

Orpington Baptist Church



Child Protection Policy April 2022

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Due Diligence Checking Ltd

Telephone: 0845 644 3298/ 0116 260 3055 www.ddc.uk.net

Bromley Safeguarding Children Board

<http://www.bromleysafeguarding.org>

LADO 0208 461 7669 or 0208 313 4325 or email lado@bromley.gov.uk

Social Services - 020 8313 463

Social services social care team 020 8461 7373/ 7379 /7404/7309

Email referral.assessment@bromley.gov.uk

Children's Social Care Out of hours Emergency Duty Team on 0300 303 8671.

Thirtyone:Eight 24 hour helpline - 0845 120 4550 www.ccpas.co.uk

Email: info@ccpas.co.uk

NSPCC 24 hour helpline - 0800 800 500

General - 0207 825 2500

www.nspcc.org.uk

Childline - 0800 1111

www.childline.org.uk

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INTRODUCTION

This guide to safeguarding policy, procedures and best practice has been put together using guidance from the Baptist Union of Great Britain. It outlines the safeguarding framework for Orpington Baptist Church.

It is divided into three sections:

- Section 1 Safeguarding Policy Statement
- Section 2 Safeguarding Procedures
- Section 3 Best Practice Guidelines

Appendices

Excellence in Safeguarding

Baptists Together have set the goal of 'Excellence in Safeguarding.' Further information and support is available from the London Baptist Association team as well as information, guidance and resources on the Baptists Together website at www.baptist.org.uk.

Annual Review

Orpington Baptist Church reviews its safeguarding policy, procedures and practices on an annual basis. This is done by the DPS, Safeguarding Team and Safeguarding Trustee, reporting back to the Leadership Team.

DEFINITIONS OF TERMS

For the purpose of this policy, the term 'child' refers to anyone under the age of 18 years. There is no standard single definition for an adult at risk, so for our policy we are using the following simple definition taken from Thirtyone:Eight (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

Our vision

The vision of Orpington Baptist Church is to be:

- Outward-looking
- Bible-based
- Contemporary and Relevant

In fulfilling this vision, we:

- ☐ Welcome children and adults at risk into the life of our community
- ☐ Run a programme of activities for children and adults at risk
- ☐ Make our premises available to organisations working with children 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 members of this church we commit ourselves to the nurturing, protection and safekeeping of all associated with the church and will pray for them regularly. In pursuit of this, we commit ourselves to this policy and to the development of sound procedures to ensure we implement our policy well.

- ☐ Prevention and reporting of abuse
It is the duty of each church member to help prevent the abuse of children and adults at risk, and the duty of each church member to respond to concerns about the well-being of children and adults at risk. Any abuse disclosed, discovered or suspected will be reported in accordance with our procedures. The church will fully co-operate with any statutory investigation into any suspected abuse linked with the church.
- ☐ Safer recruitment, support and supervision of workers
The church will exercise proper care in the selection and appointment of those working with children and adults at risk, whether paid or voluntary. All workers will be provided with appropriate training, support and supervision to promote the safe-keeping of children and adults at risk.
- ☐ Respecting children and adults at risk
The church will adopt a code of behaviour for all who are appointed to work with children and adults at risk so that all children and adults are shown the respect that is due to them.
- ☐ Safer working practices
The church is committed to providing an environment that is as safe as possible for children and adults at risk and will adopt ways of working with them that promote their safety and well-being.
- ☐ 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 contacts –

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

Catherine Bacon, Designated Person for Safeguarding (DPS)

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

Phone number 07762515503 Email address safeguarding@orpingtonbaptist.org.uk

David Jones, Deputy Designated Person for Safeguarding (DDPS)

He will assist the Designated Person for Safeguarding (DPS) in helping the church on any matters related to the safeguarding of children and adults at risk and take the appropriate action when abuse is disclosed, discovered or suspected.

Phone number 07946345717 Email address daviddjones@aol.com

Phil Dyal, Deputy Designated Person for Safeguarding (DDPS)

He will assist the Designated Person for Safeguarding (DPS) in helping the church on any matters related to the safeguarding of children and adults at risk and take the appropriate action when abuse is disclosed, discovered or suspected.

Phone number 07817 986830 Email address phildyalgig@gmail.com

Mr Tim Williams, Safeguarding Trustee

He 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 07813 002524 Email address wiltmt@aol.com

Paul Mulley, Jos Hoyte Smith, Safeguarding Assistants

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

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

Putting our policy into practice

- ☐ A copy of the safeguarding policy statement will be displayed permanently on the church noticeboard and is available on our church website.
- ☐ Each worker with children and/or adults at risk will be given a full 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 annually, and any necessary revisions adopted into the policy and implemented through our procedures.
- ☐ The policy statement will be read annually at the church AGM, together with a report on the outcome of the annual safeguarding review.

Agreed at the church AGM Church MeetingMay 2022 (Minister)

SECTION 2 - SAFEGUARDING PROCEDURES

INTRODUCTION

These safeguarding procedures set out how the safeguarding policy is implemented in all the services, groups and meetings that are part of the life of Orpington Baptist Church. Each trustee, church leader and worker (paid or voluntary) should be familiar with these procedures. They will be given a copy of the safeguarding policy on appointment. Those in leadership roles should attend both Level 2 and Level 3 BUGB Excellence in Safeguarding training every four years, to ensure that they have the knowledge and confidence needed to deal with safeguarding issues as they arise.

All church workers (paid and voluntary) who work with children and/or adults at risk **MUST** attend the BUGB Level 2 Excellence in Safeguarding every four years. The alternative is to complete an on-line safeguarding City and Guilds level 2 in Safeguarding training before they are able to work without supervision.

New workers (paid and voluntary) **MUST** also attend the BUGB Level 2 Excellence in Safeguarding every four years training will be arranged annually by the safeguarding team, if workers miss this training then they need to show proof of appropriate training or complete Level 2 safeguarding online (City and Guilds), the appropriateness of external training and the online provider will be decided by the safeguarding team.

