



SELSDON BAPTIST CHURCH SAFEGUARDING POLICY AND PROCEDURES

Reviewed May 2026

Safeguarding Children and Adults

A set of agreed policies and procedures for ensuring a safe environment for children and adults within the care of our church in accordance with the Children Act 1989 and The Children Act 2004, and The Care Act 2014

Next Review Date: May 2027

Based on the Best Practice Guidance for the Baptist Union of Great Britain Churches

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2 Introduction

Safeguarding means protecting the health, well-being and human rights of children, young people and adults at risk, enabling them to live safely, free from abuse and neglect. People and organisations need to work together to prevent and reduce both the risks and experience of abuse or neglect.

Safeguarding can sometimes be seen as a burden, an enforced requirement that must be met, a legal box that must be ticked, but it is so much more than that. It is about having a real and active concern for people, especially the most vulnerable in society and ensuring that we are all creating an environment that is safe, nurturing and enabling people to flourish. Safeguarding matters, safeguarding is everyone's business.

This document sets out how the church's Safeguarding Policy and Procedures are implemented in all the services, groups and meetings that are part of our church's life.

This Safeguarding Policy and Procedures applies to all "church workers" whether paid or not, i.e., church leaders, other church employees, deacons, church members, volunteers, helpers and any person whether a church member or not who works with or supports children, young people and adults at risk in the context of the church. All "church workers" will be required to read the policy and sign the declaration form when this has been completed.

Safeguarding training will be provided to ensure that they have the knowledge and confidence to deal with safeguarding issues as they arise.

Within this document you will find, clear, specific information on understanding what abuse is, how to recognise and report abuse and how to respond to concerns raised within our church. In addition, the document provides information on safer behaviour and practices, and promotes a safe and welcoming environment for all those involved in the life of our church.

Selsdon Baptist Church (SBC) will be referred to as "the church".

* "Children": refers to a child up to the age of 18 years of age (Working together to safeguard children 2023)

* "Young people": has the same definition as a child to emphasise the range covered. (Safe to Grow 2011)

* "Adults at risk": any adult aged 18 years or over, who due to disability, mental function, age, illness or traumatic circumstances may not be able to take care of themselves against the risk of significant harm, abuse, bullying, harassment, mistreatment or exploitation. (Safe to Belong, 2015)

This policy is approved and endorsed by Selsdon Baptist Church Diaconate

3 List of Contacts

Safeguarding at Selsdon Baptist Church		
CONTACTS		
In an emergency, or if you believe a child or adult is at immediate risk of harm, call the police on 999		
Position / Organisation	Name	CONTACT DETAILS
Minister	Trevor Neill	07950 172 380
Designated Person for Safeguarding	Rosemary Stone	07943 415 026
Deputy Designated Person for Safeguarding	VACANT	
Safeguarding Deacon	Hilary Howard	020 8668 3124
Training	Theresa Nichols	020 8651 2131
Administration	Dawn Cox	07999 081 870
SBC Safeguarding email address	safeguarding@selsdonbaptist.org.uk	
DBS Officer	Dawn Cox	07999 081 870
Regional Minister London Baptist Association	Claire Nicholls	020 7692 5592/07511177285 claire.nicholls@londonbaptist.org.uk
Safeguarding Lead London Baptist Association	Rachel Swaby	020 7692 5592 safeguarding@londonbaptist.org.uk
Children		
Croydon Social Services Out of hours (urgent matters that cannot wait until the next working day)		020 8726 6400 ask for Out of Hours team childreferrals@croydon.gov.uk
Croydon Social Services Single Point of Contact (SPOC) (Same day intervention by a social worker)		020 8255 2888
Croydon Safeguarding Children's Partnership		https://croydonlcsb.org.uk/
Local Authority Designated Officer		020 8255 2889 LADO@croydon.gov.uk
Adults		
Croydon Social Services		020 8726 6500
Croydon Safeguarding Adults Board		https://www.croydonsab.co.uk/
Other useful information		
NSPCC		0808 800 5000 https://www.nspcc.org.uk/ https://www.nspcc.org.uk/keeping-children-safe/reporting-abuse/report/
Childline		0800 1111 https://www.childline.org.uk/
Samaritans		08457 909090 24 hours a day https://www.samaritans.org/
Disclosure and Barring Service		DBS helpline 03000 200 190 customerservices@db.gov.uk https://www.gov.uk/government/organisations/disclosure-and-barring-service

4 Safeguarding Policy Statement

SBCs vision:

Our priorities as a church are led by the values of:

- **Encounter:** we believe God wants to meet with us, so we want to make time to fully connect with him and the people around us.
- **Generosity:** we believe God has given us lots, so we want to be generous in our welcome, our attitudes and our service.
- **Courage:** we believe God is always doing something new, so we want to say yes to new ideas.

In fulfilling SBC's vision, we:

- Welcome children, young people and adults at risk into the life of our community
- Have a programme of activities for children, young people and adults at risk
- Make our premises available to organisations working with children, young people and adults at risk.

Our Safeguarding Responsibilities

- The church recognises its responsibilities in safeguarding all children, young people and adults at risk, regardless of gender, ethnicity or ability.
- As members of this church, we commit ourselves to the nurturing, protection and the safekeeping of all associated with the church and will pray for them regularly.
- We commit ourselves to the development of robust policy and procedures, to ensure their implementation and to follow them using best practice.

Prevention and Reporting of Abuse

- It is the duty of each church member and each member of the wider church family to prevent physical, sexual and emotional abuse of children, young people and adults at risk.
- It is the duty of all to respond to concerns about the well-being of children, young people and adults at risk.
- It is the responsibility of everyone to report allegations of abuse as soon as they are raised.
- Any abuse disclosed, discovered or suspected will be reported in accordance with our procedures.
- The church will fully co-operate with any statutory investigation into any suspected abuse linked with the church.

Safer Recruitment, Support and Supervision of Workers

- The church will exercise proper care in the selection and appointment of all paid and voluntary workers ensuring they have the appropriate Disclosure and Barring Service (DBS) Enhanced Disclosure.
- All workers will be provided with appropriate training, support and supervision to promote the safekeeping of children, young people and adults at risk.

Respecting Children, Young People and Adults at Risk

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

Safer Working Practices

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

A Safer Community

- The church 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. The church is committed to the prevention of bullying.

5 Responsible People

The Ministers and Deacons

The Ministers and Deacons of the church are ultimately responsible for ensuring that the policy is implemented and resourced in the church.

