

Safeguarding Procedures

2018

The Nap, Kings Langley, Hertfordshire WD4 9PW

Contact Details

Minister

Rev Matthew Cooper - 01923 262669

Secretary

Safeguarding Trustee

TBA

Designated Person for Safeguarding

Mark Allchorn - 01923 269530

Regional Minister

Geoff Colmer - 01908 505032

Due Diligence Checking Ltd

0845 644 3298

Hertfordshire Safeguarding Board

0300 123 4043

Christ Church Baptist

Safeguarding Policy – Children and Young People

Our vision for the nurture, protection and safeguarding of children and young people in the church.

Christ Church Baptist seeks to be a church alive with the presence and worship of God:

*encouraging and enabling people to know God
supporting and challenging Christians to follow Jesus
living and sharing our faith in the whole of our lives*

In fulfilling this vision the church

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

"We are all children of God and as a church recognise that it is our responsibility to help young people grow spiritually, morally and emotionally in a community. Within the framework of The Children Act (1989 & 2004), *Safe From Harm* (1994) and *Working Together to Safeguard Children* (2010), we want to embody our Christian beliefs as disciples alongside our young people, so that they will all be aware of and experience God's love in a safe and caring church environment."

Therefore, the diaconate and church members of Christ Church Baptist adopt the following policy for all work with children and young people undertaken on behalf of this church, for the support and protection of children, young people, parents/guardians, leaders, helpers and the Diaconate.

1. We will provide a welcoming, nurturing and safe environment for all children and young people, helpers and leaders who take part in activities run by the church.
2. We all have a responsibility to prevent the physical, sexual and emotional abuse of children and young people and will report any abuse discovered or suspected to the designated person for Safeguarding.
3. We will encourage and provide pastoral support for the leaders of children's and youth work, taking care to select new appointments, and enable them to remain up to date with their training.
4. We will encourage best practice and take note of how relevant bodies interpret requirements of the law.

5. We will keep and maintain all records relevant to implementation of The Children Act (1989 & 2004).
6. We will appoint a safeguarding trustee and a designated person for safeguarding to ensure this work is supported and implemented.
7. Each worker with children or young people whether paid or voluntary will be made aware of this policy and its procedures, informed where it can be found and will be required to follow them.
8. A full copy of the policy and procedures will be made available on request to any member of the church, the parents or carers of any child or young person from the church or any other person associated with the church.
9. The policy and procedures will be monitored, reviewed and reported to the church meeting at least annually.

Responsible people

The church has appointed TBA as the Safeguarding Trustee to oversee and monitor implementation of the policy and procedures on behalf of the church's charity trustees.

The church has appointed **Mark Allchorn** as the Designated Person for Safeguarding to advise the church on any matters related to the safeguarding of children, young people and take the appropriate action when abuse is disclosed, discovered or suspected.

Signed on behalf of Christ Church Baptist: _____

Print name: _____ Date: _____

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NB for the purposes of this document a child or young person is anyone under the age of 18

PART 1 - RESPONDING TO CONCERN

A. Responding to concern (use flow chart, Appendix 6)

1) Understanding, Recognising and Responding to Abuse

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting; by those known to them or, more rarely, by a stranger. They may be abused by an adult or adults or another child or children.

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

- Listen-and keep listening
- Don't question
- Avoid passing judgement on what you are told
- Never promise confidentiality
- Explain what you intend to do and don't delay in taking action
- Contact the Designated Person for Safeguarding – or in their absence take action yourself
- Write down what is said – details below

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

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

- Make notes as soon as possible (preferably within one hour of the child talking) including a description of any injury, its size and a drawing of its location and shape on the child's body.
- Write down exactly what the child has said and when s/he said it, what was said in reply and what was happening immediately beforehand (eg. a description of the activity).
- Write down dates and times of these events and when the record was made.
- Write down any action taken and keep all hand written notes even if subsequently typed up. Refer to Appendix 4 and 5

These notes will be passed on to the Designated Person for Safeguarding to assist them should the matter need to be referred to Hertfordshire Safeguarding Board. Any referral to Hertfordshire Safeguarding Board will be confirmed by the referrer in writing within 48 hours. All documents including copies of everything sent to Hertfordshire Safeguarding Board will be signed by you, dated and kept by the Safeguarding Trustee.

