

SAFEGUARDING POLICY & PROCEDURES

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INTRODUCTION

These procedures set out how our safeguarding policy is implemented in all groups, activities and events that are part of the life of FBC.

Each person who works with children under the age of 18 and/or adults at risk needs to be familiar with these procedures. We will provide regular safeguarding training opportunities to ensure these workers have the required knowledge and confidence to deal with any safeguarding issues as they arise.

Over the following pages you will find clear, specific information on how to recognise and report abuse and how to respond to concerns raised within your church.

DEFINITIONS OF TERMS

Child:	Anyone under the age of 18 years.
Adult at Risk:	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.
Worker:	Any person working with children or adults at risk in a paid or unpaid capacity.
Team Leader:	An adult, aged 18 or over, who is leading the session in one of our settings for young people (Tots, Kids or Youth) or for Guest Services. These people lead team huddles before service begins and will take a lead on decision making throughout.
Young Leader:	Children, aged under 18, who are serving in one of our settings for young people (Tots, Kids or Youth). These leaders are included in the adult:child ratio and will not work alone with children at any time.

SECTION 1 – SAFEGUARDING POLICY STATEMENT

SAFEGUARDING POLICY STATEMENT FOR FINCHAMPSTEAD BAPTIST CHURCH (FBC)

Our vision

The vision statement of FBC is to be an open, growing, loving community, passionate about following Jesus and serving others.

In fulfilling this vision, we:

- Welcome children and adults at risk into the life of our community
- Run regular activities for children and adults at risk
- Make our premises available to organisations working with children and adults at risk

Our safeguarding responsibilities

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

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 procedures to ensure we implement our policy well.

- **Prevention and reporting of abuse**

  It is the duty of all of us to help prevent the abuse of children and adults at risk and 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. FBC will fully cooperate with any statutory investigation into any suspected abuse linked with FBC.

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

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

- **Respecting children and adults at risk**

  We will adopt a code of behaviour, outlined in our safeguarding procedures, for all who are appointed to work with children and adults at risk so that all children and adults are shown the respect that is due to them.

- **Safer working practices**

  We are committed to providing an environment that is safe for children and adults at risk and will adopt ways of working with them that promote their safety and well-being.

- **A safer community**

  We are committed to the prevention of bullying. FBC 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 FBC is managed appropriately.

Safeguarding contact points within our organisation

We have appointed the following individuals to form part of our safeguarding team:

Designated Person for Safeguarding (DPS)

The DPS and Deputy DPS is appointed by the trustees to be a key contact point for safeguarding. They receive all reports regarding concerns about children and adults at risk as well as monitoring the implementation of our Safeguarding policy and procedures.

- The DPS listens, observes and acts on those concerns appropriately, having taken advice from the relevant people
- The DPS acts as a link between the church and other agencies and bodies on safeguarding matters

DPS

Name: Helen O'Grady
Phone number: [redacted]
Email address: dps@finchampstead.com

Deputy DPS

Name: Liz Whitfield
Phone number: [redacted]
Email address: dps@finchampstead.com

Safeguarding Trustee

Raises the profile of safeguarding within the church and oversees and monitors the implementation and review of the safeguarding policy and procedures on behalf of the church trustees.

Name: Tom Fox
Phone number: [redacted]
Email address: tjofox1@aol.com

Safeguarding Coordinator

Responsible for the implementation and delivery of safeguarding across the organisation.

Name: Chris Simpkins
Phone Number: 01189088161
[redacted]
Email address: chris@finchampstead.com

DBS Verifier

Responsible for all aspects of processing DBS checks for church staff and volunteers.

Name: **Chris Simpkins**
Phone number: 0118 9088161 Email address: chris@finchampstead.com

Name: **Sian Karamolegkos**
Phone number: 0118 9088155 Email address: sian@finchampstead.com

Name: **Dominique Edmonds**
Phone number: 0118 9088155 Email address: dominique@finchampstead.com

Name: **Naomi Page**
Phone number: 0118 9088155 Email address: naomi@finchampstead.com

Name: **Naomi Mallett**
Phone number: 0118 9088155 Email address: care@finchampstead.com

Age Group Coordinators

PreSchool
Name: **Sian Karamelegkos**
Phone number: 0118 9088155 Email address: sian@finchampstead.com

Kids (School Years Reception – 6)
Name: **Sian Karamolegkos**
Phone number: 0118 9088155 Email address: sian@finchampstead.com

Youth (School Years 7 – 13)
Name: **Sian Karamolegkos (temporary)**
Phone number: 0118 9088155 Email address: sian@finchampstead.com

Community Team
Name: **Naomi Mallett**
Phone number: 0118 9088155 Email address: care@finchampstead.com

Small Groups
Name: **Naomi Page**
Phone number: 0118 9088155 Email address: naomi@finchampstead.com

Putting our policy into practice

- A copy of this document will be permanently available in the FBC office and on our website at www.finchampstead.com/safegurading.
- Each worker with children and/or adults at risk will be given a full copy of the safeguarding policy and procedures and is required to follow them.
- The policy and procedures will be monitored and reviewed annually by the safeguarding team, and any necessary revisions adopted into the policy and implemented through our procedures.

SECTION 2 - SAFEGUARDING PROCEDURES

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 their part to play in helping to safeguard children and adults at risk within the life of the church. If you suspect that a child or adult at risk is a victim of abuse (eg. their behaviour causes concern or behaviour towards them causes concern) you should report it to the DPS immediately.

