Safeguarding Children & Adults at risk

POLICY AND PROCEDURES

Safeguarding Team

COLCHESTER ROAD BAPTIST CHURCH

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Version Control

Version	Date	Details of update
V1.1	June 2021	Initial draft from template from BUGB website
V1.2	Feb 2022	Numerous edits by safeguarding team to prepare for consultation with members
V1,3	March 2022	Version for consultation with members. Appendices and report form removed as separate documents
V2.0	July 2022	Agreed version at AGM Meeting
V2.1	Jan 2025	Revised document following discussion and updates

1 SECTION 1 – SAFEGUARDING POLICY STATEMENT

Definitions

This policy refers to 'Children' and 'Adults at risk'; the term 'child' or 'children' refers to anyone under the age of 18 years.

The term 'adult at risk' has replaced the previously used 'vulnerable adult', focusing on the situation rather than the characteristics of the adult themselves. The label 'vulnerable adult' may wrongly imply that some of the fault for any abuse lies with the abused adult. There is no standard single definition for an 'adult at risk', so for our policy we are using the following simple definition taken from Thirtyone:Eight (formerly CCPAS - Churches' Child Protection Advisory Service):

'Any adult aged 18 or over who due to disability, mental function, age, illness or traumatic circumstances may not be able to take care or protect themselves against the risk of significant harm, abuse, bullying, harassment, mistreatment or exploitation'. Some adults might be more at risk than others, and there are some times in life where risks may increase. Some of these circumstances may include:

- Learning, sensory or physical disability
- Old age and frailty (especially if it creates a dependency on or needing help from others)
- Mental health problems
- Dementia or confusion
- Illness
- Addiction or dependence on alcohol, drugs or medication
- Bereavement
- Past abuse or trauma
- English is not their first language

SAFEGUARDING POLICY STATEMENT FOR COLCHESTER ROAD BAPTIST CHURCH

Our vision

The vision statement of Colchester Road Baptist Church is that it is a church that

- is trusting God through His Word and by the leading and renewing of His Holy Spirit
- has a passion for leading people into a relationship with Jesus continuing through discipleship into Spirit-filled maturity
- shows the love of Jesus in our relationships in our local community and beyond.

In fulfilling this vision, we:

- welcome children and adults at risk into the life of our community
- run activities for children and adults at risk
- make our premises available to organisations working with children and adults at risk

Our safeguarding responsibilities

The church recognises its responsibilities in safeguarding all children, young people and adults at risk, regardless of gender, ethnicity or ability.

As members of this church we commit ourselves to the nurturing, protection and safekeeping of all associated with the church and will pray for them regularly. In pursuit of this, we commit ourselves to this policy and to the development of sound procedures to ensure we implement our policy well.

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

Safeguarding contact points within our church

The church has appointed the following individuals to form part of the church safeguarding team. The role of a Designated Person for Safeguarding (DPS) is to advise the church on any matters related to the safeguarding of children and adults at risk and take the appropriate action when abuse is disclosed, discovered or suspected. The role of a Safeguarding Trustee is to raise the profile of safeguarding within the church and oversee and monitor the implementation of the safeguarding policy and procedures on behalf of the church trustees.

Name	Role	Telephone	Email
Graham Abbott	Adult Designated Person for Safeguarding (DPS) (Trustee)	07740 191299	graham.abbott@crbc.org.uk
Fran Alexander	Safeguarding Trustee	07793 292776	fran.alexander@crbc.org.uk
Nickie Savage	Staff Designated Person for Safeguarding (DPS) (Childrens Ministry Leader)	07376571960	Nickie.Savage@crbc.org,uk
Ben Goddard	Staff Designated Person for Safeguarding (DPS) (Youth Ministry Leader)	07483 347119	ben.goddard@crbc.org.uk
Julie Nightingale	Alternate Designated Person for Safeguarding (DPS)	07983 352545	julie.nightingale@crbc.org.uk
Margaret Woodhams	Alternate Designated Person for Safeguarding (DPS)	07734 109573	margaret.woodhams@crbc.org.uk

Our church ministers are part of the Church Safeguarding Team and where appropriate will have access to records and reports shared with the DPS. Where possible, the Church Safeguarding Team will work together if and when issues arise. However, each person has a responsibility to report allegations of abuse as soon as they are raised.