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

Where possible, concerns will be passed to the Designated Person for Safeguarding but difficulty in contacting this individual should not delay action being taken.

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

4.i) Where a child has a physical injury or symptom of neglect:

- Contact Hertfordshire Safeguarding Board if there are concerns that a child may have been deliberately hurt, is at risk of 'significant harm' or is afraid to return home. Do not tell the parents, or other people involved.
- If a child needs urgent medical attention an ambulance will be called or they will be taken to hospital, informing the parents/carers afterwards of the action that was taken.
- The hospital staff will be informed of any child protection concerns.

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4.ii) Where there are allegations or concerns of sexual abuse:

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

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

If the allegation is against a Church leader who has responsibility for implementing the Policy, you will refer it directly to Hertfordshire Safeguarding Board or seek appropriate professional advice, eg. from the Regional Minister.

B. Third Party Allegations and Referrals

Where a third party alleges abuse towards a child, your role is to gather as much information as possible from this person. The third party will be advised that the information they have provided will be shared with the Designated Person for Safeguarding and may result in a referral to the Hertfordshire Safeguarding Board with their details. This is so that Hertfordshire Safeguarding Board can contact them if necessary.

C. Allegations against Workers (including volunteers)

- The advice of Children's Safeguarding Board and the police should usually be sought before taking any action such as suspension of employment or volunteering.
- During an enquiry, the worker/volunteer will be supervised as closely as possible during the period between the matter coming to our attention, the authorities being informed and the appropriate action being taken.
- The suspension of a worker/volunteer following an allegation is by definition a neutral act but may be necessary because the priority is to protect children from possible further abuse or from being influenced in any way by the alleged perpetrator.
- It may be necessary, for the sake of the child (or to satisfy the needs of an investigation) for the alleged perpetrator to worship somewhere else and in such cases the new church leaders will be informed of the reasons.

D. Pastoral care

When an allegation/suspicion arises in the Church, a period of investigation will follow. Support will be offered to the suspected perpetrator without compromising the children or their families.

- This is one reason for limiting information in relation to allegations of abuse on a need-to-know basis. In this way leaders not privy to the detail are free to offer support to other parties, including the suspected perpetrator.

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- Where an investigation is under way, this support will be provided with the knowledge of the child protection authorities.
- The Church will ensure that one person is responsible for dealing with the authorities, another offers support to the victim and their family, and another gives pastoral care to the alleged perpetrator. It may be necessary to appoint another person to support the perpetrator's family.
- Where the perpetrator accepts some responsibility they will be encouraged to seek specialised interventions/treatment to reduce the risk of re-offending. This may only be appropriate once the investigation and legal processes have been completed.

E. False Allegations

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

F. Allegations against children/young people

Children and young people are curious about the opposite sex. However, where a child is in a position of power, has responsibility over another child (as in a babysitting arrangement) and betrays that trust through some sexual activity, then this is abusive. Where one child introduces another child to some age-inappropriate sexual activity or forces themselves onto a child 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.

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

PART 2 – SAFE RECRUITMENT, SUPPORT & SUPERVISION

A. Application

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

It will be made clear in job advertisements, at interview and on application forms that all those working with children or young people will be asked to agree to a Disclosure and Barring Service (DBS) check being carried out before the position is confirmed. (The Church uses Due Diligence Checking Ltd to obtain DBS checks.)

1) References

Written references will be requested for all new paid workers and regular volunteers. Where applicable an applicant's UK residency status and/or right to work in the UK will be checked.

2) Interviews

All new prospective paid workers and volunteers will be interviewed by an existing worker or volunteer with the Minister or a deacon. Brief notes will be kept.

