding Team.

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



### 2.1.3 Responding to Concerns Raised about Adults at Risk

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

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

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

The Care Act 2014 which was updated to The Health and Care Act 2022 provides helpful guidance on these situations:

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

The DPSA will consider all the information to hand and decide whether it is appropriate for the information to be reported to the statutory authorities (see appendix 3 for further information). If there are any concerns about an adult's mental capacity, the DPSA will contact the Local Authority Adult Safeguarding Team for advice (see section 4 for contact details).

### 2.1.4 Allegations Against Workers

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

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

- 1) When an allegation of abuse has been made do not approach the alleged perpetrator about it.
- 2) Follow the usual safeguarding procedure: **Recognise, Respond, Record, Report**
- 3) Once the allegation has been reported to the DPS they can liaise with the relevant statutory authority and with the SCBA Safeguarding Contact if they need further advice.
- 4) Whilst waiting for an outcome from the statutory authorities, the worker about whom concerns have been raised will be supervised as closely as possible, without raising suspicion.
- 5) Once the statutory authorities are involved, the church will follow their advice with regard to the next steps to take (for example suspension of worker, putting a Safeguarding contract in place)
- 6) A written record of all discussions with statutory authorities or other parties should be maintained by the DPS and stored securely and confidentially, where only those directly involved in safeguarding (DPS, DPSA, DDPS, Safeguarding Trustee, Minister) can access them.

- 7) No information about the allegation will be shared with people in the church other than those directly involved in safeguarding team, not even for prayer purposes.

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

It may be necessary, for the sake of the child, young person or adult at risk or to satisfy the needs of an investigation, for the alleged perpetrator to worship elsewhere. In such cases the church DPS will be informed of the reasons for this happening. A list of local church DPS's is available on the Church one drive.

### **When concerns are expressed about the Minister**

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

### **When concerns are expressed about the other members or the Safeguarding Team**

Any safeguarding concerns involving the Safeguarding Team should be raised with the Minister, they in turn should consult the SCBA Safeguarding Contact Do not tell the person implicated that a concern has been raised about them.

#### **2.1.5 Abuse of Trust**

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

Those who are in their early adult years will need to be particularly aware of the need not to abuse their position of trust in their relationships with other young people who are not much younger than themselves.

#### **2.1.6 Allegations Made Against Children, Young People and Adults at Risk**

Children and young people are by nature curious about the differences in other people's bodies. However, where a young person is in a position of authority, has responsibility over another child, (as in a babysitting arrangement) and abuses that trust through inappropriate activities, then this is abusive. Such situations will be taken as seriously as if an adult were involved, because the effects on the child victim can be as great.

When such an instance occurs, they are investigated by the statutory authorities in the same way as if an adult were involved, though it is likely that the perpetrator would also be regarded as a victim in their own right, as they may have also been abused. It cannot be assumed that young people will grow out of this type of behaviour, as most adult sex offenders started abusing in their teens or even younger. Allegations against adults at risk will be investigated by the statutory authorities. If the alleged perpetrator is unable to understand the significance of questions put to them or their replies, they can access support

from an 'appropriate' adult whilst they are being questioned. This role can be filled by a range of people, such as a family member, carer, social worker, etc.

When an allegation is made against a child, young person or adult at risk the following procedure should be followed:

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

### 2.1.7 Pastoral Care

#### **Following an allegation / suspicion**

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

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

Where the perpetrator accepts some responsibility, they will be encouraged to seek specialised interventions/treatment to reduce the risk of re-offending. This may only be appropriate once the investigation and legal processes have been completed.

#### **Supporting those who have experienced abuse.**

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

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

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

It may be necessary to signpost individuals to specialist support. The DPS has a list of relevant local information and contacts, this will be displayed on the church notice board available for anyone who may need it.

## 2.2 SAFER RECRUITMENT

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

- 1) We have a clear job description.
- 2) When advertising a role which involves working with children, young people or adults at risk we will make it clear that any appointment is subject to a DBS check.
- 3) All applicants will be asked to complete an application form and include the names of two referees.
- 4) Shortlisting of applicants will be carried out by at least two people, including the line manager or group leader directly overseeing the role being recruited for.
- 5) Interviews will be carried out by at least two people, including the line manager or group leader.
- 6) References, a Self-Disclosure Form and an enhanced DBS check must be completed satisfactorily before the appointed person starts in their role. It is the applicants' responsibility to provide emails for their referees and inform them they will be contacted.
- 7) SCBA Safeguarding training (relevant to their role) must be completed as soon as possible after starting role, if it has not already been satisfactorily completed.
- 8) Undertake not to discriminate unfairly against any subject of a disclosure. See Equal opportunities policy.
- 9) We welcome people to serve the church on the basis of the right mix of talent, skills, character, potential and call of God, including those with criminal records. See Equal opportunities policy.

When recruiting a volunteer church worker, the following process will be applied:

- 1) We have a clear role description, which should be given to the prospective volunteer.
- 2) An informal discussion will take place between the applicant the group leader, see appendix 2 for appropriate questions; and a trial period can be given if requested (not to be included in ratios)
- 3) SCBA safeguarding training or other designated safeguarding training (relevant to their role) will be completed prior to starting as a volunteer without supervision.
- 4) All applicants will be asked to complete an application form and include the names of two referees, at least one should be from outside the Church and should be able to comment on the person's ability to work with children/young people/adults at risk. The minister/s should not be approached for a reference. It is the applicants' responsibility to provide emails for their referees and inform them they will be contacted.
- 5) References, a Self-Disclosure Form, volunteer agreement and an enhanced DBS where appropriate must be completed satisfactorily before the appointed person officially starts in their role. Volunteers are encouraged to sign up to the DBS update service within 28 days of receiving the DBS Certificate.
- 6) Undertake not to discriminate unfairly against any subject of a disclosure.
- 7) We welcome people to serve the church on the basis of the right mix of talent, skills, character, potential and call of God, including those with criminal records.

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

### **Additional checks for paid workers**

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

### **References**

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

### **Appointment and Supervision**

The church's safeguarding policy and procedures will be discussed with the applicant, and they will be required to sign their agreement to adhere to them. All workers will have a role description and clear lines of accountability to a leader and the leadership team. For Children and Youth this is the Children and Youth Director (CYD) for Adults at risk this is the Associate Minister.

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

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

## **2.2.1 TRAINING**

### **DBC (Paid and Voluntary)**

All church workers who work with children, young people and/or adults at risk must complete the appropriate safeguarding training before they are able to work without supervision.

All workers: SCBA level 2 training

Elders, Deacons, SG Team, Team Leaders SCBA Level 2 and 3

This will be held at DBC every 3 years and will be paid for by DBC.

If you are applying in interim years please complete the Non DBC training below or read [Gateway to level 2 Excellence in Safeguarding](#)

SCBA web link: [Southern Counties Baptist Association: Training Dates \(scba.org.uk\)](https://www.scba.org.uk/training-dates)

### **Non DBC volunteers e.g. Foodbank, International Café**

There will be an expectation that the training will be completed within the 3-month probation/taster period.