Putting our policy into practice

- A copy of the safeguarding policy statement will be displayed permanently on the church noticeboard and church office and is available on our church website.
- Each worker (paid or volunteer) with children and/or adults at risk will be given a full copy of the safeguarding policy and procedures and a copy of our code of practice and will be asked to sign to confirm that they will follow them.
- A full copy of the policy and procedures will be made available on request to any member of, or other person associated with, the church.
- Information about Safeguarding practice will be shared within our welcome packs, with details of where to find the full policy.
- The policy and procedures will be monitored and reviewed annually, and any necessary revisions adopted into the policy and implemented through our procedures.
- The policy statement will be read and affirmed annually at the church AGM, together with a report on the outcome of the annual safeguarding review using the Baptist Union Review documentation.

2 SECTION 2 - SAFEGUARDING PROCEDURES

2.1 INTRODUCTION

Our safeguarding procedures set out how our safeguarding policy is implemented in all the services, groups and meetings that are part of the life of our church.

Each trustee, church leader and worker (paid or voluntary) needs to be familiar with these procedures, and we strongly recommend that those in leadership roles attend both Level 2 and Level 3 BUGB Excellence in Safeguarding training (delivered through the local Baptist Association team), or equivalent to ensure that they have the knowledge and confidence needed to deal with safeguarding issues as they arise. Although training undertaken in a professional capacity is valid and copies of certification can be taken, the training should be completed in a church setting so safeguarding can be considered in the context of church life.

Over the following pages there is clear, specific information on how to recognise and report abuse and how to respond to concerns raised within church life. It is vitally important that these procedures are well known and that all those working with children and/or adults at risk in the church have the information and training needed to work with these procedures.

All church workers (paid and voluntary) who work with children and/or adults at risk should attend the ~~BUGB~~ Level 2 Excellence in Safeguarding training or equivalent, before they are able to work without supervision.

All new Church workers should be given a copy of:

- the Baptist Union '*Gateway to Level 2 Excellence in Safeguarding guide for new workers* (paid and voluntary) (This document is designed to be an interim measure whilst waiting to attend a Level 2 Excellence in Safeguarding course.)
- The CRBC Code of Practice
- The CRBC Safeguarding Policy

A Church worker must sign to indicate that they have read and understood these documents and agreed to abide by them prior to being permitted to work in an unsupervised capacity. (This may be recorded on paper or electronically)

Safeguarding must be a standing item at team meetings. (This includes Youth, Childrens/ Family work or work with Adults including pastoral care)

2.2 PROCEDURE FOR RECOGNISING, RESPONDING TO AND REPORTING ABUSE

2.2.1 WHAT TO DO IF ABUSE IS SUSPECTED OR DISCLOSED

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

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

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

WHAT TO DO	WHAT NOT TO DO
• Listen to and acknowledge what is being said. • Try to be reassuring & remain calm. • Explain clearly what you will do and what will happen next. • Try to give them a timescale for when and how you / the DPS will contact them again. • Take action – don't ignore the situation. • Be supportive. • Tell them that: They were right to tell you; You are taking what they have said seriously; It was not their fault; That you would like to pass this information on to the appropriate people, with their permission; • Be open and honest. • Give contact details for them to report any further details or ask any questions that may arise.	• Do not promise confidentiality. • Do not show shock, alarm, disbelief or disapproval. • Do not minimise what is being said. • Do not ask probing or leading questions, or push for more information. • Do not offer false reassurance. • Do not delay in contacting the DPS. • Do not contact the alleged abuser. • Do not investigate the incident any further. • Never leave a child or adult at risk waiting to hear from someone without any idea of when or where that may be. • Do not pass on information to those who don't need to know; not even for prayer ministry.

2.2.2 RESPONDING TO CONCERNS

When there are concerns that a child, young person or adult is being abused, the following process must be followed. More detailed information can be found in Appendix 2.