B. Appointment and Supervision

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

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

It is also advisable to have a probationary period (say 6 months) before the appointment is confirmed.

There will be regular meetings for those working with children and young people to review procedures to ensure a common approach, sharing of concerns and identifying other matters that may need clarification and guidance.

1) Training

It is important that all workers understand the agreed procedures for protecting children. Child protection training must be attended at least once every 3 years.

Training for workers in relevant areas will be arranged, eg. first aid, food hygiene.

2) Young People

Young people under 18 may be used as helpers but such helpers will be responsible to a named worker and will never be in a position where they are providing unsupervised care of children. As they will never be in unsupervised care no DBS check is required. However those under 18 years old will be required to provide a reference from an unrelated adult who has known them for 2 years.

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

PART 3 – SAFE BEHAVIOUR: A CODE OF BEHAVIOUR FOR WORKERS

A. Overview/code of behaviour

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

- Workers should treat all children /young people with dignity and respect in attitude, language and actions.
- Use age appropriate language and tone of voice.
- Do not engage in any of the following;
 - Invading the privacy of children or young people when they are using the toilet or shower.
 - Rough games including contact between a leader and a child or young person.
 - Sexually provocative games.
 - Making sexually suggestive comments.
 - Scapegoating, ridiculing or rejecting a child or young person.
- When it is necessary to control and discipline children and young people, this should be done without using physical punishment. A situation may arise where a child or young person needs to be restrained in order to protect them or a third person.
- No one should normally be left working alone with children and young people, but as part of a team showing mutual responsibility for each team member.
 - If there are insufficient leaders for groups, then internal doors should be left open. At least two people are present before external doors are opened for an event.
- If workers do find themselves on their own they should;
 - Assess the risk of sending child/young person home
 - Phone another team member and let them know the situation
 - Get a second trained leader as soon as possible
 - Write down a record of what happened
 - If a child or young person 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. Or if you are in a room on your own, leave the door open.
 - Or you make sure another team member knows.
- 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.
- The only adults allowed to participate in children's and young people's activities are those appointed and trained as children's/youth workers. The leader of the activity should be aware of any other adults who are in the building.
- Where close family members (spouse, parent, child, sibling) are working as leaders in the same group of children and young people there should always be other leaders present. Those drawing up rotas must ensure that this is adhered to.
- The parents/carers may or may not attend Church and it is important therefore they have been given information about the group including contact telephone numbers. It may also be useful for the Church to issue formal identification eg badges or T-shirts for a one-off event such as holiday club

Below are suggested ratios of adults to children, recommended for all activities with children and young people.

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

PART 3 – SAFE BEHAVIOUR: A CODE OF BEHAVIOUR FOR WORKERS

- The level of personal care (eg. toileting) must be appropriate and related to the age of the child whilst also accepting that some children have special needs.
- 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.

B. Taking Care of Touching

- Children and young people are entitled to privacy to ensure personal dignity.
- Children and young people have the right to decide how much physical contact they receive from others, except in exceptional circumstances or when they need medical attention.
- Keep everything public. A hug in the context of a group is very different from a hug 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.
- Avoid any physical activity that is, or may be thought to be, sexually stimulating to the adult or the child.
- When giving first aid (or applying sun cream etc), encourage the child to do what they can manage themselves, but consider the child's best interests and give appropriate help where necessary.
- Team members should monitor one another in the area of physical contact. They are free to help each other by constructively challenging anything which could be misunderstood or misconstrued.

C. Visiting Children or Young People at Home

It is unlikely that workers will need to make a pastoral visit of children and their families at home on behalf of CCB. If a situation occurs where it is needed then it can only be done with agreement of the Minister or Church Secretary.

A. Children and Young People with Special Needs

Children and young people who have a disability can be at greater risk of abuse. They will often require more help with personal care, such as washing, dressing, toileting, feeding, mobility etc, may have limited understanding and behave in a non age appropriate way.

