



Children, young people and adults at risk are part of (or belong to) our church today. They have much to give as well as to receive. We will listen to them. As we nurture them in worship, learning, and in community life, we will respect the wishes and feelings of them all.

# Safeguarding Policy and Procedures

June 2018 – updated names, December 2020

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## Contact Details

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Children and youth - 01708 433222 (9am-5pm Mon-Fri) or 01708 433999 (out of hours)  
Adults at risk - 01708 433 550

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## Policy Statement

### Safeguarding Children, Young People and Adults at risk at Romford Baptist Church<sup>1</sup>

The vision of Romford Baptist Church ("the church") is: **Where God is building new lives**

In fulfilling this vision the church

- has programmes of activities with children and young people as well as with adults at risk
- welcomes children, young people and adults at risk into the life of our community
- makes our premises available to organisations working with children, young people and adults at risk.

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

As members of this church we commit ourselves to the nurturing, protection and safekeeping of all associated with the church and will pray for them regularly.

In pursuit of this, we commit ourselves to this policy and to the development of sound procedures to ensure we implement our policy well.

#### **Prevention and reporting of abuse and responding to concern**

It is the duty of each church member to help prevent the abuse of children, young people and adults at risk (as defined in the footnote below), and the duty of each church member to respond to concerns about the well-being of children, young people 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.

#### **Safe recruitment, support and supervision of workers**

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

#### **Safe behaviour by respecting children 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 are shown the respect that is due to them.

#### **Safer working practice**

The church is committed to providing a safe environment for activities with 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.

#### **Responsible people**

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

The church has appointed John Brown, Lin Cuthbert, Hannah Griffiths, Jan Loveard and Alison Savine as the Designated Persons for Safeguarding to:

- advise the church on any matters related to the safeguarding of children, young people and adults at risk.
- take the appropriate action when abuse is disclosed, discovered or suspected.

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.

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<sup>1</sup> For the purpose of this policy, 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'.*

**Policy and procedures**

A summary of the policy statement together with photos and contact details of the Designated Persons for Safeguarding will be displayed permanently on the noticeboard in the Foyer, Willow Hall and Youth Lounge. A full copy of the Safeguarding document will be permanently held in the church office.

Each worker with children, young people and adults at risk, whether paid or voluntary, will be given a full copy of the policy and procedures and will be asked to sign to confirm that they will follow them as well as part of the process of application.

A full copy of the policy and procedures will be made available on request to any member of the church, the parents or carers of any child, young person or adult at risk from the church or any other person associated with the church.

The policy and procedures will be monitored and reviewed annually, and any necessary revisions adopted into the policy and implemented through our procedures.

The policy statement will be read annually at the summer church meeting together with any updates on Safeguarding Procedures.

## **Part 1 - Responding to Concerns**

### **A. Responding to concerns**

Everyone has a responsibility to report any safeguarding concerns:

- 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.

These should be reported immediately to one of the Designated Persons for Safeguarding who will review and report to the Safeguarding Team. After the decision has been made as to what action should be taken, support may need to be offered to all parties (see section D of Part 1 for more details). Where formal referrals are made, reports may need to be made to the Disclosure and Barring Service (DBS) and the Charity Commission at the end of the process. If a member of the church Safeguarding Team is implicated in the situation, any reports or concerns should be passed to another member of the church Safeguarding Team.

**If you think that anyone is in imminent danger of harm, a report should be made immediately to the police by calling 999.**

#### 1) 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 range of settings, by those known to them or, more rarely, by a stranger. They may be abused by an adult or adults or another child or children. For more information please see Appendix 2.

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

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/one of the Designated Persons for Safeguarding 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 will 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 one of the Designated Persons for Safeguarding (DPS).</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>

#### 3) What to do when someone talks about harm or abuse

You need to make a careful written record of what has been observed as follows using a standard Safeguarding Incident Report Form (Appendix 3) and the concern must be passed on to one of the church Safeguarding Team immediately or certainly within 24 hours:

- Make notes as soon as possible (preferably within one hour of them talking) including a description of any injury, its size and a drawing of its location and shape on the body if appropriate (Appendix 4). This needs to include the name, date of birth and address of the child or adult at risk.
- Write down exactly what they have said and when s/he said it, what was said in reply and what was happening immediately beforehand (e.g. a description of the activity). Use their own words where possible.
- Write down dates and times of these events and when the record was made. Write down any action taken and keep all hand-written notes even if subsequently typed up.
- These should be signed and dated and kept secure and confidential (available only to the Safeguarding Team and others responsible for safeguarding).

These notes will be passed on to the Designated Person for Safeguarding to assist them should the matter need to be referred to Children's Social Care Team, Social Services or Police. Any formal referral to these statutory bodies should normally be made within 24 hours of receiving the report. All documents including copies of everything sent to the statutory bodies, will be signed by you, dated and kept at the RBC church office. The local Baptist Association safeguarding contact should be made aware of any referrals to the statutory authorities.