For those working with Children, young people. Please complete the OSCB Level 1 [eLearning : Level-1-Introduction-to-Safeguarding](#) and Level 2 [eLearning : Level-2-Awareness-of-child-abuse-and-neglect](#).

For those working with Adults at risk please complete the OSAB Level 1 [eLearning : Level-1-An-Introduction-to-Adult-Safeguarding](#) and Level 2 [eLearning : Level-2-Awareness-of-Adult-Safeguarding](#).

If you are unsure, please contact the safeguarding team.

Other training may be considered in the future. E.g. Mental Health First Aid Training, Domestic abuse, First Aid, food hygiene.

### **Young leaders under 18 years of age**

In law, young helpers under the age of 18 are young leaders and cannot be treated as adult members of a team. Training and mentoring will be given to ensure that they are helped to develop and hone their skills, attitudes, and experience. Young leaders must always be closely supervised by an adult leader and never given sole responsibility for a group of children, they therefore do not need a DBS. However, they will be required to provide a reference from an unrelated adult who has known them for 2 years. This will be kept under review and may not be required if the family have been long standing members of the church. When considering ratios of staff to children, young leaders need to be counted as children, young people and not leaders. Young leaders need to be aware of the Safeguarding policy. Parent/carer permission needs to be sought for young leader to attend an event or help with a children's group just as you would for any other person under 18 years of age where the parent/carer is not present.

### **Note to group leaders.**

#### **Appointing Volunteers:**

Please note all group leaders who would like to appoint new volunteers to work in their groups **MUST** inform the CYD and the DPS to ensure Safeguarding guidelines are followed. As a church we have a responsibility and a duty of care to keep our children, young people and Adults at risk safe.

Group Leaders/CYD **MUST** inform the DPS of any changes to leadership even if it is only for a temporary period of time.

Leaders should not be appointed until they have had time to settle into the life of the church and are attending regularly. This gives opportunity for the potential leader and the church to get to know each other first and find out which areas of church life they may like to get involved in.

All new volunteers/ad hoc helpers who are not DBS cleared need to work alongside the DBS cleared person and must not be left alone at any time.

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

## **2.3 SAFER BEHAVIOUR**

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

- Treat everyone with dignity and respect.
- Use age and ability appropriate language and tone of voice. Be aware of your body language and the effect you are having on the child, young person or adult at risk.
- Listen well to everyone. Be careful not to assume you know what a child, young person or adult at risk is thinking or feeling. Listen to what is being spoken and how it is said. At the same time, observe the individual's body language to better understand what is being said.
- Be aware of any physical contact you may have with a child, young person or adult at risk and record it when necessary. For instance, if you need to stop a fight, administer First Aid, give a hug to someone in distress, or protect yourself or others from danger.
- Do not make sexually suggestive comments about or to a child, young person or adult at risk, even in 'fun'.
- Do not scapegoat, belittle, ridicule or reject a child, young person or adult at risk.
- Keep a record of any significant incidents or concerns on a Safeguarding Incident Form (see Appendix 4). Enter the names of all those present and anything of note which you observe, e.g. details of any fights broken up by the workers, allegations made, etc. All workers who witnessed the incident, overheard it or responded in any way should record the details and sign and date the form.

Specific considerations when working with children:

- Do not invade the privacy of children, young people when they are using the toilet or showering.
- The level of assistance with personal care (e.g. toileting) must be appropriate and related to the age of the child, young person, whilst also accepting that some children, young people have special needs.
- Avoid rough games involving physical contact between a worker and a child, young person.
- Avoid sexually provocative games.
- When it is necessary to discipline children, young people, this should be done without using physical punishment. There may, however, on the rare occasion be circumstances where a child, young person needs to be protected from themselves or others using a safe holding technique.
- The church advises against delivering youth work in private dwellings such as homes, garages and gardens. Exceptions include where there is no alternative location locally, or where the young person is facing particular challenges, which means that unless the youth worker visits them in their home, they may be unable to access the support.
- Notify the DPS of any children's, young people's activities which take place in the name of the church. Parental permission must always be sought.
- Do not give lifts to children or young people on your own. Ensure that if transporting children, young people as part of your church role, you have the correct insurance cover in place as well as parental permission.
- No person under 18 years of age should be left in sole charge of any children, young people of any age. Nor should children or young people attending a group be left alone at any time.

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

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

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

- Assess the risk of sending the child, young person or adult at risk home.
- Phone another team member and let them know the situation, including location and timings and ask them to assist.

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

- You try to hold the conversation in a corner of a room where other people are present.
- You leave the door open if you are in a room on your own or use a room with glass in the door.
- Another team member knows where you are and include timings.

Consideration should be given to how many workers should be involved with the group and whether they should be male or female workers, or both. See section 3.1.1 for recommended ratios. Ideally a married couple, or two members of the same family should not work together on their own. If a married couple or two members of the same family want/need to work together then ideally a third person will need to be assigned to that group or a risk assessment carried by the CYD.

The only adults allowed to participate in regular children’s, young people’s and adult at risk activities are those safely appointed and appropriately trained. The leader of the activity should be aware of any other adults who are in the building whilst the activity is running. Ad-hoc helpers do not need to be DBS cleared and will only work alongside the DBS cleared person.

## SECTION 3 - BEST PRACTICE GUIDELINES

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

### 3.1 – WORKING WITH CHILDREN, YOUNG PEOPLE

#### 3.1.1 Ratios

When working with children, young people the following recommended minimum ratios of workers to children, young people apply. Additional adults may be required for certain activities:

Age range	Recommended minimum ratio for INDOOR activities	Recommended minimum ratio for OUTDOOR activities
0 – 2 years	1:3 (minimum 2 Adults)	1:3 (minimum 2 Adults)
3 years	1:4 (minimum 2 Adults)	1:4 (minimum 2 Adults)
4 – 7 years	1:8 (minimum 2 Adults)	1:6 (minimum 2 Adults)
8 – 12 years	2 adults for up to 20 children (preferably one of each gender) with an extra adult for every 10 additional children	2 adults for up to 15 children (preferably one of each gender) with an extra adult for every 8 additional children
13 years and over	2 adults for up to 20 children, young people (preferably one of each gender) with an extra adult for every 10 additional children, young people	2 adults for up to 20 children, young people (preferably one of each gender) with an extra adult for every 10 additional children, young people

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



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

### **3.1.3 Visiting Children or Young People at Home**

If workers need to make pastoral visits to children, young people and their families at home on behalf of the church this must be, if possible, planned in advance with the parents' knowledge and a church leader must be aware of this visit. If a parent is not at home, then best practice is usually that the visit should be rearranged. A dynamic risk assessment must be completed.

### **3.1.4 Children, young people with no adult supervision**

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

- Welcome the child, young person and try to establish their name, age, address and parental telephone number.
- Record their visit in a register.
- Ask the child, young person if a parent/carer is aware of where they are. Where possible, phone and make contact and find out as soon as possible whether they have any specific needs (e.g. medication) so that you can respond appropriately in an emergency.
- Give the child, young person a consent form and explain it needs to be filled in and brought back next time.