If an allegation is made in any context about a child or adult at risk being harmed you should:

WHAT TO DO	WHAT NOT TO DO
• Listen to and acknowledge what is being said. Don't ignore the situation. • Try to be reassuring & remain calm. • Explain clearly what you will do and what will happen next. • Be supportive. • Tell them that: They were right to tell you; You are taking what they have said seriously; That you will pass this information on to the DPS or other appropriate people (eg. Police, Social Services).	• Promise confidentiality. • Show shock, alarm, disbelief or disapproval. • Minimise what is being said. • Ask probing or leading questions. • Offer false reassurance. • Delay in contacting the DPS. • Contact the alleged abuser. • Investigate the incident any further. • Leave a child or adult at risk waiting to hear from someone without any idea of when or where that may be. • Pass on information to those who don't need to know; not even for prayer ministry.

2.1.2 *Responding to Concerns*

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

STAGE 1 – You

A worker/church attendee has a concern about the welfare of a child, adult at risk, or the behaviour of an individual.

The person who has the concern has a duty to:

RECOGNISE, RESPOND AND RECORD

A written record must be made and passed on to the DPS within 24 hours. You can use the template in Appendix 3 or write the details in an email/word document.

The 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 DPS and others responsible for safeguarding).

STAGE 2 –
The Designated Person for Safeguarding (DPS)

The DPS receives the report of concern and then has a duty to:

REVIEW AND REPORT

The report will be reviewed by the DPS with any other relevant information and a decision will be taken as to what action should follow. It may be necessary to seek advice from other agencies such as 'ThirtyOneEight' or 'Baptist Union'. Contact Details for these agencies can be found in Section 4 of this policy. See Appendix 2 for examples of possible actions.

Any formal referral to the police or Social Services should normally be made within 24 hours of receiving the report.

The DPS should inform the Lead Pastor, Safeguarding Trustee and SCBA Safeguarding contact when a referral has been made by the DPS.

STAGE 3 – The Next Steps

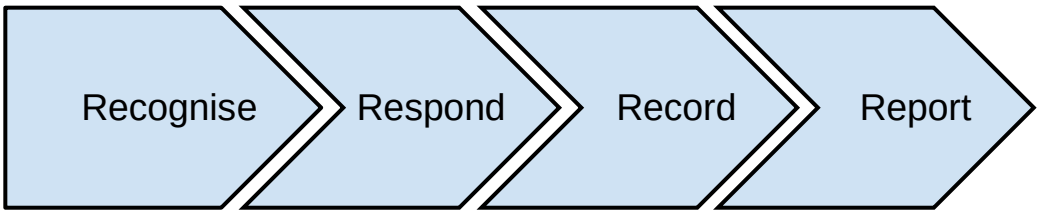
After the decision has been made as to what action to take the DPS, Safeguarding Trustee and the Lead Pastor may have a duty to

SUPPORT AND REPORT

Support should be offered to all parties affected by any safeguarding concerns (this could be the church as a whole, but more specifically victims; alleged perpetrators; children; adults at risk; other family members; church workers; the DPS; 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.

The 4 steps to remember for responding to concerns are:



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 for example, the church worker should:

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

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

The Care Act 2014 provides helpful guidance on these situations:

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

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

2.1.4 *Allegations Against Workers*

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

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

1) When an allegation of abuse has been made do not approach the alleged perpetrator about it.
2) Follow the usual safeguarding procedure: **Recognise, Respond, Record, Report.**
3) Once the allegation has been reported to the DPS they can liaise with the relevant statutory authority. All concerns of this nature should be reported to the Local Authority Designated Officer (LADO) and the local SCBA safeguarding contact.

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, FBC will follow their advice with regard to the next steps to take (for example, suspension of worker, putting a contract in place).
6) A written record of all discussions with statutory authorities or other parties should be maintained by the DPS and stored securely and confidentially, where only those directly involved in safeguarding (DPS, Safeguarding Trustee, Minister) can access them.
7) No information about the allegation will be shared with people in the church other than those directly involved in safeguarding; not even for prayer purposes.

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

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

When concerns are expressed about a member of the Safeguarding team/worker

Any safeguarding concerns involving a member of the wider safeguarding team, including the minister, DPS, safeguarding trustee and people who work with children, young people and vulnerable adults, should always be reported by the DPS (or deputy) to the SCBA Safeguarding Contact and the LADO in addition to following the church's usual procedures. Do not tell the person involved that a concern has been raised about them until advised to do so.

2.1.5 Abuse of Trust

Relationships between children and adults at risk and their FBC 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 FBC worker to form a romantic relationship with a child or adult at risk with whom they have a relationship of trust.

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

Young leaders will not serve in settings where children are in the same Key Stage as them nor will they serve in a setting alone. There will always be an appropriate ratio of adults to children to negate risks of abuse of trust.

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, or 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. This is sometimes referred to as Child-on-Child Abuse. 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 will be investigated by the statutory authorities in the same way as if an adult were involved, although it is likely that the perpetrator may also be regarded as a victim in their own right, as they may have also been abused. It cannot be assumed that young people will grow out of this type of behaviour, as most adult sex offenders started abusing in their teens or even younger.

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

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

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

2.1.7 Pastoral Care

Following an allegation / concern

When an allegation/concern arises in FBC, 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 those affected by the allegation/concern.

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

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

Supporting those who have experienced abuse

As a church, we are committed to caring for those who have experienced abuse. We recognise it is important that those who have experienced abuse:

Are accepted for who they are, without being made to forgive or being put into a position of feeling guilty and responsible for what happened to them.