2.1 PROCEDURE FOR RECOGNISING, RESPONDING TO AND REPORTING ABUSE

2.1.1 What to do if Abuse is Suspected or Disclosed

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

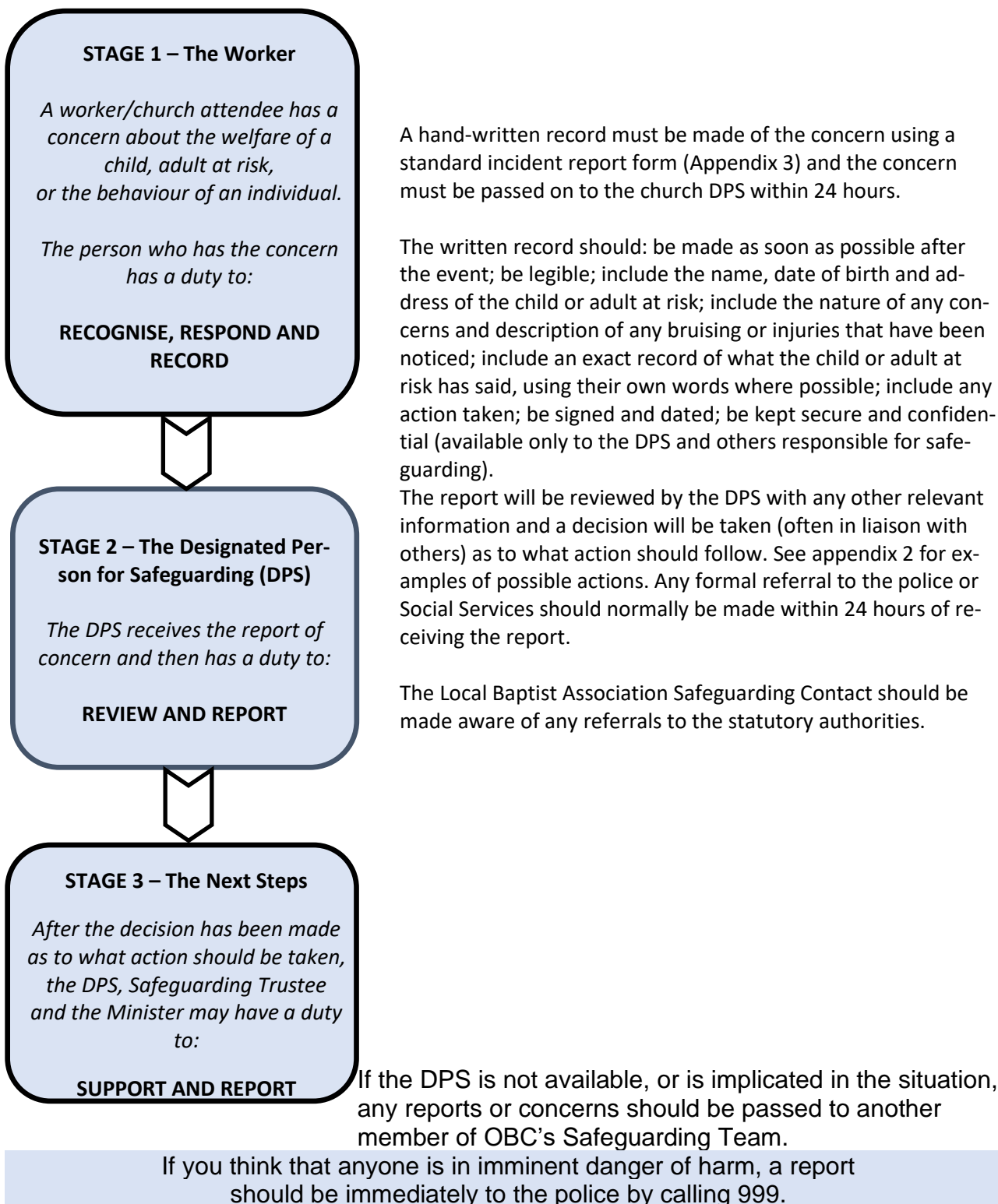
Everyone has his or her part to play in helping to safeguard children and adults at risk within the life of the church:

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

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

2.1.2 Responding to Concerns

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 2.



2.1.3 Responding to Concerns Raised about Adults at Risk

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

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

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

The Care Act 2014 provides helpful guidance on these situations:

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

The DPS 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 2 for further information). If there are any concerns about an adult's mental capacity, the DPS will contact the Local Authority Adult Safeguarding Team for advice.

2.1.4 Allegations Against Workers

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

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
- 4) Whilst waiting for an outcome from the statutory authorities, the worker about whom concerns have been raised will be supervised as closely as possible, without raising suspicion

- 5) Once the statutory authorities are involved, the church will follow their advice with regard to the next steps to take (for example, suspension of worker, putting a contract in place)
- 6) A written record of all discussions with statutory authorities or other parties should be maintained by the DPS and stored securely and confidentially, where only those directly involved in safeguarding (DPS, 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; not even for prayer purposes.

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

When concerns are expressed about the Minister

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

When concerns are expressed about the church DPS / Safeguarding Trustee

Any safeguarding concerns involving the DPS or Safeguarding Trustee should be raised with the Minister. Do not tell the DPS / Safeguarding Trustee that a concern has been raised about them.

2.1.5 Abuse of Trust

Relationships between children and adults at risk and their church workers can be described as 'relationships of trust'. The worker is someone in whom the child 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 or adult at risk with whom they have a relationship of trust.

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

2.1.6 Allegations Made Against Children and Adults at Risk

Children and young people are by nature curious about the opposite sex. However, where a child is in a position of power, has responsibility over another child (as in a babysitting arrangement) and abuses that trust through some sexual activity, then this is abusive. Where one child introduces another child to age-inappropriate sexual activity or forces themselves onto a child, this is abusive. Such situations will be taken as seriously as if an adult were involved, because the effects on the child victim can be as great.