We will speak with the parents of children/young people with special needs and find out from them how best to assist the child or young person.

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E. Children and Young People with no adult supervision

When children attend and want to join in with Church activities without the knowledge of their parents, we will:

- Welcome the child and try to establish their name, age, address and telephone number, and record their visit in a register.
- Ask the child if a parent/carer is aware of where they are. Phone and make contact.
- On leaving, give the child a consent form and explain it needs to be filled in and brought back next time.
- Without interrogating the child, you will need to find out as soon as possible whether they have any special needs (eg. medication) so that you can respond appropriately in an emergency.

F. Peer Group Activities for Young People

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

G. Electronic Communication

1) Modern Technologies and Safe Communication

A worker's role description will include an acknowledgement and approval of these technologies as a legitimate means of communicating with young people but should also include the expectations of the Church in relation to their use.

2) Workers' Communication with Young People 11 Years and Younger

It is not appropriate to use the following communication methods with primary school aged children, 11 years and younger : email, messenger services, social networks and mobile phones including texting.

3) Workers' Communication with Young People over the age of 11

All young people need to be aware of the protocols that workers follow in relation to email, messenger services, social networks and mobile phones including texting. It is important to remember that as well as the parent/carer, young people will have a right to decide whether they want a worker to have their email address or mobile telephone number and will not be pressurised into divulging information they would rather keep to themselves. On the general consent form parents/carers of young people over 11 years of age sign to agree that the young person can receive such communications.

4) Email

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

PART 3 – SAFE BEHAVIOUR: A CODE OF BEHAVIOUR FOR WORKERS

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

Instant messenger should be kept to an absolute minimum. Workers should save significant conversations as a text and also keep a log of any significant communication stating with whom and when they communicated. Workers should never use their personal instant messaging services.

6) Mobile Phones

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

- All mobile phone use will be primarily about information sharing.
- Workers should keep a log of significant conversations/texts.
- Any texts or conversations that raise concerns should be passed on/shown to the Worker's supervisor.
- Workers should use clear language, particularly when texting, and should not use Words such as 'luv' or abbreviations like 'lol' which could mean 'laugh out loud' or 'lots of love'.
- Paid children's/young people's workers are issued with a mobile phone under a contract that provides itemised billing.
- Photographs should only be stored on Church owned equipment

7) Social Networks

If a worker allows their personal site (eg web page or facebook) to be accessed by young people;

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

8) Taking Video and Photographs of Children

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

- 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 1998, including all photographs and video recordings for personal use, such as a parent/carer taking photographs at school sports days for the family photo album, 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 e-mail or postal addresses, telephone or fax numbers.
- When using photographs of children and young people, it is preferable to use group pictures.

PART 4 – SAFE PRACTICE AND SAFE PREMISES

A. Safe practice and premises

1) Consent forms

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

2) 'Guidelines for Use of CCB premises'

The adult responsible for an organized meeting of children or young people at Christ Church Baptist must be aware of 'Guidelines for use of CCB premises'

3) Health and Safety

All activities for children and young people will comply with the Church's current health and safety policy and will be conducted in accordance with *Guidelines for Users of CCB*, with particular attention paid to the sections on Fire Action, First Aid, PAT testing, Health and Safety and Kitchen and Food Hygiene.

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

4) 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 control. In addition it is a legal requirement that all group leaders/responsible persons are familiar with the emergency procedures in the event of fire.

5) First Aid

CCB have a number of trained First Aiders. There is a list showing who they are on the First Aid cupboard in the kitchen. This cupboard also contains 2 first aid kits – one for adults and one for under 16s, as well as an incident reporting book which must be completed in the event of any accidents, injuries or incidents. Refer to Appendix 3 and 5

All CCB groups will endeavour to have sufficient trained first aiders on their regular team so that there is ideally a first aider present at events and activities.

6) Supervision of groups

The person responsible for a group/activity is as assigned on the rota and will sign the appropriate register 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. Any incidents of concern should be recorded using Appendix 4 and kept with the attendance register.

