



Safeguarding Policy for Children, Young People and Adults at Risk (Vulnerable Adults)

September 2020

Redhill Baptist Church

Hatchlands Road

Redhill

Surrey

RH1 6AE

This policy was agreed by the Church Leadership Team on 12.11.2020

and is due for review April 2021

Church Office Telephone: 01737 764065

Web: www.redhillbaptist.org.uk

Reg. Charity no. 1130958

Contents

Contact details for Designated Safeguarding Personnel	3
Important Contacts.....	4
Other useful contacts for information and support:.....	4
Redhill Baptist Church Policy Statement for Safeguarding	6
Definitions including Types of Abuse	7
Recognising Signs and Symptoms/Indicators of Abuse.....	11
Part 1 – Responding to Concern	13
Part 2- Safe Recruitment, Support and Supervision.....	17
Part 3 – Safe behaviour: a code of behaviour for workers/volunteers	20
Part 4 - Safe practice and safe premises	26
Part 5 – Safe Community	30
Appendix 1 Overview of Safeguarding Essentials – One Stop Refresher	33
Appendix 2 – Flow chart for action	36
Appendix 3 – Stages of response	37
Appendix 4 – Body chart.....	38
Appendix 5 – Incident Form.....	39
Appendix 6 – Consent Form.....	40
Appendix 7 – Accident Form	41
Appendix 8 Guidelines for Pastoral Visiting/Mentoring.....	41
Appendix 9 – Additional reading.....	44

Contact details for Designated Safeguarding Personnel

Role	Contact	e-mail	Phone
Designated Lead for Safeguarding	Mrs Miranda Odysseos-Beaumont	miranda@redhillbaptist.org.uk	07980 258603
Designated Deputy for Safeguarding	Mr David Morley	safe@redhillbaptist.org.uk	
Appointed Trustee for Safeguarding	Revd. Graham McBain	graham@redhillbaptist.org.uk	
Authorised Document Verifiers for DBS checks	Miranda Odysseos-Beaumont	info@redhillbaptist.org.uk	Church Office: 01737 764065

In case of emergency:

- In an emergency where you are concerned for the child or their immediate safety or fears that they could be returning to an unsafe environment call 999
- If on a day away or residential and reporting incident call 999 and local Police will make necessary referrals back to Surrey as and when required.

Important Contacts

Organisation	Role / service	Contact details
Surrey Children's Services	Children's Single Point of Access (C-SPA)	Phone: 0300 470 9100 – Mon - Fri 9am to 5pm. Outside of these hours call emergency duty team: Phone: 01483 517898 Email: cspa@surreycc.gov.uk SMS: 07527 182 861 (for deaf/hard of hearing)
Surrey Adult Social Care	MASH	For concerns of abuse or neglect Phone: 0300 470 9100 – Mon- Fri 9am to 5pm. Outside of these hours Phone: 01483 517898 Email: ascmash@surreycc.gov.uk SMS: 07800 000388 (for deaf/hard of hearing)
Local Authority Designated Officer (LADO)	The LADO manages allegations against individuals who work or volunteer with children.	Telephone: 0300 123 1650 Email: LADO@surreycc.gov.uk
South Eastern Baptist Association	Regional Safeguarding Officer	Wendy Mann Mobile: 07545 686143 e-mail: safeguarding@seba-baptist.org.uk

Other useful contacts for information and support:

Organisation	Role / service	Contact details
Thirty-One: Eight (formerly 'Churches' Child Protection Advisory Service' (CCPAS))		Helpline telephone number: 0303 003 1111 e-mail: info@thirtyoneeight.org
Churches' Agency for Safeguarding		CAS, 25 Marylebone Road London NW1 5JR Phone: 020 7467 5216 e-mail: cas@methodistchurch.org.uk Website: www.churchsafe.org.uk

Redhill Baptist Church Safeguarding Policy for Children, Young People & Adults at Risk (Vulnerable Adults)

Surrey Safeguarding Boards	Children: Surrey Safeguarding Children Partnership Adults: Surrey Safeguarding Adults Board	Website for training and information: www.surreyscp.org.uk Email: partnership.team@surreycc.gov.uk Website for training and information: www.sureysab.org.uk Email: sureysafeguarding.adultsboard@surreycc.gov.uk
ESDAS (East Surrey Domestic Abuse Services)		Telephone: 01737 771350 Website: www.esdas.org.uk e-mail: support@esdas.org.uk
Surrey Domestic Abuse		24-hour Helpline Tel: 01483 776822
Women's Aid		website@womensaid.org.uk helpline@womensaid.org.uk www.womensaid.org.uk/domestic-abuse-directory for local telephone numbers
Modern Slavery Helpline		https://www.modernslaveryhelpline.org/ tel:+448000121700
Surrey Police (Modern Slavery/Trafficking)		https://www.surrey.police.uk/advice/advice-and-information/ms/modern-slavery/ Report potential crime on 101
STOP THE TRAFFIK International Office		Tel: +44 (0)207 921 4258 e-mail: info@stophetraffik.org
NSPCC (National Society for the Prevention of Cruelty to Children)		www.nspcc.org.uk e-mail: help@nspcc.org.uk Tel: 0808 800 5000
Childline	Offers free, confidential advice and support whatever your worry, whenever you need help.	Tel: 0800 1111 for children. Tel: 0808 800 5000 for adults
Kidscape		Tel: 020 7730 3300 e-mail: info@kidscape.org.uk

Redhill Baptist Church Policy Statement for Safeguarding

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

We commit ourselves to the protection and safeguarding of all children, young people and adults at risk associated with the church.

In pursuit of this we commit ourselves to the following policies and to the development of procedures to ensure their implementation. This RBC policy and procedures are based on outline guidance from 'Safe to Grow' 2011 Baptist Union of Great Britain and government legislation and its implications for the local church.

Definitions including Types of Abuse and Recognising Signs of Abuse

It is important that the church staff, trustees, members, friends and volunteers understand the different types of abuse and also the signs of abuse if they think an individual or group are the recipient/s or perpetrator/s of abuse.

Prevention and reporting of abuse and responding to concern

It is the responsibility of everyone to prevent the physical, sexual and emotional abuse of children, young people and adults at risk. It is the duty of all to respond to concerns about the well-being of children and young people and to report any child abuse disclosed, discovered or suspected. The church will fully co-operate with any statutory investigation into any suspected abuse linked with the church.

Safe recruitment, support and supervision of workers

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

Safe behaviour: a code of behaviour for workers

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

Safe practice and safe premises

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

A safe community

The church is committed to the prevention of bullying & victimisation from abuse of all kinds including racism, sexism, or any other discriminatory behaviour. The church will seek to ensure that these

behaviours are challenged and that any person/s who may pose a risk to children, young people or adults at risk in the community of the church is managed appropriately.

Responsible people

The church has appointed **Miranda Odysseos-Beaumont** as the Designated Lead for Safeguarding and **David Morley** as Designated Deputy for Safeguarding to:

- Advise the church on any matters related to the safeguarding of children and young people & vulnerable adults
- Take the appropriate action when abuse is disclosed, discovered or suspected.

It is everyone's responsibility to be aware of the process of recording and referring if concerns arise or if disclosure occurs.

Policy and procedures availability

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.

A copy of the policy is available to all who wish to see it at www.redhillbaptist.org.uk or by email upon request

Each worker with children and young people whether paid or voluntary will be given a full copy of the policy and procedures and will be required to follow them.

The policy and procedures will be monitored and reviewed annually and amended as required upon staff changes, legislation etc

The policy statement will be reviewed annually and agreed by the Leadership and available to the church.

All those who complete the recruitment procedure to work with children, young people and or adults at risk (vulnerable adults) will read this at the time of application or renewal.

Definitions including Types of Abuse

Definition of terms used in this document:

'Child' or **'young person'**: any person aged up to 18 years of age

'Adult': any person aged 18 years or over

'Adult at Risk' (Vulnerable adult): any person over 18, **Care Act 2014** "who is or may be in need of community care services by reason of mental or other disability, age or illness; and who is or may be unable to take care of him or herself, or unable to protect him or herself against significant harm."