STAGE 1: THE WORKER A worker/church attendee has a concern about the welfare of a child or adult at risk, or the behaviour of an individual. The person who has the concern has a duty to: **RECOGNISE, RESPOND AND RECORD**	A record must be made of the concern using a standard incident report form (Appendix 3) and the concern must be passed on to the church DPS within 24 hours. The record should: be made as soon as possible after the event; be legible; include the name, date of birth (or age if not known) and address of the child or adult at risk; include the nature of any concerns and description of any bruising or injuries that have been noticed; include an exact record of what the child or adult at risk has said, using their own words where possible; include any action taken; be signed and dated; be kept secure and confidential (available only to the DPS and others responsible for safeguarding).
STAGE 2: THE DESIGNATED PERSON FOR SAFEGUARDING (DPS) The DPS receives the report of concern and then has a duty to: **REVIEW AND REPORT**	The report will be reviewed by the DPS with any other relevant information and a decision will be taken (often in liaison with others) as to what action should follow. See Appendix 2 for examples of possible actions. Any formal referral to the police or social services should normally be made within 24 hours of receiving the report. The local Baptist Association Safeguarding Contact should be made aware of any referrals to statutory authorities.
STAGE 3: THE NEXT STEPS After the decision has been made as to what action should be taken, the DPS, Safeguarding Trustee and the Minister may have a duty to: **SUPPORT AND REPORT**	Support should be offered to all parties affected by any safeguarding concerns. This could be the church as a whole, but more specifically: victims; alleged perpetrators; children; adults at risk; other family members; church workers; the DPS; Ministers; members of the leadership team. Where formal referrals are made, reports may need to be made to the Disclosure and Barring Services (DBS) and the Charity Commission.

If the DPS is not available, or is implicated in the situation, any reports or concerns should be passed to another member of the church Safeguarding Team.

If you need to contact social services, call Suffolk Customer First on 0808 800 4005. If you think that anyone is in imminent danger of harm, a report should be made immediately to the police by calling 999.

2.2.3 RESPONDING TO CONCERNS RAISED ABOUT ADULTS AT RISK

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

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

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

The Care Act 2014 provides helpful guidance on these situations:

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

The DPS will consider all the information to hand and decide whether it is appropriate for the information to be reported to the statutory authorities (see appendix 2 for further information). If there are any concerns about an adult's mental capacity, the DPS will contact the Local Authority Adult Safeguarding Team for advice.

2.2.4 ALLEGATIONS AGAINST WORKERS

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

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

1) When an allegation of abuse has been made do not approach the alleged perpetrator about it
2) Follow the usual safeguarding procedure: **Recognise, Respond, Record, Report**
3) Once the allegation has been reported to the DPS they can liaise with the relevant statutory authority and with the regional Baptist Association Safeguarding Contact if they need further advice. This would be to the Suffolk Local Authority Designated Officer (LADO) who has management and oversight of the investigation process from beginning to end following an allegation against people in a position of trust who work with children. Email on LADO@suffolk.gov.uk or LADO central telephone number 0300 123 2044
4) Whilst waiting for an outcome from the statutory authorities, the worker about whom concerns have been raised will be supervised as closely as possible, without raising suspicion
5) Once the statutory authorities are involved, the church will follow their advice with regard to the next steps to take (for example suspension of worker, putting a contract in place)
6) A written record of all discussions with statutory authorities or other parties should be maintained by the DPS

and stored securely and confidentially, where only those directly involved in safeguarding (DPS, Safeguarding Trustee, Ministers) can access them.

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

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

It may be necessary, for the sake of the child / adult at risk or to satisfy the needs of an investigation, for the alleged perpetrator to worship elsewhere. In such cases the new church DPS will be informed of the reasons for this happening.

2.2.4.1 WHEN CONCERNS ARE EXPRESSED ABOUT THE MINISTERS

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

2.2.4.2 WHEN CONCERNS ARE EXPRESSED ABOUT THE CHURCH DPS / SAFEGUARDING TRUSTEE

Any safeguarding concerns involving the DPS or Safeguarding Trustee should be raised with the Minister/s. They in turn should consult the regional Baptist Association Safeguarding Contact. Do not tell the DPS / Safeguarding Trustee that a concern has been raised about them.

2.2.5 ABUSE OF TRUST

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

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

2.2.6 ALLEGATIONS MADE AGAINST CHILDREN AND ADULTS AT RISK- PEER TO PEER ABUSE

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

Young Leaders (those who are under 18 years old) will be given safeguarding training, as they will be treated as volunteers. Any concerns raised about Young Leaders will be taken as seriously as if an adult was involved, because the effects on the child victim can be as great.