It is the Ministers and Deacons who have a duty of care to the children, young people and adults at risk who are involved in the life of the church.

Should there be an incident that gives rise to an investigation in the life of the church, it will be the Ministers and Deacons who will be deemed to be responsible for the outworking of the church's Safeguarding Policy and Procedures.

It will also be the Ministers and Deacons who will be held responsible for any legal obligations that arise under the Disclosure and Barring Service.

Therefore, Ministers and Deacons will be fully conversant with the church's Safeguarding Policy and Procedures.

The Ministers and Deacons:

- Have a mechanism for monitoring or reviewing the policy
- Give support to those who are working with children, young people and adults at risk
- Ensure that the training needs of workers are met
- Make budget provision for work with all age groups in the life of the church, including budget provision for the training of workers
- Find ways of communicating the policy to all within the church.

Much of the work involved in implementing the policy can certainly be delegated to others within the church. The Ministers and Deacons can delegate the power to put in place the policy and procedures. However, Ministers and Deacons are not in a position to delegate their responsibility. The ultimate responsibility for the church's Safeguarding Policy and Procedures will always remain with the Ministers and Deacons.

The Safeguarding Team

The church has appointed **Hilary Howard** as the Safeguarding Trustee/Deacon to:

- Raise the profile of safeguarding within the church
- Oversee and monitor the implementation of the Safeguarding Policy and Procedures on behalf of the diaconate.
- Identify and manage safeguarding risks
- Provide oversight for key safeguarding priorities in the church
- The Safeguarding Trustee/Deacon will support the DPS as needed and appropriate when concerns are raised.

The church has appointed **Rosemary Stone** as the Designated Person for Safeguarding (DPS) to:

- Be the initial point of contact for the church's safeguarding requirements for children, young people and adults at risk
- Respond appropriately to any concerns and take appropriate action when abuse is disclosed, discovered or suspected
- Advise the church/church leadership as appropriate, on any matters related to the safeguarding of children, young people and adults at risk
- Report any disclosure and subsequent action to the Minister/s and Safeguarding Deacon as appropriate and agree with them the subsequent pastoral support for the child, young person or adult at risk, ensuring the child, young person or adult at risk's views, wishes and feelings are respected

- Liaise with the Regional Safeguarding Lead
- Fully co-operate with the relevant statutory authorities.

The Safeguarding Team also comprises:

Trevor Neill: Ministry Team Leader

Hilary Howard: Safeguarding Deacon

Rosemary Stone: Designated Person for Safeguarding (DPS)

VACANT: Deputy Designated Person for Safeguarding (DDPS)

Theresa Nichols: responsible for training

Dawn Cox: responsible for administration

Role of the Safeguarding Team

- Advocating for safeguarding within the church
- Maintaining and overseeing the implementation of the church's Safeguarding Policy and Procedures
- Ensuring church workers are safely recruited and receive appropriate safeguarding training
- working together where possible, when issues arise
- Sharing information and making an initial group decision on what action to take regarding any incidents either personally witnessed or reported to them
- Reviewing annually the Safeguarding Policy and Procedures

Putting our policy into practice

- We will promote safeguarding by ensuring a copy of the Safeguarding Policy statement will be prominently displayed on the notice boards: outside the Minister's office, and in the foyer. The statement and the policy and procedures document are available on the church [website](#)
- Each worker with children, young people and / or adults at risk whether paid or voluntary, will be asked to read in full the safeguarding policy and procedures, and sign to confirm that they will follow them
- A full copy of the policy and procedures document will be made available on request to any member of, or any other person associated with the church.
- The policy and procedures will be monitored and reviewed at least annually by the Safeguarding Team, and any necessary revisions adopted into the policy and implemented through our procedures.
- Unless unavoidably delayed, the policy statement will be read annually at the church members' meeting in May together with a report on the outcome of the annual safeguarding review.
- This policy and procedures document should be read in conjunction with the church's current Health and Safety Policy and subsequent Risk Assessments.

6 Procedure for recognising, responding to and reporting abuse – see Appendices

Abuse and neglect are forms of maltreatment of a child, young person or adult at risk. Somebody may abuse or neglect a child, young person or adult by inflicting harm, or by failing to act to prevent harm. Children, young people and adults at risk may be abused in a range of settings, in a family, institutional or community setting, by those known to them or, more rarely, by a stranger. This abuse can be by an adult or adults, young person or young people, or another child or children.

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

- If the behaviour of a child, young person or adult at risk gives any cause for concern
- If an allegation is made in any context about a child, young person or adult at risk of being harmed

- If the behaviour of any individual towards children, young people or adults at risk causes concern.
- ✓ **Recognise** that abuse may be taking place
- ✓ **Respond** to the concern
- ✓ **Record** all the information
- ✓ **Report** the concern to the DPS

How to respond when you want to raise a concern

If someone has disclosed something to you that causes you some concern, it is important that you talk this through confidentially with the DPS. Dependant on the situation the DPS will either take further action as required, or the information will be filed for future reference.

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

Allegations of abuse are extremely sensitive issues and require tact and confidentiality. If someone approaches you to make an allegation of abuse, encourage them to speak to **one of the Safeguarding Team** who will take the details.

If the person would rather talk to you then:

- Listen, and keep listening, without interruption, acknowledging what is being said
- Be reassuring and calm; do not show expressions of shock/horror
- Do not ask leading questions
- If there are communication difficulties, you may need to ask the child/young person/adult at risk to repeat themselves or to check that you have understood what they have said
- Avoid passing judgement on what you are told
- Never promise confidentiality
- Gain their permission to pass on the information, if possible. Still pass on the information but make DPS aware if that person has not given permission. [In exceptional cases, information may be shared without valid consent, if it is in the person's best interests.]
- Explain clearly what you intend to do and what will happen next
- Take immediate action
- Write down what is said as quickly as possible, even if it is on the back of an envelope and contact **one of the Safeguarding Team**, face to face or, by telephone

At all times, there is the need to respect personal confidentiality, and to take care with the sharing of sensitive information.

If a child/young person or adult at risk is in imminent danger from harm, a referral should be made to the police or social services without delay

Having taken rough notes of the incident, and reported this to the Safeguarding Team, with their support, you will need to:

- Make careful hand-written notes of what has been observed, using the Reporting Form. This may also include a description of the injury, if applicable
- Write down exactly what the person has said and when s/he said it, what was said in reply to your questions if needed for clarification, noting the questions too, and what was happening immediately beforehand (e.g., a description of the activity)
- Sign and date the Reporting Form
- Keep all handwritten notes even if subsequently typed up.