Definition from: 'No secrets: Guidance on developing and implementing multi-agency policies and procedures to protect vulnerable adults from abuse.' www.doh.gov.uk/scg/nosecrets as referred to in 'Who decides?' 1997 Consultation Paper.

Some of the factors that increase vulnerability include:

- a sensory or physical disability or impairment;
- a learning disability;
- a physical illness;
- mental ill health (including dementia), chronic or acute;
- an addiction to alcohol or drugs;
- the failing faculties in old age;
- major changes in lifestyle/circumstances e.g. job loss, relationship breakdown, bereavement of family member
- a permanent or temporary reduction in physical, mental or emotional capacity brought about by illness, previous abuse or trauma.

'Abuse': Includes violation of an individual's human and civil rights by any other person or persons. Abuse may consist of a single act or repeated acts. It may be physical, verbal or psychological, it may be an act of neglect or an omission to act, or it may occur when a vulnerable person is persuaded to enter into a financial or sexual transaction to which he or she has not consented, or cannot consent. Abuse can occur in any relationship and may result in significant harm to, or exploitation of, the person subjected to it.

Types of abuse include:

Physical abuse: Physical abuse is deliberate hurt or injury including hitting, slapping, pushing, kicking, misuse of medication, restraint, or inappropriate sanctions or physical punishment.

Sexual abuse: Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative or non-penetrative acts. They may include non-contact activities, such as involving children looking at, or in the production of, pornographic material or watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

Psychological abuse includes **emotional abuse**, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, isolation or withdrawal from services or supportive networks. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children. It may involve frequently

causing children to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of ill-treatment of a child, though it may occur alone.

Financial or material abuse includes theft, fraud, exploitation, pressure in connection with wills, property or inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits.

Neglect includes **acts of omission**, including ignoring medical or physical care needs, failure to provide access to appropriate health, social care or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating; and

Discriminatory abuse: Discriminatory abuse includes racist, sexist, that based on a person's disability, and other forms of harassment, slurs or similar treatment.

Significant Harm: This relates to the degree of harm that triggers statutory action & intervention from Children's Services to protect a child. The **Children Act 1989** defines harm as: "**ill treatment or the impairment of health or development**". It is based on the individual's health or development compared to that which could reasonably be expected of a similar child, e.g. severity of ill treatment, degree an extent of physical harm, duration and frequency of abuse and neglect, premeditation. Department of Health guidance suggests that 'significant' means "considerable, noteworthy or important."

Spiritual Abuse: Spiritual abuse is linked to emotional abuse, spiritual abuse could be defined as abuse of power, often done in the name of God or religion, which involves manipulating or coercing someone into thinking, saying or doing things without respecting their right to choose for themselves. Some indicators of spiritual abuse might be a leader who is intimidating and imposes his/her will on other people, perhaps threatening dire consequences or the wrath of God if disobeyed. He or she might say that God has revealed certain things to them and so they know what is right. Those under their leadership are fearful to challenge or disagree believing they will lose the leader's (or more seriously God's) acceptance and approval.

Domestic Violence/Abuse including Emotional and Coercive Control: The Home Office definition of domestic violence is "Any violence between current or former partners in an intimate relationship, wherever and whenever violence occurs. The violence may include physical, sexual, emotional or financial abuse." (Home Office Research Studies) Domestic Violence: Findings from a new British Crime Survey self-completion survey questionnaire. 1999)

'Domestic abuse isn't always physical. Coercive control is an act or a pattern of acts of assault, threats, humiliation and intimidation or other abuse that is used to harm, punish, or frighten their victim.

This controlling behaviour is designed to make a person dependent by isolating them from support, exploiting them, depriving them of independence and regulating their everyday behaviour.'

website@womensaid.org.uk

Organised Abuse: Organised or multiple abuse may be as defined as abuse involving one or more abuser and a number of related or non-related abused children, young people or vulnerable adults. The abusers concerned may be acting in isolation or may be using an institutional framework or position to pursue

abuse. Organised and multiple abuse may occur as part of a network of abuse across a family or community and within institutions such as schools or residential care homes.

Child Prostitution: Children involved in prostitution and other forms of commercial sexual exploitation should be treated as the victims of abuse and their needs carefully assessed.

Child Exploitation for example through 'County Lines' Drug Trafficking. A common feature in county lines drug supply is the exploitation of young and vulnerable people. The dealers will frequently target children and adults - often with mental health or addiction problems - to act as drug runners or move cash so they can stay under the radar of law enforcement. In some cases, the dealers will take over a local property, normally belonging to a vulnerable person, and use it to operate their criminal activity from. This is known as cuckooing. People exploited in this way will quite often be exposed to physical, mental and sexual abuse, and in some instances will be trafficked to areas a long way from home as part of the network's drug dealing business. As we have seen in child sexual exploitation, children often don't see themselves as victims or realise they have been groomed to get involved in criminality. So, it's important that we all play our part to understand county lines and speak out if we have concerns.

<https://www.nationalcrimeagency.gov.uk/>

Human Trafficking/Modern Slavery: 'To be deceived or taken against your will, bought, sold and/or exploited. Children, young people or adults may be bought and sold for sexual exploitation, forced labour, street crime, domestic servitude or even the sale of organs and human sacrifice. Men, women and children are trafficked within their own countries and across international borders. Trafficking affects every continent and every country.' Definition from www.stopthetraffik.org

What is modern slavery?

Modern slavery is the illegal exploitation of people for personal or commercial gain. It covers a wide range of abuse and exploitation including sexual exploitation, domestic servitude, forced labour, criminal exploitation and organ harvesting. Victims of modern slavery can be any age, gender, nationality and ethnicity. They are tricked or threatened into work and may feel unable to leave or report the crime through fear or intimidation. They may not recognise themselves as a victim.

<https://www.surrey.police.uk/advice/advice-and-information/ms/modern-slavery/>

Recognising Signs and Symptoms/Indicators of Abuse

As responsible adults working with children, young people or vulnerable adults we need to be aware that sometimes people act/react in certain ways because of abuse. Signs or symptoms of abuse are known as indicators and follows:

Indicators of physical abuse

- Any injuries not consistent with the explanation given
- Injuries which occur to the body in places that are not normally exposed to falls, rough games, etc
- Injuries which have not received medical attention
- Instances where children are kept away from the group inappropriately
- Reluctance to change for, or participate in, games or swimming
- Bruises, bites, burns, fractures, etc, which do not have an accidental explanation
- Cutting, slashing, substance abuse.

Indicators of emotional abuse

- Changes or regression in mood and behaviour, particularly where a child withdraws or becomes 'clingy'
- Mood swings and sudden mood changes e.g. from depression to aggression
- Nervousness/frozen watchfulness/constantly checking phone
- Sudden under-achievement, lack of concentration and/or persistent tiredness
- Inappropriate relationships with peers and/or adults
- Attention-seeking behaviour
- Running away/stealing/lying
- Possible indicators of Sexual Abuse
- Any allegations made by a child concerning sexual abuse
- Child with excessive pre-occupation with sexual matters and detailed knowledge of adult sexual behaviour, or who regularly engages in age-inappropriate sexual play
- sexual activity through words, play or drawing
- Child or YP, A@R who is sexually provocative or seductive with adults
- Inappropriate bed-sharing arrangements at home

- Severe sleep disturbances with fears, phobias, vivid dreams or nightmares, sometimes with overt or veiled sexual connotations.