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. In court, adults at risk may be allowed to be assisted by an intermediary or give evidence through a live link.

When an allegation is made against a child or 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 child or adult at risk on a Safeguarding Contract or equivalent (see section 3.4: Safer Community / Working with Alleged or Known Offenders)
- 4) Make sure there is pastoral support in place for the child or 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. 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 specialized interventions/treatment to reduce the risk of re-offending. This may only be appropriate once the investigation and legal processes have been completed.

Supporting those who have experienced abuse

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

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

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

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

2.2 Safer Recruitment

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

- 1) We will develop a clear role profile, person specification and application form;
- 2) When advertising a role which involves working with children or 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; and send an electronic copy of this policy.
- 4) Shortlisting of applicants will be carried out by at least two people wherever possible, 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 wherever possible, including the line manager or group leader; and a safeguarding and child protection question will be asked.
- 6) References, a Self Disclosure Form and an enhanced DBS check must be completed satisfactorily before the appointed person starts in their role.

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

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

Paid workers will also have an assigned supervisor whom they will meet with regularly to discuss work and address any issues or areas of concern. There will be a probationary period of six months in the role before any paid appointment is confirmed. In most roles there will also be regular team meetings to review procedures, share concerns and identify other matters that may need clarification and guidance. Paid Youth and Children's workers will monitor the appointment, induction and training of paid or volunteer workers.

Training - All workers must work to OBC's agreed safeguarding procedures and attend BUGB Level 2 Excellence in Safeguarding training at least once every four years or equivalent (City and Guilds Level 2 in Safeguarding). When any worker is successfully recruited but has not yet been able to attend the training, they can only work under supervision. Also any additional specialist training will also be arranged where needed, for example, in First Aid.

Young leaders under 18 years of age - In law, young leaders under the age of 18 are children and cannot be treated as adult members of a team. Training and mentoring will be given to ensure that they are helped to develop and hone their skills, attitudes and experience. Young leaders must always be closely supervised by an adult leader and never given sole responsibility for a group of children. When considering ratios of staff to children, young leaders will be counted as children, not leaders.

The safeguarding procedures apply to a young leader just as they do to any other person. Parent / carer permission will be sought for young leaders just as for any other person under 18 years of age.

2.3 SAFER BEHAVIOUR

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

Specific considerations when working with children:

- ☐ Do not invade the privacy of children when they are using the toilet or showering
- ☐ The level of assistance with personal care (e.g. toileting) must be appropriate and related to the age of the child, whilst also accepting that some children have special needs.
- ☐ Avoid rough games involving physical contact between a worker and a child
- ☐ Avoid sexually provocative games

- ☐ When it is necessary to discipline children, this should be done without using physical punishment. There may, however, on the rare occasion be circumstances where a child needs to be restrained in order to protect them or a third person.
- ☐ Only invite children and young people to your home or on trips in groups and always make sure that another worker is present.
- ☐ Parental permission must always be sought for children's trips which take place in the name of the church.
- ☐ Do not give lifts to children or young people on your own. Ensure that if transporting children as part of your church role, you have the correct insurance cover in place as well as parental permission.
- ☐ 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. 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 or adults at risk, they should:

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

If a child 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.
- ☐ Another team member knows where you are.

Consideration should be given to how many workers should be involved with the group and whether they should be male or female workers, or both. See section 3.11 for recommended ratios. The only adults allowed to participate in children's and adult at risk activities are those safely appointed and appropriately trained. The leader of the activity should be aware of any other adults who are in the building whilst the activity is running.

SECTION 3 - BEST PRACTICE GUIDELINES

3.1 – WORKING WITH CHILDREN

3.1.1 Ratios

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

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

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

3.1.2 Children with Special Needs

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

3.1.3 Visiting Children or Young People at Home

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

The worker must complete the record of the meeting in the spreadsheet called “HomeVisitRecords”

3.1.4 Children with no adult supervision

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

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

3.1.5 Mentoring

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

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

3.1.6 Peer Group Activities for Young People

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

3.1.7 Physical Contact

- Keep everything public. A hug within a group context is very different from one behind closed doors.
- Touch should be related to the child's needs, not the worker's.
- Touch should be age-appropriate and generally initiated by the child rather than the worker.
- Workers should avoid any physical activity that is, or may be thought to be, sexually stimulating to the adult or the child.
- Children are entitled to privacy to ensure their personal dignity.

- Children have the right to decide how much physical contact they have with others, except in exceptional circumstances such as when they need medical attention.
- When giving first aid (or applying sun cream, etc.), workers should encourage the child to do what they can manage themselves, but consider the child's best interests and give appropriate help where necessary.
- Team members should monitor one another in the area of physical contact. They should help each other by constructively challenging anything which could be misunderstood or misconstrued.

3.1.8 Electronic Communications - Cyber Safety

Modern Technologies and Safe Communication

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

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

It is not appropriate to use these communication methods with children aged 11 years and younger. For more information on cyber safety, please refer to the Baptist Union of Great Britain Cyber Safety Guide, which can be found on their website.

Email

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

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

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

Mobile Phones

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'.
- Workers should not take photos of children, young people or adults at risk unless permission is sought in advance and should not store such photos on personal phones.

Social Networking

- Workers should have a site that is used solely for children's / youth work communications and is totally separate from their own personal site. This is to ensure that all communication with children and young people is kept within public domains.
- Workers should not send private messages to children on social networks. Workers should ensure that all communications are transparent and open to scrutiny.
- Workers preferred means of communication will be the organization communicating the information rather than in the name of a worker

Taking Videos and Photographs of Children

Care must be taken if they using still or moving images of clearly identifiable people:

- ☐ Permission must be obtained, via the consent form, of all children who will appear in a photograph or video before the photograph is taken or footage recorded.
- ☐ It must be made clear why that person's image is being used, what you will be using it for, and who might want to look at the pictures.
- ☐ If images are being taken at an event attended by large crowds, such as a sports event, this is regarded as a public area and permission from a crowd is not necessary.
- ☐ Many uses of photographs are not covered by the Data Protection Act, 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.