It is not your role to verify or prove that the information given is true, only to record and report any concerns, allegations or disclosures to the appropriate people. This is true no matter who the alleged abuser is.

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

The DPS will consider all the information to hand and decide whether it is appropriate for the information to be reported to the statutory authorities. If there are any concerns about the adult's mental capacity, the Croydon Council's Safeguarding Adults Board will be contacted for advice.

The Safeguarding reporting form should be completed as accurately as possible, within 24 hours after the disclosure or suspicions of abuse.

The Safeguarding Team will review the report with you to ensure they fully understand the contents, then date, sign and give you a copy.

Your notes will assist the Safeguarding team should the matter need to be referred to the Social Care Team. Any referral to the Social Care Team will be confirmed in writing by the referrer within 48 hours. All documents including copies of everything sent to the Social Care Team will be signed and dated by the referrer. The Safeguarding Team will make the Regional Safeguarding Lead aware of any referrals to the statutory authorities.

6.1 Action by DPS/Safeguarding Team

If there is a concern that a child/young person/adult at risk may have been harmed or abused, the Safeguarding Team will act as follows:

Where there has been a physical injury or symptoms of neglect:

- Contact the Social Care Team if there are concerns that the individual is at risk of significant harm or is afraid to return home
- Do not tell other people including parents/family/carer; they could be involved
- If the individual needs urgent medical attention, call an ambulance or take them to hospital informing parents/family/carers afterwards of the action that was taken
- The hospital staff will be informed of any child/adult protection concerns

Where there are allegations or concerns of sexual abuse:

- Contact 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 it has not been possible to get an immediate response from the Social Care Team, contact the police
- Do not touch or tamper with any evidence such as stained clothing
- Do not tell other people including parents/family/carer; they could be involved
- Keep information on a need-to-know basis, so that any alleged perpetrator is not tipped off

Should the Designated Person for Safeguarding feel that it is not necessary to refer the matter to the Social Care Team, but you (or anyone else) have serious concerns for their safety, then you will contact the relevant authorities directly. The safety of the individual overrides all other considerations. Sexual abuse of children is a serious crime.

If the DPS is not available or is implicated in the situation, or the allegation is against someone in a church leadership role, any reports or concerns should be passed to another member of the Safeguarding Team

6.2 Third party allegations and referrals

Where a third party alleges abuse towards a child, young person or adult at risk, the Safeguarding Team will gather as much information as possible from this person. The third party will be advised that the information they have provided will be shared with the Safeguarding Team and may result in a referral to the appropriate Social Care Team, together with their details, so that the Department will be able to contact them if necessary.

6.2.1 Allegations against workers

If you see another worker acting in ways which concerns you or might be misconstrued, speak to a member of the Safeguarding Team about your concerns as soon as you can. This includes the actions or behaviors 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 procedures should be followed.

- When an allegation of abuse has been made, do not approach the alleged perpetrator about it
- Follow the usual safeguarding procedure of **Recognise, Respond, Record and Report**.
- Once the allegation has been reported to the Safeguarding Team, they can liaise with the relevant statutory authority and with the regional Association Safeguarding Lead if they need further advice
- 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
- 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).
- During the period of suspension, the alleged perpetrator will receive pastoral care and support
- A written record of all discussion with statutory authorities or other parties should be maintained by the Safeguarding Team and stored securely and confidentially where only those directly involved in safeguarding can access them
- No information about the allegation will be shared with people in the church other than those directly involved in safeguarding
- It may be necessary for the sake of the child, young person or adult at risk (or to satisfy the needs of an investigation) for the alleged perpetrator to worship somewhere else and in such cases the new church DPS will be informed of the reasons for this happening

The suspension of a worker following an allegation is by definition a neutral act. Our priority as a church is to protect children, young people and adults at risk from possible further abuse or from being influenced in any way by the alleged perpetrator. If the church is considering suspending a paid worker pending an investigation, then it is best to seek support from the Regional Safeguarding Lead in the first instance.

6.2.2 Where concerns are expressed about the DPS or Safeguarding Deacon

Any safeguarding concerns involving the DPS or Safeguarding Deacon should be raised with Trevor Neill who is the Minister, they in turn should consult the Regional Safeguarding Lead.

Do not tell the DPS or Safeguarding Deacon that a concern has been raised about them.

6.2.3 Where concerns are expressed about the Minister

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

6.2.4 Abuse of trust

Relationships between children, young people and adults at risk and their church workers can be described as 'relationships of trust'. The worker is someone in whom the child, young person 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, young person or adult at risk with whom they have a relationship of trust.

While by no means restricted to young helpers, 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.

The Police, Crime, Sentencing and Courts Act 2022 expanded the list of roles which are legally considered to be positions of trust to include anyone who is in teaching, coaching, instructing, training or supervising role within sport or religion. This means that since May 2022, if an adult of any age is in a role where they are working directly with young people aged 16 and 17 and forms a romantic or sexual relationship with them, they could be charged with criminal offences. If you have concerns about a relationship forming between an adult helper and a young person then you should notify the DPS.

6.2.5 Allegations made against children, young people and adults at risk

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

When such an instance occurs, they will be investigated by the statutory authorities, in the same way as if an adult were involved, although it is likely that the perpetrator may be regarded as a victim in their own right, as they may have also been abused. It cannot be assumed that children/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, young person or adult at risk the following procedure should be followed:

- Do not approach the person about whom the allegation has been made or their parents/ carers
- Follow the church's Safeguarding Policy and Procedures: **Recognise, Respond, Record, Report**
- Seek advice from the DPS, who will speak to the police or social services about when to inform a parent. The DPS will also seek advice about what steps need to be taken to ensure the needs of both the victim and alleged perpetrator are met; this may include placing the child or adult at risk on a Safeguarding Contract or equivalent (see section 9.4: Safer Community/Working with Alleged or Known Offenders)

- Make sure there is pastoral support in place for the child, young person or adult at risk throughout the process involved

6.2.6 Allegations

The protection of any child, young person or adult identified as being at risk of harm is paramount, but the sharing of information and confidentiality issues should be treated with due consideration for the subject of the allegation (SOA). Selsdon Baptist Church will endeavour to minimise the potential disruption and damage to the subject of the allegations' private and professional life caused by a protracted investigation. Where allegations are subsequently found to be unfounded, or it can be proven that false or malicious allegations have been made, the needs of the SOA should be treated with sensitivity.