### **3.1.5 Mentoring**

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

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

### **3.1.6 Peer Group Activities for Young People**

All youth activities will be overseen by named adults who have been appointed in accordance with safer recruitment procedures. It is accepted that groups aged 16+ may benefit from being led and run by peers. In this situation, adult leaders will contribute to programme planning and reviews and will always be present to oversee any peer-led activities taking place.

### **3.1.7 Physical Contact**

- Keep everything public. A hug within a group context is very different from one behind closed doors.
- Touch should be related to the child's, young person's needs, not the workers.

- Touch should be age-appropriate and generally initiated by the child, young person rather than the worker.
- Workers should avoid any physical activity that is, or may be thought to be, sexually stimulating to the adult or the child, young person.
- Children, young people are entitled to privacy to ensure their personal dignity.
- Children, young people have the right to decide how much physical contact they have with others, except in exceptional circumstances such as when they need medical attention.
- When giving first aid (or applying sun cream, etc), workers should encourage the child, young person to do what they can manage themselves but consider the child's, young person's safety and give appropriate help where necessary.
- Team members should monitor one another in the area of physical contact. They should help each other by constructively challenging anything which could be misunderstood or misconstrued.
- If a team member is unsure about whether the actions of another volunteer or worker constitutes a concern, they should raise this with the DPS.

### 3.1.8 Electronic Communications - Cyber Safety

#### Modern Technologies and Safe Communication

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

No contact should be made with young people between 10pm and 7am.

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

It is not appropriate to use these communication methods with children aged 11 years and younger. For more information on cyber safety, please refer to the BUGB **Cyber Safety Guide** found here [The Baptist Union of Great Britain : BUGB Guide to Cyber Safety](#), as well as the **Guide to using Social Media to Communicate with Young People**, found here [The Baptist Union of Great Britain : BUGB Guide to using social media](#) and also Didcot Baptist Churches GDPR policy found here [Didcot Baptist Church Data Protection Policy](#).

#### Email

Email should be limited to sharing information, for example, to remind children, young people about meetings. Workers must ensure that the child/young person's parent/carer is copied into the communication sent, as well as the CYD/DPS. It is important to remember to make appropriate use of Bcc as required. It is important workers use clear and unambiguous language to reduce the risk of misinterpretation, for example, avoiding inappropriate terms such as 'love' when ending an email.

#### Zoom/TEAMS (video conferencing platforms)

Zoom/TEAMS or other video conferencing platforms should only be used to communicate with children, young people if there are two appropriate leaders on the call at all times and only the group leader should

admit into the meeting. DO NOT use breakout rooms unless there are at least two appropriate leaders in each breakout room. The last to leave/close the meeting will be the two appropriate leaders.

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

Instant messaging should be kept to an absolute minimum and only be for groups not individuals. Workers should save significant conversations and keep a log stating with whom and when they communicated.

### **Mobile Phones**

Workers need to take care in using mobile phones to communicate with young people:

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

### **Social Networking**

- Be aware of the age limits for Social Networks: Snapchat 13 years, Facebook, TikTok and Instagram 13 years, WhatsApp and X (Twitter) 16 years.
- If required workers should have a church approved/official site that is used solely for children's/youth work communications and is totally separate from their own personal site. This is to ensure that all communication with children and young people is kept within public domains.
- Workers should not send private messages to children, young people on social networks. Workers should ensure that all communications are transparent and open to scrutiny.
- Workers are advised that they should not accept 'friends' or 'following' requests from children, young people on their personal site, nor seek to be 'friends' or a 'follower' of any child, young person known to them in a church context unless permission is sought from the parents.

### **Taking Videos and Photographs of Children, Young People**

Since the introduction of the Data Protection Act in 1998, we need to be very careful when using still or moving images of clearly identifiable people. Previous legislation was reinforced through the introduction of the General Data Protection Regulation (GDPR) in May 2018. There are several issues to be aware of:

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

- When using photographs of children and young people, it is preferable to use group pictures.
- Consider the context of the event and if the photo is appropriate (e.g. swimming, sleepovers)

## **3.2 WORKING WITH ADULTS AT RISK**

### **Foodbank and International Cafe**

The Foodbank that is run out of Didcot Baptist Church has its own Safeguarding point of contact (TBA). The Foodbank and International Café will follow the same Safeguarding policies and procedures of Didcot Baptist Church except training see page 13.

#### **3.2.1 Premises**

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

#### **3.2.2 Language**

Every effort will be taken to use appropriate language and suitable vocabulary, enabling the greatest level of inclusivity and accessibility. We will be mindful of the language used within worship and the language used to describe people (such as derogatory words focusing on aspects of someone's disability, race or sexuality rather than the person themselves).

#### **3.2.3 Worship**

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

- Providing some copies of large print type for all printed materials
- Speakers should if practicable face the congregation and not cover their mouths when talking, enabling those who rely on lip-reading.
- Describing what is being presented on a screen for those who cannot see it clearly.
- Using inclusive language
- Using a variety of liturgy and resources to cater for different levels of understanding.
- Using a microphone during times of open prayer so that all can hear.
- Considering holding a service which specifically caters for certain groups of adults at risk, such as those with learning disabilities, the deaf or the visually impaired.
- Consideration should be made for accessibility, hazards and the ability to participate in the worship.

#### **3.2.4 Insurance**

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

#### **3.2.5 Financial integrity**

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

- Those who work with adults at risk may become involved in some aspects of personal finance - collecting pensions or benefits, shopping or banking, etc. If handling money for someone else, always obtain receipts or other evidence of what has been done.

- Workers should not seek personal financial gain from their position beyond any salary or recognised allowances or expenses.
- Workers should not be influenced by offers of money.
- Monetary gifts received from an adult at risk should be reported to the church trustees, who should decide whether or not the gift can be accepted.
- Any money received by the church should be handled by two unrelated church workers.
- Care should be taken not to canvass for church donations from those adults who may be at risk, such as the recently bereaved.
- Workers should ensure that church and personal finances are kept apart to avoid any conflict of interest.
- If someone alters their will in favour of an individual known to them because of their church work or pastoral relationship, it should be reported to the trustees. Workers should not act as Executors for someone they know through their work or pastoral role, as this may lead to a conflict of interests.
- Expert legal advice should be sought on matters such as Power of Attorney and Appointeeship to ensure that the situation is clearly understood and is the most appropriate course of action for the adult at risk.

For further information see Didcot Baptist Church Anti-bribery policy found here [Didcot Baptist Church Anti-bribery policy](#)

### 3.2.6 Photographs

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

### 3.2.7 Computers/mobile devices

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

### 3.2.8 Record keeping

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

### 3.2.9 Pastoral Relationships

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

- Workers should be aware of the power imbalance within pastoral relationships and the potential for abuse of trust.
- Behaviour that suggests favouritism or gives the impression of a special relationship, should be avoided.
- Workers should be aware of the dangers of dependency within a pastoral relationship.