Know that God loves them unconditionally, and that nothing can or will change this truth.

Can be confident that those in the church community who know about the abuse are with them on their journey – no matter how long or difficult that journey may be.

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

2.2 SAFER RECRUITMENT

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

1) There will be a clear role description 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, these cannot be relatives;
4) Shortlisting of applicants will be carried out by at least two people, including the line manager or group leader directly overseeing the role being recruited for;
5) Interviews will be carried out by the line manager or group leader and any gaps in employment will be asked about during the interview;
6) References, a Self-Disclosure Form and an enhanced DBS check, with barred list, 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.

Appointment and Supervision

The FBC safeguarding policy and procedures will be discussed with the applicant and they will be required to adhere to them. Each team member will be supported and supervised by their team leader.

Training

It is important that all workers understand FBC's agreed safeguarding procedures and attend Safeguarding training at least once every three years. Additional specialist training will also be arranged where needed, for example, in First Aid. Ministry leaders will take responsibility for overseeing this training for those in their teams.

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 support 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 young people, 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.

2.3 SAFER BEHAVIOUR

The church has a code of behaviour for all those working with children and/or adults at risk so that everyone is shown the respect that is due to them:

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.

Specific considerations when working with children:

- Do not invade the privacy of children when they are using the toilet.
- 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 additional needs.
- Avoid rough games involving excessive physical contact between a worker, young leader and a child.
- Avoid sexually provocative games.
- When it is necessary to discipline children, this should be done without using physical punishment. There may, however, on the rare occasion be circumstances where a child needs to be restrained in order to protect them or a third person.
- Only invite children and young people to your home or on trips in groups and always make sure that another worker is present.
- Parental permission must always be sought for any trips or residential activities.
- Do not give lifts to children or young people on your own. Ensure that if transporting children as part of your church role, you have the correct insurance cover in place as well as parental permission.
- No person under 18 years of age should be left in sole charge of any children of any age. Nor should children or young people attending a group be left alone at any time.

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

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

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

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

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

- You try to hold the conversation in a corner of a room where other people are present.
- You leave the door open if you are in a room on your own. Ensuring there are adults in the next room.
- Another team member knows where you are.

Consideration should be given to how many workers should be involved with the group and whether they should be male or female workers, or both. See section 3.11 for recommended ratios.

SECTION 3 - BEST PRACTICE GUIDELINES

The church is in an amazing position in society, with the opportunity to minister to individuals from the whole community, from the very young to the very old. These best practice guidelines are in place to help those working on behalf of the church to do it well, prioritising the safety and 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

3.1.1 Ratios

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

Setting	Age range	Recommended minimum ratio
Pre walker	0 – 1 years	1:2 (minimum 2)
Tots	2 - 4 years	1:4 (minimum 2)
Kids	5 - 10 years	1:8 (minimum 2)
Youth	11 – 17 years	1:10 (minimum 2) preferably one of each gender

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.

In certain activities, such as Sunday morning groups, groups with young people over the age of 10 can be supervised by a minimum of 1 leader (depending on the number of young people in the group) providing there are other adult leaders in the immediate proximity. Similarly, all efforts will be made to ensure that couples will not lead a group alone. However, we appreciate that this may the case in some instances and we will discuss this as a safeguarding team and ensure that other adults are working close by or that other volunteers join the group too.

3.1.2 Children with Additional 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. Where appropriate, an intimate care plan will be created by a ministry leader and the child's parents or guardian. This will be shared with the necessary team members and reviewed regularly.

3.1.3 Visiting Children or Young People at Home

It is unlikely that volunteers 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 ministry leader.

3.1.4 Children with no adult supervision

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

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

3.1.5 Mentoring

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

- The parents of all young people involved in mentoring are required to sign a letter to say they are aware that the mentoring is happening and who it is with.
- Mentoring meetings should only be held in agreed places and should be in view of other people.
- A mentoring meeting should have an agreed start and end time and someone should be aware that a meeting is taking place in the FBC building.
- A basic record should be kept of dates of significant meetings and any text messages or emails.
- Appropriate boundaries should be put in place in regard to times and demand, 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.

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 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 Communication with Young Leaders/People

To ensure the safety and wellbeing of children and young people in our church community, we adhere to the following guidelines when communicating digitally:

Parental/Guardian Consent:

- Recorded consent from a parent or guardian must be obtained before any digital communication (via email or messaging apps) is established between church workers/ministry leaders and children or young people under 18 years of age.
- This written consent will be logged by the ministry leader by date of receipt and they will be responsible for adding new under 18's, as they join. In the most part, this will be done via a ChurchSuite form and a key date will be added to a young persons account as a record.

Use of Church-Approved Platforms:

- All digital communications should be conducted through church-approved platforms (e.g., official church email accounts, church-managed social media groups) and must be transparent and open to scrutiny.
- For Young Leaders working in one of the church's settings (like Tots or Kids) a Whatsapp group can be used as a means of communicating updates, planning and any changes. This group will be created by the Kids Worker and will have at least one other approved and appointed leader in it. Young people can only be added to groups like this with the expressed permission of their parents which will be via a ChurchSuite form.
- A Whatsapp group like this can only be used if there are more than 5 young people in it. Direct messaging must not take place. If a young person messages the adult leading the group directly, then they must share this with a member of the team for transparency, if there is a concern.
- Workers in any of our church settings will not communicate directly, digitally, with any young person under 18 years of age without permission from a parent or guardian. In our context, it is likely that some workers, leaders and staff will have pre-existing family/friend connections with young people under the age of 18. In these circumstances adults must ensure that they maintain safeguarding integrity when needed to contact someone under 18 years of age when acting in their capacity as a worker, leader or staff member.