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

Where possible, concerns will be passed to a Designated Person for Safeguarding but difficulty in contacting these individuals should not delay action being taken.

If there is a concern that a child may have been harmed or abused, one of the Designated Persons for Safeguarding will act as follows:

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

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

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

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

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

#### 5) 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 i.e. the church worker (paid or voluntary) should:

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

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

One of the Designated Persons for Safeguarding 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 5 for further information). If there are any concerns about an adult's mental capacity, one of the Designated Persons for Safeguarding will contact the Local Authority Adult Safeguarding Team for advice.

#### 6) Allegations against workers

If you see another worker acting in ways which concern you or might be misconstrued, speak to one of the Designated Persons for Safeguarding 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 one of the Designated Persons for Safeguarding 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 one of the Designated Persons for Safeguarding and stored securely and confidentially, where only those directly involved in safeguarding (one of the Designated Persons for Safeguarding, Safeguarding Trustee, Minister Team Leader) can access them.
- 7) No information about the allegation will be shared with people in the church other than those directly involved in safeguarding; not even for prayer purposes.

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

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

#### 7) When concerns are expressed about a Minister/Minister Team Leader/church Safeguarding Team/ Safeguarding Trustee

Any safeguarding concerns involving a Minister should always be reported immediately by the church Safeguarding Team to the Minister Team Leader and the local 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.

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

Any safeguarding concerns involving any of the church Safeguarding Team or Safeguarding Trustee should be raised with the Minister Team Leader. Do not tell the Designated Person for Safeguarding/Safeguarding Trustee that a concern has been raised about them.

## **B. Abuse of Trust**

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

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

### **C. 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 church Safeguarding Team, who will speak to the police or social services about when to inform a parent. The church Safeguarding Team 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 Part 5: A Safe 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.

### **D. Pastoral care**

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

- Support will be offered to the suspected perpetrator without compromising the children, adults at risk or their families.
- This is one reason for limiting information in relation to allegations of abuse on a need-to-know basis. In this way, leaders not privy to the detail are free to offer support to other parties, including the suspected perpetrator.
- The church will ensure that one person is responsible for dealing with the authorities, another offers support to the victim and their family, and another gives pastoral care to the alleged perpetrator without compromising the alleged victims or their families. It may be necessary to appoint another person 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.

### **E. False Allegations**

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

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

As a church, we are committed to caring for those who have experienced abuse and we will refer to the Baptist Union of Great Britain website to ascertain the best way to help those who have been abused. 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 church Safeguarding Team will also be able to locate relevant local information and contacts for anyone who may need it.

## **Part 2 - Safer Recruitment, Support and Supervision of Workers**

### **A. Application**

Under the *Criminal Justice and Court Services Act 2000*, it is an offence for anyone disqualified from working with children and young people to knowingly apply, accept or offer to work with children 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.

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) The shortlisting of applicants should be carried out by at least two people, including the line manager or group leader directly overseeing the role being recruited for. However it is recognised that this may be hard to implement;
- 5) Similarly interviews will be carried out by at least two people, including the line manager or group leader but this may be impractical in many cases;
- 6) References, a Self-Disclosure Form and an enhanced DBS check **must be completed** satisfactorily before the appointed person starts in their role.

The Act specifically includes trustees of charities working with children. This means that a person banned from working with children cannot serve as a trustee of a church. It is also a criminal offence to knowingly offer work with children to an individual who is so disqualified or to knowingly allow such an individual to continue to work with children.

#### 1) References

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

An applicant's UK residency status and/or right to work in the UK will also be checked for either paid or volunteer church workers.

### **B. Appointment and Supervision**

The church's Safeguarding Policy will be discussed with the applicant and they will be required to sign their agreement to adhere to it. Ideally all workers will have a role description and the clear lines of accountability to a leader and the leadership team will be explained as part of the process.

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. Ideally there will be a probationary period of six months in the role before any paid appointment is confirmed. There will be regular team meetings to review procedures to ensure a common approach, sharing of concerns and identifying other matters that may need clarification and guidance.

#### 1) Training

It is important that all workers understand 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.

#### 2) Young People

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.

## **Part 3 – Safe 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.
- Keep a record of any significant incidents or concerns on a Safeguarding Incident Report Form (see Appendix 3). Enter the names of all those present and anything of note which you observe, e.g. details of any fights broken up by the workers, allegations made, etc. All workers who witnessed the incident, overheard it or responded in any way should record the details and sign and date the form.