Possible Indicators of Emotional, Financial, Coercive Control

- Isolating the person from friends and family
- Depriving basic needs, such as food or basic clothing
- Monitoring your time
- Monitoring via online communication tools or spyware
- Taking control over aspects of everyday life, such as where a person can go, who they can see, what they can wear and when and where they can sleep, what and when they eat
- Depriving access to support services, such as medical services
- Repeated put downs, such as saying 'you're worthless'
- Humiliating, degrading or dehumanising the person
- Controlling finances
- Making threats or intimidating the person

Possible Indicators of Child Exploitation

- Unexplained money or gifts e.g. new trainers, clothes, electronics, jewellery
- Secretive behaviour
- Increase in phone calls or visits from 'new' friends who do not seem part of any established group
- Truancy
- Unexplained injuries
- May begin to carry a weapon or have drug paraphernalia

Part 1 – Responding to Concern

A - Responding to concern

1. Understanding, Recognising and Responding to Abuse

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

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

- **Listen-and keep listening**
- **Do NOT ask leading questions**
- **Avoid passing judgement on what you are told**
- **Never promise confidentiality**
- **Explain what you intend to do and do NOT delay in taking action**
- **Contact the Designated Person for Safeguarding – or in their absence follow steps in this policy**

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

You need to make a careful **written record** of what has been **said to you or been observed** by you as follows:

- **Make notes as soon as possible** (preferably within one hour of the child talking) include 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 (e.g. a description of the activity).
- **Write down dates and times of these events** and **date and time the record was made.**
- **Write down any action taken** and **keep all hand-written notes even if subsequently typed up.**
- **Call or email The Designated Safeguarding lead or next member of the team as soon as is possible to report. IF IMMEDIATE DANGER IS SUSPECTED CALL 999 and DO NOT LET THE INDIVIDUAL RETURN TO A PLACE WHERE THEY COULD BE AT RISK OF SIGNIFICANT HARM (see notes 4.i and 4.ii)**

These notes must be passed on to the Designated Person for Safeguarding to assist them should the matter need to be referred to Children's Social Care Team. Any referral to Children's Social Care Team will be confirmed by the referrer in writing within 48 hours. All documents including copies of notes and referral/email/telephone sent to Children's Social Care Team, will be signed by the

reporter/referrer. ALL records will be dated and kept in a locked cupboard within a locked office at Redhill Baptist Church office.

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

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

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 Children's Services Team if there are concerns that a child may have been deliberately hurt, is at risk of 'significant harm' or is afraid to return home. Do not tell the parents, or other people involved.
- 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.

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

- The Designated Safeguarding Lead will refer to Children's Services Team. 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 Children's Services Team, 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 Children's Services Team but you (or anyone else) have serious concerns for the child's safety, then please contact the Designated Deputy or Trustee for Safeguarding. If you are concerned that action has been taken contact the relevant authorities directly.

The safety of the child/young person/adult at risk over-rides all other considerations and it is important to remember that abuse 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 The Local Authority Designated Officer, Children's Social Care Team or seek appropriate professional advice, e.g. from the Regional Minister at SEBA

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 Children's Social Care Team Department with their details. This is so that Children's Social Care Team can contact them if necessary.

C - Allegations against Workers

The advice of Children's Services Team and the Police will be sought before taking any action such as suspension of employment.

During an enquiry, the worker may be asked to suspend leading of groups or 1:1 meetings while matter is investigated while the authorities are informed, investigated and the appropriate action being taken.

The suspension of a worker following an allegation is, by definition, a neutral act but may be necessary because the priority is to protect children from possible further abuse or from being influenced in any way by the alleged perpetrator.

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.

Where an allegation has led to a Criminal Record or suspension of contract the Disclosure & Barring Service will be informed. See <https://www.gov.uk/guidance/making-barring-referrals-to-the-dbs>

D - Pastoral care

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

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.

Where an investigation is under way, this support will be provided with the knowledge of the child protection/Adult Social Care authorities.

The Church will ensure that one person is responsible for dealing with the authorities (The Designated Safeguarding Lead or Deputy), 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 and has responsibility over another child, i.e. babysitting, and abuses that trust through 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. 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).

G – Recording, Reporting and Data Retention

Data from recording, reporting may be kept for the specified time as necessary according to the RBC Data Retention Policy and RBC Data Protection GDPR.

Part 2- Safe Recruitment, Support and Supervision

A - Recruitment

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 barred from working with children cannot serve as a trustee of a church. It is also a criminal offence to knowingly offer work with children to an individual who is so disqualified or to knowingly allow such an individual to continue to work with children.

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

The Designated Safeguarding Lead **must be notified** of names of potential recruits for support in a volunteer capacity with children, Young People and/or Adults at Risk.

For volunteers, a **period of at least 3 months** in attendance of regular services will be expected before taking up roles with children, young people or vulnerable adults will be expected. **This will also apply to those who have been away from the church for a period of a year or more.**

An **informal interview/meeting** will be held by Designated Lead or Deputy Safeguarding Lead regarding the recruitment process.

Workers and volunteers will be required to complete an **Application Form including two referees from outside the church**, one to include your previous church or if in Education or Health a current Line Manager).

The application form offers the opportunity for self-disclosure. Where applicable an applicant's UK residency status and/or right to work in the UK will be checked.

DBS Clearance application made, and group leader notified once full clearance received so that they can be officially added to rotas.

The Baptist Union of Great Britain currently engages the services of Due Diligence Checking (Current Provider at time of publication) to support and facilitate DBS checks. For Pastors DBS checks are dealt with directly by BUGB and DDC and are not processed by the church office and internal verifiers.

Trial sessions are limited to no more than three and then only in an 'observer' role not able to lead or be left alone with any persons under 18. THE DSL must be advised of potential recruits before organising trial visits/sessions.

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 read and agree to the policies and procedures for Redhill Baptist Church.

Redhill Baptist Church Safeguarding Policy for Children, Young People & Adults at Risk (Vulnerable Adults)

All paid staff 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.

Some volunteer roles will have guidelines based on the department they are working in.

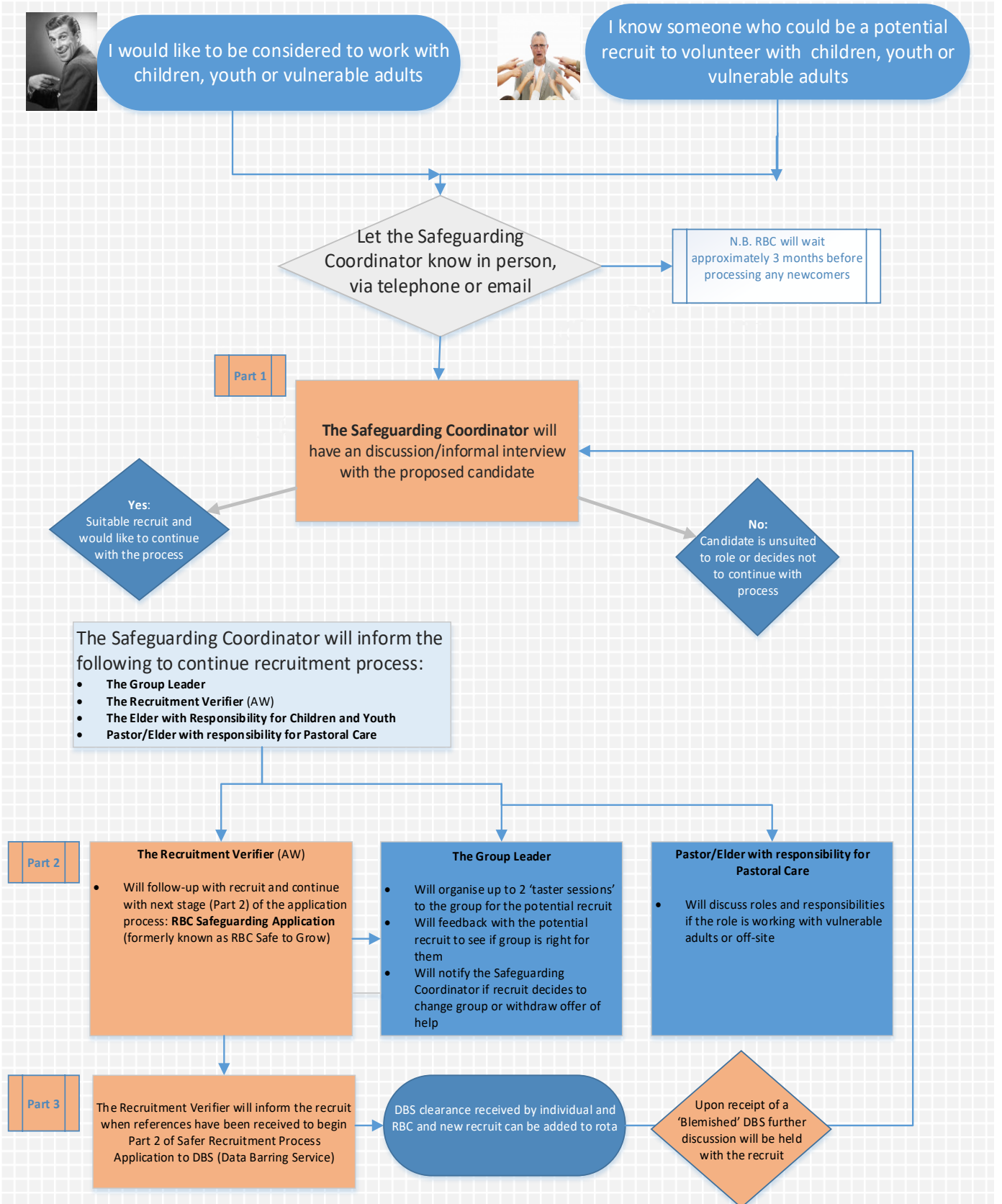
It is recommended and best practice for plenary/review at the end of each session so that any concerns can be addressed in a timely fashion and action taken – if in doubt always speak to the Safeguarding Lead or Deputy. Each team should hold regular meetings i.e. termly, to review procedures to ensure a common approach, sharing of concerns and identifying other matters that may need clarification and guidance.