3.2 WORKING WITH ADULTS AT RISK

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 will make every effort to be as inclusive as possible, by implementing the following as required:

- Providing some copies of large print type for all printed materials
- Speakers always facing the congregation and not covering their mouths when talking, enabling those who rely on lip-reading
- Describing what is being presented on a screen for those who cannot see it clearly
- Using inclusive language

- Using a variety of liturgy and resources to cater for different levels of understanding
- Using a microphone during times of open prayer so that all can hear
- Considering holding a service which specifically caters for certain groups of adults at risk, such as those with learning disabilities, the deaf or the visually impaired.

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.
- Any gifts received 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 favor 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.

3.2.6 Photographs

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

3.2.7 Computers

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

3.2.8 Record keeping

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.
- Behavior that suggests favoritism 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 should not pastorally minister to anyone whilst under the influence of alcohol or drugs.
- Workers need to recognise the limits of their own abilities and competencies, and get further help when working with situations outside of their expertise or role.

3.3 HEALTH AND SAFETY - Safe Practice and Safe Premises

3.3.1 Consent forms

It is essential that we have important information about all children and young people involved in any activities at the church, which is recorded on our consent forms. The first 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.

3.3.2 Health and Safety

All activities for children, young people and adults at risk will comply with the OBC's current health and safety policy, with particular attention paid to Fire Action, First Aid, PAT testing, Health and Safety and Kitchen and Food Hygiene.

Whenever possible, at all events involving food preparation, at least one worker will hold a valid Basic Food Hygiene Certificate.

Buildings being used for children's and 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.

3.3.4 First Aid

Our church has a number of trained First Aiders and there is a list showing who they are on the noticeboard. All church groups will ensure that they have sufficient trained first aiders on their regular team so that there is always a first aider present at events and activities.

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

3.3.5 Supervision of Groups

The person responsible for a group/activity must sign in at the start and end of that activity so that it is apparent who the 'responsible person' for that activity is – even if you were already in the building or are staying on afterwards. You also need to make sure that you keep a register so that you know who is on the premises.

3.3.6 Food Hygiene

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

3.3.7 Risk Assessment

Before undertaking any activity with children or 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 and adults at risk (within the DBS eligibility criteria).
- ☐ All drivers will have read the church's Safeguarding Policy and agree to abide by it.
- ☐ Drivers will be aged 21 or over and have held a full driving licence for at least two years.
- ☐ Drivers must ensure that they have adequate insurance cover and that the vehicle being used is road worthy.

- ☐ All hired minibuses will have a small bus permit, the necessary insurance and a driver with a valid driving licence that entitles them to drive a minibus.

Our practice specifically for transporting children is as follows:

- ☐ Parental consent will be given for all journeys.
- ☐ All children and young people should be returned to an agreed drop off point. At collection or drop off points, children should never be left on their own; make sure they are collected by an appropriate adult.
- ☐ At least two workers should be present when transporting children as part of a church role.

3.3.10 Outings and Overnight Events involving Children

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

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

Sleeping Arrangements

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

Adventurous Activities

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

Fire Safety

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

- ☐ Everyone will be warned of the danger of fire. If the overnight event is in a building,
- ☐ then everyone must be made aware of the fire exits. A fire drill will be practised on the first day.
- ☐ When using a building as a residential facility, ensure that the fire alarm is audible throughout the accommodation and that all signs and exits are clearly visible. The building will also need to comply with fire regulations.
- ☐ In the case of an emergency, ensure measures are in place to alert children 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 ratio for swimming trips. Prior to the trip, workers will establish the swimming ability of the children attending and obtain specific consent. Workers should never change in front of the children.

3.3.11 Outings and Overnight Events involving Adults at Risk

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

- ☐ A risk assessment must be carried out beforehand
- ☐ Planning for the trip should take into account specific medical, physical and support needs of each group member, bearing in mind that there may be people in the group who have individual care needs that will have to be met (including personal care)
- ☐ Adults at risk 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, it would be better that the person's usual caregiver also attends the event and therefore shares a room with them.

Personal Care

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

Activities

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

Safety

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

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

Consent and Medical Information

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

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

Holding and Dispensing of Medication

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

3.3.12 Hiring of Church Premises

The responsible adult for an activity held at Orpington Baptist Church must have attend a training session on safeguarding e.g. City and Guilds Safeguarding Level 2 within the past the past four years and provide documentation.

We also require that they agree to complete our church booking form. Guidance Leaflet PC10: Hiring of Church Premises.

3.3.13 Collection of Children

Children should not be collected by a people other than their parents unless verbal or written notification has been received in advance

Children should not be allowed to walk home alone unless verbal or written permission has been received.

3.4 SAFER COMMUNITY

3.4.1 Bullying

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

It is important to recognise that bullying happens within churches, and it is not isolated to the children 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 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 will be involved in agreeing a code of behaviour for their groups, which makes it clear that bullying is unacceptable. This should then be displayed somewhere visible to the whole church.
- ☐ The church will display signs stating the importance of valuing and respecting each other even in disagreements and this will be practically embedded into the leadership approach to others.
- ☐ Everyone in the church, whether children or adults, should know how they can report any incidents of bullying.
- ☐ All allegations of bullying will be treated seriously and details will be carefully checked before action is taken.
- ☐ The bullying behaviour will be investigated and bullying will be stopped as quickly as possible.
- ☐ An attempt will be made to help bullies change their behaviour.
- ☐ All allegations and incidents of bullying will be recorded, together with the actions that are taken.
- ☐ Where an allegation of bullying is made against a church or group leader, advice will be sought from the local Baptist Association Safeguarding Contact as this should be addressed.
- ☐ Incidents of bullying may be reported to the statutory authorities in line with the church safeguarding procedures.