### **Section A: Specific considerations when working with children**

- Ensure that:
  - A worker does not invade the privacy of children or young people when they are using the toilet or shower.
  - The level of assistance with personal care (e.g. toileting) must be appropriate and related to the age of the child, whilst also accepting that some children have special needs.
  - Rough games involving physical contact between a worker and a child or young person are avoided.
  - Sexually provocative games are avoided.
  - Sexually suggestive comments are avoided or such comments are challenged as inappropriate.
  - Scapegoating, ridiculing or rejecting a child or young person is avoided.
- When it is necessary to control and discipline children and young people, this should be done without using physical punishment. However, a situation may arise where a child or young person needs to be physically restrained, as a last resort, 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 one of the Designated Persons for Safeguarding 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.

General consideration when working with children and young people:

- No one should normally be left working alone with children, young people or adults at risk, but as part of a team showing mutual responsibility for each team member:
  - At least two people should be present before external doors are opened for an event.
  - If leader numbers are low consider whether you could combine groups together or rearrange planned activities.
  - If there are insufficient leaders for groups, the group will not run.
- If workers do find themselves on their own they should (this should never happen if the policy is followed):
  - Assess the risk of sending a child/young person home.
  - Phone another team member and let them know the situation.
  - Get a second trained leader as soon as possible.
  - Write down a record of what happened.
  - Train additional leaders as soon as possible.

- If a child or young person wants to talk on a one-to-one basis you should make sure that:
  - You try to hold the conversation in a corner of a room where other people are.
  - Or if you are in a room on your own, leave the door open.
  - You must make sure another team member knows.
- Consideration should be given to how many workers should be involved with the group and whether they should be male or female workers or both.
- The only adults allowed to participate in children's and young people's activities are those safely appointed and appropriately trained. The leader of the activity should be aware of any other adults who are in the building.
- The parents/carers may or may not attend church and it is important therefore they have been given information about the group including contact telephone numbers. It may also be useful for the church/organisation to issue formal identification.

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

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

This does not take into account special circumstances such as 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.

## A. Taking Care of Touching

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

## B. Mentoring

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

- The parents of all young people involved in mentoring will sign a letter to say they are aware that the mentoring is happening and who it is with.
- A mentoring meeting should have an agreed start and end time and someone should be aware that you are meeting.
- Keep a basic record of dates of significant meetings, text messages and emails.
- Appropriate boundaries in regards to times and demand should be in place, i.e. not phoning during the night, etc.
- A written record should be kept of issues/decisions discussed at meetings.

## C. Visiting Children or Young People at Home

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

## D. 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.

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

## E. Children or young people with no adult supervision

When children or young people turn up to and want to join in with church activities without the knowledge of their parents, we will:

- Welcome the child/young person and try to establish their name, age, address and telephone number, and record their visit in a register.
- Ask the child/young person if a parent/carer is aware of where they are. Phone and make contact.
- On leaving, give the child a consent form (see Appendix 6) and explain it needs to be filled in and brought back next time.
- Without interrogating the child/young person, you will need to find out as soon as possible whether they have any special needs (e.g. medication) so that you can respond appropriately in an emergency.

## F. Peer Group Activities for Young People

All youth activities will be overseen by named adults who have been selected in accordance with agreed recruitment procedures. It is accepted that groups aged 16-18 may benefit from being led and run by peers. In this situation, adult leaders will contribute to programme planning and reviews and will always be readily available on the premises when peer-led activities take place.

## G. Electronic Communication and Social Media

### Modern Technologies and Safe Communication

A worker's role description will include an acknowledgement and approval of technologies such as email, social networking and mobile phone communications as a legitimate means of communicating with young people. It should also include the expectations of the church in relation to their use. On the Youth Consent Form (Appendix 7), parents/carers sign to agree that the young person can receive such communications.

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

It is not appropriate to use these communication methods with children of primary school age and younger. For more information on cyber safety, please refer to the Baptist Union of Great Britain's **Cyber Safety Guide**, which can be found on their website.

#### 1) RBC website

Where possible, workers should use the RBC website to communicate with young people. The website should be used to promote events and provide details of trips thereby keeping information in a public domain.

#### 2) Email

Email is sometimes used by workers to contact young people. If email is being used workers need to ensure messages are in the public domain by copying each message to [safeguarding@romfordbaptist.org.uk](mailto:safeguarding@romfordbaptist.org.uk). It is important workers use clear and unambiguous language to reduce the risk of misinterpretation, and although it should be obvious when an email is ending, workers should never use inappropriate terms such as 'luv' to round things off.

#### 3) Communicating using Instant Messaging (e.g. WhatsApp, SnapChat, Messenger, Facebook)

Instant messenger should be avoided, but if used, kept to an absolute minimum. Workers should save significant conversations as a text and also keep a log of any significant communication stating with whom and when they communicated.