When such an instance occurs, they are investigated by the statutory authorities in the same way as if an adult were involved, though it is likely that the perpetrator would also be regarded as a victim in their own right, as they may have also been abused.

Allegations against adults at risk will be investigated by the statutory authorities. If the alleged perpetrator is unable to understand the significance of questions put to them or their replies, they can access support from an 'appropriate' adult whilst they are being questioned. This role can be filled by a range of people, such as a family member, carer,

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

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

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

2.2.7 PASTORAL CARE

2.2.7.1 FOLLOWING AN ALLEGATION / SUSPICION

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

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

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

2.2.7.2 SUPPORTING THOSE WHO HAVE EXPERIENCED ABUSE

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

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

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

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

2.3 SAFER RECRUITMENT

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

2.3.1 PAID EMPLOYEES

1) We will develop a clear role profile, person specification and application form;
2) When advertising a role which involves working with children or adults at risk we will make it clear that any appointment is subject to a DBS check;
3) All applicants will be asked to complete an application form and include the names of two referees;
4) Shortlisting of applicants will be carried out by at least two people, including the line manager or group leader directly overseeing the role being recruited for;
5) Interviews will be carried out by at least two people, including the line manager or group leader;
6) The shortlisting and interview panel will include at least one member who has undertaken Safer Recruitment training
7) References that cover the last 5 years of employment, a Self Disclosure Form and an enhanced DBS check will be a condition of employment and must be completed satisfactorily before the person is able to work without supervision.

2.3.2 VOLUNTEERS

1) We will develop a clear role profile and simple application form;
2) When promoting the need for volunteers to work with children or adults at risk we will make it clear that any appointment is subject to a DBS check;
3) All new applicants will be asked to complete a brief application form and include the names of two referees. One of the referees should be someone outside of the church. This process will be managed electronically and the information stored securely within SharePoint.
4) In informal interviews some standard brief questions will be asked by the appropriate ministry leader or by the Designated Person for Safeguarding while doing the documentation check.
5) A copy of
    a. the Baptist Union 'Gateway to Level 2 Excellence in Safeguarding guide for new workers (paid and voluntary)' (this document is designed to be an interim measure whilst waiting to attend a Level 2 Excellence in Safeguarding course);
    b. the CRBC Code of Practice, and
    c. the CRBC Safeguarding Policy

    will be issued to the potential volunteer and they will be asked to sign to say they have received these and understood. (This may be recorded on paper or electronically)
6) References, a Self Disclosure Form and an enhanced DBS check must be completed satisfactorily before the appointed person starts in their role.
7) The volunteer should be informed when their checks are all complete and they will be asked to complete the online DBS update service which is free to volunteers
8) Young People who are volunteering with younger groups will do so under the supervision of adults at all times and are therefore supernumerary. They will not be asked to complete this full process but should be given the Gateway to Level 2 Excellence in Safeguarding guide as a minimum.

2.3.3 VOLUNTEERING WHILE THE APPLICATION PROCESS IS UNDERWAY

To encourage and support new volunteers to become team members opportunities should be given to volunteer in a supervised capacity. There should be a named person who is their mentor in the role and they should work alongside

this person to support and encourage them. This mentor is accountable for the new volunteer's practice and there should be no lone working with children or young people at any time.

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

2.3.4 ADDITIONAL CHECKS FOR PAID WORKERS

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

2.3.5 APPOINTMENT AND SUPERVISION

All workers will have a role description and clear lines of accountability to a leader and the leadership team.

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

There will also be regular team meetings where a standing agenda item is to review safeguarding procedures, share concerns and identify other matters that may need clarification and guidance.

2.3.6 EXISTING VOLUNTEERS

Volunteers and employed staff are encouraged to sign up for the DBS Update Service which is free to volunteers (paid employees have an annual charge). As part of an ongoing audit of the volunteer and paid workforce-DBS checks will be systematically updated every 5 years by checking the Update Service or re-applying for a new DBS. Where a volunteer changes role it is a good opportunity to renew the DBS or confirm a previous one on the DBS Update Service (where registered).

