

## Policy and Procedures for Safeguarding Children, Young People and Adults at Risk.

| Version | Author         | Date | Change(s)  |
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| 2       | Tristan Watson | TBC  | <ul style="list-style-type: none"> <li>• New information added re "positions of trust"</li> <li>• New information added re online safeguarding training</li> <li>• Guidance for use of WhatsApp issued for The Hub</li> <li>• Other minor wording changes</li> </ul> |
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## DEFINITIONS OF TERMS

For the purpose of this guide, the term 'child' refers to anyone under the age of 18 years.

There is no standard single definition for an adult at risk, so for our policy we are using the following simple definition taken from 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'.*

**NOTE: This policy covers** Bookham Baptist Church, Bookham Baptist Children's Centre and Bookham Christians Against Poverty (CAP) Centre. Throughout the document the phrase 'The Church' or 'Bookham Baptist Church' covers all church, children's centre and CAP activities.

Rainbow Preschool and The Meeting Place operate on Bookham Baptist Church Premises and have their own safeguarding policies.

## SECTION 1 – SAFEGUARDING POLICY STATEMENT FOR BOOKHAM BAPTIST CHURCH

**Vision Statement of Bookham Baptist Church:** Bookham Baptist Church is called to grow fruitful followers of Jesus. Our Vision is to be a community enthusiastically following Jesus Christ, working out together what it means to live in His ways in an often-confusing world. We are united in our commitment to God’s purpose in the world: to transform individuals, families, communities, nations and every sphere of life, by His love.

Our mission is to make Jesus known so that others might discover life to the full and join the adventure of following Him.

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**

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

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

- **Prevention and reporting of abuse**

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

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

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

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

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.

- **Safer working practices**

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

- **A safer community**

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

- We are committed to being aware of and understanding the risks of contemporary issues such as Child Sexual Exploitation, Female Genital Mutilation (FGM), Domestic Abuse and Forced Marriage and Radicalisation.

## Safeguarding contact points within our church

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

**Designated Safeguarding Leads (DSL):** The following will advise the church on any matters related to the safeguarding of children and adults at risk and take the appropriate action when abuse is disclosed, discovered or suspected. In this policy DSL refers to the appropriate DSL for a given area of work.

| Name              | Area                  | Email address                       | Phone No.  |
|-------------------|-----------------------|-------------------------------------|--|
| Caroline Oliviera | Youth Ministry        | CarolineOliveira@bookhambaptist.org | 01372811313  |
| Liz Featherstone  | Youth                 | lizfeatherstone@gmail.com           | 07818 444 171  |
| Gill Hawkins      | Children's Ministry   | GillHawkins@bookhambaptist.org      | 01372811313  |
| Rachel Watson     | BBC Children's Centre | familyservices@bookhambaptist.org   | 07525635204<br>01372 811313                          |
| Heidi Watson      | Rainbow Pre-school    | rainbow@bookhambaptist.org          | 01372811313  |
| Rosemary Coleman  | Adults at Risk        | rosemaryjcoleman17@gmail.com        | 01372 454 105<br>(07552 610 444 - text message only) |
| Elaine Crutchley  | Adults at Risk        | elaine.crutchley1@gmail.com         | 07792 178 539<br>01372 452 845                       |
| Tristan Watson    | All areas             | opsmanager@bookhambaptist.org       | 01372 811313   |

### Safeguarding Trustee

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

**Fran Pyatt**      [chair@bookhambaptist.org](mailto:chair@bookhambaptist.org)      **Phone number: 07966685274**

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

**For Useful Telephone Numbers (C-SPA, LADO etc) see Section 4 (Page 30)**

## Putting our policy into practice

- A copy of the safeguarding policy statement will be displayed permanently on the church noticeboard, in the church office and is available on our church website.
- Each worker with children and/or adults at risk will be given a full copy of the safeguarding policy and procedures and will be asked to sign to confirm that they will follow them.
- Workers will only be able to commence duties after submitting the relevant online training certificate as per [2.2 Safer Recruitment/training](#).
- A full copy of the policy and procedures will be made available on request to any member of, or other person associated with the church.
- The policy and procedures will be monitored and reviewed annually by the Operations Manager, DSLs and the Safeguarding Trustee, with any necessary revisions adopted into the policy and implemented through our procedures.
- The policy statement will be read annually at the church AGM, together with a report on the outcome of the annual safeguarding review.

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

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

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

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

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

If there is concern about a child or an adult at risk, the church worker (paid or voluntary) should:

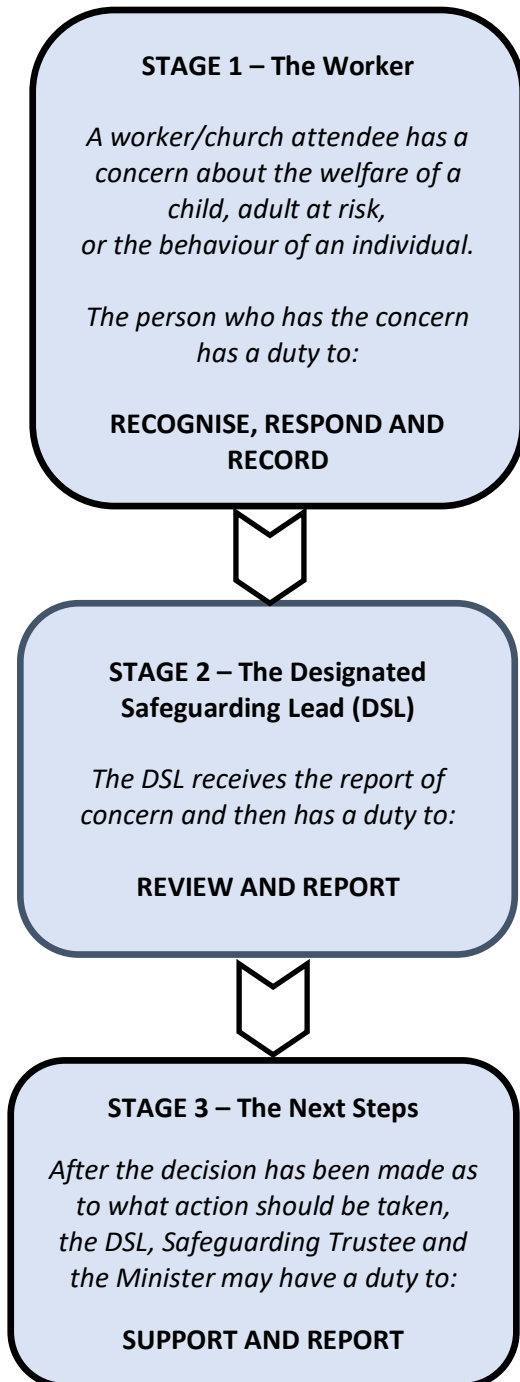
- 1) **Recognise** that abuse may be taking place
- 2) **Respond** to the concern
- 3) **Record** all the information they have received
- 4) **Report** the concern to a DSL who may, in turn, report it to the statutory authorities

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



## 2.1.2 Responding to Concerns

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



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

The written record should: be made as soon as possible after the event; be legible; include the name, date of birth and address of the child 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 DSL and others responsible for safeguarding).