6.3 Role of Designated Person for Safeguarding

The Designated Person for Safeguarding will:

- Receive reports about incidents
- Review reports about incidents
- Refer reports about incidents

Receiving a report about an incident

- Reassure the person reporting the incident that they have done the right thing in coming to you
- Let them know what will happen next and when and how they will be kept informed
- Carefully go through the report with them ensuring that you understand everything contained in it and that as far as they are concerned it is correct
- If the DPS was not involved with writing of the original report, and there is further information to add to the report, ask the person who is reporting the incident to write the information on a separate piece of paper and to sign and date it
- Sign and date the report, copy it and give a copy to the person reporting the incident.
- Emphasise the need for confidentiality
- If they need support as a result of the incident refer them in the first instance to the Safeguarding Pastoral Team
- Start a file and remember that the information you now have is sensitive highly, confidential and needs to be handled according to the principles of the Data Protection Act 2018

Reviewing a report about an incident

The DPS will review the report with any other relevant information and a decision will be taken (often in liaison with others) as to what action should follow. In most cases the options are:

- a referral to the police – usually if the child/young person/adult at risk is in imminent danger
- a referral to Croydon Council's Safeguarding Team
- further monitoring of the situation

If a child/young person or adult at risk is in imminent danger from harm, a referral should be made to the police or social services without delay.

The DPS:

- Should take account of their own experience and expertise in assessing the risk to children, young people and adults at risk, and be prepared to seek advice from others if necessary
- May contact the Regional Minister and London Baptist Association Safeguarding Lead who will be able to assist with advice
- May contact Social Services, the Police or Croydon Council's Safeguarding Adults/Children's Boards who will give advice without the disclosure of the names of the people involved in the incident and if they advise a formal referral, the advice should be taken

- Must take account of other reports that may have been received concerning the same child, young person, family or adult
- May speak to others in the church who may have relevant information and knowledge that would impact on any decision that will be made
- Should keep a full record of the review process including details of all conversations held in making the review

Referring a report of an incident.

Once the review has been completed, the DPS will endeavour to make a decision over the action to be taken within 48 hours of the incident. Dependent on the nature of the incident reported, the DPS:

- May refer back to the person who made the initial report if there is little evidence to proceed, asking for appropriate continued observance
- Should refer the concern to other leaders of the team to ensure that each session attended by the young person, is supervised by someone with an awareness of the situation
- May speak directly to the adult about whom the concern has been raised, but if there is any question at all about sexual, physical, emotional or mental abuse, do not approach the adult directly as this may put the child/young person/adult at risk in danger of further abuse
- May make a formal referral to the police or Social Services. The referral can be made by telephone, face to face or by email, but a copy of all the paperwork should be passed on as soon as possible

If a formal referral is made the DPS should confirm this agreed action by informing:

- The Safeguarding Deacon – **Hilary Howard**
- The Minister – **Trevor Neill**
- Regional Safeguarding Lead – **Rachel Swaby**
- The Regional Minister – **Claire Nicholls**
- Designated Person for Safeguarding – **Rosemary Stone**
- Deputy Designated Person for Safeguarding - **VACANT**

If a worker has been removed from their post or would have been removed, even if they chose to resign instead because of the risk of harm they present to children, young people, or adults at risk, the DPS has a duty to refer them to the DBS even if a referral has also been made to Croydon Council's Social Care Team or professional regulator. A referral can be made via a secure online form or by downloading a paper form and posting it to DBS Barring, PO Box 3963, Royal Wootton Bassett, SN4 4HH.

Further information and referral forms can be found <http://www.gov.uk/db>

A full record of all actions taken at the referral stage must be kept.

6.4 Pastoral care

When an allegation/suspicion arises in the church, a period of investigation will follow, which will be stressful for all involved whether or not statutory authorities are involved. The church will ensure that one person is responsible for dealing with the authorities, another offers support to the victim/s and their family, and another gives pastoral care to the alleged perpetrator, without compromising the alleged victims or their families. It may be necessary to appoint other people to support the families involved.

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

Supporting those who have experienced abuse

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

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

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

It may be necessary to signpost individuals to specialist support. The DPS has a list of relevant local information and contacts, ready for anyone who may need it. See also Appendix 10.10.

7 Safer Recruitment, Support and Supervision

7.1 Recruitment

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

We will develop a clear role profile, person specification and application form

- When advertising a role which involves working with children, young people or adults at risk, we will be made clear that any appointment has clear safeguarding responsibilities and is subject to a Disclosure and Barring Service (DBS) check at the appropriate level. (see next section about DBS checks)
- All applicants will be asked to complete an application form, providing two references and will be required to complete a self-disclosure form
- Shortlisting of applicants will be carried out by at least two people, including the line manager or group leader directly overseeing the role being recruited for
- Interviews will be carried out by at least two people, including the line manager or group leader
- References, a Self-Disclosure Form and an enhanced DBS check must be completed satisfactorily before the appointed person starts their role

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

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

References

Formal written references will be requested, ideally in the form of at least one professional and one personal reference. **References should not be sought from family members.**

7.2 DBS checks

SBC carries out Disclosure and Barring Service (DBS) checks to ensure the safety of all those who attend church, church events and groups. It also helps the church make safer recruitment decisions, preventing unsuitable people working with at risk groups such as children, young people and adults at risk.

There are three levels of a Disclosure and Barring Service (DBS) check. Each level contains different information and the eligibility for each check is set out in law. They are:

- **Standard check:** This allows employers to access the criminal record history of people working, or seeking to work, in certain positions, especially those that involve working with children or adults in specific situations. A standard check discloses details of an individual's convictions, cautions, reprimands and warnings recorded on police systems and includes both 'spent' and 'unspent' convictions.
- **Enhanced checks:** This discloses the same information provided on a Standard certificate, together with any local police information that the police believe is relevant and ought to be disclosed.
- **Enhanced with barred list checks:** This check includes the same level of disclosure as the enhanced check, plus a check of the appropriate barred lists.

7.3 Appointment and Supervision

SBCs safeguarding policy and procedures will be discussed with the applicant and they will need to sign their agreement to adhere to them. All workers will have a role description and clear lines of accountability to a leader and the leadership team.

Paid workers will also have an assigned supervisor with who they will meet regularly to discuss work and address any issue or areas of concern. A probationary period of three months will be put in place for both paid and voluntary workers before the appointment is confirmed. There will be regular team meetings to review procedures, share concerns and identify other matters that may need clarification and guidance. Towards the end of the probationary period an informal interview will be held to review whether or not the appointment will continue.