Application forms and references will not be processed for existing volunteers changing roles; however, they will be required to sign a new Volunteer Agreement which covers aspects including a commitment to undertake training and follow best practice guidelines. [template form in development]

2.3.7 TRAINING

It is a requirement that all workers understand our church's agreed safeguarding procedures and attend BUGB Excellence in Safeguarding training at least once every four years. Where a worker is successfully recruited but has not yet been able to attend the training, they will be given a copy of the Baptist Union of Great Britain's ***Gateway to Level 2 Excellence in Safeguarding*** booklet and asked to complete the relevant sections. Alternatively they should complete the Suffolk CPD Online Child Safeguarding Level 1 course, or an agreed alternative, and show evidence of its completion. https://www.suffolkcpd.co.uk/elearning/Course/Detail?CourseId=144

In Team Meetings there will be Annual Safeguarding refresher training.

Certificates of previous Safeguarding training are evidence of competence, however it is expected they will still receive training with CRBC.

Additional specialist training will also be arranged where needed, for example, in First Aid.

2.3.8 YOUNG HELPERS UNDER 18 YEARS OF AGE

In law, young people under the age of 18 are children and cannot be treated as adult members of a team. Training and mentoring will be given to ensure that they are helped to develop and hone their skills, attitudes and experience. Young helpers must always be closely supervised by an adult leader and never given sole responsibility for a group of children. When considering ratios of staff to children, young helpers need to be counted as children, not leaders. The safeguarding procedures apply to a young helper just as they do to any other person. Parent / carer permission needs to be sought for young helpers to attend an event or help with a children's group just as you would for any other person under 18 years of age.

Those who transition from being a youth group member to a youth leader (when over the age of 18) will not have responsibility for those who are close peers and under 18. The Youth Ministry Leader will be responsible for overseeing the way in which these youth leaders are allocated and deployed.

2.4 SAFER BEHAVIOUR

The church has a code of behaviour for all those working with children and/or adults at risk so that everyone is shown the respect that is due to them: (see also Appendix 6 & 7)

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

2.4.1 SPECIFIC CONSIDERATIONS WHEN WORKING WITH CHILDREN:

- Do not invade the privacy of children when they are using the toilet or showering.
- The level of assistance with personal care (e.g. toileting) must be appropriate and related to the age of the child, whilst also accepting that some children have special needs.
- Avoid rough games involving physical contact between a worker and a child.
- Avoid sexually provocative games.
- When it is necessary to discipline children, this should be done without using physical punishment, behaviours should be managed using positive behaviour management techniques.
- Only invite children and young people to your home or on trips in groups and always make sure that another worker is present.
- Notify the DPS of any children's trips which take place in the name of the church. Parental permission must always be sought.

- Do not give lifts to children or young people on your own. Ensure that if transporting children as part of your church role, you have the correct insurance cover in place as well as parental permission. This should be pre-planned and coordinated by the group leader.
- No person under 18 years of age should be left in sole charge of any children of any age, nor should children or young people attending a group be left alone at any time.

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

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

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

- assess the risk of sending the child or adult at risk home;
- phone another team member and let them know the situation;
- train additional leaders as soon as possible.

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

- you try to hold the conversation in a corner of a room where other people are present;
- you leave the door open if you are in a room on your own;
- another team member knows where you are.

Consideration should be given to how many workers should be involved with the group and whether they should be male or female workers, or both. See section 3.11 for recommended ratios. A married couple, or two members of the same family, should be considered to count as only one person when considering the distribution of workers through different groups. If a married couple wants to work together then a third person will need to be assigned to that group.

The only adults allowed to participate in children's and adult at risk activities are those safely appointed and appropriately trained. The leader of the activity should be aware of any other adults who are in the building whilst the activity is running.

3 SECTION 3 - BEST PRACTICE GUIDELINES

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

3.1 WORKING WITH CHILDREN

3.1.1 RATIOS

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

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

This does not take into account special circumstances such as additional needs and/or disabilities, which may mean an increase to the recommended ratios. In calculating the ratios of workers to children, young helpers who are under the age of 18 should be counted as one of the children, not one of the workers. A married couple or other directly related people should be counted as one adult for the purposes of the recommended ratios rather than two workers

3.1.2 CHILDREN WITH SPECIAL NEEDS

Children and young people who have a disability can be at greater risk of abuse. They may require more help with personal care, such as washing, dressing, toileting, feeding, mobility, etc. . It is good practice to work with the parents/carers of children/young people with special needs, find out from them how best to assist the child or young person and produce a personalised plan that is shared with the volunteer and paid team with the consent of the parent.