- Workers should never take advantage of their role and engage in sexual activity with someone with whom they have a pastoral relationship.
- All people receiving pastoral ministry should be treated with respect and should be encouraged to make their own decisions about any actions or outcomes.
- Workers need to recognise the limits of their own abilities and competencies and get further help when working with situations outside of their expertise or role.
- Workers undertaking pastoral visiting should inform the Pastoral Care Deacon of time and date of meeting. Visits for membership should be done in pairs preferably not a married couple or of the same family and if possible, not the same sex.

### 3.3 HEALTH AND SAFETY - Safe Practice and Safe Premises

This applies to all activities whether at Didcot Baptist Church or off the premises.

#### 3.3.1 Consent forms

It is essential that we have important information about all children, young people and adults at risk involved in organised activities at the church or off site under the organisation of Didcot Baptist Church and is recorded on our consent forms. The first week someone attends, workers must record their name, medical emergency information and a contact name and number. Then they must bring their completed form back with them. Similar details will be gathered for adults at risk. This may not apply to drop in and ad-hoc activities.

#### 3.3.2 Health and Safety

All activities for children, young people and adults at risk will comply with the church's current Health and Safety found here [Didcot Baptist Church Health and Safety Policy](#) and safeguarding policy (ECHO have their own Safeguarding policies) and will be conducted in accordance with *Guidelines for users of Didcot Baptist Church*, with particular attention paid to the sections on Fire Action, First Aid, PAT testing, Health and Safety and Kitchen and Food Hygiene.

Whenever possible, at all events involving food preparation, at least one worker will hold a valid Basic Food Hygiene Certificate. Allergen list will be displayed and if any food is premade then the ingredient lists must be provided and displayed.

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

#### 3.3.3 Fire

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 (see the Fire policy)

### 3.3.4 First Aid

Our church has a number of trained First Aiders and there is a list showing who they are on the noticeboard. All church organised activities will have a designated trained first aider on their team so that there is always a first aider present. Smaller groups may not have a trained first aider.

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

### Defibrillator

The appointed guardian will carry out the weekly checks of ensuring the defib is in the cabinet, a green tick is displayed, and the pads are in date and fill in the logbook. If that guardian is away, then the next appointed guardian/s will step in to ensure that the weekly checks are not missed.

The appointed guardian will do the monthly report to the Circuit (National Defibrillator Network) with the same back up as above.

If the defibrillator is used, then the guardians will be notified via the generic email address. The appointed guardian will arrange for replacement pads to be ordered and will then notify the Circuit once the defibrillator is available again, with the same back up as above.

Current guardians are:

George Ferguson

Julie Excell

Shirley Buckle

Karen Marriott

Vivienne Lee

If dialling 999 please ensure that you state the church name, road and urgency of the situation. The access and egress of the church premises should be kept clear for emergencies. The What 3 words app can be used to aid location for DBC this is **PUSHED.VINES. ENDEARING**

### 3.3.5 Supervision of Groups

The person responsible for a group/activity is responsible for the safety of their group (i.e. Fire evacuation) and must make sure that they keep a register so that it is known who is on the premises.

### 3.3.6 Food Hygiene

The Food Hygiene (England) Regulations 2013 state that anyone who handles food or whose actions could affect its safety must comply with the regulations. It therefore follows that those with responsibility for food will need to possess the Basic Food Hygiene Certificate and be aware of food safety (preparation, handling and storage, disposal of waste, etc).

### 3.3.7 Risk Assessment

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

### 3.3.8 Insurance

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

### 3.3.9 Transport

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

- Only those who have gone through the church safer recruitment procedures for workers will transport children, young people and adults at risk (within the DBC eligibility criteria).
- All drivers will have read the church's Safeguarding Policy and agree to abide by it.
- Drivers will be aged 21 or over and have held a full driving licence for at least two years.
- Drivers must ensure that they have adequate insurance cover and that the vehicle being used is road worthy.
- Drivers – if more than 6 points on driving licence should not be transporting children/young people/adults at risk.
- All hired minibuses will have a small bus permit, the necessary insurance and a driver with a valid driving licence that entitles them to drive a minibus.

Our practice specifically for transporting children, young people is as follows:

- Parental consent will be given for all journeys.
- All children and young people should be returned to an agreed drop off point. At collection or drop off points, children, young people should never be left on their own; and they are collected by an appropriate adult, unless prior notification has been given that they are allowed to walk home on their own.
- Ideally at least two workers should be present when transporting children, young people as part of a church role.
- Avoid giving lifts on a regular basis without parental consent.
- Seat belts should be worn at all times. Children, young people should be transported using appropriate seating as required which should be securely fixed as per manufacturer's instructions within the car.
- Where possible the child, young person should sit in the back of the car.

### 3.3.10 Outings and Overnight Events involving Children, Young People

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

- A risk assessment must be carried out beforehand.
- Parents will be informed in writing of all the arrangements.
- Consent forms will be obtained for the specific activities involved.
- Planning for the trip should consider specific medical, physical and support needs of each group member, bearing in mind that there may be people in the group who have individual care needs that will have to be met (including personal care).
- There will be workers with first aid and food hygiene certificates with the group.

### Sleeping Arrangements



Sleeping arrangements for overnight events will be carefully considered and risk assessed. Arrangements will be age-appropriate, provide security for the child/young person and be safe for everyone involved. The event leader will ensure that parents understand what the arrangements will be and are happy with them.

### **Adventurous Activities**

No child, young person will participate in adventurous activities without the written consent of the parent /carer. The activity leader will ensure that the staff engaged in such activities are properly trained and qualified and that the correct ratio of staff to children, young people is met. At an activity centre or for an organisation whose own staff undertake such activities, if the activities come within the scope of the Adventure Activities Licensing Regulations 2004, the activity leader needs to ensure that the premises are licensed.

### **Fire Safety**

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

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

### **Safety**

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

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

### **Swimming Trips**

There will be an increased adult to child, young people ratio for swimming trips. Prior to the trip, workers will establish the swimming ability of the children, young person attending and obtain specific consent.

Workers should never change in front of the children or young people. Check the availability of lifeguards and adhere to the safety precautions.

### **Consent and Medical Information**

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

### **Holding and Dispensing of Medication**

Church workers who are the qualified first aider can hold or dispense medication for those on an event.

Any complex medical needs to be discussed with the organiser prior to the event. Consent forms should be completed, and medication should be named, and instructions provided.

### **3.3.11 Outings and Overnight Events involving Adults at Risk**

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

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

#### **Sleeping Arrangements**

Consideration should be given to the individual needs of those staying overnight. If there is a need for personal care or additional support during the night this needs to be discussed with the organiser.

#### **Personal Care**

It is not generally appropriate for church workers to perform personal care for adults at risk unless this is their usual task. Additional needs should be discussed with the organiser prior to the event.

#### **Activities**

Leaders should consider the mobility needs of the group when deciding on activities or events.