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

The Local Baptist Association Safeguarding Contact should be made aware of any referrals to the statutory authorities.

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 DSL; Minister; members of the leadership team).

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

If one of the DSLs is not available, or is implicated in the situation, any reports or concerns should be passed to another member of the church Safeguarding Team, as per the table above.

**For Bookham Baptist Church's detailed Safeguarding Referral Pathway see Appendix 2. This has names and telephone numbers of the people to whom concerns should be referred. If you think that anyone is in imminent danger of harm, a report should be made immediately to the police by calling 999.**

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

When a concern is raised about an adult 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 DSL who may, in turn, report it to the statutory authorities

It is not your role to decide whether someone has mental capacity, and is therefore able to make decisions that impact on their safety and well-being. Decisions on mental capacity are best made by professionals with the relevant background information to hand. Always share your concerns with the DSL even if you do not have the consent of the adult to do so – in this instance, make sure the DSL 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 DSL will consider all the information to hand and decide whether it is appropriate for the information to be reported to the statutory authorities (see appendices 2 and 3 for further information). If there are any concerns about an adult's mental capacity, the DSL will contact the Local Authority Adult Safeguarding Team for advice.

### 2.1.4 Allegations Against Workers

If you see another worker acting in ways which concern you or might be misconstrued, speak to a DSL 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 a DSL they can liaise with the relevant statutory authority
- 4) Whilst waiting for an outcome from the statutory authorities, the worker about whom concerns have been raised will be supervised as closely as possible, without raising suspicion
- 5) Once the statutory authorities are involved, the church will follow their advice with regard to the next steps to take (for example, suspension of worker, putting a contract in place)
- 6) A written record of all discussions with statutory authorities or other parties should be maintained by the DSL and stored securely and confidentially, where only those directly involved in safeguarding (DSLs, Safeguarding Trustee, Minister) can access them.
- 7) No information about the allegation will be shared with people in the church other than those directly involved in safeguarding; not even for prayer purposes.

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

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

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

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

Tel: [07545 686143](tel:07545686143)

email:[safeguarding@seba-baptist.org.uk](mailto:safeguarding@seba-baptist.org.uk)

### **When concerns are expressed about a church DSL / Safeguarding Trustee**

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

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

Relationships between children and adults at risk and their church workers can be described as 'relationships of trust'. The worker is someone in whom the child or adult at risk has placed a degree of trust. This may be because the worker has an educational role, is a provider of activities, or is even a significant adult friend. **It is not acceptable for a church worker to form a romantic relationship with a child or adult at risk with whom they have a relationship of trust. On 28/06/2022 the Sexual Offences Act was updated to include faith leaders as people with positions of trust. See update [here](#).**

**“Where a person older than 18 is in a specified “position of trust”, it is an offence for them to have any sexual activity with a person **under the age of 18**. This law has applied since the Sexual Offences (Amendment) Act 2000 came into force in January 2001, and applies even if the relationship is consensual. Prior to the Act, the age of sexual consent - 16 - was the only issue”.**

<https://www.emmottsnell.co.uk/blog/sexual-consent-and-positions-of-trust>

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

### 2.1.6 Allegations Made Against Children and Adults at Risk

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

When such an instance occurs, they are investigated by the statutory authorities in the same way as if an adult were involved, though it is likely that the perpetrator would also be regarded as a victim in their own right, as they may have also been abused. It cannot be assumed that young people will grow out of this type of behaviour, as most adult sex offenders started abusing in their teens or even younger.

Allegations against adults at risk will be investigated by the statutory authorities. If the alleged perpetrator is unable to understand the significance of questions put to them or their replies, they can access support from an 'appropriate' adult whilst they are being questioned. This role can be filled by a range of people, such as a family member, carer, social worker, etc. In court, adults at risk may be allowed to be assisted by an intermediary or give evidence through a live link.

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

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

### 2.1.7 Pastoral Care

#### Following an allegation / suspicion

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

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

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

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

As a church, we are committed to caring for those who have experienced abuse and refer to the 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 DSLs have a list of relevant local information and contacts, ready for anyone who may need it.

## 2.2 SAFER RECRUITMENT

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

- 1) We will develop a clear role profile, person specification and application form;
- 2) When advertising a role which involves working with children or adults at risk we will make it clear that any appointment is subject to a DBS check;
- 3) All applicants will be asked to complete an application form and include the names of two referees;
- 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)
  - a. Interviews for paid staff will be carried out by at least two people, including the line manager or group leader
  - b. For volunteer posts, interviews should ideally take place with two team members. Where this is not possible, no position should be offered to a volunteer before the recruiter has spoken with their line manager/group leader to discuss the applicant.
- 6) References, a Self-Disclosure Form and an enhanced DBS check must be completed satisfactorily before the appointed person starts in their role.

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

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

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

### **References**

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

### **Appointment and Supervision**

The church's safeguarding policy and procedures will be explained to all church workers, an electronic copy will be sent to each individual. They will be required to sign that they have read the policy and will adhere to it. All workers will have a role description and clear lines of accountability to a leader and the leadership team.

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

For all workers there will also be regular team meetings to review procedures, share concerns and identify other matters that may need clarification and guidance. Workers should be encouraged to share thoughts about the wellbeing of the children, young people or adults at risk in their care.

### **Training**

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

In addition to the booklet, we ask that all workers complete the online training provided by the Guildford Anglican diocese. There are two levels; those without leadership responsibility need only complete the basic training. Those with any leadership responsibility are to complete both online learning modules. After successful completion, a certificate will be issued. The worker is to download this certificate and forward to [office@bookhambaptist.org](mailto:office@bookhambaptist.org). Instructions re how to sign up for this training can be found in the [appendix](#).

### **Recruitment Update**

DBS checks for workers will be renewed every 3 years, to monitor a leader's ongoing suitability to work with children, young people and adults at risk. Updated references will also be sought periodically.

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

In law, young leaders under the age of 18 are children and cannot be treated as adult members of a team. Training and mentoring will be given to ensure that they are helped to develop and hone their skills, attitudes and experience. Young leaders must always be closely supervised by an adult leader and never given sole responsibility for a group of children. When considering ratios of staff to children, young leaders need to be counted as children, not leaders. The safeguarding procedures apply to a young leader just as they do to any other person. Parent / carer permission needs to be sought for young leaders just as you would for any other person under 18 years of age. If a young leader is part of a residential trip, ideally they should have separate accommodation to both the adult team members as well as the children/young people they lead.