7.4 Training

It is important that all workers understand our church's agreed safeguarding procedures and attend BUGB Excellence in Safeguarding Level 2 / Level 3 training as appropriate at least once every four years. Where a worker has been recruited but 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 for workers will also be arranged where needed, for example, in First Aid.

Young helpers under 18 years of age

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

8 Safer Behaviour

Overview/code of behaviour

The church has a code of behaviour for all those working with children, young people and adults at risk so that everyone is shown the respect that is due to them.

- Treat everyone with dignity and respect
- Think about language and tone of voice that you are using when engaging with children, young people and adults at risk. Be aware of your body language and the effect you are having on those you are working with. This applies to both in person and online interactions
- Listen well to everyone. Be careful not to assume you know what a child, young person or adult at risk is thinking or feeling. Listen to what is being spoken and how it is said, observing body language to better understand what is being said
- Be aware of physical contact you may have with a child, young person or adult at risk and

record it if 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, young person or adult at risk, even in fun
- Do not scapegoat, belittle, ridicule or reject a child, young person or adult at risk
- Keep a record of any significant incidents or concerns on a safeguarding incident form. Enter the names of all those present and anything of note which you observe, e.g., details of any fight broken up by the workers, allegations made etc. All workers who witnessed the incident, overheard it or responded in any way should record the details and sign and date the form

Specific considerations when working with children, young people or adults at risk:

- Do not invade the privacy of children, young people or adults at risk when they are using the toilet or showering
- The level of assistance with personal care (e.g., toileting) must be appropriate and related to the age of the child, whilst also accepting that some children have special needs.
- Avoid rough games involving physical contact between a worker and a child
- Avoid sexually provocative games
- When it is necessary to discipline a child or young person, this should be done without using physical punishment. There may, however, on the rare occasion be circumstances where a child needs to be restrained in order to protect them or a third person
- Only invite children and young people to your home or on trips in groups and always make sure that another worker is present
- Notify the DPS of any trips which take place in the name of the church. In the case of children and young people, parental permission must always be sought
- Do not give lifts to children, young people or adults at risk on your own. Ensure that if transporting people as part of your church role you have the correct insurance cover as well as parental permission if transporting children and young people
- No person under 18 years of age should be left in sole charge of children or young people of any age. Nor should children or young people attending a group be left alone at any time

Smoking and drinking

Smoking and drinking is not permitted in the presence of children, young people or adults at risk, nor is the consumption of alcohol prior to an event or group.

Language

The language people use can often reflect their attitudes and opinions of others. In addition, it should be considered that negative and uncaring attitudes could be a major barrier to accessing church life. This can include the language used within worship (for example referring to God as a father can be difficult for some, and words like mankind and brotherhood exclude others).

- Every effort will be taken to use appropriate language and suitable vocabulary, enabling the greatest level of inclusivity and accessibility
- 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)
- Please make it a priority to befriend, listening carefully and taking an interest in what they have to say
- Speak about your Christian faith, honestly and openly, when opportunities arise.
- Make sure there is nothing inappropriate – physical or sexual – in what you say or do
- Do not make jokes at the expense of others, or mock someone's appearance.
- Bad language and rude jokes are completely unacceptable
- Do not shout; you can use a firm voice without shouting

- Be clear about the limits of your role in the life of the child, young person or adult at risk
- Do not make contact with the child, young person or adult at risk outside the event or activity, unless the parent or carer has given permission
- If there is anything in your contact with the child, young person or adult at risk where you feel uncomfortable, please speak to the group leader in the first instance
- If you have any concerns about how another helper is speaking or acting, you can challenge them at the time, or as soon as possible after the event or activity. Any disagreements between team members should be raised with the group leader

Other considerations when working with children, young people and adults at risk

- No one should normally be left working alone with children, young people or adults at risk, but should instead work as part of a team. If there are insufficient leaders for groups:
- Internal doors should be left open or two groups work together
- At least two people should be present before external doors are opened for an event
- Consider whether you could combine groups together or rearrange planned activities
- Reconsider whether you can run the group safely, carrying out a Risk Assessment to record your findings

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

- Assess the risk of sending the child, young person or adult at risk home
- Phone another team member/responsible person and let them know the situation
- Get a second responsible person as soon as possible
- Write an account of this situation and give to the DPS
- Train additional leaders as soon as possible

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

- You try to hold the conversation in a corner of a room where other people are present
- You leave the door open, if you are in a room on your own
- Another team member knows where you are
- You do not promise confidentiality

Consideration should be given to how many workers should be involved with a group and whether they should be male or female workers, or both. A couple or immediate family members should be considered to count as only one person when planning events or activities and the distribution of workers through different groups; for example, if a couple or immediate family members want to work together then a third person will need to be assigned to that group. Whenever possible couples or people who are related to each other should work with separate groups.

The only adults allowed to participate in activities for children, young people and adults at risk, are those safely appointed and appropriately trained.

9 Best Practice Guidelines

9.1 Working with children, young people or adults at risk

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

All workers should plan their work with children, young people and adults at risk in such a way that they will not normally be alone with children or young people where their activity cannot be seen by others

Anyone working one to one should:

Be recognised

- Have proved their ability to work within the policy and procedures of the Safeguarding Policy
- Have demonstrated capacity to respect appropriate boundaries in their relationships with children, young people and adults at risk
- Be formally recognised by someone who has the trust of the church to engage in this way with children, young people and adults at risk

Be accountable

- Keep a log sheet of when, where and with whom meetings have been held
- Make notes after each meeting, recording the essence of the conversation
- Keep notes securely stored.

Be supervised

Supervision sessions will be used to monitor the frequency of appointments as well as content of the meetings.

Maintain distance

Always maintain a professional distance and be able to decide when issues need to pass on to other agencies.

Maintain Confidentiality

Appropriate confidentiality needs to be maintained. Children, young people and adults at risk need to know that what they are sharing will not be passed on to others, but in certain circumstances confidentiality will not apply in situations where the worker feels that they are in danger of harming themselves or others and there is a responsibility to pass such information on.

9.1.1 Ratios of leaders to children

Age range	Recommended minimum ratio for Indoor activities	Recommended ratio for Outdoor activities
0 to 2 years	1:3 minimum 2	1:3 minimum 2
3 years	1:4 minimum 2	1:4 minimum 2
4 to 7 years	1:8 minimum 2	1:6 minimum 2
8 to 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 helpers who are under the age of 18 should be counted as one of the children and not one of the workers.

Consideration should also be given to covering for emergencies and gender balance.