#### **Safety**

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

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

#### **Consent and Medical Information**

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

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

### **Holding and Dispensing of Medication**

Church workers who are the qualified first aider can hold or dispense medication for those on an event. Any complex medical needs to be discussed with organiser prior to event. Consent form should be completed, and medication should be named, and instructions provided.

### **3.3.12 Hiring of Church Premises**

The responsible adult for an activity held at Didcot Baptist Church must adhere to the hiring conditions and complete the hiring form. Any relevant policies will be sent to the hiree. A copy of their own safeguarding policy must be provided. Any safeguarding incidents that occur on the premises that are reported to authorities must also be reported to the Safeguarding Team

## **3.4 SAFER COMMUNITY**

### **3.4.1 Bullying**

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

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

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

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

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

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

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

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

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

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

### **3.4.2 LGBTQ+**

The church will be a safe space for LGBTQ+ members. Further guidance is available in the LGBTQ+ guidelines (TBA). This will be updated when further guidance becomes available and will be kept under review.

### **3.4.3 Working with Alleged or Known Offenders**

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

When it is known that a person who has been convicted of abusing children, young people or adults is attending our church, it is important that their behaviour within the church community is properly managed and that a contract is put in place. There are also times when it will be appropriate to take such measures with a person who has faced allegations of abuse but hasn't been convicted.

In determining the details of the contract:

- The DPS will inform and take advice from the SCBA Safeguarding Contact.
- A risk assessment will be undertaken with the help of the SCBA Safeguarding Contact to determine the contents of the Safeguarding Contract.
- There will be a discussion about who should be informed about the nature of the offence and the details of the contract.
- The rights of the offender to re-build their life without people knowing the details of their past offence should be balanced against the need to protect children, young people and adults at risk.
- The members of the church Safeguarding Team will always be informed.
- The DPS should determine whether the person is subject to supervision or is on the Sex Offenders' Register. If so, the DPS should contact the offender's specialist probation officer (SPO) who will inform the church of any relevant information or restrictions that they should be aware of.
- The DPS has a responsibility to inform another church or SCBA Contact if an alleged/known offender has moved on.

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

#### **3.4.4 Alleged or known offenders who are themselves adults at risk.**

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

Rather than signing a formal 'contract', the individual would instead sign to say that they agree with the minutes or meeting notes, and that they will stick to what has been agreed during the meeting. This will result in the same outcome as a Safeguarding contract but is a more informal and appropriate approach for a person with learning difficulties. The agreed requirements will need to be reviewed regularly to make sure that the individual is complying, exactly as a formal contract would be. The church will work with the SCBA Safeguarding Contact throughout this process.

## SECTION 4 - USEFUL CONTACTS

### **Local Authority Designated Officer (LADO)**

*Jo Lloyd*

01865 810603

*Lado.safeguardingchildren@oxfordshire.gov.uk*

### **Police**

Contact 101, or 999 in an emergency.

### **Adult Social Services**

8.45am—5pm 03450507666 option 2

Emergency duty team after 5pm Mon -Thur, after 4pm Fri 0800833408

### **Children's Social Services**

8.45am—5pm 03450507666

Emergency duty team after 5pm Mon - Thur, after 4pm Fri 0800833408

### **Local Baptist Association Safeguarding Contact**

*Keith Baldwin*

07712 508779

[SCBA Safeguarding@scba.org.uk](mailto:SCBA Safeguarding@scba.org.uk)

## APPENDIX 1 - DEFINITIONS OF ABUSE

### Understanding, Recognising and Responding to Abuse

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

Type of abuse	Child, Young person	Adult at risk
<i>Physical</i>	Actual or likely physical injury to a child, or failure to prevent physical injury to a child.	To inflict pain, physical injury or suffering to an adult at risk.
<i>Emotional</i>	The persistent, emotional, ill treatment of a child that affects their emotional and behavioural development. It may involve conveying to the child that they are worthless and unloved, inadequate, or that they are given responsibilities beyond their years.	The use of threats, fear or power gained by another adult's position, to invalidate the person's independent wishes. Such behaviour can create very real emotional and psychological distress. All forms of abuse have an emotional component.
<i>Sexual</i>	Involves forcing or enticing a child to take part in sexual activities, whether or not the child is aware of what is happening. This includes non-contact activities, such as involving children in looking at, or in the production of, pornographic material or watching sexual activities, or encouraging children to behave in sexually inappropriate ways.	Any non-consenting sexual act or behaviour.  No one should enter into a sexual relationship with someone for whom they have pastoral responsibility or hold a position of trust.
<i>Neglect</i>	Where adults fail to care for children and protect them from danger, seriously impairing health and development.	A person's wellbeing is impaired, and their care needs are not met. Neglect can be deliberate or can occur as a result of not understanding what someone's needs are.
<i>Grooming</i>	This occurs where someone who seeks to abuse a child builds a friendship with them creating trust and dependence.  Abusers will try in stage to overcome a child's natural resistance by: <ul style="list-style-type: none"> <li>Offering gifts or rewards as bribes</li> </ul>	This occurs where someone who seeks to abuse an Adult at risk builds a friendship with them creating trust and dependence. <ul style="list-style-type: none"> <li>Offering gifts or rewards as bribes</li> <li>Using secrecy and possible threats so the Adult at risk becomes isolated.</li> </ul>

	<ul style="list-style-type: none"> <li>Using secrecy and possible threats so the child becomes isolated.</li> <li>Introducing them to sexual activities in a way that appears natural, e.g. innocent touching which then becomes sexual in nature.</li> <li>Grooming can be done via the internet, telephone or face to face.</li> </ul> <p>Grooming is addressed in legislation, The Sexual Offences Act 2003, makes it an offence to meet a child following sexual grooming</p>	<ul style="list-style-type: none"> <li>Grooming can be done via the internet, telephone or face to face.</li> <li>Grooming can make a situation that may cause concern can suddenly become acceptable</li> </ul>
<i>Type of Abuse</i>	<b>Additional Definitions</b>	
<i>Financial</i>	The inappropriate use, misappropriation, embezzlement or theft of money, property or possessions.	
<i>Spiritual</i>	The inappropriate use of religious belief or practice; coercion and control of one individual by another in a spiritual context; the abuse of trust by someone in a position of spiritual authority (e.g. minister). The person experiences spiritual abuse as a deeply emotional personal attack.	
<i>Discrimination</i>	The inappropriate treatment of a person because of their age, gender, race, religion, cultural background, sexuality or disability.	
<i>Institutional</i>	The mistreatment or abuse of a person by a regime or individuals within an institution. It can occur through repeated acts of poor or inadequate care and neglect, or poor professional practice or ill-treatment. The church as an institution is not exempt from perpetrating institutional abuse.	
<i>Domestic Abuse</i>	<p>Domestic abuse is any threatening behaviour, violence or abuse between adults who are or have been in a relationship, or between family members. It can affect anybody regardless of their age, gender, sexuality or social status.</p> <p>Domestic abuse can be physical, sexual or psychological, and whatever form it takes, it is rarely a one-off incident. Usually there is a pattern of abusive and controlling behaviour where an abuser seeks to exert power over their family member or partner.</p> <p>The Domestic Abuse Act 2021 identifies children who see, hear or experience the effects of domestic abuse as victims in their own right.</p>	
<i>Online Abuse</i>	<p>The use of information technology (email, mobile phones, websites, social media, instant messaging, chatrooms, etc.) to repeatedly harm or harass other people in a deliberate manner.</p> <p>The Online Safety Bill, 2021, introduces new rules for internet search engines and firms who host user-generated content, i.e. those which allow users to post their</p>	