Training: It is important that all workers understand the agreed procedures for protecting children. Safeguarding training must be attended at least once every 3 years. Training may include attendance at BUBG events, online training or in person with the organisation's Safeguarding Lead or Deputy. Additional training for workers in relevant areas will be arranged, e.g. first aid, food hygiene, health & safety, fire safety, minibuss training where applicable.

Recruitment of 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 or other Young People. Volunteers under 18 years old will be required to provide a reference from an unrelated adult who has known them for 2 years, this cannot be one of the Young Person's Youth Leaders or Pastors due to 'conflict of interest'.

DBS's are required for all volunteers aged 16 or over and these will need to be renewed at 18 years of age if the volunteer wishes to continue serving the church in children's work, Young People or volunteering with Adults at Risk.

Safer Recruitment Procedure



Part 3 – Safe behaviour: a code of behaviour for workers/volunteers

Overview/code of behaviour

The aim of these general guidelines is to ensure appropriate childcare, protect individuals from possible abuse and workers/volunteers 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 language or comments.
 - Blaming, ‘scape-goating’, 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 to protect them, another individual or property. This is a last resort to negotiation.
- No one should 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. Door must be locked once leader moves away and event begins
- 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 before continuing.
- 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, DBS checked and trained as children’s/youth workers. The leader of the activity should be aware of any other adults who are in the building.
- The parents/carers may or may not attend church and it is important therefore they have been given information about the group including contact telephone numbers. It may also be useful for the church/organisation to issue formal identification.

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

Age (years)	Ratio for Indoor activities	Ratio for Outdoor activities
0-2	1:3	1:3
2-3	1:4	1:4
3-8	1:8	1:6
9-13	2:20 (*M+F) +1 per extra 8 YP	2:15 (M+F) +1 per extra 8 YP
13 +	2:20 (*M+F) +1 per extra 8 YP	2:20 (M+F) +1 per extra 10 YP
Age group	Adults: child/YP	Adults: children/YP

- The level of 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.
- 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.

A - Appropriate use of touch

- Wherever possible never allow yourself to be alone when working/volunteering with children/adults at risk.
- Touch should be age-appropriate and generally initiated by the child rather than the worker. Remember 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 or volunteer's needs.
- Support children/YP's/Vulnerable adults to show appropriate touch to one another and not to engage in touch which may be misconstrued.
- Avoid any physical activity that is, or may be thought to be, sexually stimulating to the adult or the child. Refrain from front facing hugs – turn to offer a side by side shoulder hugs if Young Person initiates touch
- Children are entitled to privacy to ensure personal dignity.
- Children have the right to decide how much physical contact they have with others, except in exceptional circumstances when they need medical attention.
- When giving first aid (or applying sun cream etc), encourage the child to do what they can for 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. Distract by asking for a job to be done in another area. In the plenary session constructively challenge anything which could be misunderstood or misconstrued, in private is best. If inappropriate behaviour continues this should be reported to the Safeguarding Team.

B - Mentoring

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

- The parents of all young people involved in mentoring will sign a letter to say they are aware that the mentoring is happening and who it is with.
- A mentoring meeting should have an agreed start and end time, and someone should be aware that you are meeting.
- Meetings should take place in public, not in private homes and travel to and from should be made independently.

Redhill Baptist Church Safeguarding Policy for Children, Young People & Adults at Risk (Vulnerable Adults)

- Keep a basic record of dates of significant meetings, text messages and emails and copy in line manager/leader of the group
- Appropriate boundaries with regards to times and demand should be in place, for example, not phoning during the night, etc.
- A written record should be kept of issues/decisions discussed at meetings.

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 Redhill Baptist Church. If a situation occurs where it is necessary, then it can only be done with agreement of one of the Pastors. Please make yourself accountable rather than having to give account.

D - Children, YP or Adults with Special and or Additional Needs/Disabilities

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

It is good practice to speak with the parents of children/young people/adults with special needs and find out from them how best to assist the child/young person or adult.

E - Children with no adult supervision

When children turn up to 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 and ask about how they will travel home, then call parents to ensure all information is correct and shared.
- 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 (e.g. 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

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.

It is not appropriate to use these communication methods with primary school aged children, 11 years and younger. All contact should be made via children's parents or carers up to Year 6 (11 years).

On the general consent form parents/carers sign to agree that the young person can receive such communications.

Workers' Communication with Young People; including use of technology

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. Communication between young people and staff, by whatever method, should take place within clear and explicit professional boundaries. This includes the wider use of technology such as mobile phones text messaging, e-mails, digital cameras, videos, web-cams, websites and blogs. Staff and volunteers should ensure that all communications are transparent and open to scrutiny. Staff and volunteers should also be careful and circumspect in their communications with young people so as to avoid any possible misinterpretation of their motives or any behaviour. This means that staff & volunteers should 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.

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 the group leader currently all groups for children and youth are overseen by the pastor with responsibility for children and young people. 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.

Mobile/SMART Phones

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

- Only make contact with young people for professional reasons, for essential information sharing
- Copy the message sent to Line Manager & parents/carers so that they remain aware of any changes to timings, venues and for accountability.
- 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'.

Redhill Baptist Church Safeguarding Policy for Children, Young People & Adults at Risk (Vulnerable Adults)

- Keep any 'sent' or 'received' messages and where they give cause for concern immediately share with Line Manager in this case Emily Irving or if unavailable Designated Safeguarding Coordinators
- Recognise that text messaging is rarely an appropriate response to a young person in a crisis situation or at risk of harm. It should only be used as a last resort when other forms of communication are not possible.
- Not use internet or web-based communication channels to send personal/private messages to a young person and keep communication open and transparent
- Paid children's/young people's workers are issued with a mobile phone under a contract that provides itemised billing – THIS CAN BE REQUESTED AT ANY TIME BY A MEMBER OF THE SAFEGUARDING TEAM if required for internal or external investigation.
- Workers should not take photos on their personal equipment. A designated photographer for events may be appointed and photos or film taken to be kept by the Youth Worker/Pastor in charge and the person leading the group will ensure that under 18's have had permission to share photos on websites, publicity etc. An SD card may be provided by Redhill Baptist Church for specific events but kept on the church premises for safe keeping.

Email:

Email is sometimes used by workers to remind young people about meetings.

- If email is being used by workers/volunteers ensure messages are in the public domain by copying each message to the group leader (currently all groups for children and youth are overseen by the pastor with responsibility for children and young people).
- 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.

Communicating using Instant Messaging (e.g. MSN Messenger; AOL AIM; Yahoo Messenger; Snapchat, Instagram; Facebook; Whatsapp and other apps)

- The use of 'instant messaging' is not recommended between leaders and children/young people unless shared in a 'Group' e.g. Whatsapp group
- Workers should save significant conversations as screenshots and also keep a log of any significant communication stating with whom and when they communicated.

Social Networks Facebook, Instagram, Tik Tok etc.