- Young leaders aged 16 to 18 will NOT need to be appointed under the full procedure and apply for an enhanced DBS if:
  1. They are taking an increasing leadership responsibility in a group in which they are a member.
  2. They are always exercising leadership alongside adult leaders of that group.
  3. They are part of a peer-led group and emerge within the group as leaders.
- Young leaders aged 16 to 18 WILL need to be appointed under the full procedure of references and training and WILL need an enhanced DBS disclosure if they are appointed to work with children and young people in a group in which they do not belong.
- Young leaders should NOT be given supervisory responsibility for the age group directly below them.

NB: If a young person aged 18 or over is attending an event such as Satellites, as an attender with other young people aged below 18 years, they should not be DBS checked. If they are not involved as a leader then they are not doing regulated activity; they should be treated as attenders and should not be DBS checked. (We would be at fault if we did.) (Advice from SEBA Youth Officer Maeve Whitchurch Summer 2017)

### **Volunteers coming from overseas:**

- When receiving help from volunteers from overseas for mission activity, as far as possible, the same principles should be applied as appointing a local worker.

- Before the volunteer arrives in the UK they should:
  - Complete and return a form similar to the church's normal application forms for volunteers.
  - The sending church or organisation should be asked to obtain declarations from their local police force that there is no known reason why the volunteer should not work with children or young people.
  - Each volunteer should supply two relevant and appropriate references regarding their suitability to work with children and young people – the church should follow up these references.
  - Once the volunteer has arrived in the UK, they should have an induction programme and be introduced to the church's safeguarding policy and procedures.

*N.B. These procedures apply only to working with children and young people from the UK. If overseas volunteers only have responsibility for the children and young people they bring with them, these procedures do not apply.*

#### **Volunteers from BBC who work abroad with Children.**

- Volunteers from Bookham Baptist Church who will be working with Children whilst on an overseas trip should meet the minimum requirement for anyone working with children at BBC i.e. two satisfactory references, a Self Disclosure Form, a clear enhanced DBS disclosure and they should also attend training provided by the church.

### **2.3 SAFER BEHAVIOUR**

Bookham Baptist 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:

- 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 4). Enter the names of all those present and anything of note which you observe, e.g. details of any fights broken up by the workers, allegations made, etc. All workers who witnessed the incident, overheard it or responded in any way should record the details and sign and date the form.

Specific considerations when working with children:

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



- When it is necessary to discipline children, this should be done without using physical punishment. There may, however, on the rare occasion be circumstances where a child needs to be restrained in order to protect them or a third person.
- Only invite children and young people to your home or on trips in groups, and always make sure that another worker is present.
- Notify the DSL 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.
- 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

### **Avoiding being alone with a child or adult at risk/Insufficient leaders for groups**

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

- Internal doors should be left open.
- At least two people should be present before external doors are opened for an event.
- At least two people should remain until the last child or adult at risk has left.
- 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.

A worker should never invite a child or young person to their home alone.

**Other considerations:** thought should be given to how many workers should be involved with the group and whether they should be male or female workers, or both. See section 3.1.1 for recommended ratios. 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.

**Adults at Risk Lone Working:** there are occasions where a worker will make a lone visit to an adult at risk in their own home although always at the request of the adult themselves. A risk assessment must be done for such visits and the church's Lone Worker policy must be followed.

## SECTION 3 - BEST PRACTICE GUIDELINES

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

### 3.1 – WORKING WITH CHILDREN

**NOTE: Parental responsibility:** Before church services and after the children have been dismissed from their organised activities, the parents and carers of the children have responsibility for their children's safety and behaviour. Children under the age of 8 should not leave their groups unaccompanied. During all age services or events (such as Messy Christmas) all children are under the supervision of their parents or the adult who has brought them to church.

#### 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 | 1 for the first 8, then one for every additional ten children (preferably one of each gender) with an extra adult for every 10 additional children (minimum 2) | 2 adults for up to 15 children (preferably one of each gender) with an extra adult for every 8 additional children (minimum 2) |

|                   |   |   |
|-------------------|---|---|
| 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 behavioural issues, developmental issues, disability and so on, which may mean an increase to the recommended ratios. In calculating the ratios of workers to children, young leaders who are under the age of 18 should be counted as one of the children, not one of the workers.

### 3.1.2 Children with Special Needs

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

### 3.1.3 Visiting Children or Young People at Home

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

In the context of the Children's Centre, Family Support workers and children's centre staff may routinely carry out home visits to children and their families alone, and must follow the Lone Working Policy when doing so. These home visits would be carried out with the parent or guardian's consent.

### 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, and then seek consent by sending an email if possible or posting a consent form to home address
- 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.
- If we are unable to make contact with a parent/carer, 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 in a mentoring capacity:

- The parents of all young people involved in mentoring are required to sign a letter to say they are aware that the mentoring is happening and who it is with.
- Mentoring meetings should only be held in agreed places, and should be in view of other people.

- A mentoring meeting should have an agreed start and end time and someone should be aware that a meeting is taking place and where it is being held.
- A basic record should be kept of dates of significant meetings and any text messages or emails.
- Appropriate boundaries should be put in place regarding times and demand, ie not phoning or texting late at night, etc.
- A written record should be kept of issues/decisions discussed at meetings.

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

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

### **3.1.7 Physical Contact**

- Keep everything public. A hug within a group context is very different from one behind closed doors.
- Touch should be related to the child's needs, not the worker's.
- Touch should be age-appropriate and generally initiated by the child rather than the worker.
- Workers should avoid any physical activity that is, or may be thought to be, sexually stimulating to the adult or the child.
- Children are entitled to privacy to ensure their personal dignity.
- Children have the right to decide how much physical contact they have with others, except in exceptional circumstances such as when they need medical attention.
- When giving first aid (or applying sun cream, etc), workers should encourage the child to do what they can manage themselves, but consider the child's best interests and give appropriate help where necessary.
- Team members should monitor one another in the area of physical contact. They should help each other by constructively challenging anything which could be misunderstood or misconstrued.

### **3.1.8 Digital Media and Communications**

#### **Modern Technologies and Safe Communication**

NOTE: Children in school year 6 and below will not be contacted directly using any of the communication methods referred to below. All communication regarding these children will go directly to their parents, guardians or carers.

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. Before young people can receive electronic communications, their parents/carers must sign to agree to this on the church's general consent form.

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.

Only workers who have been appointed under the church's agreed safeguarding procedures should use electronic communication to contact young people.

As with face to face communication, workers should be clear to avoid any sexualised or innuendo language that may be misinterpreted, this includes the use of inappropriate or offensive emojis.

For more information on cyber safety, please refer to the Baptist Union of Great Britain [Cyber Safety Guide](#), (click to follow link).

### **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 using the Youth designated email address. Emails to young people should be sent via ChurchSuite as this is monitored and remains accountable. If it is not possible to communicate this way, workers must speak with a leader or parent re how to contact the child.

It is important workers use clear and unambiguous language to reduce the risk of misinterpretation, for example, avoiding inappropriate terms such as 'love' when ending an email.