#### 4) Mobile phones

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

- All mobile phone use will be primarily about information sharing.
- Workers should keep a log of significant conversations/texts.
- Any texts or conversations that raise concerns should be passed on/shown to the worker's supervisor.

- Workers should use clear language, particularly when texting, and should not use words such as 'luv' or abbreviations like 'lol' which could mean 'laugh out loud' or 'lots of love'.
- Any photographs taken on personal equipment must only be uploaded to church computers or, if unavoidable, emailed to the church and the photographs deleted from their phones or camera.

#### 5) Social Networks

For all workers, it should be remembered that you are a representative of Christ and therefore make sure your social pages reflect this.

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

#### 6) Taking video and photographs of children

Since the introduction of the Data Protection Act in 2018 and the General Data Protection Regulation (GDPR), 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 Child Consent Form (Appendix 6), of all children who will appear in a photograph or video before the photograph is taken or footage recorded.
- It must be made clear why that person's image is being used, what you will be using it for, and who might want to look at the pictures.
- If images are being taken at an event attended by large crowds, such as a sports event, this is regarded as a public area and permission from a crowd is not necessary.
- Many uses of photographs are not covered by the Data Protection Act 2018 and the General Data Protection Regulation (GDPR), including all photographs and video recordings for personal use, such as a parent/carer taking photographs at school sports days for the family photo album, or videoing a church nativity play.
- Children and young people under the age of 18 should not be identified by surname or other personal details, including e-mail or postal addresses, telephone or fax numbers. When using photographs of children and young people, it is preferable to use group pictures.

## **Section B: Specific considerations when working with Adults at risk**

#### 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.

#### 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) 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 and loop system 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.

#### 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.

#### 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.

#### 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. Consent forms usually reflect that permission has been sought.

#### 7) Computers

Church computers that are used by adults at risk will have suitable parental controls and blocks put on. Although this is not fail-safe, it will make using the computers for inappropriate behaviour more difficult, whilst also protecting any vulnerable users.

#### 8) Record keeping

Always try 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 church Safeguarding Team and stored in a safe and secure manner for at least 75 years.

#### 9) Pastoral Relationships

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

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

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.

## ***Part 4 – Safe Practice and Safe Premises***

### **A. Safe practice and safe premises**

#### 1) Consent forms

It is essential that we have important information about all children and young people involved in any activities at the church. This information is recorded on our consent forms (Appendices 6 and 7).

The first week someone attends we must have their name, medical emergency information and a contact name and number. Then they must bring their form back with them. Similar details will be gathered for adults at risk.

#### 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, with particular attention paid to Fire Action, First Aid, PAT testing, Health and Safety and Kitchen and Food Hygiene.

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

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

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

#### 4) First Aid

RBC has a number of trained First Aiders. There is a list showing who they are on the First Aid boxes in the kitchens. The First Aid boxes also contain Accident and Safeguarding Incident Report Forms (Appendices 9 and 3) which must be completed in the event of any accidents, injuries or incidents.

The Property & Facilities Officer will ensure that the contents of the First Aid boxes are checked on a regular basis. Completed Accident Forms should be passed on to the Property & Facilities Officer, or for under 18's they should be passed on to a Designated Person for Safeguarding.

As far as reasonably practical, all groups will ensure that they have sufficient trained First Aiders on their regular team so that where possible a First Aider will be present at events and activities.

#### 5) Supervision of groups

If you are the person responsible for a group/activity, you need to make sure that you keep a register so that you know who is on the premises.

#### 6) Food Hygiene /Health and Hygiene

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

#### 7) Transporting Children

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

Our practice on transporting is as follows:

- Usually 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). When this is not possible drivers will pick up and drop off at pre-arranged places.
- All drivers will have read the church's Safeguarding Policy and agree to abide by it.
- Parental consent will be given for all planned journeys. If, on the day, things have changed, verbal consent needs to be sought and noted.

- At collection or dropping off points do not leave a child on their own. Make sure that children are collected by an appropriate adult.
- Drivers will be 21 or over and have held a full driving licence for at least two years.
- The driver must ensure that they have adequate insurance cover; the vehicle will need to be road worthy.
- Workers may be alone with a child for short periods, for example when dropping off the last child. Consideration needs to be given to dropping off the least vulnerable child last and routes planned accordingly.
- Children/young people should sit in the back seat if at all possible. If the car is full, ensure that the least vulnerable child is in the front seat. They should move to the back when a space becomes available.
- Drivers will not spend unnecessary time alone in a car with a child.
- Make sure all children and young people are returned to the pick-up point.
- All hired minibuses used to transport children will have a small bus permit, the necessary insurance, a driver with a valid driving licence that entitles them to drive a minibus.
- If parents transport each other's children around other than trips organised by the church, for example to and from activities, such arrangements are the responsibility of the parents involved and not the responsibility of the church.
- Under current UK law all children travelling in a car must use the correct car seat until 12 years old or 135cm tall.
- At least two workers should be present when transporting children as part of a church role.