If a worker allows their personal site/profile to be accessed by children/young people or Adults at Risk:

- it is essential that all content including photos is suitable.

Redhill Baptist Church Safeguarding Policy for Children, Young People & Adults at Risk (Vulnerable Adults)

- Be aware of *age limits on social network sites. Check the terms and conditions of each website or App and do not 'friend' or 'follow' the child or young person if they are under the minimum age to be a member of a social network, App etc (currently 13 years of age)
- All communication should be kept in the public domain.
- Copy other workers into communication where possible to maintain accountability/ transparency.
- Share anything that gives you cause for concern with the team leader and Designated Safeguarding Lead

* Current guidance is that no child under 13 should have a web based social media account. Please do not allow children under 13 to become your 'friend' on social media, even if their parents/carers give 'parental consent' and are aware, as workers and volunteers we need to be 'above the law' and follow best practice and the protocols of RBC as stated in this policy.

Taking Video and Photographs of Children

Since the introduction of the Data Protection Act in 1998, now superseded by 'General Data Protection Regulation (GDPR) 25 May 2018, churches must be very careful of all stored data including the use of still or moving images of clearly identifiable people. There are several issues to be aware of: Permission must be obtained, via the paper consent form, email and or Church suite, 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.
- Workers should not take photos on their personal equipment. A designated photographer for events may be appointed and photos or film taken to be kept by the Youth Worker/Pastor in charge and the person leading the group will ensure that under 18's have had permission to share photos on websites, publicity etc. An SD card may be provided by Redhill Baptist Church for specific events but kept on the church premises for safe keeping.
- Please see Data Protection Policy for Redhill Baptist Church updated in line with GDPR Law introduced 2018.
- Video Conferencing using Microsoft Teams, ZOOM is available as a separate document Mar 2020 introduced at Redhill Baptist Church.

Part 4 - Safe practice and safe premises

A - General

Consent forms Paper and/or Digital using Churchsuite

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) or through Churchsuite

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 or the parent/carer must be contacted to gain information for Young Person to attend.

Guidelines for Use of Redhill Baptist Church

The responsible adult for an activity at Redhill Baptist Church must agree to the agreed terms and conditions and guidelines for use of the building.

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 the agreed terms and conditions/guidelines for with particular attention paid to the sections on Security Policy; Lone Working Policy; Fire Policy, First Aid; PAT testing; Health and Safety; Kitchen and Food Hygiene Policy.

Whenever possible at all events involving preparation of food at least one worker will hold a valid Basic Food Hygiene Certificate to at Least Level 2 and oversee the preparation, serving and storage of food etc.

Buildings being used for children's groups will be properly maintained. A representative from the children's groups and 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.

Risk Assessment

Before undertaking any activity, the activity leader will ensure that a risk assessment is carried out and it is advisable to appoint someone specifically for this task. Risk Assessments will need to be completed for each regular or one-off activity to indicate what hazards are detected and how risk will be minimized. It is the responsibility of the activity/event leader to ensure each volunteer reads and adheres to the Risk Assessment. Please liaise with Health & Safety and Facilities Management Team for support.

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.

First Aid

Redhill Baptist Church has several trained First Aiders and Medical Practitioners. There is a list showing who they are on the First Aid cupboard in the kitchen. First aid kits are located in the kitchen and the Sanctuary and Youth have their own 'back-pack' for off-site visits. Incidents and Accidents need to be reported in writing using the reporting book. A template is available in the Appendix.

The Church Office and Health & Safety Team/Facilities Management Team ensure that the contents of the first aid boxes are checked on a termly basis. Completed accident forms should be passed on to the church administrators. (see page 33 Accident Form for Offsite Activities)

All Redhill Baptist 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.

Supervision/Registration of groups and individuals

The person responsible for a group/activity must sign in the book in the foyer/entrance 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. ALL TEAM AND VISITORS MUST BE RECORDED FOR ALL SESSIONS. ChurchSuite is the preferred way to keep a register for each event or meeting which includes all additional volunteers, whatever their age or status, so that is clear who is or was on the premises. Registers can be called upon in legal proceedings and should therefore be legible and include forename and surname and not shortened forms of names. Please pass completed paper registers to The RBC Office for secure storage. Redhill Baptist Church has adopted ChurchSuite software to record visitors and leaders for groups and events. Registers need to be kept securely for 75 years (see Document Retention Policy).

Food Hygiene /Health and 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 follows therefore that those with responsibility for food will need to possess the Basic Food Hygiene Certificate and be aware of food safety (preparation, handling and storage, disposal of waste, etc.) See Food Safety Policy.

Driving and Transporting to and from Church Activities/Events

These guidelines will apply to all drivers involved in the transportation of 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/YP's/A@R 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 pre-arranged places.
- All drivers will have read the Church's Safeguarding Policy and agree to abide by it.
- Parental consent will be given for all journeys of those under 18.

Redhill Baptist Church Safeguarding Policy for Children, Young People & Adults at Risk (Vulnerable Adults)

- 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 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.
- 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 must not spend unnecessary time alone in a car with a child and where possible the child/young person should sit in the rear seats.
- Make sure all children and young people are returned to designated pick up 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 currently D1 category
- If parents transport each other's children around other than trips organised outside of the church's remit and organised events for example to and from a party of church young person arrangements are the responsibility of the parents involved and not the responsibility of Redhill Baptist Church.

Insurance

Residential activity/camp organisers will ensure with the Deacon for Finance and/or Elder with Responsibility for Finance 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 – this information should form part of a prior Risk Assessment.

B - Outings and overnight events

General

- Before undertaking any outing or overnight activity a special risk assessment must be carried out, including a pre-visit assessment made where possible.
- Parents/carers will be informed in writing of all the arrangements.
- Consent forms will be obtained for each outing and or overnight activity.
- There will be leaders with first aid and food hygiene certificates with the group.

Sleeping Arrangements (overnight events)

Separate sleeping arrangement should be made for leaders and children/young people. However, where arrangements for overnight stays need to be in shared accommodation workers will not share sleeping accommodation with fewer than three children. It may be acceptable for workers to share sleeping accommodation with children/young people in a large dormitory or on an activity such as youth hostelling where it is customary practice. Arrangements will be age-appropriate, provide security for the child/young person and be safe for children/young people and workers. The activity leader will ensure that parents understand what the arrangements will be.

Adventurous Activities (Outings and overnight events)

No child will participate in adventurous activities without the written consent of the parent /carer. The residential activity/camp organisers will ensure that the staff employed 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.

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 (e.g. hearing impairment or physical disabilities).

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 (e.g. no running round tents due to the risk of injury from tripping over guy lines).

Swimming Trips

There will be an increased adult to child ratio for all swimming trips and prior to the trip the swimming ability of a child/young person will be established. A swimming consent for each child (or a copy) will be taken by the group leader on the trip. One-piece costumes or Bermuda style shorts are recommended for all children and leaders. Leaders should also wear t-shirts/shorts pool-side or in the water.

Part 5 – Safe Community

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.

Take all reports or concerns of bullying seriously and record concerns made by individuals. Self-recording is best for the individual/s concerned. If a child/YP or Adult at Risk is unable to write for themselves, report what is told to you in *their* words and check back that this is a correct account of their version of what happened.

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.

To prevent bullying the following procedures will be adopted:

- The children and young people themselves will be involved in agreeing a code of behaviour/code of conduct 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 and of the bullied will be informed
- An attempt will be made to help bullies change their behaviour
- All allegations and incidents of bullying will be recorded, together with actions that are taken.

Working with Offenders

When someone attending the Church is known to have abused children, the Safeguarding Coordinators and where appropriate a member of the Pastorate/Eldership 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 Redhill Baptist 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 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). 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

Redhill Baptist Church Safeguarding Policy for Children, Young People & Adults at Risk (Vulnerable Adults)

- 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
- Designated Safeguarding Lead and the Pastor should always be informed
- The Designated Safeguarding Lead will be informed by Police, Probation or Baptist Union will determine the level of supervision required for each individual case
- If on the Sex Offenders Register the Designated Person will 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 Safeguarding Lead should inform and take advice from the Regional Safeguarding Lead and BUGB
- Independent advice is available from www.thirtyoneeight.org

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/agreement should be drawn up which identifies appropriate behaviour. The person should be required to sign the contract. The contract/agreement:

- 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/mentor 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 or other activities linked to offending behaviour
- 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.