3.1.3 VISITING CHILDREN OR YOUNG PEOPLE AT HOME

Pastoral visits to children and their families at home on behalf of the church should only be conducted with the support and agreement of the appropriate Ministry Leader or Designated Safeguarding Persons. They should be undertaken with accountability and appropriate risk consideration in place, normally in pairs.

3.1.4 CHILDREN WITH NO ADULT SUPERVISION

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

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

3.1.5 MENTORING

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

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

3.1.6 PEER GROUP ACTIVITIES FOR YOUNG PEOPLE

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

3.1.7 PHYSICAL CONTACT

- Keep everything public. A hug within a group context is very different from one behind closed doors.
- Touch should be related to the child's needs, not the worker's.
- Touch should be age-appropriate and generally initiated by the child rather than the worker.
- Workers must avoid any physical activity that is, or may be thought to be, sexually stimulating to the adult or the child.
- Children are entitled to privacy to ensure their personal dignity.
- Children have the right to decide how much physical contact they have with others, except in exceptional circumstances such as when they need medical attention.

- When giving first aid (or applying sun cream, etc), workers should encourage the child to do what they can manage themselves but consider the child's best interests and give appropriate help where necessary.
- Team members should monitor one another in the area of physical contact. They should help each other by constructively challenging anything which could be misunderstood or misconstrued.
- If a team member is unsure about whether the actions of another volunteer or worker constitutes a concern, they should raise this with the Designated Person for Safeguarding.
- Reasonable force can only used to prevent children from hurting themselves or others, from severely damaging property. It must never be used as a form of punishment. Any incident requiring reasonable force must be recorded and reported to the DSL and the parents. A review of the incident will be conducted, identifying any changes to practice. In partnership with the family and the child a personalised plan to support the safety of all will be created.

3.2 ELECTRONIC COMMUNICATIONS - CYBER SAFETY

3.2.1 MODERN TECHNOLOGIES AND SAFE COMMUNICATION

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

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

It is not appropriate to use these communication methods with children aged 11 years and younger. For more information on cyber safety, please refer to the Baptist Union of Great Britain's ***Cyber Safety Guide***, which can be found on their website as well as the ***Guide to using Social Media to Communicate with Young People***, which is also available on their website. which is also available on their website.

3.2.2 EMAIL

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

3.2.3 COMMUNICATING USING INSTANT MESSAGING (E.G. SNAPCHAT, WHATSAPP, INSTAGRAM)

Youth Team Specific

There are various purposes for communication via messaging apps, including information sharing, pastoral care and remining connected. It is expected that the use of messages will be for a specific and agreed purpose and must be accountable to the Youth Ministry Leader.

For pastoral purposes it is expected that at least two leaders will be within the group chat and for those under 16 families will be informed. Leaders are expected to keep communications within reasonable hours. Youth Ministry Leader and the DSL will review communication plans and assigned leaders to young people during regular team meetings.

Workers should save significant conversations and keep a log stating with whom and when they communicated. Age limits of the various platforms should be observed. The same principles as with Mobile Phone messaging (below applies to other communication platforms)

The Youth Ministry Leader and other agreed Youth Leaders will have admin rights to the CRCB Youth Group Chats (covering different group that meet). For those under 16 years views about the use of direct messaging apps must be sought and followed.

3.2.4 MOBILE PHONES

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

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

3.2.5 SOCIAL NETWORKING

- Workers should have a site that is used solely for children's / youth work communications and is totally separate from their own personal site. This is to ensure that all communication with children and young people is kept within public domains.
- Workers and volunteers should not send private messages to children on social networks. Workers and volunteers should ensure that all communications are transparent and open to scrutiny.
- Workers should not accept 'friend' or 'following' requests from children on their personal site, nor seek to be 'friends' or a 'follower' of any child known to them in a church context.

3.2.6 TAKING VIDEOS AND PHOTOGRAPHS OF CHILDREN

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

- Permission must be obtained, via the consent form, of all children 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 made for personal use, such as a parent/carer taking photographs at school sports days or videoing a church nativity play.
- Children and young people under the age of 18 should not be identified by surname or other personal details, including email, postal address or telephone number.
- When using photographs of children and young people, it is preferable to use group pictures.