9.1.2 Visiting children or young people at home

It is unlikely that workers will need to make pastoral visits to children/young people and their families at home on behalf of the church. If a situation occurs where it is needed then it should be

done in pairs, and with prior agreement of the Minister. As discussed previously, a married couple would normally count as one person.

For each activity a Risk Assessment should be undertaken to decide on supervision ratios, taking into account children and young people's behaviour, ability and mobility.

9.1.3 Physical contact

- Keep everything public. A hug in the context of a group is very different from one behind closed doors
- Touch should be related to the child's, young person's or adult at risk's needs, not the workers
- Touch should be age-appropriate and generally initiated by the child, young person, adult at risk rather than the worker
- Workers should avoid any physical activity that is, or may be thought to be, sexually stimulating to the child, young person or adult at risk
- Children, young people and adults at risk are entitled to privacy to ensure personal dignity
- Children, young people and adults at risk have the right to decide how much physical contact they have with others, except in exceptional circumstances when they need medical attention
- When giving first aid (or applying sun cream etc.), workers should encourage the child, young person, adult at risk to do what they can manage themselves but consider the persons' best interests and give appropriate help where necessary
- Team members should monitor one another in the area of physical contact. They should help each other by constructively challenging anything which could be misunderstood or misconstrued
- If a team member is unsure about whether the actions of another volunteer or worker constitutes a concern, they should raise this with the DPS
- Not everyone is comfortable with physical contact such as a hug and all those working and volunteering in the church should be mindful of this

9.1.4 Mentoring with a young person

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

- Parents of all young people involved in mentoring are required to sign a letter to say they are aware that the mentoring is happening and whom it is with
- Mentoring meetings should only be held in agreed places, and should be in view of other people
- Meetings should have an agreed start and end time, and someone should be aware that a meeting is taking place and where it is being held
- A basic record should be kept of dates of significant meetings and any text messages and/or emails
- Appropriate boundaries should be put in place for times and demand i.e., not phoning or texting late at night etc.
- A record should be kept of all communications with a young person by the mentor
- A written record should be kept of issues/decisions discussed at meetings

9.1.5 Children, Young people and adults at risk with Additional Support Needs

Children, young people and adults at risk, who have additional support needs can be at greater risk of abuse. They could require more help with personal care, such as washing, dressing, toileting, feeding, mobility etc. Some children may have limited understanding and behave in a non-age-appropriate way. Please speak with the parents/carers of children/young people/adults at risk with additional support needs and find out from them how best to assist them. Young people and adults will have their own views of how they can best be supported.

9.1.6 Children and young people with no adult supervision

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

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

9.1.7 Peer group activities for young people

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

9.2 Digital Communication

Safe Communication

A worker's role description will set out the church's expectations about how they are to communicate with children, young people and adults and how this will be monitored. For example, should the worker be contacting children and young people directly or through parents: Are they allowed to email/text/ call a young person; how will this be recorded. It should also include the expectations of the church in relation to their use. On the general consent form, parents/carers sign to agree that the child/young person can receive such communications.

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

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

Personal contact details of church members/leaders must not be passed to adults at risk or to other members of the public. The church telephone number or e-mail address should be given instead. Workers should not share any of their personal information with children or young people, or adults at risk, and should not request or respond to any personal information from the child, young person or adult at risk, other than that which is necessary and appropriate as part of their role.

Electronic communication should only be used between 8.00am and 10.00pm.

Email

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

Communicating using Instant messaging (e.g. Snapchat, WhatsApp, Instagram)

Instant messaging should be kept to an absolute minimum. Workers should save significant conversations and keep a log stating with whom and when they communicated. This applies to

communication with children, young people and adults at risk. Instant messaging should not be the primary means of communication between workers and those they are supporting. (see SBC WhatsApp policy)

Mobile phones

Workers need to be cautious and careful in using mobile phones to communicate with young people.

- Mobile phone use should primarily be for the purposes of information sharing
- Workers should keep a log of significant conversations/texts
- Any texts or conversations that raise concerns should be passed on to the worker's supervisor
- Workers should use clear language and should not use abbreviations like 'lol' which could mean 'laugh out loud' or 'lots of love'
- Paid workers will be issued with a mobile phone under a contract that provides itemised billing
- Workers should not take photos of children, young people or adults at risk unless permission is sought in advance and the photos should not be stored on personal phones
- Where the youth and children's work is primarily delivered by volunteers, the church should consider having a central mobile phone used for communication. This should be held centrally and not by one individual

Social Media

Workers should have social media accounts that are used solely for children's/youth work communications and is totally separate from their own personal accounts. This is to ensure that all communication with children and young people is kept within the public domain.

- Workers should not send private messages to children, young people and adults at risk on social media. Workers should ensure that all communications are transparent and open to scrutiny. There is a Facebook and Instagram SBC youth page to send messages and these sites are run by two leaders to ensure safety
- Workers should not accept 'friend' or 'following' requests from children on their personal accounts, nor seek to be 'friends' or a 'follower' of any child known to them in a church context

Taking videos and photographs of children/ young people

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

- Permission must be obtained, via the consent form, of all children who will appear in a photograph or video before the photograph is taken or footage recorded
- It must be made clear why that person's image is being used, what you will be using it for, and who might want to look at the pictures
- If images are being taken at an event attended by large crowds, such as a sports event, this is regarded as a public area and permission from a crowd is not necessary
- Children and young people under the age of 18 should not be identified by surname or other personal details, including email, postal address or telephone number
- When using photographs of children and young people, it is preferable to use group pictures

For Adults, workers must ensure 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.

Consideration should be given that there may be many reasons why someone does not want their picture on public display.

Consideration of safeguarding when livestreaming services and events

When a service or event is being live streamed or recorded to be shared online at a later date, we will ensure people are aware that they are being recorded and appropriate consent will be sought from those who participate in the service or who may be visible to the camera.

Where children and young people are participating in services or events, we will ensure that appropriate parent or guardian consent is in place. Where children and young people are unable to be shown on camera, consideration will be given to how else they can participate in the service.

When a service is being live streamed or recorded to be shared online at a later date, we will ensure people are aware that they are being recorded and appropriate consent will be sort to those who participate in the service, or who may be visible to the camera.

This is in line with the guidance as set out in the BUGU guide: 'Recording and Livestreaming Services and Events: Safeguarding Guidelines for Churches'.

Consideration will be given so that personal information and named individuals will not be identified when livestreaming unless consent has been given.

9.3 Other working practices

9.3.1 Premises

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

If a home, private garden, other private space, park, café etc. rather than a church building is considered as a different venue, then a full risk assessment should be completed.