For more information please see 'Working with those who pose a risk' <https://thirtyoneeight.org/who> offer independent advice on Safeguarding matters.

Appendix 1 Overview of Safeguarding Policy

Safeguarding Essentials – One Stop Refresher

N.B. This document is an at-a-glance overview and does not replace the full Safeguarding Policy which should be read when a DBS check is completed or renewed.

ABC and 3 R's of Safeguarding

AWARENESS - management and general issues

BEHAVIOUR - day to day operation – what you need to remember

CONCERNS - being prepared

A is AWARENESS of overall management and general issues

Structure:

The church's Designated Lead for Safeguarding is Miranda Odysseos-Beaumont. David Morley is Deputy Safeguarding Coordinator. Miranda Odysseos-Beaumont is the nominated DBS Verifier with DDC (our current provider).

Registration:

- All children and young people should be registered (on and/or offsite) and parents / carers asked for details of full name, date of birth, address, contact (inc. emergency) telephone numbers and any known medical needs or allergies. Registration forms should be accessible while the event is running.
- Consent forms for emergency medical treatment and for travel arrangements should be completed if children are being cared for in the absence of their prime carer, even on church premises.

Risk Assessment:

- Staff and volunteers act in 'loco parentis' and if working with vulnerable adults as their 'appointed adult' and need to be aware of the following for each room/s being used, on or offsite:
- **Toilets** where are they located and how they will be accessed and by whom? Can they be separated for adults and children, male/female etc.
- **Security** including entry and exit points; how easy would it be for a child /young person /vulnerable adult to exit the building without being noticed? How easily could a stranger get in without being noticed?
- **Disabled or Additional Needs** – How will they be able to access/exit? Toileting?
- **Fire Exits & Fire Safety** – who is your designated Fire Safety Officer for the session? Who will 'sweep' building and who will take register to muster station? (follow RBC Fire Safety Guidance see Appendix)

Accountability:

An atmosphere of trustworthiness, transparency and openness is expected by all team members, staff or volunteers who need to remember that they are there to model safe, respectful and positive behaviour. We will be accountable to one another in word and/or actions and should monitor one another in the area of physical contact, feeling free to point out to each other any areas where they feel a colleague's actions may be misconstrued. This protects everyone. ANY Concerns about suspected abuse or continued concerning behaviour should always be reported to the named Safeguarding Coordinator or Deputy Safeguarding Coordinator.

Leaders and ratios:

Best Practice is that there is a mix of Male and Female leaders but on activities where parents/carers remain on site e.g. a Sunday morning during church service this recommendation can be waived, however a 3rd helper still needs to be available as a runner.

Redhill Baptist Church Safeguarding Policy for Children, Young People & Adults at Risk (Vulnerable Adults)

The following table shows the recommended ratio of leaders to children and young people:

Age (years)	Ratio for Indoor activities	Ratio for Outdoor activities
0-2	1:3	1:3
2-3	1:4	1:4
3-8	1:8	1:6
8-13	2:20 (*M+F) +1 per extra 8 YP	2:15 (M+F) +1 per extra 8 YP
13 +	2:20 (*M+F) +1 per extra 8 YP	2:20 (M+F) +1 per extra 10 YP

N.B. Some flexibility is allowed but this should be confirmed with the Designated Safeguarding Lead

Young Helpers: Those involved in within children's groups, youth groups and music groups can be any age, and we recognise the benefits to a young person of involvement in these activities, as part of their development and growth.

Workers/helpers under the age of 18 should be regarded as children first, and helpers second, and as exercising their role under the close supervision of the named adult leader. Teenage helpers are expected to complete:

1. An RBC Application to work with Children/Adults at Risk Form.

N.B Referees need to be over 21 years of age and at least 1 referee should be from outside the church setting.) 1 should be outside of the church and aged over 21)) and

2. Attend safeguarding training and be asked to complete a DBS check once they turn 16.

B BEHAVIOUR in day to day operation – what you need to remember

Your Manner: Treat all children, young people and vulnerable adults with respect and dignity. Think about age appropriate language and tone of voice. Be aware of your own body language and the effect it is having.

Toileting: Be aware of a distinction between 'helping' and invading privacy, depending upon the age and capability of the child, young person or adult at risk. Wherever possible, encourage independent trips to the toilet or get the parent / carer to accompany the child. If the individual has soiled their underclothes and needs to be changed and thoroughly washed, try to have the parent / carer deal with the situation or make sure another adult is present with you.

Games: Beware of engaging in rough games involving physical contact between a leader and a child or young / vulnerable person. Avoid any sexually provocative games or conversation or situations which reject a child or young / vulnerable person.

Discipline etc: Avoid physical control or punishment unless a person needs to be physically restrained to protect them or others. Avoid responding to excessive attention-seeking that is overtly sexual or physical in nature. If a child, young/vulnerable person's language or behaviour is concerning please inform the Safeguarding Team.

Touch: Take care about touching: Try to keep everything public. A hug in the context of a group is very different from a hug behind closed doors. Touch should be age-appropriate and generally initiated by the child rather than the worker. If you find that a child is responding awkwardly or negatively to being touched by another child or adult, intervene immediately and find another, non-physical way to express your concern. Make sure you can be seen and make another team member aware if a child, young/vulnerable persons requests to speak to you.

Transport: Transporting children, young people and vulnerable adults has risk attached. Is the car safe and insured to take children/young people even a voluntary capacity – please check with your insurer as Business Insurance will be needed if transporting even as a volunteer. Is the driver safe to drive-tired or ill? Will every child be accounted-for?

Redhill Baptist Church Safeguarding Policy for Children, Young People & Adults at Risk (Vulnerable Adults)

Do parents know where their child is being taken, and by whom? Ask parents / carers to complete a consent form if planning to transport children or young people. Arrangements for returning children to their parents' / carers' care should be clarified. Make sure everyone is as accountable as possible, and all arrangements are as public as possible. Always insist that seatbelts are worn when travelling-it is a non-negotiable legal requirement.

Lifts: Avoid giving lifts to children, or young people on their own but, of course, do not leave a sole child stranded without transport. If they are alone, it might be appropriate to encourage them to be 'chauffeured' in the back seat. Make yourself accountable by telling another adult and personally informing the parent/carer of the arrangements; do not rely on the child, young/vulnerable person informing parent/carer. Where possible ensure that the parent/carer of the child, young/vulnerable adult confirms that they have arrived safely back to the group leader.

Relationships: Some types of relationship need clear boundaries: It is always wrong for a leader to enter into a romantic or sexual relationship with a child, young or vulnerable person. Whatever their legal age for consent, or the consensual nature of the relationship, the imbalance of power makes it an abuse of trust. Such inappropriate relationships are obvious where the leader is an adult, but less so when the leader is also a young person. Confusion of roles could still occur, and normally it would be appropriate for the leader to end either the romantic relationship, or the leadership role.

Emergency contacts:

Ensure you have considered in advance who you will contact in an emergency. Make sure that you have the information needed in registers, separate lists etc.

First Aid

- The Accident Book is kept in the welcome desk in the foyer and is maintained by the Church Office.
- First Aid boxes are available in the church and the kitchen. Persons trained in first aid will be listed on signs in each room when training has been completed.
- Accident forms should be completed in full and a copy placed in Main Church office
- Inform Church Office/Health & Safety team when First Aid resources have been used for re-stock of boxes.

C CONCERNS – being prepared if you have a concern or a disclosure is made to you

- Listen to the child
- Do not promise confidentiality – some disclosures have to be reported.
- Do not question the child.
- Offer reassurance to the child, reassure the child that what they say will be treated seriously
- Tell the Group Leaders AND the Designated Safeguarding Lead as soon as possible.
- Do not tell anyone else, including parents, and do not discuss with other leaders.
- Make notes as soon as possible afterwards, record time, date, place and people involved as this information may be required to take further action.

If you feel a child is in immediate danger or risk of harm call 999 and do not let the child leave you.