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

3.4.2 Working with Alleged or Known Offenders

When someone attending the church is known to have abused children or 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 local Baptist Association Safeguarding Contact.
- ☐ 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 make contact with the offender's specialist probation officer (SPO) who will inform the church of any relevant information or restrictions that they should be aware of.

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

3.4.3 Alleged or known offenders who are themselves adults at risk

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

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

Appendices

APPENDIX 1 - DEFINITIONS OF ABUSE

Understanding, Recognising and Responding to Abuse

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

| Type of abuse | Child | Adult at risk |
|------------------|---|--|
| <i>Physical</i> | Actual or likely physical injury to a child, or failure to prevent physical injury to a child. | To inflict pain, physical injury or suffering to an adult at risk. |
| <i>Emotional</i> | The persistent, emotional, ill treatment of a child that affects their emotional and behavioural development. It may involve conveying 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>Type of Abuse</i> | Additional Definitions |
|-----------------------|---|
| <i>Financial</i> | The inappropriate use, misappropriation, embezzlement or theft of money, property or possessions. |
| <i>Spiritual</i> | The inappropriate use of religious belief or practice; coercion and control of one individual by another in a spiritual context; the abuse of trust by someone in a position of spiritual authority (e.g. minister). The person experiences spiritual abuse as a deeply emotional personal attack. |
| <i>Discrimination</i> | The inappropriate treatment of a person because of their age, gender, race, religion, cultural background, sexuality or disability. |
| <i>Institutional</i> | The mistreatment or abuse of a person by a regime or individuals within an institution. It can occur through repeated acts of poor or inadequate care and neglect, or poor professional practice or ill-treatment. The church as an institution is not exempt from perpetrating institutional abuse. |
| <i>Domestic Abuse</i> | <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> |
| <i>Cyber Abuse</i> | The use of information technology (email, mobile phones, websites, social media, instant messaging, chatrooms, etc.) to repeatedly harm or harass other people in a deliberate manner. |
| <i>Self-harm</i> | Self-Harm is the intentional damage or injury to a person's own body. It is used as a way of coping with or expressing overwhelming emotional distress. An individual may also be neglecting themselves, which can result in harm to themselves. |
| <i>Mate crime</i> | 'Mate crime' is when people (particularly those with learning disabilities) are befriended by members of the community, who go on to exploit and take advantage of them. |
| <i>Modern Slavery</i> | Modern slavery is the practice of treating people as property; it includes bonded labour, child labour, sex slavery and trafficking. It is illegal in every country of the world. |

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

Whilst it is not possible to be prescriptive about the signs and symptoms of abuse and neglect, the following list sets out some of the indicators 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 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
- signs of neglect, such as under-nourished, untreated illnesses, inadequate care.

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

APPENDIX 2 – DETAILED GUIDANCE ON REPORTING REQUIREMENTS

STAGE 1 – THE WORKER

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 should be made as soon as possible after a child or adult at risk tells you about harmful behaviour, or an incident takes place that gives cause for concern.

The record should:

- ☐ be hand-written as soon as possible after the event
- ☐ be legible and state the facts accurately (when hand-written notes are typed up later the original hand-written notes should be retained)
- ☐ include the child or 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 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 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 level of experience and expertise in assessing risk to children 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 or adult at risk is being harmed, asking for appropriate continued observation.
- ☐ refer the concern to others who work with the child 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
 - in order to prevent a crime
- If an allegation is made against someone who works with children* the allegation should be reported to the Local Authority Designated Officer (LADO) or equivalent. The LADO is located within Children's Services and should be alerted to all cases in which it is alleged that a person who works with children has:
 - behaved in a way that has harmed, or may have harmed, a child
 - possibly committed a criminal offence against children, or related to a child
 - behaved towards a child or children in a way that indicates s/he is unsuitable to work with children.
- ☐ If an allegation is made against someone who works with adults at risk*, it should be reported to the police or Adult Social Services.
 - *If a worker has an allegation made against them, they should step down from all church duties until the incident has been investigated by the statutory authorities. It may also be appropriate to put a Safeguarding Contract in place; this should be discussed with the local Baptist Association Safeguarding Contact.

- Whenever a formal referral is made to the police, Social Services or LADO, the DPS should report the referral to:
 - The Safeguarding Trustee
 - The Minister
 - The local Baptist Association Safeguarding Contact

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

STAGE 3 – THE NEXT STEPS

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

The duty to SUPPORT

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

Victims; Alleged perpetrators; Children; Adults at risk; Other family members; Church workers; Church Safeguarding Team; Minister; 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 3 – Reporting

Appendix 3.1 Safeguarding Incident Form

This form should be completed by the Designated Person for Safeguarding

| | |
|---|--|
| Name of church / organisation | |
| Contact details of church / organisation | |

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

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

INDIVIDUAL OF CONCERN - CONTACT DETAILS

| | |
|-------------------------------------|--|
| Name | |
| Date of birth | |
| Address | |
| Phone number / Email address | |

THE INCIDENT

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

When did it happen? (date, time)

Where did it happen? (specific location)

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

ANY ACTION THAT HAS BEEN TAKEN

Have the carers or parents / guardians been informed?

(Please tick)

| | | |
|-----|----|--|
| Yes | No | |
|-----|----|--|

If so, when and by whom?

Have the statutory authorities been informed?

If so, please complete the table:

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 | | | | |

| | | |
|-----|----|--|
| Yes | No | |
|-----|----|--|

Has the Local Association been informed?

(Please do so if the statutory authorities are involved)

If so, when and by whom?

Any other action taken:

FUTURE ACTION TO BE TAKEN
What action needs to be taken?

Who is responsible for this?