#### 8) Risk Assessment

Before undertaking any activity, the activity leader will ensure that a risk assessment is carried out and it is advisable to appoint someone specifically for this task.

#### 9) Insurance

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

## **B. Outings and overnight events involving children and young people**

- Before undertaking any outing or overnight activity a special risk assessment must be carried out.
- Parents will be informed in writing of all the arrangements.
- Consent forms will be obtained for each overnight activity.
- There will be leaders with First Aid and Food Hygiene Certificates with the group.

#### 1) Sleeping Arrangements (Outings and overnight events)

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

#### 2) Adventurous Activities (Outings and overnight events)

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

#### 3) Fire Safety (Outings and overnight events)

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

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

#### 4) Safety (Outings and overnight events)

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

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

#### 5) Swimming Trips

There will be an increased adult to child ratio for all swimming trips and prior to the trip the swimming ability of a child/young person will be established. A swimming consent for each child (or a copy) will be taken by the group leader on the trip.

### **C. 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.

#### 1) Sleeping Arrangements

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

#### 2) Personal Care

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

#### 3) 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.

#### 4) Safety

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

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

#### 5) Consent and Medical Information

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

An Adults at risk Consent Form should be completed by each member of the group and held by the leader (Appendix 8). 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.

#### 6) Holding and Dispensing of Medication

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

### **Hiring of Church Premises**

The responsible adult for an activity held at Romford Baptist Church should be aware of the Baptist Union of Great Britain's **Guidance Leaflet PC10: Hiring of Church Premises**.

## **Part 5 – A Safe Community**

### **A. Bullying**

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

The effect of bullying on the victim can be profound, both emotionally and physically, 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, young people or adults at risk. Anyone in the church can be a victim of bullying, just as anyone in the church can be the bully, including those in leadership.

Bullying can take many forms including:

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

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

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

Bullies can be:

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

Bullying will always cause a great deal of pain and harm for those on the receiving end. Many people affected by bullying believe they have nowhere to turn. They are scared to speak out and often blame themselves. They can become fearful and reclusive. 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 that a child, young person or adult at risk is being bullied are as follows:

- Withdrawal; lack of desire to join activities with certain individuals; drop in school marks; torn clothing; loss of friends; avoidance of church groups and other activities; bruises; need for extra money or supplies; 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 prevent bullying the following procedures will be adopted:

- The children, young people and adults at risk themselves will be involved in agreeing a code of behaviour which makes it clear that bullying is unacceptable. They should then be displayed somewhere visible to the whole church.
- Everyone in the church, whether children, young people and adults, should know how they can report any incidents of bullying.
- 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.
- All allegations of bullying will be treated seriously.
- Details will be checked carefully before action is taken.
- The bullying behaviour will be investigated and bullying will be stopped as quickly as possible.
- The parents of the bully and of the bullied will be informed.
- An attempt will be made to help bullies change their behaviour.
- All allegations and incidents of bullying will be recorded, together with actions that are taken, in line with the church Safeguarding Procedures.
- 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.

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.

## **B. 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 leadership will supervise the individual concerned and offer pastoral care, but in its commitment to the protection of vulnerable groups, will set boundaries for that person which they shall be expected to keep.

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

If an offender is on the Sex Offenders' Register they will be monitored under guidelines known as the Multi-Agency Public Protection Arrangements (MAPPA). In the latest guidance, there is provision to require a written contract to be in place if the offender wishes to attend a place of worship.

In determining the details of the contract:

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

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

- identifying the meetings the person may attend
- specifying that they will always sit apart from children, young people or adults at risk asking that they are always accompanied by a befriender on church premises
- requiring the person not to attend small group meetings where children, young people or adults at risk are present
- requiring that the person declines hospitality where there are children, young people or adults at risk
- stating that the person will never be alone with children, young people or adults at risk while attending church functions
- requiring the person to stay away from areas of the building where children, young people or adults at risk meet
- Using the separate or disabled toilets.

This list is not exhaustive. The contract should be monitored and enforced. Those who offend against children, young people or adults at risk can often be manipulative. If the contract is broken certain sanctions should be considered.

### **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.

## 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 one of the Designated Persons for Safeguarding (DPS). 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 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 using the Safeguarding 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 hand-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 Team Leader), 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 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 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 – A DESIGNATED PERSON FOR SAFEGUARDING (DPS)

The duty of a 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. Where possible we will always use two people for all incidents.

#### The duty to REVIEW

In reviewing the report that is received, a DPS:

- 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 Team Leader 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 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 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 DPS should report the referral to:
    - The Safeguarding Trustee
    - The Minister Team Leader
    - 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 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 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).

## 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.  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.  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.