	own content online or interact with each other. Those platforms which fail to comply with the rules could face penalties of up to 10% of their revenue, and in the most serious cases some may even be barred from operating.
<i>Self-harm</i>	Self-Harm is the intentional damage or injury to a person's own body. It is used as a way of coping with or expressing overwhelming emotional distress. An individual may also be neglecting themselves, which can result in harm to themselves.
<i>Mate crime</i>	'Mate crime' is when people (particularly those with learning disabilities) are befriended by members of the community, who go on to exploit and take advantage of them.
<i>Cuckooing/County lines</i>	Cuckooing is the term used to describe occasions where the homes of adults at risk are taken over and used to distribute drugs or as a base for gang or criminal activities. The tenant may believe that the people who are in their home are their friends. County lines is when criminal gangs coerce, intimidate and manipulate children and adults at risk into moving drugs and money around the country across county borders.
<i>Modern Slavery</i>	Modern slavery is the practice of treating people as property; it includes bonded labour, child labour, sex slavery and trafficking. It is illegal in every country of the world.
<i>Human Trafficking</i>	Human trafficking is when people are bought and sold for financial gain and/or abuse. Men, women and children can be trafficked, both within their own countries and over international borders. The traffickers will trick, coerce, lure or force these vulnerable individuals into sexual exploitation, forced labour, street crime, domestic servitude or even the sale of organs and human sacrifice.

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

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

- unexplained injuries on areas of the body not usually prone to such injuries
- an injury that has not been treated/received medical attention.
- an injury for which the explanation seems inconsistent.
- a child, young person or adult at risk discloses behaviour that is harmful to them.
- unexplained changes in behaviour or mood (e.g. becoming very quiet, withdrawn or displaying sudden bursts of temper)
- inappropriate sexual awareness in children, young people
- signs of neglect, such as under-nourished, untreated illnesses, inadequate care.

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

## APPENDIX 2 – INFORMAL DISCUSSION PROCESS

Must have been around Didcot Baptist Church for a minimum of 3 months or known to the church prior to helping. For Foodbank and International Café, it is advised that the prospective volunteer has a probation/taster period of no less than 3 months where they are not unsupervised.

Suggested areas of discussion:

- Identify areas of interest
- Identify age group they wish to work with
- Previous experience of working with CYP and AAR
- Discuss the DBS and reference process for Volunteer work.
- Explain expectations, time commitment, preparation, supervision and training of role.
- Trial period
- Ratified annually at the AGM of the Church.

Mandatory questions (covered on application form by DPS):

- Is there any reason that you are aware of that precludes you from working with/being with CYP/AAR?
- Have you ever been asked to leave any jobs/volunteer roles?
- Have children ever been taken out of your care?
- Have you seen and read the Safeguarding policy/guidelines
- Have you read the Gateway to Level 2 Excellence in Safeguarding guide [The Baptist Union of Great Britain : Gateway to Level 2: Excellence in Safeguarding](#)
- Have you got a First Aid qualification? <https://forms.office.com/e/P07ehZdgCi>

## APPENDIX 3 – DETAILED GUIDANCE ON REPORTING REQUIREMENTS

### STAGE 1 – THE WORKER

The duty of the person who receives information or who has a concern about the welfare of a child, young person or adult at risk is to RECOGNISE the concerns, make a RECORD in writing and RESPOND by passing on their concerns to the DPS. If he/she is not contactable, or they are implicated in the situation, another member of the church Safeguarding Team should be contacted instead.

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

A written record using the standard incident report form (Appendix 4) should be made as soon as possible after a child, young person or adult at risk tells you about harmful behaviour, or an incident takes place that gives cause for concern.

#### The record should:

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

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

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

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

## **STAGE 2 – THE DESIGNATED PERSON FOR SAFEGUARDING (DPS)**

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

### **The duty to REVIEW**

In reviewing the report that is received, the DPS:

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

### **The duty to REPORT**

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

- refer back to the worker who made the initial report if there is little evidence that a child, young person or adult at risk is being harmed, asking for appropriate continued observation.
- refer the concern to others who work with the child, young person or adult at risk in question, asking for continued observation where appropriate.
- Inform parents / carers under certain circumstances, where doing so would not present any further risk of harm.
- Make a formal referral to the police or local Social Services team. With adults at risk, confidentiality means that someone's personal business is not discussed with others, except with their permission. This is not always possible when considering passing relevant information about abuse or concerns to the statutory authorities, however, it is possible to keep the information confidential to the relevant parties. This means not telling or hinting to others what has been disclosed, not even for prayer ministry purposes. For adults at risk, concerns will only be referred to the police or Social Services without consent where:
  - the person lacks the mental capacity to make such a choice.
  - there is a risk of harm to others and/or to themselves.
  - in order to prevent a crime
- If an allegation is made against someone who works with children, young people\* the allegation should be reported to the Local Authority Designated Officer (LADO) or equivalent. The LADO is located within Children's Services and should be alerted to all cases in which it is alleged that a person who works with children, young people have:
  - behaved in a way that has harmed, or may have harmed, a child, young person.
  - possibly committed a criminal offence against children, young people, or related to a child, young person.
  - behaved towards a child, young person in a way that indicates they are unsuitable to work with children, young people.

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

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

- Whenever a formal referral is made to the police, Social Services or LADO, the DPS should report the referral to:
  - The Safeguarding Trustee
  - The SCBA Safeguarding Contact
  - The Charity Commission

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

### **STAGE 3 – THE NEXT STEPS**

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

#### **The duty to SUPPORT**

Once concerns, suspicions and disclosures of abuse have been addressed, the church continues to have a responsibility to offer support to all those who have been affected, including:

Victims; Alleged perpetrators; Children; Young People; Adults at risk; Other family members; Church workers; Church Safeguarding Team; Minister/s; Leadership Team.

#### **The duty to REPORT**

If a church worker has been accused of causing harm to children, young people or adults at risk this would be classed as a serious incident that should be reported to the Charity Commission by those churches that are registered with the Charity Commission.

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

## APPENDIX 4 – SAFEGUARDING INCIDENT FORM

Name of concerned person or to whom disclosure was given	
Contact details of concerned person or whom disclosure was given (address, telephone number and email)	

### 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)	

Date reported to Designated Person for Safeguarding (DPS) .....