SIGNATURES

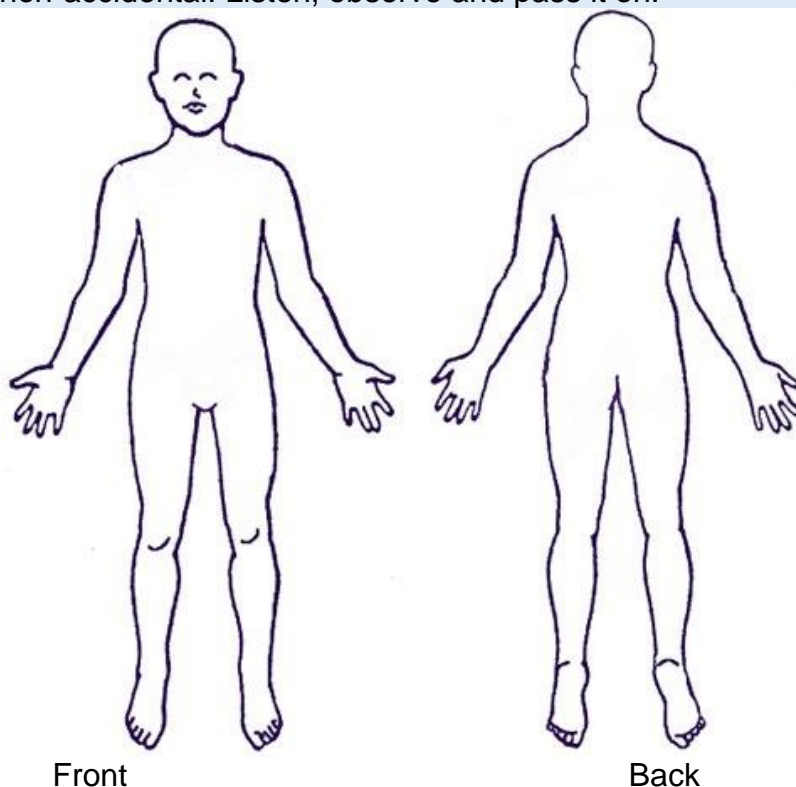
| | | | |
|---|--|---|--|
| Signature of Designated Safeguarding Person | | Signature of minister, or Church Safeguarding Team member | |
| Date & time | | Date & time | |

BODY MAP

Name of Individual of Concern _____

Name of person completing this form _____

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



Signature _____

Date and time _____

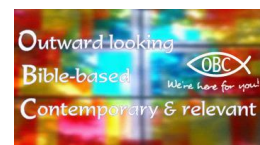
Appendix3.1 Incident Form

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

3.2 – Accident Form

| | | |
|---|----------------------|---------------------------------|
| Full name of injured person: | | Date / Time of accident: |
| Age of injured person: | | |
| Did the accident occur within a structured activity/meeting? Is so, which meeting? | | |
| Give details of how the accident occurred, were it occurred, what supervision was being given at the time and the nature of the injury sustained. Continue on the back of this form is necessary – diagrams may be helpful. | | |
| Name of any witnesses to the accident: | | Name of first aider: |
| What treatment or advice was given? | | Items used from first aid kit: |
| Was it necessary to call the Emergency Services or take or send them for further treatment? Give details: | | |
| Recommendations to the Health and Safety Committee in light of this accident: | | |
| Signed – Injured person | Signed – First Aider | Signed – Parent/Guardian |

Appendix 4 - Risk assessment Form



| Activity: | | | |
|--|---|---|--|
| Identify the Haz-ards | Who might be harmed and how? | Evaluate the risk and decide on pre-cautions | Review your as-sessment and up-date if necessary |
| Inadequately super-vised and children / YP Accidents Bullying, etc | Young people Leaders / Helpers Parents | Ratio of staff All rooms that are being used to be ad-equately staffed Any with special needs? Do they need particular help for certain parts of the programme? | If a volunteer can't come at the last mi-nute, how does that affect your evening's programme |
| Accidents playing games | Children / YP Leaders / Helpers | First aid kit and first aider on premises think through games – are they suitable for the age profile? Access to phone? | Playing out doors away from usual venue Re-assess risk Is field clear of haz-ards? |
| Safety of premises | YP / Children Leaders / Helpers Parents | Walk around the premises and con-sider what could rea-sonably be expected to cause harm | Another group is sharing the premises on a particular night |
| Use of kitchen | YP / Children Leaders / Helpers | To stay out of kitchen unless ade-quately supervised | |
| Trips out | | Separate risk as-sessment to be done | |

Appendix 5.1 – Children's Consent Form

| | | | | | |
|--|--|---------------------|-------|--------------------------------|----|
| Crèche | | Kidzone | | BB / GB | |
| Tiddlers | | Holiday Club | | OTHER | |
| CONTACT DETAILS & INFORMATION | | | | | |
| Name of Child | | | | Date of Birth | |
| School | | | | School Year | |
| Address | | | | Home phone | |
| | | | | Mobile phone (parent/guardian) | |
| | | | | Other emergency contact number | |
| Preferred e-mail contact | | | | | |
| MEDICAL INFORMATION | | | | | |
| Please provide details of any: | | | | | |
| <input type="checkbox"/> Medical condition or disability <input type="checkbox"/> Allergies <input type="checkbox"/> Dietary needs <input type="checkbox"/> Special needs <input type="checkbox"/> Other | | | | | |
| CONSENT | | | | | |
| Do you consent to photos being taken of your child for local display or publicity? | | | | Yes | No |
| Do you consent to un-named photos being used on the church website? | | | | Yes | No |
| In an emergency, if I cannot be contacted, I give permission for my child to receive first aid or necessary hospital treatment, including anaesthetic. | | | | Yes | No |
| Parent/Guardian to print name: | | | | | |
| Signed: | | | Date: | | |
| Children and Youth Privacy Notice "Orpington Baptist Church will use your child's/youth's personal and sensitive information for the purpose of communicating with you, and your child/youth where permitted, regarding church related events and activities and to assist us in looking after your child's/youth's health and welfare whilst involved in these activities. This information will be managed in accordance with OBC's Data Protection Policy. This is available from the Church Office or at www.orpingtonbaptist.org.uk . Please indicate your consent to this by ticking the box." <input type="checkbox"/> | | | | | |