<https://www.baptist.org.uk/Publisher/File.aspx?ID=388095&view=browser>

9.3.2 Language

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

9.3.3 Worship

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

- providing some copies of large print type for all printed materials
- speakers always facing the congregation and not covering their mouths when talking, enabling those who rely on lip-reading
- describing what is being presented on a screen for those who cannot see it clearly
- using inclusive language
- using a microphone during times of open prayer so that all can hear
- Consider 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

9.3.4 Insurance

The Diaconate will take reasonable steps to safeguard the church and follow any specific safeguarding requirements as laid out by our church insurance company. If the insurance company

deems that these steps have not been taken, it may invalidate the church's insurance policy and leave the Diaconate liable for any losses incurred.

9.3.5 Financial integrity

Arrangements are in place for dealing with money, financial transactions and gifts as outlined below. These relate to both paid staff and volunteers

- 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 in the first instance to the church treasurer, who with the church deacons, will decide whether or not the gift can be accepted
- Two unrelated church workers should handle any money received by the church
- Care should be taken not to canvass for church donations i.e., from adults who may be 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 in the first instance to the church treasurer. 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

9.3.6 Computers

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

9.3.7 Record keeping

It is good practice to record pastoral visits or meetings, noting the date, time location, subject and any actions which are to be taken. The record of these meetings should stick to facts and try to avoid opinion.

Records that need to be stored in a safe and secure manner for **at least 5 years** are:

- Events/activities specifically for children and young people/adults at risk, where no safeguarding incidents or concerns raised for example registers, consent forms

Records that need to be stored in a safe and secure manner for **at least 75 years** are:

- Allegations/concerns /safeguarding risk assessments /safeguarding contracts
- Employment
- Disclosure and Barring service (DBS) checks
- Disciplinary procedures

Please refer to the BUGB Safeguarding Record Keeping guide.

Cloud storage will safely secure the retention of electronic safeguarding records; paper records will be stored securely in a locked cupboard, on church premises. Only the members of the Safeguarding Team will have access to these records.

9.4 Pastoral relationships

All those involved in pastoral ministry should work in a way that follows clearly defined procedures agreed by the church, 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 innate 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 developing within a pastoral relationship
- workers should be mindful of any physical contact or greeting they use within a pastoral relationship, seeking consent if physical contact is offered, for example as a means to offer contact.
- 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 be encouraged to make their own decisions about any actions or outcomes
- workers should not pastorally minister to anyone whilst under the influence of alcohol or drugs
- Workers need to recognise the limits of their own abilities and competencies and get further help when working with situations outside of their expertise or role
- Workers should seek advice from the DPS if they believe that someone they are pastorally supporting is becoming dependent on them or developing an inappropriate emotional attachment

https://www.baptist.org.uk/Groups/459257/Pastoral_Boundaries.aspx

9.5 Confidentiality

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 Designated Person for Safeguarding, the statutory authorities or the London Baptist Association. However, it is possible to keep the information confidential to the relevant parties. This means not telling or hinting to others what someone has disclosed, not even for prayer ministry.

10. Health and Safety - Safer Practice and Safer Premises or supervision of Groups Consent Forms

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

Whenever someone is asked to participate in a service which is to be livestreamed or recorded and shown at a later date, written consent will be required in line with the guidance set out in the BUGB Guide: Recording and Live Streaming Services and Events: Safeguarding Guidance.

Parents should be required to complete a consent form annually.

10.1 Health and Safety

All activities for children, young people and adults at risk will comply with the church's current Health and Safety Policy and will be conducted in accordance with Guidelines for Users of Selsdon Baptist Church, with particular attention paid to the sections on 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 any group 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 using the premises.

10.2 Fire

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

10.3 First Aid

Our church has a number of trained First Aiders. There are First Aid kits in the upstairs kitchen, the Foyer and the Vestibule.

All SBC groups will endeavour to have sufficient trained first aiders on their regular team so that where possible, there is always a first aider present at events and activities.

There is an incident reporting form in the First Aid kits, which must be completed in the event of any accidents, injuries or incidents. The office team 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 Office Team. The nearest Defibrillator is situated on the wall of the Selsdon Village Club on Addington Road next to the church.

10.4 Supervision of groups

The person responsible for a group/activity must sign in at the start and end of that activity so that it is apparent who the “responsible person” for that activity is – even if you are already in the building or are staying on afterwards. You also need to make sure that you keep a register so that you know who is on the premises.

10.5 Food Hygiene

The Food Hygiene (England) Regulations 2013, state that anyone who handles food or whose actions could affect its safety must comply with the regulations. It therefore follows, 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.).

10.6 Risk assessment

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

10.7 Insurance

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

10.8 Transporting

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

- Only those who have gone through the Church Safer Recruitment Procedures for workers will transport children, young people and adults at risk (within DBS eligibility criteria)
- All drivers will have read the church’s Safeguarding Policy and Procedures and agree to abide by it
- Drivers will be 21 or over and have held a full driving licence for at least two years

Drivers must ensure that they have adequate insurance cover, and that the vehicle is roadworthy

- All hired minibuses used to transport children, young people and adults at risk will have a small bus permit, the necessary insurance, and a driver with a valid driving licence that entitles them to drive a minibus
- Drivers acting on behalf of the church are not permitted to ask for or accept payment or excessive gifts for transporting

Our practice specifically for transporting children and young people is as follows:

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

10.9 Outings and overnight events involving children and young people

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

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

Sleeping arrangements

Sleeping arrangements for overnight events will be carefully considered. It is not acceptable for workers to share sleeping accommodation with children/young people. Instead, workers should be situated in close proximity and ensure that the children/young people know where to go if they need help. There should be at least two workers on duty until all the children/young people are asleep.

Where a young person is questioning their gender identity or considering progressing or has completed gender reassignment, we will consult with them and their parents about arrangements for residential trips and sleepovers. If needed the DPS will seek advice from the Regional Safeguarding Lead.

Adventurous Activities

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

Fire safety

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

- Everyone will be warned of the danger of fire. If the overnight event is in a building, then everyone must be made aware of the fire exits. A fire drill will be practised on the first day
- When using a building as a residential facility, ensure that the fire alarm is audible throughout the accommodation and that all signs and exits are clearly visible. The building will also 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/young person who is hard of hearing)

Safety

It is the responsibility of the workers to always know the whereabouts of every child/young person participating in an overnight event and this may include monitoring access on and off the site. General safety rules will be applied as appropriate (e.g., no running round tents due to the risk of injury from tripping over guy lines).