Signature of concerned person or whom disclosure was given	
Date & time	

**A written record must be made of the concern and the concern must be passed on to the church DPS within 24 hours.**

Incident reference:

## APPENDIX 5 - SAFEGUARDING REPORT

*This form should be completed by the Designated Person for Safeguarding*

<b>Name of church / organisation</b>	
<b>Contact details of church / organisation</b>	
<b>Name of Designated Person for Safeguarding (DPS)</b>	
<b>Contact details of Designated Person for Safeguarding</b>	

### THE INCIDENT

**Incident reference:**

### 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 1/4/15				

Has SCBA Safeguarding contact been informed?  
(Please do so if the statutory authorities are involved)  
If so, when and by whom?

Yes	No	
-----	----	--

Any other action taken:

**FUTURE ACTION TO BE TAKEN**

What action needs to be taken?

Who is responsible for this?

**SIGNATURES**

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

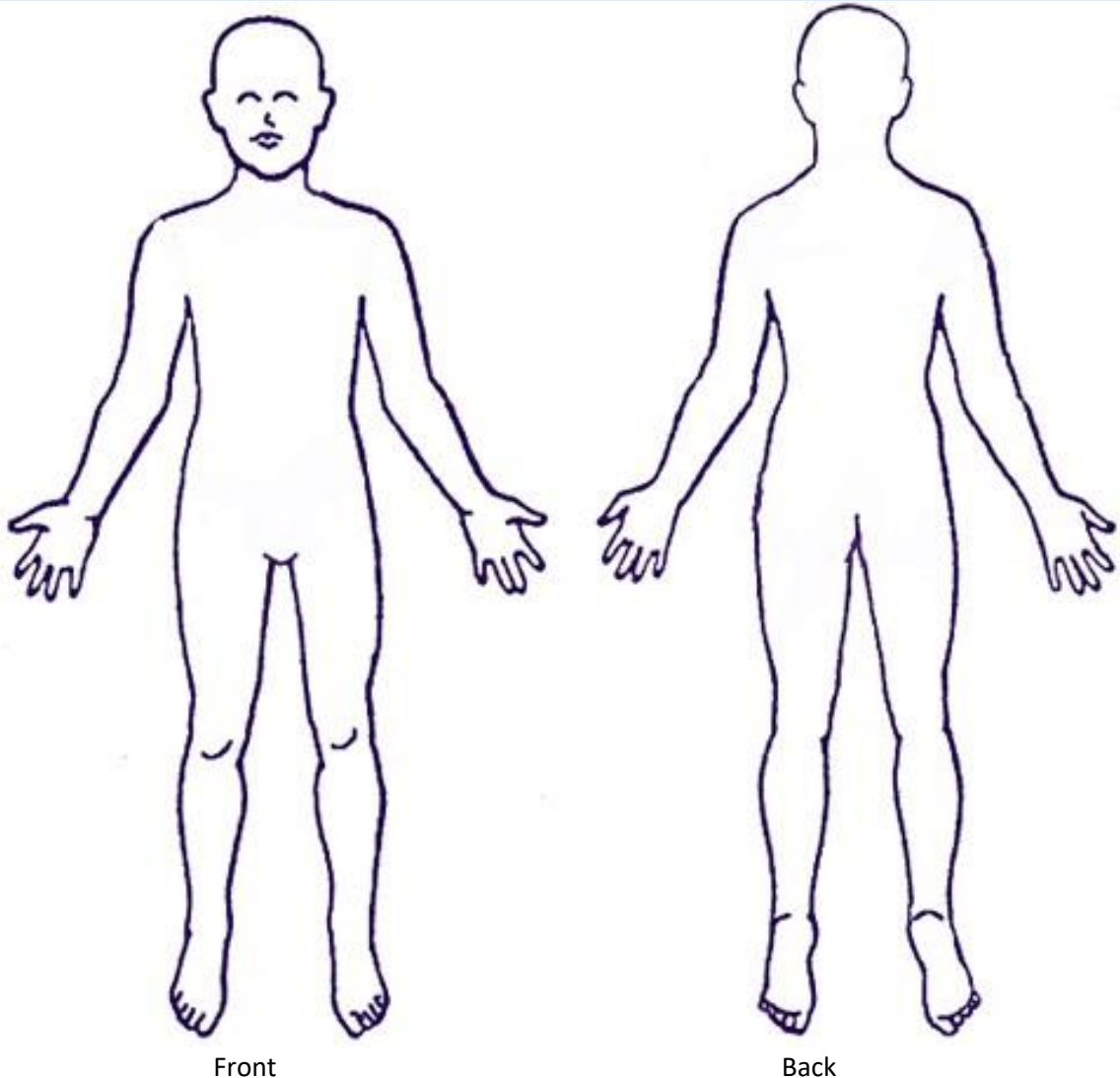


## BODY MAP

Name of Individual of Concern \_\_\_\_\_

Name of person completing this form \_\_\_\_\_

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



Signature \_\_\_\_\_

Date and time \_\_\_\_\_

## APPENDIX 6 – SAFEGUARDING ROLES AND RESPONSIBILITIES

These notes outline the main responsibilities relating to safeguarding connected with key leadership roles.

### **Trustees / Deacons**

- Ultimately responsible for safeguarding
- Responsible for the implementation of policy and procedures
- Responsible for supporting the church workers.
- Responsible for raising awareness about best practice within the church.
- Responsible for ensuring that the relevant people have received the appropriate training.

### **Safeguarding Trustee / Deacon**

Not necessarily the person who heads up safeguarding in the church – could be a trustee / deacon with an interest and willingness to learn.

- Takes a lead on safeguarding matters for the trustees / deacons.
- Is the point of contact with trustees / deacons for safeguarding issues?
- Ensures church policy and procedures are reviewed annually.

### **Designated Person for Safeguarding (DPS/DPSA)**

- Receives all reports of concerns regarding the safeguarding of children, young people and adults at risk.
- Listens, observes and passes on those concerns appropriately, having taken advice from the relevant people.
- Acts as a link between the church and other agencies or bodies on safeguarding matters

### **Disclosure and Barring Service (DBS) Verifier**

- Responsible for all aspects of processing DBS checks for church staff and volunteers (with the exception of the accredited minister who is checked by the regional association)

### **The Minister**

- Shares with the trustees the general responsibility for the adoption and implementation of the church's safeguarding policy
- Takes responsibility for ensuring that the pastoral needs of all are being met.
- May need to be made aware of safeguarding issues in line with the guidance.