3 R's: RECORD REPORT REFER

RECORD disclosures made to you or any concern as soon as able to (even if you write up again later – keep all original notes)

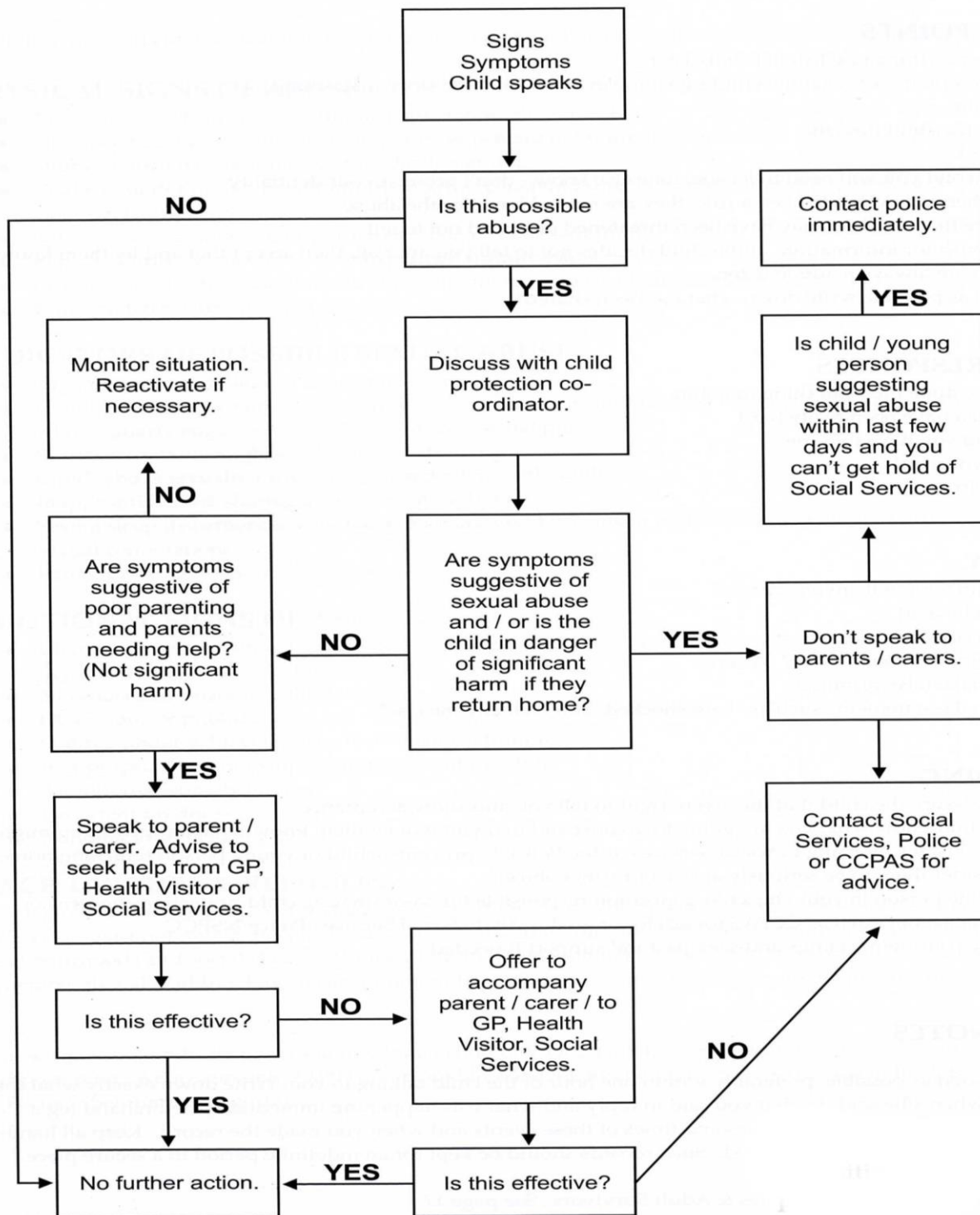
REPORT concerns to the Safeguarding Leads as soon as able in person, by phone or by email (concerns should be raised within 24 hours – even if you are unsure of details do not delay in reporting)

The Designated Safeguarding Leads will **REFER** disclosures or concerns to the appropriate agencies who will investigate.

Appendix 2 – Flow chart for action

Flow Chart For Action

This is not a substitute for a formal child protection policy.



Appendix 3 – Stages of response

Stage 1

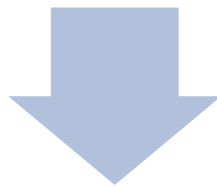
A worker has a concern about the welfare of a child/young person or the behaviour of an adult

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

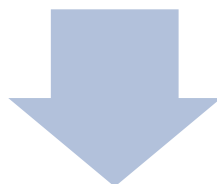
The Designated Person receives the report of concern

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

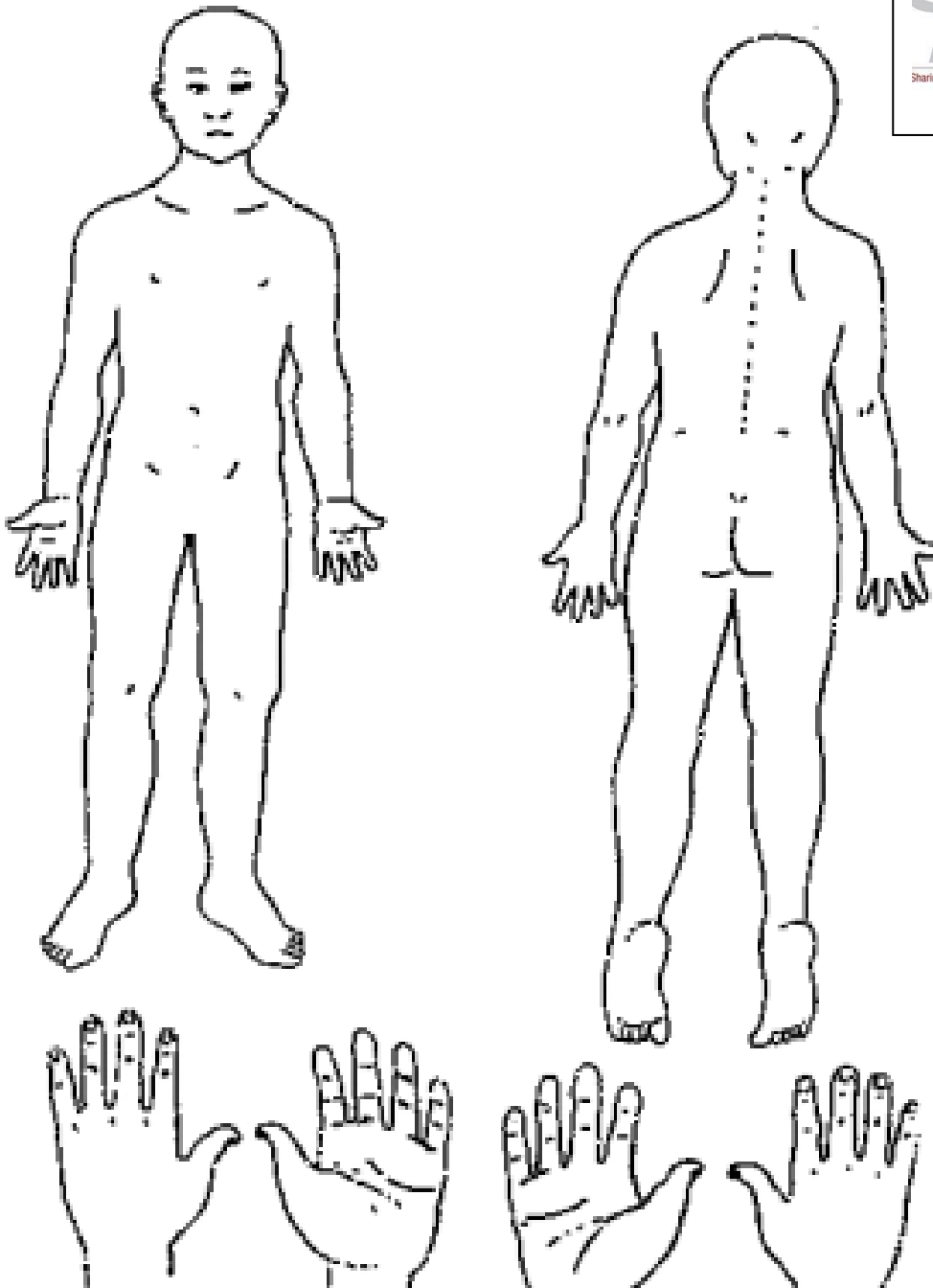
After the decision has been made as to what action should be taken

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.