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.**

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Lead Minister: Rev. Ian Bunce  
Team Minister: Rev. Vikki Bunce  
Team Minister: Rev. Jan Loveard  
Children, Youth & Families Worker:  
Hannah Griffiths



## SAFEGUARDING INCIDENT REPORT FORM

This form needs to be completed by one of the Designated Persons for Safeguarding with the person who is reporting the incident

Name of group:

Name of Designated Person for Safeguarding (DPS):

Contact details of Designated Person for Safeguarding:

Name of concerned person or to whom disclosure was given:

Contact details of concerned person or whom disclosure was given:

Name of child/person involved: ..... Date of birth: .....

Address: .....  
.....

### Incident / Disclosure

(If you need extra space, please use additional sheets)

Date: ..... Time: .....

Place: .....

Brief details of what was happening immediately before disclosure / incident:

.....  
.....  
.....



**Example:**

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

Has the Local Association been informed?

<b>Yes</b>		<b>No</b>	
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*(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?**

**Name of leader making this report:** .....

**Telephone contact:** Day: ..... Evening: ..... Mobile: .....

**Signature:** ..... **Date:** .....

***After completion, please hand directly to one of the Designated Persons for Safeguarding***

We are collecting this information to enable Romford Baptist Church to run church activities safely and ensure we can contact you (or other nominated adult) in case of an emergency.

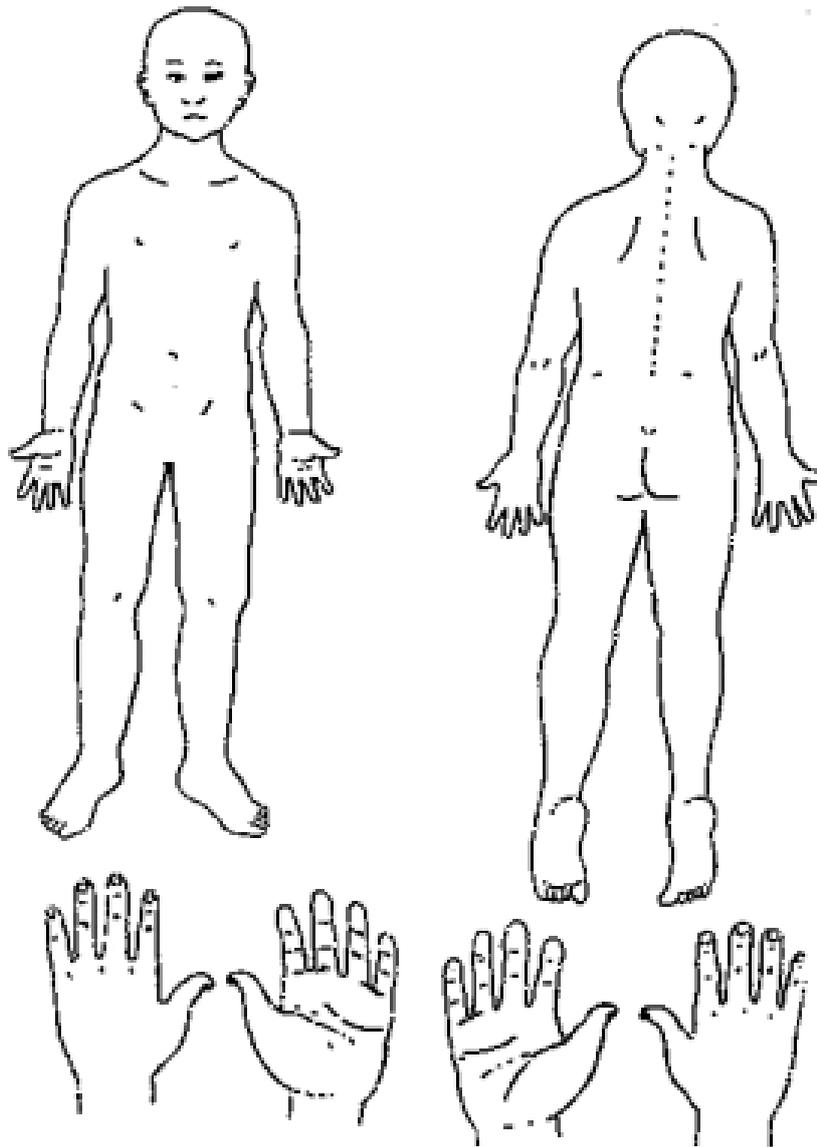
Data Protection legislation allows us to process this information as we regard it as being in the church's legitimate interest. For more information about how we hold your data and your rights under Data Protection legislation please go to <https://romfordbaptist.org.uk/> and view our Privacy Notice.