PART 4 – SAFE PRACTICE AND SAFE PREMISES

7) Transporting Children

These guidelines will apply to all drivers involved in the transportation of children and young people, on trips organised by or on behalf of the Church. They do not apply to private arrangements for transportation made, for example, between parties with parental responsibility.

Our practice on transporting children is as follows:

- Usually only those who have gone through the Church recruitment procedures for workers will transport children. When this is not possible drivers will pick up and drop off at prearranged places.
- All drivers will have read the Church's Child Protection Policy and agree to abide by it.
- Parental consent will be given for all journeys.
- At collection or dropping off points do not leave a child on their own. Make sure that children are collected by an appropriate adult.
- Drivers will be 21 or over and have held a full driving licence for at least two years.
- The driver must ensure that they have adequate insurance cover: The driver should check whether or not they need to declare to their insurers that they are participating in the activity of transporting people for the Church. 'Business use' cover may be required. The response of the Insurance company may be different if the driver is being reimbursed. The vehicle will need to be road worthy
If in any doubt, please refer to the Association of British Insurers document <https://www.abi.org.uk/Insurance-and-savings/Products/Motor-insurance/Volunteer-drivers>.
- Workers may be alone with a child for short periods, for example when dropping off the last child. Consideration needs to be given to dropping off the least vulnerable child last and routes planned accordingly.
- Drivers will not spend unnecessary time alone in a car with a child.
- Make sure all children and young people are returned to a prearranged point.
- All hired minibuses used to transport children will have a small bus permit, the necessary insurance, a driver with a valid driving licence that entitles them to drive a minibus.
- If parents transport each other's children other than on trips organised by the Church, for example to and from activities, such arrangements are the responsibility of the parents involved and not the responsibility of the Church.

8) Risk Assessment

It is advised that risk assessment is carried out for each children or young peoples' named group

9) Insurance

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

PART 4 – SAFE PRACTICE AND SAFE PREMISES B.

Outings and overnight events

- Before undertaking any outing or overnight activity a written risk assessment must be carried out.
- Parents will be informed in writing of all the arrangements.
- Consent forms will be obtained for each overnight activity.
- Ideally there will be leaders with first aid certificates with the group.

1) Sleeping Arrangements (Outings and overnight events)

Arrangements for residential holidays will be considered carefully. Workers will not share sleeping accommodation with fewer than three children or young people. It may be acceptable for workers to share sleeping accommodation with children/young people in a large dormitory or on an activity such as youth hostelling where it is customary practice. Arrangements will be age-appropriate, provide security for the child/young person and be safe for children/young people and workers. The activity leader will ensure that parents understand what the arrangements will be.

2) Offsite Activities (Outings and overnight events)

No child will participate in offsite activities without the written consent of the parent /carer. The residential activity/camp organisers 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 residential activity/camp organisers need to ensure that the premises are licensed.

3) Fire Safety (Outings and overnight events)

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

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

4) Safety (Outings and overnight events)

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

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

5) Swimming Trips

The ratio of adults to helpers (see the table in Part 3A) should be increased by 50% for all swimming trips and prior to the trip the swimming ability of a child/young person will be established. A swimming consent for each child (or a copy) will be taken by the group leader on the trip.

PART 5 – SAFE COMMUNITY

A. Bullying

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

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

Bullying can take many forms including:

- Name-calling, taunting, teasing, mocking
- Kicking, hitting, pushing, intimidating
- Unwanted physical contact of a sexual nature or sexually abusive comments
- Taking belongings
- Inappropriate text-messaging and emailing
- Sending offensive or degrading images by phone or over the internet
- Gossiping, spreading hurtful and untruthful rumours
- Excluding people from groups
- 'Unofficial' activities such as initiation ceremonies or practical jokes which may cause physical or emotional harm.