Appendix 4 – Body chart



Name of child:

Date of observation:

Your name:

Date:

Please put in a sealed envelope and pass directly to the Designated Safeguarding Coordinator/s

Appendix 5 – Incident Form

Names of child/YP/Adults involved	
Activity/Event/Group	
Date and time	
Leaders present	
Any other activities or people in the building or at the event?	
DETAILS OF INCIDENT (ie 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:	

Appendix 6 – Consent Form – To be used if ‘Churchsuite’ is unavailable or requiring forms for off-site

Creche		CoGs Children of God Toddlers-Yr R		DJs Discovering Jesus Yr 1-Yr 6	
YoS Youth on Sunday		Rock Solid Yr 7-Yr10		Mettle Yr 11-Yr13	
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: <ul style="list-style-type: none"> • Medical condition or disability • Allergies • Dietary needs • Special needs 					
CONSENT					
Do you consent to photos being taken of your child for local display or publicity?				Yes	No
Do you consent to un-named photos being used on the church website?				Yes	No
In an emergency, if I cannot be contacted, I give permission for my child to receive first aid or necessary hospital treatment, including anaesthetic.					
Parent/Guardian to sign and print name:					
Date					

Tick all activities attended by child/young person

Appendix 7 – Accident Form

Accident Form for offsite groups/residential only to be returned to Church Office for long term storage. When onsite use Accident Book kept in the Foyer and return page to the Office

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.

Appendix 8 Guidelines for Pastoral Visiting/Mentoring

Following such guidelines should not only protect vulnerable people but also ensure that workers are not wrongly accused of abuse or misconduct.

Your relationships

Exercising any kind of ministry involves developing an understanding of yourself and how you relate to others, how you increase the well-being of others and how you ensure your own well-being and safety. As you are in a position of trust you will necessarily have power, not actual but perceived authority, therefore respecting professional boundaries is particularly important. Many pastoral relationships can become intertwined with friendships and social contacts, making this guidance even more necessary.

- Exercise particular care when ministering to persons with whom they have a close personal friendship or family relationship.
- Be aware of the dangers of dependency in pastoral and professional relationships and seek advice or supervision when these concerns arise.
- Recognize your limits and do not undertake any ministry that is beyond your competence or role (e.g. therapeutic counselling, deliverance ministry, counselling victims of abuse and domestic violence, or their perpetrators, or giving legal advice). In such instances the person should be referred to another person or agency with appropriate expertise.
- Avoid behaviour that could give the impression of inappropriate favouritism or the encouragement of inappropriate special relationships.
- Treat those with whom you minister or visit with respect, encouraging self-determination, independence and choice.
- Take care if required to help with physical needs, washing and toileting, always respecting the choices of the individual concerned.
- Pastoral relationships may develop into romantic attachments and such situations should be handled sensitively. You need to recognize such a development and make it clear to both the person concerned and a supervisor or colleague. Alternative arrangements should be made for the ongoing pastoral care of the person concerned.

Your conversations with people

Formal interviews and informal conversations in a ministry context are pastoral encounters. You should be aware of your language and behaviour. For example, innuendoes or compliments of a sexual nature are always inappropriate. When a person asks questions or seeks advice around topics of a sexual nature, you should be discerning about the motives and needs of the person and question their own ability to assist. You should consider in advance:

- the place of the meeting, arrangement of the furniture and lighting, and your dress;
- the balance of privacy for conversation with the opportunity for supervision (open doors or windows in doors, another person nearby);
- the physical distance between people determined by hospitality and respect, being aware that someone may have suffered abuse or harassment in the past;
- whether the circumstances suggest a professional or social interaction;
- the propriety or danger of visiting or being visited alone, especially in the evening;
- the personal safety and comfort of all participants;
- establishing at the outset the nature of the interview in respect to subject matter, confidentiality and duration;
- the appropriateness of initiating or receiving any physical contact, for example gestures of comfort, which may be unwanted or misinterpreted

Record keeping; privacy and information sharing.

- Keep a record of pastoral encounters by sending an email to the Pastor/Deacon responsible for Pastoral Care before and after your meeting to include date, time, place, subject and actions to be taken. The content of any encounter should only be recorded with the person's consent unless it is a matter of child protection or might be a record of suspicion of abuse or mistreatment. Any such reports must be made to the designated Safeguarding Lead.
- Any record should be factual and avoid rumour or opinion.
- Records concerned with abuse should be kept indefinitely (at least 50 years). These should be given to the Designated Safeguarding Lead and kept in a secure, locked cupboard on church premises

Being part of a team

The standards maintained within a pastoral relationship are equally relevant in relationships with the rest of the pastorate staff and congregation of Redhill Baptist Church. Harassment or bullying should never be condoned. You need to be aware of the possibility of stress within the ministry environment. The needs of family should be acknowledged and all who work together should acknowledge the boundaries between ministry and home, allowing sufficient time for relaxation and holidays. Everyone who works with vulnerable people should know to whom they are accountable and have a designated person with whom to discuss their work. At the time of writing this is Roberta Day, Assistant Pastor.

- You should be aware of the responsibilities, function and style of the rest of the team and encourage cooperation and consultation between team members in the tasks they do.
- Your co-volunteers should not be discriminated against, harassed, bullied or abused for any reason.
- Colleagues and co-volunteers should not be penalized for following this guidance or for taking action regarding others and this guidance.
- When relinquishing any task or pastoral role, volunteers should relinquish any pastoral relationship except with the agreement of any successor.
- You should know to whom you are accountable and be regularly mentored by them or another person who can assist. Such mentoring is especially necessary if you are undertaking a continuing individual pastoral ministry of counselling, or when your ministry takes you outside normal church work.
- You should ensure that tasks can be carried out by another if you are ill or otherwise unable to fulfil your responsibilities.

Sexual conduct

Your sexual conduct may have an impact on your ministry within the Church. It is never appropriate for you to take advantage of your role and engage in sexual activity with anyone with whom you have a pastoral relationship. You should be aware of the power imbalance inherent in pastoral relationships.

- You must not enter into physical or intimate sexual relations with a child, young person or Adult @ Risk
- You must take responsibility for your words and actions if wishing to make physical contact with another adult (e.g. a hug may be misunderstood) or talk to them about sexual matters. This will include seeking permission, respecting the person's wishes, noticing and responding to non-verbal communication, refraining from such conduct if in doubt about the person's wishes.
- You must not view, possess or distribute sexual images of children and should refrain from viewing, possessing or distributing sexually exploitative images of adults.
- You should avoid situations where you feel vulnerable to temptation or where your conduct may be misinterpreted.

Your financial integrity

Financial dealings can have an impact on the church and the community and must always be handled with integrity. Those with authority for such matters should maintain proper systems and not delegate that responsibility to anyone else.

- You should not seek personal financial gain from your position beyond your recognized allowances/expenses
- You should not be influenced by offers of money.
- You should ensure that church and personal finances are kept apart and should avoid any conflict of interest.
- You should not accept personal gifts of money
- Care should be taken not to canvass for church donations from those who may be vulnerable, e.g. the recently bereaved. Any such gifts must be declared to the Church Treasurer.

Your behaviour outside church and your role in pastoral ministry

In pastoral ministry, behaviour outside work can often impinge on that ministry. You are expected to uphold Christian values throughout your lives.

Appendix 9 – Recommended Additional reading

1. 'Working with those who pose a risk'. Thirty-one Eight (formerly CCPAS)
2. 'Guide to Understanding Self Harm' BUGB
3. 'Safe to Belong- Safeguarding Adults at Risk' BUGB
4. Volunteer Roles which require/do not require Safer Recruitment Procedure and DBS checks