## Body chart

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

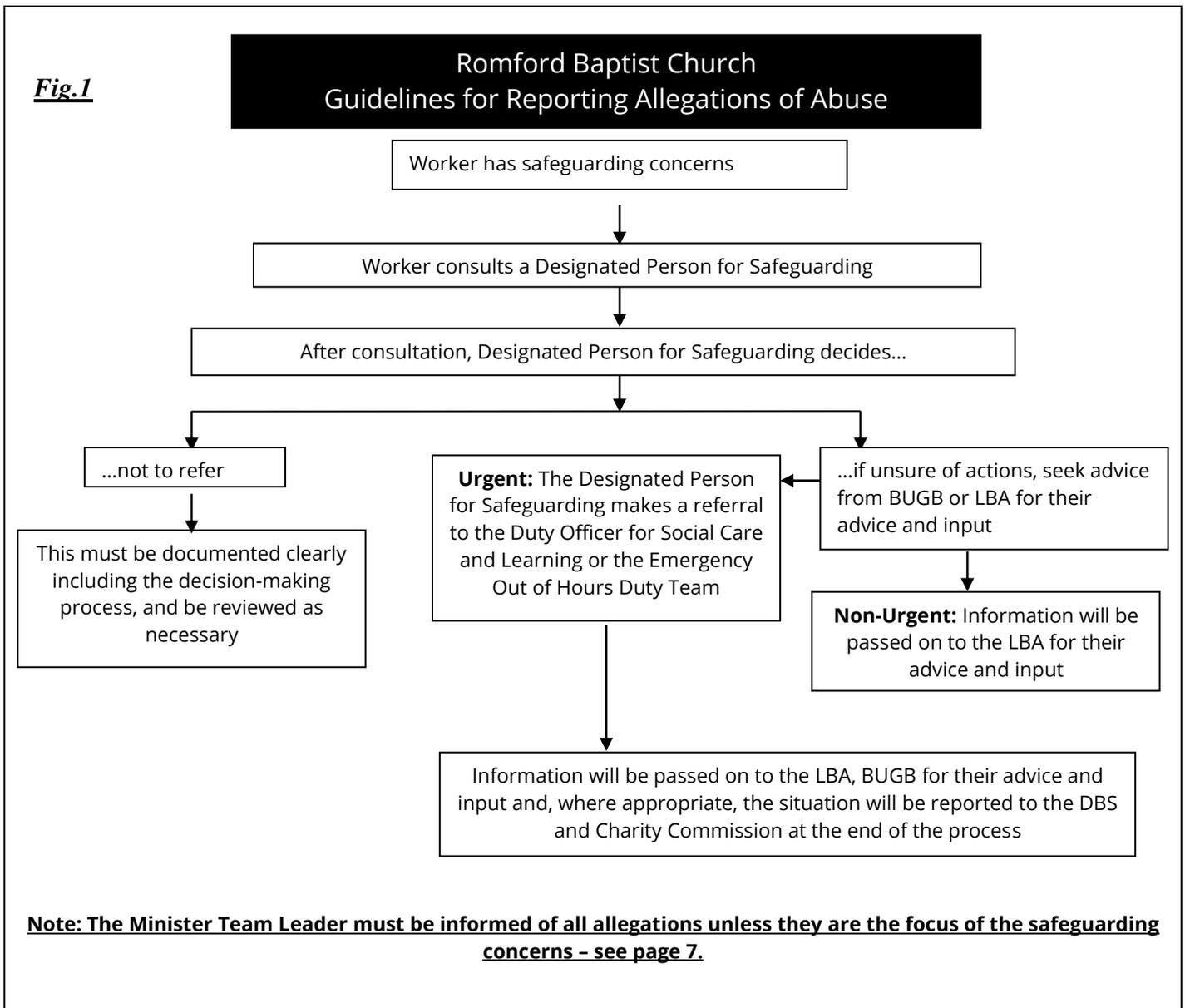
Name of person completing this form \_\_\_\_\_

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.**



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At every stage the Designated Person for Safeguarding will keep the worker informed of the progress of the case, where appropriate.

**What will happen next?**

Once the information has been handed over, the process of professional involvement in cases of child sexual abuse will usually follow this course:

1. A strategy discussion involving Social Services, Police Child Protection team, other significant professionals and the person suspecting abuse or to whom the child had talked.
2. A decision will be taken as to whether an investigation is warranted; if so, it will then be planned.

N.B. – any investigations are undertaken by Children’s Services/Police – our responsibility is to pass on the facts, we *may* be invited to attend a strategy meeting but this is unlikely.