Mobile Phones

- Care must be taken when using mobile phones to communicate with young people:
- Mobile phone use should primarily be for the purposes of information sharing.
- Ministry leaders should use clear language and should not use abbreviations like 'lol' which could mean 'laugh out loud' or 'lots of love'.
- There should be no sharing of personal information or images.

Social Networking:

- Workers should use the 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.
- Multiple team members should have access to this account to ensure transparency
- Limited direct contact can be made with young people for the purpose of encouragement and support. For example wishing a young person Happy Birthday or to let them know that they're being prayed for.
- Social network group chat functions can be used to send information and further connection. These chats should be monitored by the team members who have access to the social media platform and parents should be consistently communicated to about this form of communication
- Workers should not send private messages from their *own* accounts to children on private social networks.
- Workers should ensure that all communications are transparent and open to scrutiny.
- Workers should not accept 'friend' or 'following' requests from young people on their personal site, nor seek to be 'friends' or a 'follower' of any child known to them in a church context.

Professional Boundaries:

- Digital communication should be professional, appropriate, and directly related to church activities.
- Under no circumstances should communication be used for personal matters unrelated to church activities or for building inappropriate personal relationships.

Time Boundaries:

- Communication with children or young people should take place within appropriate hours unless in exceptional circumstances where urgent or pastoral support is required.

Reporting Concerns:

- Any inappropriate digital communication or concerning behaviour observed in digital spaces must be reported immediately to the DPS.
- If a child or young person shares any information that raises safeguarding concerns, this should be reported following the church's safeguarding procedures without delay.

Taking Videos and Photographs of Children:

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

- Permission must be obtained, 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 surname or other personal details, including email, postal address or telephone number.
- When using photographs of children and young people, it is preferable to use group pictures.

3.1.9 *Holding and Dispensing of Medication*

If a child or young person in our care requires medicine to be administered please ensure that the following guidelines are adhered to:

Parents must complete an administering medicine permission form (See Appendix 4). Only administer prescribed drugs. (Separate permission will be sought with regard residentials and the administration of over counter medicines, for example Calpol). Medicines need to be labelled with a printed pharmacist dispensing label, not handwritten label. All medicines to be stored as directed (eg refrigerator) in a secure place. Return medicines to parents at the end of the activity.

3.1.10 *Lost Child*

When children are in our care it is important that they remain supervised at all times. This drastically reduces the chances of a child going missing. The times when this risk is increased is during drop off and pick up and when moving children from one room to another.

Here are some possible reasons for a lost child:

- A child was snatched.
- The child left your room or parent without supervision or permission.
- A child is hiding.

Whenever you think that a child is lost or missing you must FIRST notify the Team leader in charge, who will also notify the FBC Centre Duty Manager, if one is present (not on a Sunday).

If a child is missing, follow these procedures before assuming the worst:

1. Go to all logical locations:
    - Double-check all rooms and possible hiding places. (Behind curtains, in cupboards, under tables etc.)
    - Check bathrooms.
    - Check other areas – Main Hall, Café, Loft, Back stairs etc.
    - Check outside areas such as MUGA and park and car park.
2. Give team members a description of the child and post them at every exit door.
3. Locate/Contact the parents and stay with them until the problem is resolved. Be reassuring and calm.
4. If you have looked at all above locations and still cannot locate the child (2-5 minutes), then the team leader will decide whether or not to contact the police.

3.2 WORKING WITH ADULTS AT RISK

We want FBC to be a safe place for all, especially the most vulnerable in our society. We can come into contact with Adults at Risk in a variety of environments at FBC, this section of the policy gives advice and guidelines for our work in this area. To supplement this, please refer to the Care Network Handbook for all work that comes under that ministry area.

3.2.1 Premises

The FBC Centre 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.

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 significant 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 in accordance with our financial protocols.
- 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.
- 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 Pastoral Relationships

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

- Workers should be aware of the power imbalance within pastoral relationships and the potential for abuse of trust.
- Behaviour that suggests favouritism or gives the impression of a special relationship should be avoided.
- Workers should be aware of the dangers of dependency within a pastoral relationship.
- Workers should never take advantage of their role and engage in sexual activity with someone with whom they have a pastoral relationship.
- All people receiving pastoral ministry should be treated with respect and should be encouraged to make their own decisions about any actions or outcomes.
- Workers should not pastorally minister to anyone whilst under the influence of alcohol or drugs.
- Workers need to recognise the limits of their own abilities and competencies and get further help when working with situations outside of their expertise or role.

3.3 HEALTH AND SAFETY - Safe Practice and Safe Premises

3.3.1 Registration

All young people taking part in FBC events or activities should register through the church suite platform. First time visitors are 'checked in' as visitors. Contact details and information about any medical or additional needs are taken. If the child attends again then a profile is created for them. An information consent form is sent via email to the parent/guardian to ensure all required information has been provided.

Each year, parents are asked to review and update the registration information shared with us.

3.3.2 Health and Safety

All activities for children, young people and adults at risk will comply with FBC's current health and safety policy.

Buildings being used for children's and adult at risk groups will be properly maintained.

3.3.3 First Aid

The church administrator holds a list of all current trained first aiders. Where possible, all church groups will ensure that they have sufficient trained first aiders on their regular team so that there is always a first aider present at events and activities.