## APPENDIX 7 – RELATED POLICIES

- Fire Policy
- Health and Safety
- Equal opportunities policy
- Church computers use policy (TBA)
- Food Hygiene policy (TBA)
- First Aid/Accident policy (TBA)

## APPENDIX 8 – Good Practice Guidelines for those working with children and young people.

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

- The only adults allowed to participate in regular children's and young people's activities are those safely appointed and appropriately trained. All new volunteers/ad-hoc helpers who are not DBS cleared will need to work alongside the DBS cleared person.
- 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.
- The leader of the activity should be aware of any other adults who are in the building.
- The parents/carers may or may not attend church and it is important therefore they have been given/have access to information about the group including contact telephone numbers. It may also be useful for the church/organisation to issue formal identification.
- Ensure you are aware of the policies and procedures of Didcot Baptist Church in relation to Safeguarding.
- Treat all children and young people with dignity and respect in attitude, language and actions.
- Do not make sexually suggestive comments. Use age-appropriate language and tone of voice.
- Do not ridicule belittle, scapegoat, or reject a child or young person.
- Do not allow young people to involve you in any attention seeking behaviour that is overtly sexual or physical in nature.
- Get in touch with the child's parents in the event of an injury or accident and ensure any injury/incident to a child is recorded in an accident/incident book and a copy given to the parents.
- Keep records of any complaints a child makes against you.
- Take care to have an appropriate staff ratio to young people. Preferably where both genders are present.
- During children and young people's activities there should be a minimum of 2 adults on site at all times. Follow the guideline ratios in section 3.1.1. Dependant on the activity or circumstances more adults may be required. It is slightly different for outdoor ratios. Please ask.
- Be prepared to challenge if you are concerned about another helper's behaviour/actions.
- If a child touches you inappropriately do not ignore this. Please document this and report it to the DPS.
- No photos/video recording of children/young people should be taken without parental consent. (See section 3.1.8)
- If a child or young person wants to talk on a one-to-one basis you should consider:
  - a. Trying to hold the conversation in a corner of a room where there are other people.
  - b. Or if you are in a room on your own, leave the door open, or use a room with glass in the door.
  - c. Or you make sure another team member knows where you are and include timings.

- The church advises against delivering youth work in private dwellings such as homes, garages and gardens. Exceptions include where there is no alternative location locally, or where the young person is facing particular challenges, which means that unless the youth worker visits them in their home, they may be unable to access the support.
- If workers need to make pastoral visits to children and their families at home on behalf of the church this must be, if possible, planned in advance with the parents' knowledge and a church leader must be aware of this visit, if a parent is not at home, then best practice is usually that the visit should be rearranged. A dynamic risk assessment must be completed.
- Do not give lifts to children or young people on your own. Ensure that if transporting children, young people as part of your church role, you have the correct insurance cover in place as well as parental permission.
- Touch and behaviour should be age appropriate and related to the child's needs, not the workers. (e.g. a young child who is upset may need comforting. Watch for the cues from the child if this is acceptable)
- Touch should generally be initiated by the child rather than the worker.
- Children and young people have a right to decide how much physical contact they have with others, except in exceptional circumstances such as, for example, when they need medical attention.
- Be accountable/keep everything public. Physical contact in the context of a group is very different from contact behind closed doors.
- Team members should be free to help each other by pointing out anything that could be misunderstood. Concerns about possible abuse should always be reported.
- When it is necessary to discipline children and young people, this should be done without using physical punishment. There may, however, on the rare occasion be circumstances where a child, young person needs to be protected from themselves or others using a safe holding technique.
- No one should normally be left working alone with children and young people but should instead work as part of a team. If there are insufficient leaders for groups, then:
  - a. Internal doors should be left open.
  - b. At least two people are present before external doors are opened for an event.
  - c. Consider whether you could combine groups together or rearrange planned activities.
  - d. Reconsider whether you can run the group safely, carry out a Risk Assessment to record your findings.
- If workers do find themselves on their own with children and young people, they should;
  - a. Assess the risk of sending child/young person home.
  - b. Phone another team member and let them know the situation, including location and timing and ask them to assist.
- 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.

## APPENDIX 9 – Good Practice Guidelines for those working with Adults (at risk).

The aim of these general guidelines is to protect adults at risk from possible abuse and workers from false accusation.

- The only adults allowed to participate in regular activities are those safely appointed and appropriately trained. All new volunteers/ad-hoc helpers who are not DBS cleared will need to work alongside the DBS cleared person.
- No person under 18 years of age should be left in sole charge.
- The leader of the activity should be aware of any other adults who are in the building.
- Ensure you are aware of the policies and procedures of Didcot Baptist Church in relation to Safeguarding.
- Treat all adults with dignity and respect in attitude, language and actions.
- Do not make sexually suggestive comments. Use appropriate language and tone of voice.
- Do not ridicule or belittle.
- Ensure any injury/incident is recorded in an accident/incident book and a copy given to the person/carer.
- Keep records of any complaints an adult makes against you and report to team leader.
- Be prepared to challenge if you are concerned about another helper's behaviour/actions.
- No photos/video recording should be taken without consent. (See section 3.1.8)
- If an adult wants to talk on a one-to-one basis you should consider:
  - a. Trying to hold the conversation in a corner of a room where there are other people.
  - b. Or if you are in a room on your own, leave the door open, or use a room with glass in the door.
  - c. Or you make sure another team member knows where you are and include timings.
- Workers undertaking pastoral visiting should inform the Pastoral Care Deacon of time and date of meeting. Visits for membership should be done in pairs preferably not a married couple or of the same family and if possible, not the same sex.
- Be accountable/keep everything public. Physical contact in the context of a group is very different from contact behind closed doors.
- Team members should be free to help each other by pointing out anything that could be misunderstood. Concerns about possible abuse should always be reported.
- No one should normally be left working alone but should instead work as part of a team. If there are insufficient leader for groups, then:
  - a. Internal doors should be left open.
  - b. At least two people are present before external doors are opened for an event.
  - c. Consider whether you could combine groups together or rearrange planned activities.
  - d. Reconsider whether you can run the group safely, carry out a Risk Assessment to record your findings.
- 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.

## Glossary

CYP	Children and Young People
AAR	Adults at Risk
ECHO	Greater Didcot Christian Children and Youthwork Trust
MASH	Multiagency safeguarding Hub
SCBA	Southern Counties Baptist Association
BUGB	Baptist Union of Great Britain
DPS	Designated Person for Safeguarding
DDPS	Deputy Designated Person for Safeguarding
SPO	Specialist Probation Officer
LADO	Local Authority Designated Officer
CYD	Children and Youth Director

### For more information:

Please see [www.baptist.org.uk](http://www.baptist.org.uk) for more information about safeguarding in Baptist churches, including a range of specialist guides and a library of free downloadable resources.

### BUGB Excellence in Safeguarding training for your church:

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

### In an emergency:

If you find yourself facing an emergency situation, where you believe that someone attending your church is being harmed or is at imminent risk of harm, please ring the police on 999 and ask to speak to an officer in the child or adult protection teams. Always keep records and let your DPS know that you have made this call. If you are calling for an ambulance and giving emergency first aid, please stress the urgency (e.g. CPR, severe bleeding)

Give address as:

Didcot Baptist Church

43 Wantage Road

Didcot

OX11 0BS

Our location using the what 3 words app is: **PUSHED.VINES. ENDEARING**

**This policy has been adapted for use by Didcot Baptist Church in line with the Baptist Union of Great Britain's Safeguarding Policy.**

**Policy last updated: January 2024**