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

Direct one to one communication via social networks including WhatsApp between leaders/helpers and youth are not to take place. In some cases where age appropriate, i.e. 16+, groups may communicate via a group chat which remains open and accountable. Please respect individuals and best practice when engaging in such groups, and keep content relevant to the group rather than holding individual conversations. Workers should save any significant conversations and keep a log stating with whom and when they communicated.

### **Mobile Phones**

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

- Mobile phone use should primarily be for the purposes of information sharing.
- Workers should keep a log of significant conversations/texts.
- Any texts or conversations that raise concerns should be passed on to the worker's supervisor.
- Workers should use clear language and should not use abbreviations like 'lol' which could mean 'laugh out loud' or 'lots of love'.
- Paid workers will be issued with a mobile phone under a contract that provides itemised billing.
- Workers should not take photos of children, young people or adults at risk using their phone. All photography should follow the usual protocols and permission sought in advance. No photos of children, youth or vulnerable should not be stored on personal phones.

### **Social Networking**

- Workers should have a site that is used solely for children's / youth work communications and is totally separate from their own personal site. This is to ensure that all communication with

children and young people is kept within public domains. More than one adult worker should always be part of these sites.

- Workers should not send private messages to children on social networks. Workers 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.

### **Taking Videos and Photographs of Children**

Churches must be very careful if they use still or moving images of clearly identifiable people. There are several issues to be aware of:

- Permission must be obtained, via the consent form, of all children who will appear in a photograph or video before the photograph is taken or footage recorded.
- It must be made clear why that person's image is being used, what you will be using it for, and who might want to look at the pictures.
- If images are being taken at an event attended by large crowds, such as a sports event, this is regarded as a public area and permission from a crowd is not necessary.
- Children and young people under the age of 18 should not be identified by name or 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.
- Copies of photographs must not be distributed to other individuals without the permission of a parent.

### **Live-Streaming Services to YouTube and other online social media platforms**

The team involved in Live-Streaming must ensure that they adhere to the good practice guidelines outlined in this policy.

In addition to the **Videos & Photographs** guidelines above, special attention must be given to:

- Ensuring that everyone in the building is aware that the service is being filmed for internet use, and consents to being caught on camera (even in background shots).
- Providing clarity on which areas of the church will be filmed, and which will not.
- Training camera operators on what respectful filming looks like (e.g. not zooming in too close, or focussing on particular body parts).
- Ensuring that children/young people/adults at risk are not made identifiable (e.g. by full name/age/school or any other contact details) – if they feature in the service or are mentioned in any video footage.
- Which devices will be used to collate the footage and who can access this – so there is transparency about the existence of any material, and accountability for usage.
- Ensuring that all members of the Live Streaming team are familiar with these safeguarding considerations, and those in positions of responsibility have been through the BBC safer-recruitment process and receive regular safeguarding training.
- Moderating the online chat that occurs during the service – ensuring that:
  - Participants are aware it is a public space and a moderated channel
  - Personal contact details are not shared and children/young people/adults at risk are not made identifiable

- Systems are in place to promptly remove any inappropriate words, comments and/or images
- Signposting is in place for those who share prayer/pastoral needs
- The safeguarding policy is followed in the event that disclosures of abuse are shared
- The chat host is regularly trained in safeguarding

### **Online meeting platforms e.g. Zoom/MS Teams**

These are valuable methods of communication when face-to-face meetings are not possible, and the following guidelines must be observed to ensure the safety of these spaces:

- Parental consent required for anyone under 18 to access the meeting
- Invitation to access the meeting is not made publicly accessible
  - By invitation to parent email addresses only
  - Include note not to share the link without prior agreement
- Admittance is not automatic
  - password protected
  - manually granted by host leader
  - attendees to use recognisable screen name for access
- Observe leader/child ratios – always a minimum of 2 leaders in any online space
- Ensure leader has control over what can be shared/displayed
  - By disabling screen share options for all participants
- Ensure online hosting is shared between leaders (by allocating a co-host)
- Minimise opportunities for cyber-bullying by keeping all chat functions public
  - Disable private chat functions between participants
- Record attendance
- Meetings not to be recorded or screen-shots taken without prior consent/agreement

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

### **3.2.1 Premises**

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

### **3.2.2 Language**

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

### **3.2.3 Worship**

In all worship services, we will consider the varied requirements of our congregation and 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.

### 3.2.4 Insurance

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

### 3.2.5 Financial integrity

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

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

### 3.2.6 Photographs

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

### 3.2.7 Computers

All church computers and laptops are password protected. This will make using the computers for inappropriate behaviour more difficult, whilst also protecting any vulnerable users.

### 3.2.8 Record keeping

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



### 3.2.9 Pastoral Relationships

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

- Workers should be aware of the power imbalance within pastoral relationships and the potential for abuse of trust.
- Behaviour that suggests favouritism or gives the impression of a special relationship, must 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 refer to the church's separate Pastoral Care policy for further information.

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

### 3.3.1 Consent forms

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

### 3.3.2 Health and Safety

All activities for children, young people and adults at risk will comply with the church's current health and safety policy and will be conducted in accordance with approved risk assessments. Particular attention should be paid to Fire Action, First Aid, PAT testing, Health and Safety and Kitchen and Food Hygiene.

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

Buildings being used for children's and adult at risk groups will be properly maintained. Groups using the rooms risk assess the room before use and either deal with or report any issues arising.

### 3.3.3 Fire

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

### 3.3.4 First Aid

Our church has a number of trained First Aiders and there is a list showing who they are on the notice board so that church stewards know who to ask on Sunday mornings if first aid is required.

At events such as Light Party and Holiday Club there is always a trained first aider /emergency first aid at work trained person on the team.

We have first aid kits in all rooms. We have an accident and 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. The office team 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 operations manager.

All Children's groups have accident report forms in their rooms which will be completed as necessary and passed to the operations manager.

### **3.3.5 Supervision of Groups**

Sunday morning session leaders and helpers should also sign the register so we have a record of who the responsible people were for each week.

Registers are also kept of adult team members present at events such as the Light Party or Holiday Club. The responsible person for such events should sign in and out at the start and end of the events even if they were already in the building or are staying on afterwards.

### **3.3.6 Food Hygiene**

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

### **3.3.7 Risk Assessment**

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

### **3.3.8 Insurance**

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

### **3.3.9 Transport**

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

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

Our practice specifically for transporting children is as follows:

- Parental consent will be given for all journeys.
- All children and young people should be returned to an agreed drop off point. At collection or drop off points, children should never be left on their own; make sure they are collected by an appropriate adult.

- At least two workers should be present when transporting children as part of a church role.

See also RISK ASSESSMENT: Transporting youth in minibuses (church office) OR risk assessments for individual outings

### 3.3.10 Outings and Overnight Events involving Children

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

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

#### **Sleeping Arrangements**

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

#### **Adventurous Activities**

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

#### **Fire Safety**

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

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

#### **Safety**

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

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

#### **Swimming Trips**

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

See also RISK ASSESSMENTS: Youth weekend away (Church Office) or see risk assessments for individual outings.