Bullies will often pick on a particular feature of a person's appearance or character as a supposed 'reason' for bullying:

- Racial difference; disability; sexuality; hair colour; gender

Bullies can be:

- Children or young people bullying others in their peer group, or other children and young people either older or younger
- Adults bullying children and young people
- Children and young people bullying adults.

Bullying will always cause a great deal of pain and harm for those on the receiving end. Many children and young people affected by bullying believe they have nowhere to turn. They are scared to speak out and often blame themselves. They can become fearful and reclusive.

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

- Withdrawal; lack of desire to join activities with certain individuals; drop in school marks; torn clothing; loss of friends; avoidance of Church groups and other activities; bruises; need for extra money or supplies.

In order to prevent bullying the following procedures will be adopted:

- The children and young people themselves will be involved in agreeing a code of behaviour which makes it clear that bullying is unacceptable
- Children and young people should know how they can report any incidents of bullying
- All allegations of bullying will be treated seriously
- Details will be checked carefully before action is taken
- The bullying behaviour will be investigated and bullying will be stopped as quickly as possible

- The parents of the bully (if under 18) and of the bullied will be informed.

PART 5 – SAFE COMMUNITY

- An attempt will be made to help bullies change their behaviour
- All allegations and incidents of bullying will be recorded on incident form (appendix 4), together with actions that are taken. If an adult is concerned in perpetrating alleged bullying, then the Safeguarding trustee should be informed.

B. Working with Offenders

When someone attending the Church is known to have abused children, the Designated person for Safeguarding, The Safeguarding Trustee and the Minister will supervise the individual concerned and offer pastoral care, but in its commitment to the protection of children, will set boundaries for that person which they shall be expected to keep.

When it is known that a person who has been convicted of sexually abusing children or young people is attending CCB, it is important that their behaviour within the Church community is properly managed and that a contract is put in place. There are also times when it will be appropriate to take such measures with a person who has faced a series of allegations about the sexual abuse of children and young people but has never been convicted (such allegations may be revealed on an Enhanced DBS Disclosure under relevant non-conviction information).

If an offender is on the Sex Offenders' Register they will be monitored under guidelines known as the Multi-Agency Public Protection Arrangements (MAPPA).

<https://www.gov.uk/government/publications/multi-agency-public-protection-arrangements-mappa--2>

In the latest guidance there is provision to require a written contract to be in place if the offender wishes to attend a place of worship.

In determining the details of the contract:

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

PART 5 – SAFE COMMUNITY

An open discussion must be held with the person concerned in which clear boundaries are established for their involvement in the life of the Church. A written contract should be drawn up which identifies appropriate behaviour. The person should be required to sign the contract. The contract:

- Will identify the meetings the person may attend
- Will specify that they will always sit apart from children and young people
- May ask that they are always accompanied by a befriender on Church premises
- Will require the person not to attend small group meetings where children or young people are present
- Will require that the person declines hospitality where there are children or young people
- Will state that the person will never be alone with children or young people while attending Church functions
- Will require the person to stay away from areas of the building where children or young people meet.

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

Christ Church Baptist 7up Parental consent form

This form must be completed by a person with parental responsibility for the named child, in order that the child may participate in regular programme activities held by Christ Church Baptist, Kings Langley – 7up Club

Child's Full Name:

Date of birth:

School Year from Sept 2013:

National Health no

Parent /guardian/carer name(s):

Address:

Postcode:

Home phone:

Mobile number (s):

Work number (s):

Parent's e-mail address:

Should a parent /guardian/carer not be available, please contact

Name:

Their relationship to young person:

Home phone number:

Mobile number(s):

Address:

Medical details:

GP registered with:

Phone number:

Address:

Please turn over and complete form.

Please delete as appropriate.

- Date of last anti tetanus injection:
- Any allergies (e.g. asthma, hay fever, medicine allergies, insect bites, food intolerance): **YES/NO**
- Any medical conditions (fits, migraine, epilepsy): **YES/NO**
- Any disability which we should be aware of: **YES/NO**
- Any behavioral issues we should be aware of: **YES/NO**
- Any medication they are taking: **YES/NO**
- Should your child's activities be restricted for any reason: **YES/NO**

We expect every child to respect 7up Leaders and other children and abide by 7up rules of conduct.