Appendix 5.2 – Young Person's Consent Form

| | | | | | |
|--|--|-----------------------|--|--------------------------------|--------|
| Academy | | Explore / YOBS | | Youth Cafe | |
| BB / GB | | YOUTH WEEKEND | | OTHER | |
| CONTACT DETAILS & INFORMATION | | | | | |
| Name of Young person | | | | Date of Birth | |
| School | | | | School Year | |
| Address | | | | Home phone | |
| | | | | Mobile phone (parent/guardian) | |
| | | | | Other emergency contact number | |
| Preferred e-mail contact | | | | | |
| MEDICAL INFORMATION | | | | | |
| Please provide details of any: | | | | | |
| <input type="checkbox"/> Medical condition or disability <input type="checkbox"/> Allergies <input type="checkbox"/> Dietary needs <input type="checkbox"/> Special needs <input type="checkbox"/> Other | | | | | |
| CONSENT | | | | | |
| Do you consent to photos being taken of your child for local display or publicity? | | | | | Yes No |
| Do you consent to un-named photos being used on the church website? | | | | | Yes No |
| In an emergency, if I cannot be contacted, I give permission for my child to receive first aid or necessary hospital treatment, including anesthetic. | | | | | Yes No |
| I give permission for my child to take part in organised trips to activities off site and to travel with a driver deemed responsible according to child protection guidelines. | | | | | Yes No |
| I give permission for recognised youth leaders to use electronic means of communication with my child (e.g. mobile phones, e-mail, Facebook etc.) | | | | | Yes No |
| Parent/Guardian to print name: | | | | | |
| Signed: | | | | Date: | |
| Children and Youth Privacy Notice "Orpington Baptist Church will use your child's/youth's personal and sensitive information for the purpose of communicating with you, and your child/youth where permitted, regarding church related events and activities and to assist us in looking after your child's/youth's health and welfare whilst involved in these activities. This information will be managed in accordance with OBC's Data Protection Policy. This is available from the Church Office or at www.orpingtonbaptist.org.uk . Please indicate your consent to this by ticking the box." <input type="checkbox"/> | | | | | |

Appendix 6 – Safer Recruitment

Appendix 6.1 – Job Description



Information for Volunteers at Orpington Baptist Church

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

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

Description of position

Organisation

Job title

Brief job profile

.....

.....

.....

.....

Time commitment Day of week From to

*weekly/fortnightly/monthly/Other:

.....

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

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

.....

Line management – You would be responsible to

You would be responsible for

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

Appointment process

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

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

The references will be taken up.

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

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

Two points should be made:

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

Secondly, the information will be treated in the strictest confidence. Indeed, if you are asked to apply for a Standard or Enhanced Disclosure from the Disclosure and Barring Service no-one in this church will have access to the information. The application for the Disclosure will be processed by an ecumenical agency, The Churches' Agency for Safeguarding (CAS). If your criminal record reveals nothing of concern, the CAS will inform the church that you are 'not unsuitable' to work with children. If there is any information that may give cause for concern the CAS will pass the information on to a Baptist Union panel of specialists who will assess the information on the Disclosure. This panel is assisting the church in its appointment procedures. The panel will not disclose detailed information to the church but will advise the church whether or not you are unsuitable for the position in question. If the BU panel is involved you will be contacted before any advice is given to the church.

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

Prospective employees

Orpington Baptist Church is collecting your personal information as part of our recruitment process and to help us assess your suitability for employment. If your application is not successful we will destroy these records. Your information will be managed in accordance with OBC's Data Protection Policy. This is available from the Church Office or at www.orpingtonbaptist.org.uk.



Application Form - Orpington Baptist Church

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

1] Personal Details

Full name

Other names by which known in past

.....

Address.....

.....

Postcode

Telephone Number.....(Daytime)

..... (Evening).....(Mobile)

How long have you lived at the above address? Years

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

From/...../..... To/...../..... From/...../..... To/...../.....

Address Address

.....

.....

Postcode Postcode.....

2] Experience and skills

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

.....

.....

.....

.....

.....

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

.....
.....
.....
.....

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

Yes No (Please tick)

If yes, please give details:

.....

3] References

Please give the names, addresses and telephone numbers and role or relationship of two people who know you well and who would be able to give a personal reference and comment on your character and work with the church. At least one referee should be external to the church for example have you looked after someone's children (babysitting) etc. If you have experience working with children and/or young people, at least one referee should be a colleague with whom you have worked. If you have moved from another church in the past five years, one referee should be from your previous church. In addition, we reserve the right to take up character references from any other individuals deemed necessary. PLEASE COMPLETE IN BLOCK CAPITAL LETTERS

Mr./Mrs./Ms./Dr./Other

Mr./Mrs./Ms./Dr./Other

Name

Name

.....

Address

Address

.....

.....

.....

.....

.....

.....

.....

Postcode

Postcode

Contact Details (Tel or Mobile or Email)

Contact Details (Tel or Mobile or Email)

.....

.....

Connection with you

Connection with you

.....

Page 2 of 2

Prospective employees

Orpington Baptist Church is collecting your personal information as part of our recruitment process and to help us assess your suitability for employment. If your application is not successful we will destroy these records. Your information will be managed in accordance with OBC's Data Protection Policy. This is available from the Church Office or at www.orpingtonbaptist.org.uk.