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

3.3.4 Risk Assessment

Before undertaking any activity with children or adults at risk, the leader will ensure that a risk assessment is carried out.

3.3.5 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.

3.3.6 *Transport*

These guidelines apply to all drivers involved in the transportation of children, young people and adults at risk on behalf of FBC. 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 FBC's Safeguarding Policy and agree to abide by it.
- Drivers will be aged 21 or over and have held a full driving licence for at least two years.
- Drivers must ensure that they have adequate insurance cover and that the vehicle being used is road worthy.
- All hired minibuses will have a small bus permit, the necessary insurance and a driver with a valid driving licence that entitles them to drive a minibus.

Our practice specifically for transporting children is as follows:

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

3.3.7 *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 certificates with the group.

Sleeping Arrangements

Sleeping arrangements for overnight events will be carefully considered. It may be necessary (but not normal practice) 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 agree 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.

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 of 1:5. These adults will be competent swimmers. Prior to the trip, workers will establish the swimming ability of the children attending and obtain specific consent.

There will be separate changing areas for boys, girls and leaders. Care will be given to ensure there is an adequate mix of male and female leaders, depending on the make-up of the group.

3.3.8 *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).
- 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 and medical treatment. However, in some situations the question of capacity may arise. There may be occasions when it is necessary to involve others in decision making. In these situations, seek advice from the line manager 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

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.

3.4 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 can happen 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 always causes 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:

- Incidents of bullying should be reported to a member of the DPS.
- 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.

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

3.4.2 Working with Alleged or Known Offenders

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

When it is known that a person who has been convicted of abusing children, young people or adults is attending our church, it is important that their behaviour within the church community is properly managed and that a contract is put in place. There are also times when it will be appropriate to take such measures with a person who has faced allegations of abuse, but hasn't been convicted.

In determining the details of the contract:

- The DPS will inform and take advice from the local Baptist Association Safeguarding Contact.
- There will be a discussion about who should be informed about the nature of the offence and the details of the contract.
- The rights of the offender to rebuild 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.
- Relevant members of the church Safeguarding team will be informed.

- The DPS should determine whether the person is subject to supervision or is on the Sex Offenders' Register. If so, the DPS should make contact with the offender's specialist probation officer (SPO) who will inform the church of any relevant information or restrictions that they should be aware of.

An open discussion will be held with the person concerned in which clear boundaries are established for their involvement in the life of the church. This person should have a choice of an advocate attending this meeting with them. 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 though the main elements of a formal contract in a way that is non-threatening and easy to understand. Notes would be taken and the individual would need to verbally agree to the requirements laid out in the meeting. This person should have a choice of an advocate attending this meeting with them.

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.

3.4.4 Disclosure Baring Scheme (DBS) Certificates

In our commitment to providing a safe and secure environment for all, especially children and vulnerable adults, it is essential that we conduct thorough background checks on individuals involved in various roles within the church. A Disclosure and Barring Service (DBS) certificate is required for anyone who works closely with children or vulnerable adults, whether on a voluntary or paid basis.

'Closely' is defined as any situation where an individual has direct, regular, and/or unsupervised contact with children or vulnerable adults. This includes activities where there is significant interaction, responsibility, and potential for building relationships of trust. Examples of such roles and activities include:

- Leading or assisting with kids and youth work sessions.
- Providing one-on-one pastoral care or prayer ministry.
- Supervising or organising church outings, camps, or retreats involving children or vulnerable adults.

- Serving as a mentor or providing regular support in church-sponsored programs aimed at children or vulnerable adults.
- Visiting homes, hospitals, or care facilities as part of the church's outreach or care programs.

The requirement for a DBS certificate is a critical component of our safeguarding policy and procedures. It helps us identify any individuals who may pose a risk to the vulnerable people we serve, ensuring that we can take appropriate measures to prevent harm. This process also reinforces our church's commitment to fostering a safe and welcoming community where all members feel secure and valued. By ensuring that all individuals in positions of trust have undergone this vetting process, we are actively working to protect the well-being of our most vulnerable members and maintain the integrity of our community.

3.4.5 Non-mobile infant protocol

In our commitment to safeguarding we are also aware of the duty to protect non-mobile infants from injury/bruising. We acknowledge the need to be vigilant about infants that we see in the centre. In the 2022 Safeguarding Practice Review paper, the Government shared this definition, "A child is considered non-mobile if they are not yet crawling, bottom shuffling, pulling to stand, cruising around furniture or walking independently; includes all children under the age of six months". If a member of the team should have a concern about a non-mobile infant this would be shared with the DPS immediately.

3.4.6 Receiving Gifts: Maintaining Safeguarding Integrity

Volunteers and staff should exercise caution when receiving gifts from those we serve. Any gift, regardless of value, must not influence safeguarding responsibilities or create a conflict of interest. If there is any doubt about whether accepting a gift could compromise the ability to report concerns impartially or be perceived as inappropriate, advice should be sought from the Safeguarding Team before acceptance.