Please **tick** to confirm permission for below

- I give permission for the club leaders to take my child (as part of the 7up group) off the premises to take part in supervised activities on the playing fields behind The Nap.
- I give permission that my child's photograph may be taken to be displayed within the church building or sent home.
- In an emergency and/or if I cannot be contacted, I am willing for my child to receive necessary hospital or dental treatment including an anaesthetic:

Signed: _____ Print name: _____

Date: ____/____/____

Please inform us of any relevant changes to your child's circumstances

Insurance – Please note, that although Christchurch Baptist holds Public Liability Insurance, it does not insure your child or their possessions beyond its stated terms. While the team will take all reasonable care of your child, allowing your child to attend this event is at the risk of the parent/guardian/carer.

Data Protection – this information is for use in an emergency and for contacting families about programme events. It will not be passed on to a third party without consent.

Valid until autumn 2014

Parental consent form

This form must be completed by a person with parental responsibility for the named child, in order that the child may participate in regular programme activities held by Christ Church Baptist, Kings Langley (e.g. Revel8, Crave).

Full name of young person

Date of birth:

National Health no. (Not essential):

Parent / guardian / carer name(s):

Address:

Postcode:

Home phone:

Mobile number (s):

Work number (s):

Parent's e-mail address:

Should a parent / guardian / carer not be available, please contact

Name:

Their relationship to young person:

Home phone number:

Mobile number(s):

Address:

Example forms

Medical details:

GP registered with:

Phone number:

Address:

Please **tick** to confirm whether our information is correct, or amend details:

- Date of last anti tetanus injection:
- Any allergies (e.g. asthma, hay fever, medicine allergies, insect bites, food intolerance):

Please turn over and complete form.

- Any medical conditions (fits, migraine, epilepsy):
-
- Any disability which we should be aware of:
-
- Any medication they are taking:
-
- Should your child's activities be restricted for any reason:
-

We may need to ask for further details on any information given.

Please inform us of any relevant changes to your child's circumstances.

Also, please let the team know if at any point during the year your child is in contact with, or suffers from, any contagious disease

For your information, we expect each young person to conform to these rules of conduct:

-  No fighting or swearing
-  Participation with the rest of the group is expected
-  Respect other people and their property
-  Respect the leaders of the event

Signing this consent form gives the leaders permission to seek whatever medical attention is deemed necessary in the event of an emergency or illness. This includes that given by a nominated first-aider, or hospital treatment and anesthetic, if person with parental responsibility cannot be contacted.

Signed: _____ Print name: _____

Date: ____/____/____

Insurance – Please note, that although Christchurch Baptist holds Public Liability Insurance, it does not insure your child or their possessions beyond its stated terms. While the team will take all reasonable care of your child, allowing your child to attend this event is at the risk of the parent/guardian/carer. Any valuables taken to events will be your child's responsibility.

Data Protection – this information is for use in an emergency and for contacting families about programme events. It will not be passed on to a third party without consent.

Valid until autumn 2013

CCB Accident Form

Full name of injured person and age if under 18

Date/Time of accident:

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

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

Names of any witnesses to the accident:

Name of First Aider:

What treatment or advice was given?