3.3 WORKING WITH ADULTS AT RISK

3.3.1 PREMISES

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

3.3.2 LANGUAGE

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

3.3.3 WORSHIP

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

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

3.3.4 INSURANCE

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

3.3.5 FINANCIAL INTEGRITY

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

- Those who work with adults at risk may become involved in some aspects of personal finance - collecting pensions or benefits, shopping or banking, etc. If handling money for someone else, always obtain receipts or other evidence of what has been done.
- Workers should not seek personal financial gain from their position beyond any salary or recognised allowances or expenses.
- Workers should not be influenced by offers of money.
- Any gifts received should be reported to the church trustees, who should decide whether or not the gift can be accepted.
- Any money received by the church should be handled by two unrelated church workers.
- Care should be taken not to canvass for church donations from those adults who may be at risk, such as the recently bereaved.

- Workers should ensure that church and personal finances are kept apart to avoid any conflict of interest.
- If someone alters their will in favour of an individual known to them because of their church work or pastoral relationship, it should be reported to the trustees. Workers should not act as Executors for someone they know through their work or pastoral role, as this may lead to a conflict of interests.
- Expert legal advice should be sought on matters such as Power of Attorney and Appointeeship to ensure that the situation is clearly understood and is the most appropriate course of action for the adult at risk.

3.3.6 PHOTOGRAPHS

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

Workers should keep to group photos and avoid photos of one individual or photos taken in private areas. Photos should not be shared without consent and should only be shared electronically with caution since control of the photo is lost once it has left the device.

3.3.7 COMPUTERS

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

3.3.8 RECORD KEEPING

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

Where pastoral concerns need to be communicated to others in the team or broader, confidential issues need to be discussed, these should be communicated in a secure way (within the crbc.org.uk domain, on ChurchSuite or other secure and encrypted means). Personal email addresses should not be used.

3.3.9 PASTORAL RELATIONSHIPS

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

- Workers should be aware of the power imbalance within pastoral relationships and the potential for abuse of trust.
- Behaviour that suggests favouritism or gives the impression of a special relationship, should be avoided.
- Workers should be aware of the dangers of dependency within a pastoral relationship.
- Workers should never take advantage of their role and engage in sexual activity with someone with whom they have a pastoral relationship.
- All people receiving pastoral ministry should be treated with respect and should be encouraged to make their own decisions about any actions or outcomes.

- Workers should not pastorally minister to anyone whilst under the influence of alcohol or drugs.
- Workers need to recognise the limits of their own abilities and competencies and get further help when working with situations outside of their expertise or role.
- Workers should respect the individual's confidentiality and only share on a need-to-know basis or with consent of the individual.
- Workers should abide by the Adults at Risk Code of Practice when conducting home visits for pastoral or practical support. (see Appendix 6 in Supplementary Document)



3.4 HEALTH AND SAFETY - SAFE PRACTICE AND SAFE PREMISES

3.4.1 CONSENT FORMS

It is essential that we have important information about all children and young people involved in any activities at the church, which is recorded on our consent forms**.** The first week someone attends, workers must record their name, medical emergency information and a contact name and number. Then they must bring their completed form back with them. Similar details will be gathered for adults at risk.

We will normally use ChurchSuite to record consent and to keep records up to date. By bringing a child or young person to an activity the parent is consenting to them attending the activity. Specific consent may be recorded where there is an external activity, or residential activity.

3.4.2 HEALTH AND SAFETY

All activities for children, young people and adults at risk will comply with the church's current Health and Safety policy and will be conducted in accordance with *Guidelines for users of Colchester Road Baptist Church*, with particular attention paid to the sections on Fire Action, First Aid, Health and Safety and Kitchen and Food Hygiene.

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

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

3.4.3 FIRE

It is the responsibility of all group leaders/responsible persons within the building to ensure the safety of themselves and those who are in their care. In addition, it is a legal requirement that all group leaders/responsible persons are familiar with the emergency procedures in the event of a fire.

There will be an annual reminder in September or October of the fire procedure on a Sunday morning and there will be an annual fire drill for mid week activities. These should be recorded in the Red Fire Folder in the Office.

CRBC Safeguarding Policy - Children and Adults at Risk.

The Muster Point is normally the car park for most activities, with the exception of Sunday mornings when Key Stage 1 children will gather with their leaders in the enclosed garden. Young People will gather in the front pathway. The front doors should be placed on exit only when the upstairs rooms are being used.