# Child Consent Form (up to and including Year 6)



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Tick group(s) attended by the child

<b>Kingdom Tots</b>		<b>Kingdom Kids Bronze</b>		<b>Kingdom Kids Silver</b>		<b>Kingdom Kids Gold</b>	
<b>Amaze Kingdom Kids</b>		<b>Kingdom Kids Youth</b>		<b>Parent &amp; Toddlers</b>		<b>Kids Club</b>	

**CONTACT DETAILS & INFORMATION**

Name of child		Date of Birth	
School		School Year	
Address		Home phone	
		Mobile phone (parent/guardian)	
		Other emergency contact number	
Preferred e-mail contact			

**MEDICAL INFORMATION (please use reverse of form to provide more details if necessary)**

Please provide details of any:

- Medical condition or disability
- Allergies
- Dietary needs
- Special needs

**CONSENT (please circle)**

Do you consent to photos being taken of your child for use within the church?	Yes	No
Do you consent to video being taken of your child for use within the church?	Yes	No
Do you consent to your child appearing in un-named photos on the church website?	Yes	No
Do you consent to your child having their photo taken for local display or publicity (i.e. RBC publication, local papers, Jack Petchey etc.)?	Yes	No
In an emergency, if I cannot be contacted, I give permission for my child to receive medical treatment or necessary hospital treatment, including anaesthetic.	Yes	No

Parent/Guardian to sign and print name:

Date (DD/MM/YYYY)	
-------------------	--

# Youth Consent Form (Years 7-13)

We are collecting this information to enable Romford Baptist Church to run church activities safely and ensure we can contact you (or other nominated adult) in case of an emergency.



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Tick all activities attended by young person

<b>Kingdom Kids Youth</b>		<b>Kingdom Kids Students</b>		<b>Youth Club (Monday night)</b>	
<b>Short courses</b>					

**CONTACT DETAILS & INFORMATION**

Name of young person		Date of Birth	
School		School Year	
Address		Home phone	
		Mobile phone (parent/guardian)	
		Other emergency contact number	
Preferred e-mail contact			

**MEDICAL INFORMATION (please use reverse of form to provide more details if necessary)**

- Please provide details of any:
- Medical condition or disability
  - Allergies
  - Dietary needs
  - Special needs

**CONSENT (please circle)**

Do you consent to photos being taken of your child for use within the church?	Yes	No
Do you consent to video being taken of your child for use within the church?	Yes	No
Do you consent to your child appearing in un-named photos on the church website?	Yes	No
Do you consent to your child having their photo taken for local display or publicity (i.e. RBC publication, local papers, Jack Petchey etc.)?	Yes	No
In an emergency, if I cannot be contacted, I give permission for my child to receive medical treatment or necessary hospital treatment, including anaesthetic.	Yes	No
I give permission for recognised youth leaders to use electronic means of communication with my child (e.g. mobile phones, e-mail, Facebook etc.)	Yes	No

Parent/Guardian to sign and print name:

Date (DD/MM/YYYY)	
-------------------	--

# Adults at risk Consent Form

We are collecting this information to enable Romford Baptist Church to run church activities safely and ensure we can contact you (or other nominated adult) in case of an emergency.



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<b>CONTACT DETAILS &amp; INFORMATION</b>				
Name		Date of Birth		
Address		Home phone		
		Mobile phone (carer/guardian if appropriate)		
		Other emergency contact number		
Preferred e-mail contact				
<b>MEDICAL INFORMATION (please use reverse of form to provide more details if necessary)</b>				
Please provide details of any: <ul style="list-style-type: none"> <li>• Medical condition or disability</li> <li>• Allergies</li> <li>• Dietary needs</li> <li>• Special needs</li> </ul>				
Name of GP				
Address of GP	Contact number of GP			
<b>CONSENT (please circle)</b>				
Do you consent to photos being taken for use within the church?			Yes	No
Do you consent to video being taken for use within the church?			Yes	No
Do you consent to appearing in un-named photos on the church website?			Yes	No
Do you consent to having your photo taken for local display or publicity (i.e. RBC publication, local papers, etc.)?			Yes	No
In an emergency, if I cannot be contacted, I give permission to receive medical treatment or necessary hospital treatment, including anaesthetic.			Yes	No
Signature:				
Date (DD/MM/YYYY)				

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Children, Youth & Families Worker:  
Hannah Griffiths



# ACCIDENT REPORT FORM

- Under 18

- Adult

ORGANISATION/GROUP/EVENT: .....

When did it happen?      Date: .....      Time: .....

Where did it happen? .....

.....

Name of injured party: .....

Description of accident/incident: .....

.....

Injury sustained: .....

.....

Treatment given: .....

.....

Any other action taken: .....

.....

Witness(es): .....

If a 3<sup>rd</sup> party (PARENT?) was informed, who? .....

Name of person making this report: .....

Signature: .....      Signature of Parent: .....

Date: .....      Date: .....

RECOMMENDATIONS TO AVOID SIMILAR INCIDENTS OCCURRING: .....

.....

.....

***After completion, please place in Ruth Lu's pigeon hole inside the church office***

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