Items used from First Aid Kit:

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

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

Signed: Injured Person

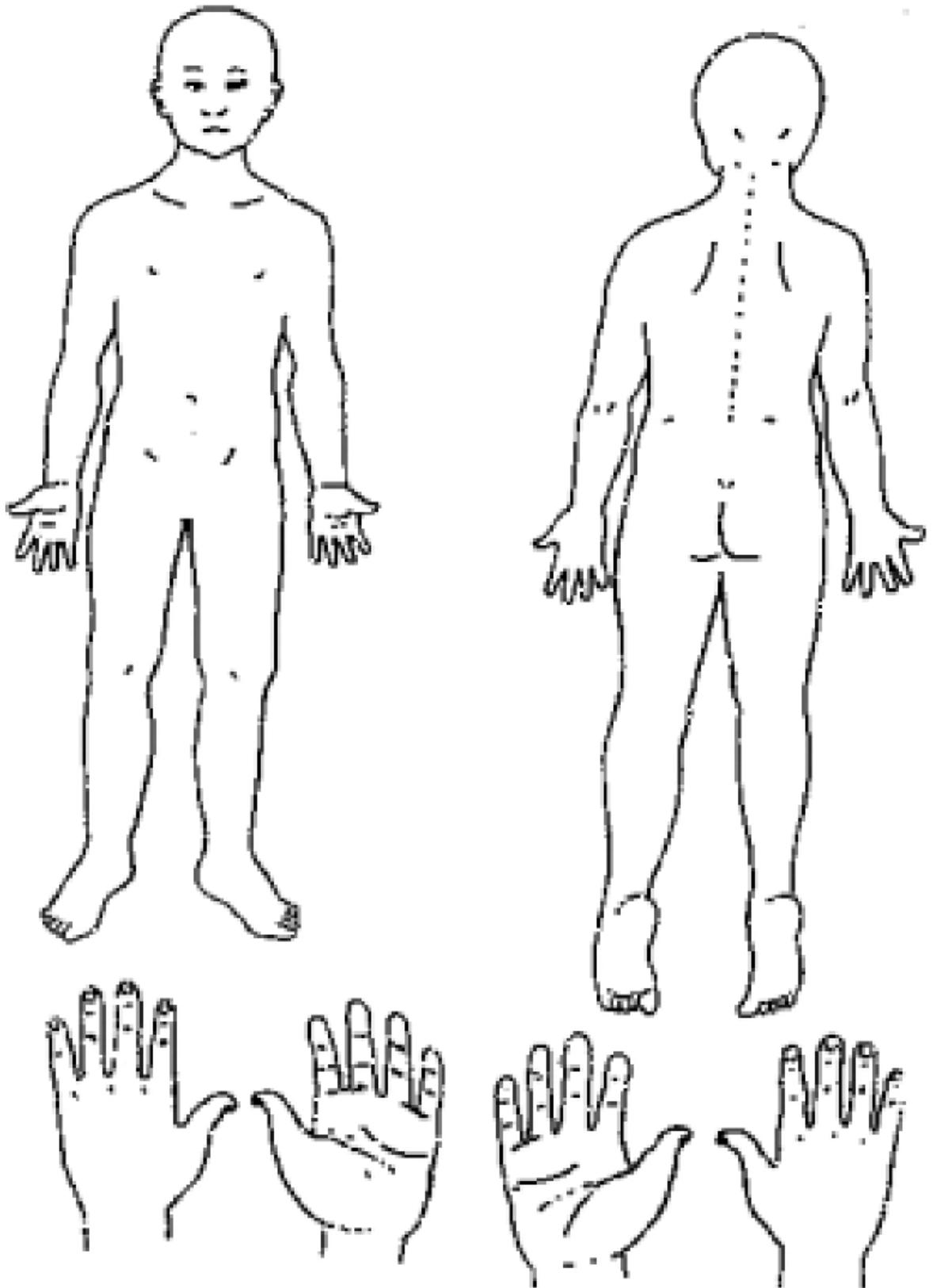
First Aider

Parent/Guardian

(if injured person is under 18)

When completed, this form must be signed by parent/guardian of injured person (if under 18). They may wish to have a copy.

The form should then be passed to the Church Secretary to be reviewed by the Diaconate



Stage 1

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

The person who has the concern has a duty to

RECORD AND REPORT

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

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



Stage 2

The Designated Person receives the report of concern

The Designated Person has a duty to

REVIEW AND REFER

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

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



Stage 3

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

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

SUPPORT AND REPORT

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