SECTION 4 - USEFUL CONTACTS

Local Authority Designated Officer (LADO) **0118 9746141** **LADO@wokingham.gov.uk**
Referral and Assessment Team (Children's Safeguarding and Social Care Team) **0118 908 8002** triage@wokingham.gov.uk **Emergency Duty Team – out of hours 01344 786543**
Police Contact 101, or 999 in an emergency
Adult Social Services **0118 974 6800** **01344 786543** – outside normal office hours
Children's Social Services 8.45am—5pm **0118 908 8002** Out of hours **01344 786543**
ThirtyOne:Eight Helpline 0303 0031111
Southern Counties Baptist Association Safeguarding Contact Keith Baldwin **07712 508779** scbasafeguarding@scba.org.uk

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
Physical	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.
Emotional	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.
Sexual	Involves forcing or enticing a child to take part in sexual activities, whether or not the child is aware of what is happening. This includes non-contact activities, such as involving children in looking at, or in the production of, pornographic material or watching sexual activities, or encouraging children to behave in sexually inappropriate ways.	Any non-consenting sexual act or behaviour. No one should enter into a sexual relationship with someone for whom they have pastoral responsibility or hold a position of trust.
Neglect	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.
Type of Abuse	**Additional Definitions**	
Financial	The inappropriate use, misappropriation, embezzlement or theft of money, property or possessions.	

Spiritual	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.
Discrimination	The inappropriate treatment of a person because of their age, gender, race, religion, cultural background, sexuality or disability.
Institutional	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.
Domestic Abuse	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. 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.
Cyber Abuse	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.
Self-harm	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.
Mate crime	'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.
Modern Slavery	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.
Human Trafficking	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.

Radicalisation	**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.**
Honour / Forced Marriage	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.
Female Genital Mutilation	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.
Historic Abuse	Historic abuse is the term used to describe disclosures of abuse that were perpetrated in the past. Many people who have experienced abuse don't tell anyone what happened until years later, with around one third of people abused in childhood waiting until adulthood before they share their experience.

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

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

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

APPENDIX 2 – DETAILED GUIDANCE ON REPORTING REQUIREMENTS

STAGE 1 – THE WORKER

The duty of the person who receives information or who has a concern about the welfare of a child, young person or adult at risk is to RECOGNISE the concerns, make a RECORD in writing and RESPOND by passing on their concerns to the DPS. In the unlikely event that neither the DPS or Deputy DPS is contactable, or they are all implicated in the situation, another member of the church Safeguarding team should be contacted instead.

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

A written record 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. You can use the Safeguarding Referral Form, Incident From and/or Body Map Form to help you compile this report.

The record should:

- Be written as soon as possible after the event.
- Be legible and state the facts accurately (when handwritten notes are typed up later the original hand-written notes should be retained - a photo of these are ideal.
- 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, representatives of any statutory authorities involved and the local Baptist association.

If any concerns arise, the worker who has the concern may in the first instance wish to talk it through with their group leader, where appropriate. However, such conversations should not delay concerns being passed on to the DPS. It should be clear that the duty remains with the worker to record and pass on their concerns to the DPS.

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

still not given, the worker could say that they will talk with the DPS without mentioning the name of the person involved.

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

STAGE 2 – THE DESIGNATED PERSON FOR SAFEGUARDING (DPS)

The duty of the DPS on receiving a report is to REVIEW the concern that they have received and REPORT the concern on to the appropriate people, where necessary. If the DPS is unavailable the Deputy DPS will respond to any safeguarding concerns.

The duty to REVIEW

In reviewing the report that is received, the DPS:

- Should take into account their level of experience and expertise in assessing risk to children or adults at risk.
- Should ensure that the report contains all the relevant information.
- Must take into account any other reports that have been received concerning the same individual or family.
- May speak with others in FBC where appropriate (including the 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 (Such as ThirtyOneEight or Baptist Union) to seek guidance and advice in knowing how to respond appropriately to the concerns that have been raised.

The duty to REPORT

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

- Refer back to the worker who made the initial report if there is little evidence that a child or adult at risk is being harmed, asking for appropriate continued observation.

- Refer the concern to others who work with the child or adult at risk in question, asking for continued observation where appropriate.

- Inform parents / carers under certain circumstances, where doing so would not present any further risk of harm.

Make a formal referral to the police (If the person(s) concerned are thought to be in immediate danger the Police must be contacted as soon as possible) 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 of abuse 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 of abuse is made against someone who works with adults at risk, it should be reported to the police or Adult Social Services.

- Whenever a formal referral is made to the police, Social Services or LADO, the DPS should report the referral to:

- The Safeguarding Trustee
- The Lead Pastor
- The SCBA Safeguarding Contact
- All referrals should follow the current statutory requirements. You can find the latest information on these procedures by visiting this website: https://www.wokinghamsafeguardingchildren.org.uk/wscb