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

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

#### **A risk assessment must be carried out beforehand**

Planning for the trip should take into account specific medical, physical and support needs of each group member, bearing in mind that there may be people in the group who have individual care needs that will have to be met (including personal care)

#### **Adults at risk should be included in the planning of trips and events**

Consideration should be given to the suitability and accessibility of the venue and accommodation, travel time and mode of transport, and the affordability of the event

Adults at risk should be given all the information about the trip beforehand so that they know where they are going, how long it will take to get there and what type of activities they will be taking part in.

There should be a minimum of two leaders with each group; the individual needs of those attending may determine the additional number of people required.

#### **Sleeping Arrangements**

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

#### **Personal Care**

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

#### **Activities**

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

#### **Safety**

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

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

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

It is important to recognise that adults at risk are mostly able to give consent for their own involvement in activities, inclusion in photographs and medical treatment. However, in some situations the question of capacity may arise. The guidelines clearly state that an adult at risk should have a say in their care and any arrangements made for them, however, there may be occasions when you need to involve others in decision making. In these situations, seek advice from the DSL with regard to who should be involved. A medical consent form should be completed by each member of the group and held by the leader. This will include any health concerns, emergency contact information and contact details for their GP. This will allow emergency medical personnel to have access to information should the need arise.

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

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

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

The responsible adult for an activity held at Bookham Baptist Church must comply with BBC booking guidelines on health and safety and safeguarding.

## **3.4 SAFER COMMUNITY**

### **3.4.1 Bullying**

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

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

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

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

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

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

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

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

- The children and young people will be involved in agreeing a code of behaviour for their groups, which makes it clear that bullying is unacceptable.
- 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. See Appendix 4
- Where an allegation of bullying is made against a church or group leader, advice will be sought from the local Baptist Association Safeguarding Contact as this should be addressed.
- Incidents of bullying may be reported to the statutory authorities in line with the church safeguarding procedures.

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

### 3.4.2 Working with Alleged or Known Offenders

If someone attending Bookham Baptist 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 DSL will inform and take advice from the local Baptist Association Safeguarding Contact. A contract template will be provided along with support through the process.
- 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 DSL should determine whether the person is subject to supervision or is on the Sex Offenders' Register. If so, the DSL should make contact with the offender's specialist probation officer (SPO) who will inform the church of any relevant information or restrictions that they should be aware of.

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

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

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

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



## SECTION 4 - USEFUL CONTACTS

|  |
|--|
| <p><b>C-SPA (Children’s Single Point of Access)</b><br/><a href="https://www.surreycc.gov.uk/social-care-and-health/childrens-social-care/contact-childrens-services">https://www.surreycc.gov.uk/social-care-and-health/childrens-social-care/contact-childrens-services</a></p> <p>9am—5pm: 0300 470 9100<br/>Out of hours: 01483 517898 (Emergency Duty Team)<br/>Email: <a href="mailto:cspa@surreycc.gov.uk">cspa@surreycc.gov.uk</a></p> |
| <p><b>MASH (Multi Agency Safeguarding Hub) (Adult Social Services)</b><br/>8.45am—5pm: 0300 470 9100<br/>Out of hours: 01483 517898 (Emergency Duty Team)<br/>Email: <a href="mailto:ascmash@surreycc.gov.uk">ascmash@surreycc.gov.uk</a> (Secure email: <a href="mailto:ascmash@surreycc.gcsx.gov.uk">ascmash@surreycc.gcsx.gov.uk</a>)</p>   |
| <p><b>Local Authority Designated Officer (LADO)</b><br/>0300 123 1650<br/>Email: <a href="mailto:LADO@surreycc.gov.uk">LADO@surreycc.gov.uk</a></p>  |
| <p><b>Police</b><br/>999 in an emergency<br/>Non-emergency: 101 or 01483 571212</p>  |
| <p><b>South East Baptist Association Safeguarding Contact</b><br/><b>Wendy Mann</b></p> <ul style="list-style-type: none"><li>• Phone number: 07545-686143</li><li>• Email address: <a href="mailto:safeguarding@seba-baptist.org.uk">safeguarding@seba-baptist.org.uk</a></li></ul>   |
| <p>Disclosure and Barring Helpline: 03000 200 190</p>  |
| <p>Due Diligence Checking (DDC): 0845 644 3298</p>   |
| <p>NSPCC Child Protection Helpline: 0808 800 5000</p>  |
| <p>Childline: 0800 1111</p>  |

## APPENDIX 1 - DEFINITIONS OF ABUSE

### Understanding, Recognising and Responding to Abuse

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

| Type of abuse         | Child   | Adult at risk  |
|-----------------------|---|--|
| <i>Physical</i>       | Actual or likely physical injury to a child, or failure to prevent physical injury to a child.  | To inflict pain, physical injury or suffering to an adult at risk.   |
| <i>Emotional</i>      | The persistent, emotional, ill treatment of a child that affects their emotional and behavioural development. It may involve conveying to the child that they are worthless and unloved, inadequate, or that they are given responsibilities beyond their years.  | The use of threats, fear or power gained by another adult's position, to invalidate the person's independent wishes. Such behaviour can create very real emotional and psychological distress. All forms of abuse have an emotional component. |
| <i>Sexual</i>         | Involves forcing or enticing a child to take part in sexual activities, whether or not the child is aware of what is happening. This includes non-contact activities, such as involving children in looking at, or in the production of, pornographic material or watching sexual activities, or encouraging children to behave in sexually inappropriate ways. | Any non-consenting sexual act or behaviour.<br><br>No one should enter into a sexual relationship with someone for whom they have pastoral responsibility or hold a position of trust.   |
| <i>Neglect</i>        | Where adults fail to care for children and protect them from danger, seriously impairing health and development.  | A person's wellbeing is impaired and their care needs are not met. Neglect can be deliberate or can occur as a result of not understanding what someone's needs are.   |
| <i>Type of Abuse</i>  | <b>Additional Definitions</b>   |  |
| <i>Financial</i>      | The inappropriate use, misappropriation, embezzlement or theft of money, property or possessions.   |  |
| <i>Spiritual</i>      | The inappropriate use of religious belief or practice; coercion and control of one individual by another in a spiritual context; the abuse of trust by someone in a position of spiritual authority (e.g. minister). The person experiences spiritual abuse as a deeply emotional personal attack.  |  |
| <i>Discrimination</i> | The inappropriate treatment of a person because of their age, gender, race, religion, cultural background, sexuality or disability.   |  |