3.4.4 FIRST AID

Our church has a number of trained First Aiders and this will be recorded on ChurchSuite but it is acknowledged this is a challenge to keep training dates up to date. First Aiders should be put in place on a risk assessed basis considering the activity and risks involved and the number attending

CRBC commits to train its staff and provide this training to volunteers as appropriate.

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

3.4.5 SUPERVISION OF GROUPS

There should be a clear person responsible for a group/activity, this is normally recorded on the session record sheet for Childrens/ Youth work.

For activities for potential adults at risk it is the principle leader's responsibility to supervise the activity. If there is an incident or safeguarding concern with an adult at risk this should be recorded on the report form in this document. It is the principle leader's responsibility to record appropriately any issues of concern, even if there is no immediate action. As with Pastoral visits any issues of concern should be noted factually and recorded securely.

Medication will normally be managed by parents for most activities. Where medication is needing to be managed by team members then written details of the medication should be given by parents and consent for the team member to give medication. The Team member needs to both be and feel confident with the request. In situations where anaphylaxis emergency medication (AN EPI-PEN) is needing to be administered team members should have received appropriate training.

Food Hygiene

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

3.4.6 RISK ASSESSMENT

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

3.4.7 INSURANCE

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

3.4.8 TRANSPORT

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

- Only those who have gone through the church safer recruitment procedures for workers will transport children and adults at risk (within the DBS eligibility criteria).
- All drivers will have read the church's Safeguarding Policy and agree to abide by it.
- Drivers will be aged 21 or over and have held a full driving licence for at least two years.
- Drivers must ensure that they have adequate insurance cover and that the vehicle being used is road worthy.
- All hired minibuses will have a small bus permit, the necessary insurance and a driver with a valid driving licence that entitles them to drive a minibus.

Our practice specifically for transporting children is as follows:

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

3.4.9 OUTINGS AND OVERNIGHT EVENTS INVOLVING CHILDREN

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

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

3.4.10 SLEEPING ARRANGEMENTS

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

3.4.11 ADVENTUROUS ACTIVITIES

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

CRBC Safeguarding Policy - Children and Adults at Risk.

3.4.12 FIRE SAFETY

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

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

3.4.13 SAFETY

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

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

Swimming Trips

There will be an increased adult to child ratio for swimming trips. Prior to the trip, workers will establish the swimming ability of the children attending and obtain specific consent. Workers should never change in front of the children.

3.4.14 OUTINGS AND OVERNIGHT EVENTS INVOLVING ADULTS AT RISK

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

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

3.4.14.1 SLEEPING ARRANGEMENTS

Consideration should be given to the individual needs of those staying overnight. If there is a need for personal care or additional support during the night, it would be better that the person's usual caregiver also attends the event and therefore shares a room with them.

3.4.14.2 PERSONAL CARE

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

3.4.14.3 ACTIVITIES

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

3.4.14.4 SAFETY

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

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

3.4.14.5 CONSENT AND MEDICAL INFORMATION

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

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

3.4.14.6 HOLDING AND DISPENSING OF MEDICATION

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

3.5 SAFER COMMUNITY

3.5.1 BULLYING

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

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

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

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

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

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

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

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

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

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

3.5.2 WORKING WITH ALLEGED OR KNOWN OFFENDERS

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

When it is known that a person who has been convicted of abusing children, young people or adults is attending our church, it is important that their behaviour within the church community is properly managed and that a contract is

put in place. There are also times when it will be appropriate to take such measures with a person who has faced allegations of abuse, but hasn't been convicted.

In determining the details of the contract:

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

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

3.5.3 ALLEGED OR KNOWN OFFENDERS WHO ARE THEMSELVES ADULTS AT RISK

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

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

4 SECTION 4 - USEFUL CONTACTS

Local Authority Designated Officer (LADO) *Local Authority Designated Officers can be contacted for allegations against all staff and volunteers via:* *Email on LADO@suffolk.gov.uk or* *LADO central telephone number 0300 123 2044*
Police Contact 101, or 999 in an emergency
Adult Social Services Customer First on 0808 800 4005
Children's Social Services Customer First on 0808 800 4005
Local Baptist Association Safeguarding Contact **Diane Forsyth** **safeguarding@easternbaptist.org.uk** **07735 860804.**