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

STAGE 3 – THE NEXT STEPS

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

The duty to SUPPORT

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

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

The duty to REPORT

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

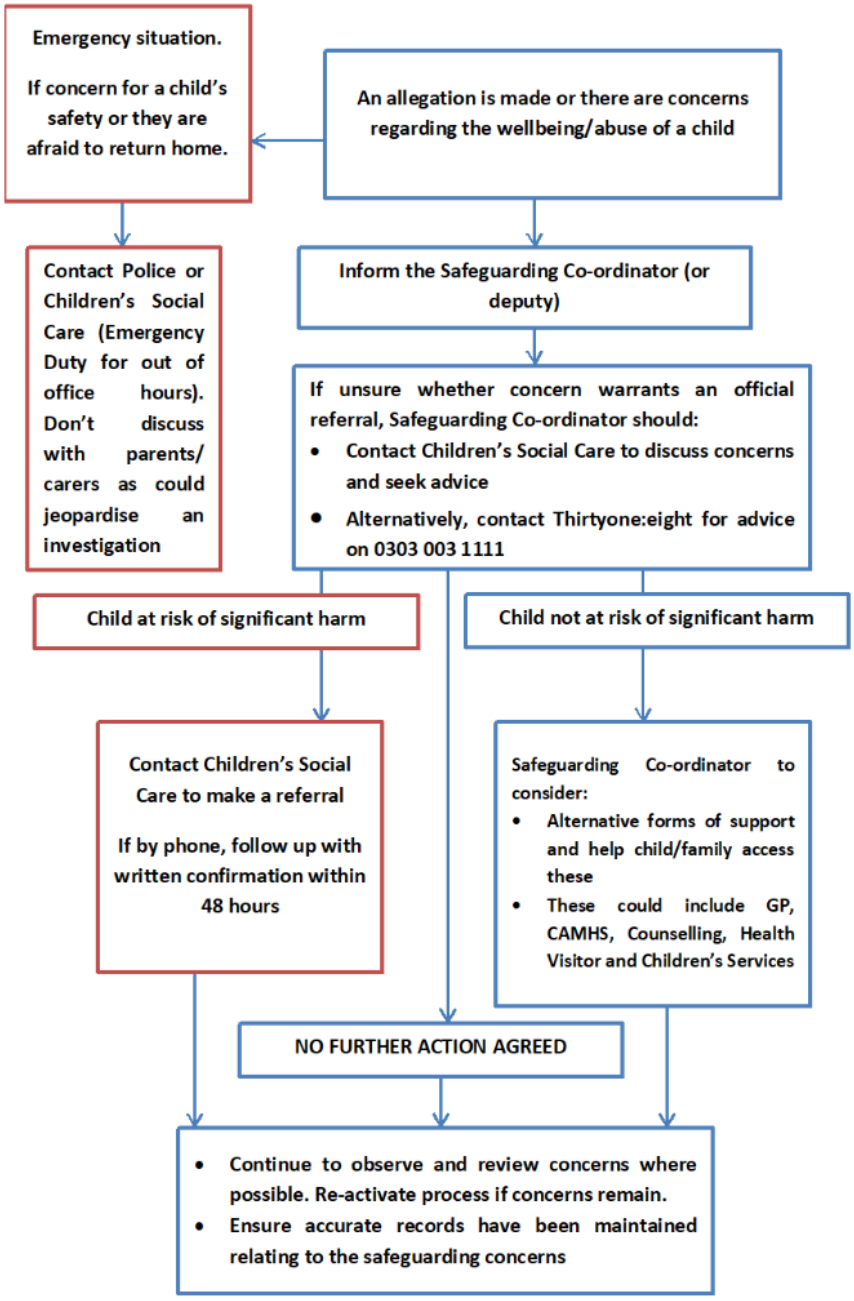
If a worker has been removed from their post or would have been removed from their post because of the risk of harm that they pose to children, young people or adults at risk, there is also a statutory duty to report the incident to the Disclosure and Barring Service (DBS).

APPENDIX 3 – SAFEGUARDING REFERRAL FLOWCHART

Flowchart for Action Children and Young People

thirtyone:eight
Creating safer places. Together.

This flow chart provides an overview of action to be taken when concerned about the welfare of a child. It is to be used in conjunction with written procedures.



Working Together to Safeguard Children defines significant harm as:

"… any Physical, Sexual, or Emotional Abuse, Neglect, accident or injury that is sufficiently serious to adversely affect progress and enjoyment of life. Harm is defined as the ill treatment or impairment of health and development."

You can use this form to report a concern about a child or adult at risk to the DPS. Complete it as best you can and email it to dps@finchampstead.com. **If you suspect that the person concerned is in immediate danger please contact the police.**

YOUR DETAILS

Your name	
Your role in FBC	
Your telephone number	
Your email	

Date the incident happened	
Date you were notified of this incident	

INFORMATION ABOUT PERSON BEING REFERRED – CHILD

Please note: when sending this form please include all essential information marked in red

Their name	
Their date of birth	
Do they have any Special Educational Needs or disabilities?	
Their home address	
Which school do they attend?	
Parent / Carer's full names:	
Telephone number:	
Are their parents aware that this has been reported to the Safeguarding Team?	

INFORMATION ABOUT PERSON BEING REFERRED – ADULT AT RISK

Their name	
Their home address	
Their telephone number	

Are they aware of this referral?	
Do they have any Special Educational Needs or disabilities?	
Do they have any children?	

DETAILS OF THE INCIDENT AND / OR CONCERN
WHAT HAS HAPPENED SO FAR, IF ANYTHING?
HAVE THERE BEEN PREVIOUS CONCERNS ABOUT THE PERSON BEING REFERRED?
WHAT OTHER AREAS OF FBC IS THIS PERSON INVOLVED WITH?
ANY OTHER INFORMATION

APPENDIX 5 – INCIDENT FORM

This form should be completed immediately after any accident or significant incident and passed on to the group leader who will then refer to their line manager. The worker should discuss with the appropriate leader for the group/activity what follow up action is necessary.

Day, date and time of the incident _____

Names and ages of those involved in the incident

Where did this incident take place?

Name of the group: _____

Who is normally responsible for group? (Name and telephone number)

Who was responsible for the group at the time of the incident, if different from the above? (Name and telephone number)

Which other workers were supervising the group at the time of the incident?

Who witnessed the incident? (Names, addresses, telephone numbers, and ages if under 16) Normally only two witnesses would be needed.

Describe the accident/incident (include injuries received and any first aid or medical treatment given)

Have you retained any defective equipment? YES / NO / NONE INVOLVED (Please tick)

If yes, where is it being kept and by whom?

What action have you taken to prevent a recurrence of the incident?