Appendix 6.3 – Reference request

Orpington Baptist Church

Station Road, Orpington, Kent, BR6 0RZ

Telephone: 01689 877265

Date:

Dear

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

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

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

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

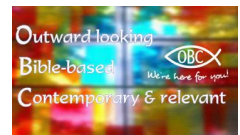
I would be grateful if you would complete the enclosed questionnaire, which will be treated in the strictest confidence, and return it in the pre-paid envelope as soon as possible.

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

With thanks,

Yours sincerely,

(Minister)



Section 1 (To be completed by church)

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

Name of referee

Section 2 (To be completed by the referee)

What is your relationship/connection with the volunteer?
How long have you known the volunteer?

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

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

Please comment on the volunteer’s honesty and reliability
.....

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

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

Signed Date
Please continue comments over page if necessary.



Orpington Baptist Church

Name of worker

Organisation

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

The person who will give you primary support is:

She/He is there to discuss any matters of concern you may have.

The responsibilities of your role are:

.....

Line management - You would be responsible to

You would be responsible for

Once a year you will have the opportunity to talk about your work, and, if you wish to continue, we will discuss your development and training as appropriate. All appointments are made initially for a probationary period of six months after which time the appointment will be confirmed. Working with children and young people is a big responsibility, but it also brings great rewards. We hope you will enjoy your work.

Signed Minister

Signed Children's/Youth worker

Date

Declaration (to be completed by the worker)

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

Signed Date

One copy of this form should be retained by the worker and one by the church. If the person is appointed to a new role, or if the job description changes a new form should be completed.

Appendix 6.6 – Confirmation Form



Orpington Baptist Church

Please print this page, sign and date it and return to a member of the safeguarding team:

I confirm that I have received, read and understand all the above safeguarding policy and will abide by it

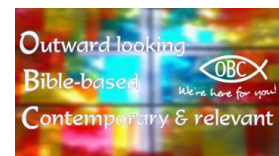
Name (please write clearly in capital letters)

Signed Date:

Name (please write clearly in capital letters)

Signed Safeguarding team

Date



Policy Statement of Equal Opportunities

Orpington Baptist Church

This statement was agreed at the Church Meeting held on **22nd April 2020**

As an organisation using the Criminal Records Bureau (CRB) Disclosure service to assess applicants' suitability for positions of trust, this church undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information received.

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.

A Disclosure is requested only after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned.

A criminal record will not necessarily be a bar to a person serving with children and young people. This will depend on the nature of the position and the circumstances and background of the offences.

In order to protect the confidentiality of those with criminal records we will access Disclosures through the Churches' Agency for Safeguarding. We invite the Baptist Union's Child Protection Advisory Panel to advise us in the appointment process when necessary, and we agree to act on their advice for the protection of children and young people.

Appendix 8 OBC Zoom Policy 2020 Online consent form.

This is a separate policy created in July 2020

Online guiding and virtual unit meetings consent form

Virtual meeting parent/carer consent form 1 of 2

Although we've had to put all our in-person meetings on hold, we are still keen to meet, stay connected with children, try new activities and work towards badges and awards. We'd like to use virtual meetings to do this but need to be sure you are clear on how these will work, what we will do and what we expect you to do to keep your child safe online.

Please ensure you have read the appendix Zoom policy in full.

This section should be completed by the leader _____

These meetings will start on (date) _____

The online platform that we will be using is (name of platform) _____

They will take place on (day) _____

Starting at (time) _____ Finishing at (time) _____

In order to make sure that your child stays safe online, we ask that you do the following:

- Access to the platform is made through the parent/carers account, unless your child meets the age restrictions for the platform.
- An appropriate adult, like a parent or carer will remain in the room with young members (under 14 years) during video or conference calls to help or join in. For older children (over 14 years) please make sure there's an appropriate adult nearby so that they can ask for help if they need it.
- For younger members, you will 'drop off' your child at the meeting like you would at a meeting, so we know that they have an appropriate adult nearby if they need a hand. This will also give us a chance to talk with you if we need to.
- Where possible your young member must take part in the video call in a suitable communal environment. We appreciate that this is not always possible and some of the video calling software has a built-in option to 'blur' the background - you may feel this is an appropriate feature to turn on. All members of the household must be aware that the call is taking place and make sure they use appropriate language and behaviour when nearby or in the background.
- Your young member must be appropriately dressed (uniform isn't necessary, but they should be fully dressed in clothing that covers top and bottom half of the body).
- You will make sure your young member has 'logged off' the call correctly and signed out before turning off any devices.

You and your young member will not try to contact any leaders using these online tools outside of the pre-arranged calls. If you need to contact a leader for any reason you will do so following your normal contact procedures (ie emailing). In order to protect your child, we will:

- Have a minimum of two adults volunteers present throughout the video call who will stay on the call until all girls have 'logged off'.
- At least one adult volunteer involved in the call will hold a current disclosure certificate (DBS) as required for their role.

- No leader will contact you outside of any pre-arranged meetings using these online tools and if they do need to contact you will do so following their normal contact procedures (ie emailing)
- Leaders will watch through and check any links or videos they may direct your young member to. They will make sure everything they use is age-appropriate.
- Leaders and other adults on the call will use appropriate language/behaviour throughout the call.
- All leaders will ensure they are in a communal living space throughout the call. Where possible they will blur the background in any video calls and any members of their household will use appropriate language/behaviour throughout the call.

In signing this you are confirming that (please tick all that apply):

you have read, understood and agree to your part in the above requirements. ☐

you give consent for your child to be part of online guiding and virtual unit meetings. ☐

you give photo and video consent for your child. ☐

Signature Parent/Carer Name of child _____

Name of child _____ Age _____

For more information:

Please see www.baptist.org.uk for more information about safeguarding in Baptist churches, including a range of specialist guides and a library of free downloadable resources.

BUGB Excellence in Safeguarding training for your church:

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

In an emergency:

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



**This policy has been produced for use in Baptist churches in England and Wales.
Policy last updated: November 2017**