|                                  |  |
|----------------------------------|--|
| <i>Institutional</i>             | The mistreatment or abuse of a person by a regime or individuals within an institution. It can occur through repeated acts of poor or inadequate care and neglect, or poor professional practice or ill-treatment. The church as an institution is not exempt from perpetrating institutional abuse.   |
| <i>Domestic Abuse</i>            | Domestic abuse is any threatening behaviour, violence or abuse between adults who are or have been in a relationship, or between family members. It can affect anybody regardless of their age, gender, sexuality or social status.<br>Domestic abuse can be physical, sexual or psychological, and whatever form it takes, it is rarely a one-off incident. Usually there is a pattern of abusive and controlling behaviour where an abuser seeks to exert power over their family member or partner. |
| <i>Cyber Abuse</i>               | The use of information technology (email, mobile phones, websites, social media, instant messaging, chatrooms, etc.) to repeatedly harm or harass other people in a deliberate manner.   |
| <i>Self-harm</i>                 | Self-Harm is the intentional damage or injury to a person's own body. It is used as a way of coping with or expressing overwhelming emotional distress. An individual may also be neglecting themselves, which can result in harm to themselves.   |
| <i>Mate crime</i>                | 'Mate crime' is when people (particularly those with learning disabilities) are befriended by members of the community, who go on to exploit and take advantage of them.   |
| <i>Modern Slavery</i>            | Modern slavery is the practice of treating people as property; it includes bonded labour, child labour, sex slavery and trafficking. It is illegal in every country of the world.  |
| <i>Human Trafficking</i>         | Human trafficking is when people are bought and sold for financial gain and/or abuse. Men, women and children can be trafficked, both within their own countries and over international borders. The traffickers will trick, coerce, lure or force these vulnerable individuals into sexual exploitation, forced labour, street crime, domestic servitude or even the sale of organs and human sacrifice.  |
| <i>Radicalisation</i>            | The radicalisation of individuals is the process by which people come to support any form of extremism and, in some cases, join terrorist groups. Some individuals are more vulnerable to the risk of being groomed into terrorism than others.  |
| <i>Honour / Forced Marriage</i>  | An honour marriage / forced marriage is when one or both of the spouses do not, or cannot, consent to the marriage. There may be physical, psychological, financial, sexual and emotional pressure exerted in order to make the marriage go ahead. The motivation may include the desire to control unwanted behaviour or sexuality.   |
| <i>Female Genital Mutilation</i> | Female genital mutilation (FGM) comprises all procedures involving partial or total removal of the female external genitalia or other injury to the female genital organs for non-medical reasons as defined by the World Health Organisation (WHO). FGM is a cultural practice common around the world and is largely performed on girls aged between 10 and 18. Performing acts of FGM is illegal in the UK as is arranging for a child to travel abroad for FGM to be carried out.                  |
| <i>Historic Abuse</i>            | Historic abuse is the term used to describe disclosures of abuse that were perpetrated in the past. Many people who have experienced abuse don't tell anyone what happened until years later, with around one third of people abused in childhood waiting until adulthood before they share their experience.  |

|                                      |   |
|--------------------------------------|---|
| <b>Child Sexual Exploitation</b>     | This occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology. |
| <b>County Lines Drug Trafficking</b> | County Lines is the police term for urban gangs exploiting young people into moving drugs from a hub, normally a large city, into other markets - suburban areas and market and coastal towns - using dedicated mobile phone lines or “deal lines”. Children as young as 12 years old have been exploited into carrying drugs for gangs. This can involve children being trafficked away from their home area, staying in accommodation and selling and manufacturing drugs. (Definition from NSPCC)  |

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

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

**It should be recognised that this list is not exhaustive and the presence of one or more indicators is not in itself proof that abuse is actually taking place.**

**It is also important to remember that there might be other reasons why most of the above are occurring**

**APPENDIX 2 - Bookham Baptist Church and Children's Centre Safeguarding Referral Pathway**

**What to do if you are concerned that someone is at risk, because ...**

**A DISCLOSURE** of abuse or neglect has been made to you

**YOU'VE NOTICED SOMETHING** about an individual that gives you cause for concern, and may be an indicator of abuse or neglect

**THE CONDUCT** of a member of staff or volunteer towards those in their care, gives you cause for concern

**RECORD** disclosure or concern, ASAP (within 24 hours). Include: Date, time, location, what was said in the child or adult's own words, who was present. Use a skin map to record visible physical injuries.

If there is **INJURY** that needs urgent medical attention go to nearest A&E.

**REPORT** ASAP to appropriate **Designated Safeguarding Lead** (DSL) who will make a decision on action.  
*N.B. If DSL is unavailable, contact one of the other DSLs. If DSLs are uncontactable then ring C-SPA for consultation/advice.*

| Area of work                | DSL              | Phone number                | Email address  |
|-----------------------------|------------------|-----------------------------|--|
| Rainbow Pre-School          | Heidi Watson     | 07990 263980                | <a href="mailto:rainbow@bookhambaptist.org">rainbow@bookhambaptist.org</a>               |
| Children's Centre           | Rachel Wedd      | 07525 635204 / 01372 811313 | <a href="mailto:familyservices@bookhambaptist.org">familyservices@bookhambaptist.org</a> |
| Children's & Youth Ministry | Liz Featherstone | 07818444171                 | <a href="mailto:lizfeatherstone@gmail.com">lizfeatherstone@gmail.com</a>                 |
| Adults at Risk              | Rosemary Coleman | 01372 454105                | <a href="mailto:rosemarycoleman17@gmail.com">rosemarycoleman17@gmail.com</a>             |
| Adults at Risk              | Elaine Crutchley | 07792 178 539               | <a href="mailto:elaine.crutchley1@gmail.com">elaine.crutchley1@gmail.com</a>             |

Other key contacts at Bookham Baptist Church:  
 Lead Minister – Steve Elmes [steveelmes@bookhambaptist.org](mailto:steveelmes@bookhambaptist.org)  
 Trustee Responsible for Safeguarding – Fran Pyatt [franpyatt@gmail.com](mailto:franpyatt@gmail.com) Mobile: 07966685274  
 Minister Responsible for Youth and Children's Work – Gill Hawkins [gillhawkins@bookhambaptist.org](mailto:gillhawkins@bookhambaptist.org) Office:01372811313

**Next Steps for the DSL:** Consider all information. Consult with colleagues and make decision on action. Refer to Surrey [Levels of Need Document](#). Record discussions taken place, and rationale for decisions taken. Discuss with the family and work in partnership, unless doing so would place child at risk.

|  |  |   |   |   |
|--|--|---|---|---|
| Minor concern or explanation consistent. Active <b>monitoring</b> of situation by group leaders. | <b>with C-SPA</b><br>If unsure about whether concern warrants referral, call Children's Single Point of Access 03004709100 | Gain consent from family where possible, unless doing so would increase risk<br><br>Complete <a href="#">Request for Support</a> and submit to C-SPA <a href="mailto:cspa@surreycc.gov.uk">cspa@surreycc.gov.uk</a><br>In case of FGM contact police immediately. | When allegation is about someone who works or volunteers with children<br><br>0300 123 1650<br><a href="mailto:LADO@surreycc.gov.uk">LADO@surreycc.gov.uk</a><br>Agree next steps with LADO | Information and Advice:<br><a href="mailto:contactcentre.adults@surreycc.gov.uk">contactcentre.adults@surreycc.gov.uk</a><br><br>Concerns of abuse or neglect:<br>0300 470 9100<br><a href="mailto:ascmash@surreycc.gov.uk">ascmash@surreycc.gov.uk</a> |
|--|--|---|---|---|