Is the site or premises still safe for your group to use YES / NO (Please tick)

Is the equipment still safe for your group to use? YES / NO Who else do you need to inform?

Have they been informed? YES / NO (Please

tick) If so, when and by whom?.

Have you reported a serious/significant accident or injury to the Local Authority environmental health department? YES NO (Please tick)

Signature of person in charge of group at time of accident/incident

Signed:_____Print Name: _____Date: ___/___/____

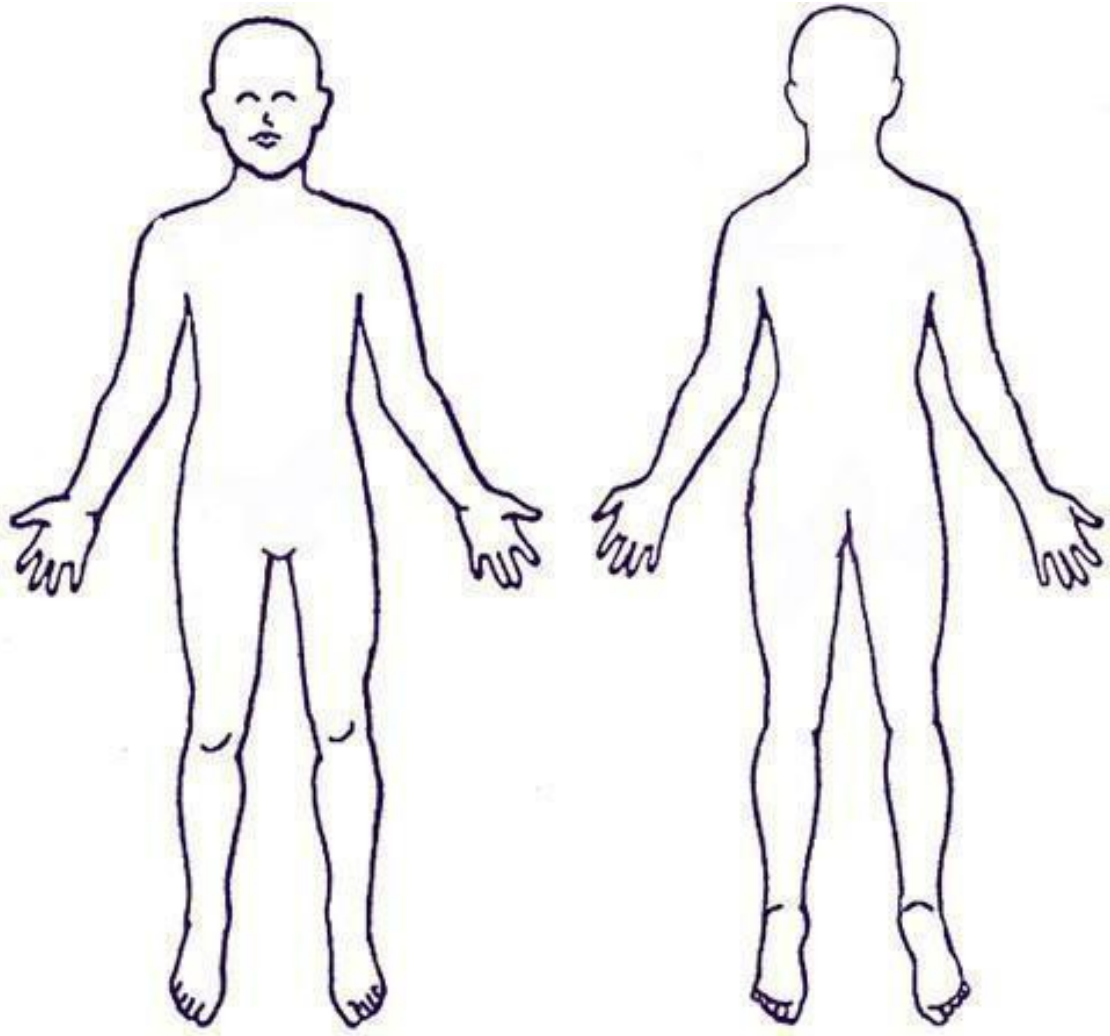
A copy of this form should be forward to a member of the DPS Team (dps@finchampstead.com)

APPENDIX 6 – 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.** This form needs to be passed on to the DPS (dps@safeguarding.com) once completed.



Signature	Date and time

APPENDIX 7 – ADMINISTERING MEDICATION

Parental permission form for administering medication

In order for your child to receive prescribed medicines (eg inhaler, Epi-pens) and lotions whilst in an FBC Activity, you need to complete and sign the form below. For necessary medicines (eg prescribed drugs) this form needs to be completed, signed and dated on every day the medicines need to be given. **Staff cannot administer prescribed medicines without parents' written permission on the day the medicine is to be given.** Please bring prescribed medicines only when your child attends the provision and take them home again when your child leaves. **All medicines/lotions must be clearly marked with the child's name and prescribed dosage.**

To be completed by parent/guardian for prescribed medicines:

Full name of child	
Name of parent/guardian	
Full name of prescribed Medicine/lotion to be given	

Last dose given by parent/guardian

Date	Time	Amount given

First dose due

Date	Time	Amount given

Second dose due

Date	Time	Amount given

For inhalers/Epi-pens only

I give permission for staff to administer the inhaler/Epi-pen (supplied by me) to my child.

☐

☐ P

or lotions only

I give my permission for team members to administer the lotions (supplied by me) to my child when necessary.

_____

Signed by parent/guardian		Date	



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