## APPENDIX 3 – DETAILED GUIDANCE ON REPORTING REQUIREMENTS

### STAGE 1 – THE WORKER

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

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

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

#### The record should:

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

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

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

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

## **STAGE 2 – THE DESIGNATED SAFEGUARDING LEAD (DSL)**

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

### **The duty to REVIEW**

In reviewing the report that is received, the DSL:

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

### **The duty to REPORT**

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

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

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

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

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

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

### **STAGE 3 – THE NEXT STEPS**

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

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

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

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

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

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

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



## APPENDIX 4 – SAFEGUARDING INCIDENT FORM

*This form should be completed by the Designated Safeguarding Lead*

|   |  |
|---|--|
| <b>Name of church / organisation</b>            |  |
| <b>Contact details of church / organisation</b> |  |

|  |  |
|--|--|
| <b>Name of Designated Safeguarding Lead (DSL)</b>            |  |
|  |  |
| <b>Contact details of Designated Person for Safeguarding</b> |  |

|   |  |
|---|--|
| <b>Name of concerned person or to whom disclosure was given</b>         |  |
|   |  |
| <b>Contact details of concerned person or whom disclosure was given</b> |  |

### INDIVIDUAL OF CONCERN - CONTACT DETAILS

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

### THE INCIDENT

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

When did it happen? (Date, time)

Where did it happen? (Specific location)

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

ANY ACTION THAT HAS BEEN TAKEN

Have the carers or parents / guardians been informed? (Please tick) Yes  No

If so, when and by whom?

Have the statutory authorities been informed? (Please tick) Yes  No

If so, please complete the table:

*Example:*

|                        |                     |  |  |  |  |
|------------------------|---------------------|--|--|--|--|
| Authority              | Police              |  |  |  |  |
| Name                   | Bobby               |  |  |  |  |
| Position               | Child abuse officer |  |  |  |  |
| Email contact          | bobby@police.com    |  |  |  |  |
| Phone contact          | 077999              |  |  |  |  |
| Contacted by           | Minister            |  |  |  |  |
| Date & time of contact | 1.30pm<br>1/4/15    |  |  |  |  |

Has the Local Association been informed? (Please tick) Yes  No   
*(Please do so if the statutory authorities are involved)*

If so, when and by whom?

Any other action taken:

FUTURE ACTION TO BE TAKEN

What action needs to be taken?

Who is responsible for this?

SIGNATURES

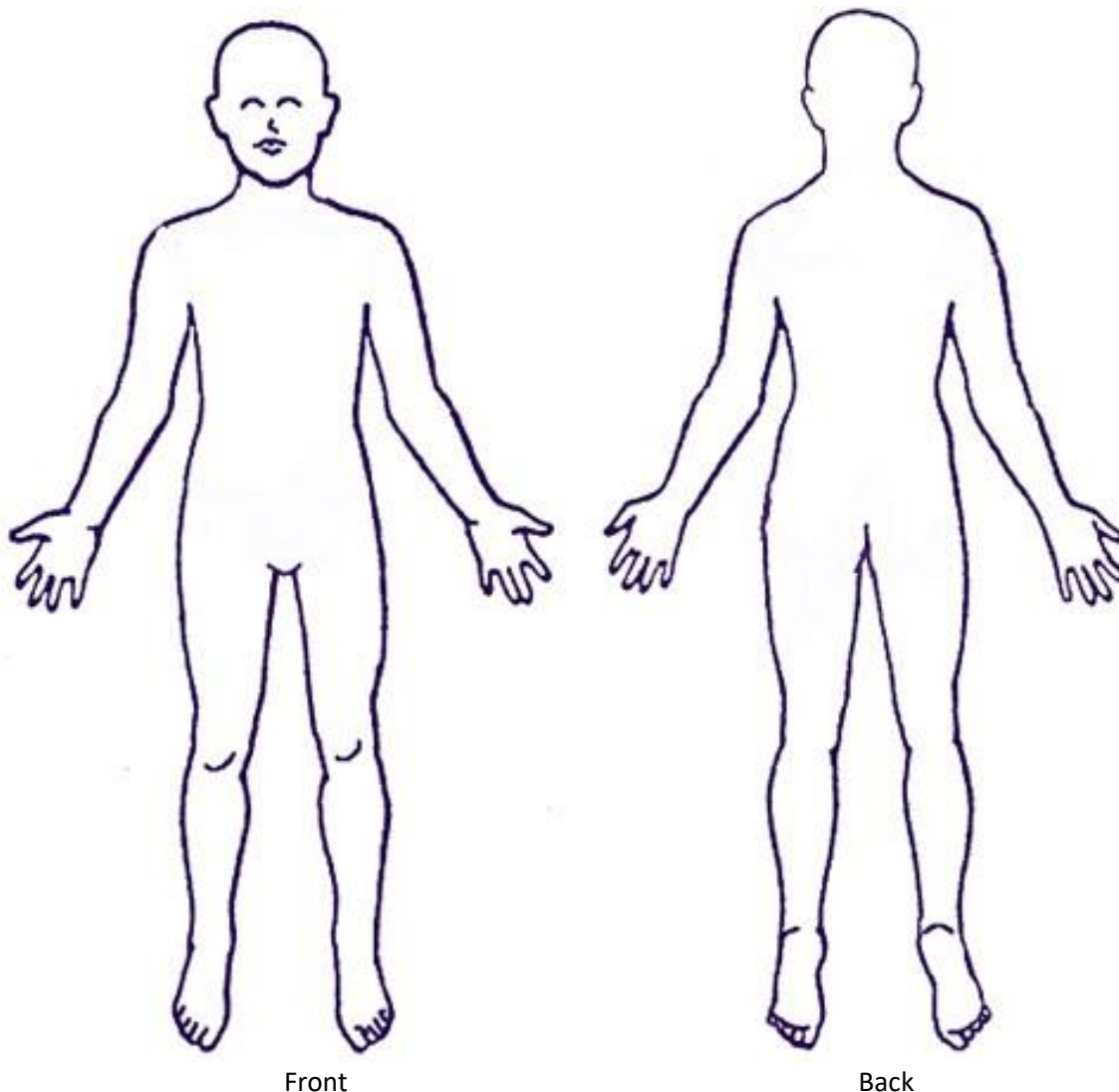
|   |  |   |  |
|---|--|---|--|
| Signature of Designated Safeguarding Person |  | Signature of minister, or Church Safeguarding Team member |  |
| Date & time                                 |  | Date & time   |  |

## BODY MAP

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

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

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



Signature \_\_\_\_\_

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



# Procedure for Setting up E-learning Safeguarding Portal Account with Church of England.

Bookham Baptist Church  
Lower Road  
Great Bookham  
KT23 4DH

Tel 01372 811313  
email: [office@bookhambaptist.org](mailto:office@bookhambaptist.org)

## Creating an Account with the Church of England Safeguarding Portal

At Bookham Baptist Church we have chosen to use some excellent safeguarding training which is provided by the Church of England. You will need to complete the relevant training before commencing with work with children or vulnerable adults.

This is essential as we look to ensure that Bookham Baptist Church is a safe environment for everyone who comes into contact with us. The main purpose of the training is to help raise awareness of the different signs or concerns which may indicate that further support might be required for an individual. It will help us to understand the characteristics of safeguarding issues and give us the tools and confidence to manage any concerns that arise swiftly and appropriately.

The table below indicates which training you will be required to complete. If you are unsure, then please ask the leader of the ministry for whom you will be serving.

|  |   |
|--|---|
| <p><b>Helpers, volunteer of staff, in a group with children or vulnerable adults and NO additional responsibilities.</b></p> <p>E.g.:</p> <ul style="list-style-type: none"> <li>- Helper in children’s/youth work on a Sunday</li> <li>- Serving of refreshments where children or vulnerable adults may be present, such as a play group or golden years event</li> <li>- Volunteer setting up or packing down events for children or vulnerable adults</li> </ul> | <p><b>Staff or volunteers with responsibility or leadership in groups with children or vulnerable adults</b></p> <p>E.g.:</p> <ul style="list-style-type: none"> <li>- Children’s or youth work leaders, i.e. responsible for the activities of the group on any given occasion</li> <li>- Leaders in any activity which may include vulnerable adults, e.g. Golden Years event</li> <li>- Volunteers/staff who may have 1:1 contact with vulnerable adults, e.g. ministry team, pastoral team</li> </ul> |
| <p>Basic Awareness Course</p>  | <p>Basic Awareness Course <b>AND</b><br/>Safeguarding Foundations</p>   |

## Setting up an account

1. Navigate to [Safeguarding Training Portal \(cofeportal.org\)](https://cofeportal.org). Click on “Create account”.

Welcome to the Church of England National Safeguarding Team's online learning portal.

The resources and training you can access here will equip you and your church to engage positively with the protection of children, young people and vulnerable adults in both a practical and theologically informed way.

**Options**

- Create new account
- Help and FAQ
- Reset my password

**Login**

Username

Password  
 [Show password](#)

Remember username

[Create new account](#)  
[Lost password?](#)

2. Read the displayed information and then click button to agree.

Data Controller

Show/hide

1. Why we collect and use your personal data
2. The categories of data we collect (including cookies)
3. Details of the data collected and the lawful basis for using your information
4. Who we collect from or share your information with:
5. How long do we keep your information?
6. Your rights
7. Queries, complaints or concerns

Show/hide

Show/hide

Show/hide

Show/hide

Show/hide

Show/hide

Show/hide


Show/hide


Show/hide


3. Complete the form by filling in your personal details, and then the BBC details. Note: please type [office@bookhambaptist.org](mailto:office@bookhambaptist.org) in the field "Allow a user with the following email address to look at my training record"

---

▼ My Organisation Details

Diocese  Not part of a Church of England Diocese ▾

Training Institution  Not part of a Training Institution ▾

Cathedral  N/A ▾

My Church's Town/City and Name (eg Leeds: St Peters)

Church Role

Allow a user with the following email address to look at my training record

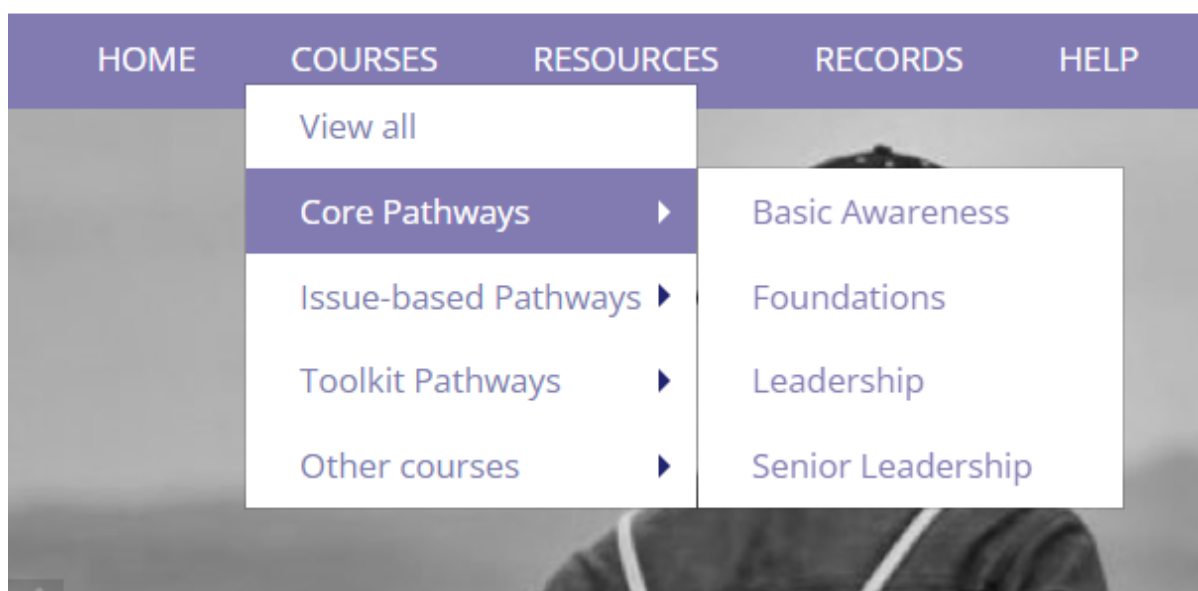
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4. You will receive an email from Church of England with a link to confirm your new account. Please click and follow this link, clicking on "Continue".

Thanks, Tristan Watson

Your registration has been confirmed

5. Click the menu at the top which says “Courses” and follow to the course which you want, which will either be Basic Awareness or Foundations. Please ignore Leadership or Senior Leadership.



6. After choosing the course you want, click on “Enter Course”, follow the instructions and work your way through the course.
7. Once completed, it will let you know your score. If you have scored over 75% you have passed and will receive an email with a link to your certificate. Please email this to [office@bookhambaptist.org](mailto:office@bookhambaptist.org).
8. Well done! You have completed an online safeguarding course; have a cup of tea and a biscuit!





### **For more information:**

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

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

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

### **In an emergency:**

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

### **Additional Bookham Baptist Church policies:**

- Pastoral Care Policy 2021