Swimming trips

Recognising that children are likely to be dispersed around the swimming area with additional requirements for oversight as they get changed or visit toilets, there will be an increased adult to child ratio for swimming trips. Prior to the trip, the workers will establish the swimming ability of a child/young person attending and obtain specific consent. Workers should never change in front of the children/young people.

Named Person for safeguarding on a trip

There will be a named person for safeguarding on all outings and residential trips. This person will not necessarily be the Church DPS but they will be someone trained to Level 3 Excellence in Safeguarding. A discussion with the DPS will be held to identify who this person is and agree how information will be communicated to the DPS if a concern is raised during the event.

10.10 Outings and overnight events involving adults at risk

As with outings and events with children/young people, 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:

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

Sleeping arrangements

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

Personal care

It is not appropriate for church workers to perform personal care for adults at risk unless this is their usual task (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).

Activities

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

Safety

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

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

Consent and medical information

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

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

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.

Named Person for safeguarding on the trip

As with trips arranged for children/young people, there will be a named person for safeguarding all outings and residential trips involving adults at risk. This person will not necessarily be the Church DPS, but they will be someone trained to Level 3 Excellence in Safeguarding. A discussion with the DPS will be held to identify who this person is and agree how information will be communicated to the DPS if a concern is raised during the event.

10.11 Hiring of church premises

- The responsible adult for an activity held at Selsdon Baptist Church must sign the Selsdon Baptist Church hiring agreement, which is based on BUGB Guidance Leaflet PC10 Hiring of Church Premises
- It is reasonable to ask other organisations hiring the church premises for a copy of their Safeguarding Policy and Procedures
- The church is not responsible for ensuring that another organisation adheres to its policy and procedure, but if it comes to the attention of the church that children/young people/adults at risk could be being put at risk by the way they operate, consideration should be given to terminating the hire agreement
- Hire for a party would not need a Safeguarding Policy but due care should be taken

11 Safer Community

Where an organisation's sole focus is to work with children, young people or adults at risk, it is possible to define very firm boundaries as to who is acceptable to be with the children, young people or adults at risk, and who is not. However, the church community is not like this where children and young people mix with all age groups as they find their own places in the church community.

Particular areas to be considered are:

- before, during and after church services
- social events that are open to the whole church family
- rehearsals for productions that might include children, young people and adults

In all these situations children or young people could be in a vulnerable position and at risk of abuse. It needs to be made clear, wherever possible, when the church workers are responsible for the children and when the parents are responsible.

Whether in the care of their parents or not, the church still has the responsibility for Health and Safety issues, and if they are aware of hazards, has a duty to remove or minimise the risks posed by the hazards.

When holding events at the church which are open to the public, the church office telephone number will be given as point of contact. Volunteers are advised to enter/dial 141 when using their personal mobiles or telephones for church business.

11.1 Before and after church services

It is not good practice to allow under-8-year-olds to leave their group or class unaccompanied. Once the children have been collected, responsibility for them reverts from the group leaders back to the parents.

If children under 8 years of age are coming unaccompanied to church, they should be under the care of an appropriate person from the time they arrive until they leave.

Family or all age services.

- Parents/carers should be aware that they retain responsibility for their children throughout the service
- Where children and young people are attending a family service because it is a parade service of a uniformed organisation, parents have the right to expect that the organisation's leaders will take responsibility for their children
- It is not wise for under-8s to be in church without the supervision of an adult

The multi-generational production

- Named people will be responsible for the care and welfare of children and young people during rehearsals and production
- The named people will be appointed under SBC's Safeguarding Policy and will be fully conversant with the policy and procedures
- At least two named people will be present at rehearsals and during production. They will be responsible for the welfare of children and young people and in particular ensure that all interaction between adults and children is appropriate

12 Bullying

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

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

Some examples of bullying that could arise in the church context can take many forms including:

- Being verbally or physically abusive towards another person

- isolating them or deliberately ignoring someone or excluding people from groups activities.
- spreading rumours or malicious untruths about another person in the church
- use of email, phone or social media to publicly challenge or undermine someone
- name-calling and personal insults
- making false accusations
- sending abusive messages or degrading images via phone, email or social media

Bullying will always cause a great deal of pain and harm for those on the receiving end. Many children, young people and adults 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 someone is being bullied are as follows:

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

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

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

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

Online safety

Bullying online and on social media is as serious as physical, in person bullying. In contrast to in person bullying there is often no escape from bullying online in a world where people, especially young people, are accessing their online world from wherever they are: there is no "safe space" and the emotional impact of online bullying can be significant as a result. With this in mind the same procedures apply to disclosures of online bullying as in person incidents.

13 Working with Alleged or known Offenders

When it is known that a person who has been convicted of sexually abusing children or young people or adults is attending SBC, 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 of abuse but has never been convicted.

In determining the details of the contract.

- The DPS will inform and take advice from Regional Safeguarding Lead
- A risk assessment will be undertaken with the help of the Regional Safeguarding Lead to determine the contents of the Safeguarding Contract using the BUGB safeguarding risk assessment tool
- 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 members of the Safeguarding Team will always be informed
- The DPS should determine whether the person is subject to supervision or is on the Sex Offenders' Register. If so the DPS should contact the offender's Specialist Probation Officer (SPO) for any further information that they should be aware of

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

13.1 Alleged or known offenders who are themselves adults at risk

A risk assessment and 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. The church will work with the Regional Safeguarding Lead throughout this process.

14 APPENDICES

14.1 Guidance on reporting requirements

14.1.1 The worker

The duty of the person who receives information or who has a concern about the welfare of a child, young person or adult at risk is to **RECOGNISE** the concerns, make a **RECORD** in writing and **RESPOND** by passing on their concerns to the DPS. 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 immediately.

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, the DPS should be informed as soon as possible afterwards.

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

The record should:

- be handwritten as soon as possible after the event
- be legible and state facts accurately (if handwritten notes are typed up later, the original handwritten notes should be retained)
- include child, young person or adult at risk's contact details including name, address, telephone/mobile number and 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, young person or adult at risk has said, using their own words where possible
- include what was said by the person to whom the concerns were reported
- include any action taken as a result of the concerns
- be signed and dated
- be kept secure and confidential and made available only to the church Safeguarding Team (including the church minister), representatives of any statutory authorities involved and the Regional Safeguarding Lead

If concerns arise, the worker who has the concern in the first instance, may 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 would 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.

14.1.2 The Designated Person for Safeguarding (DPS)

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

The duty to REVIEW

In reviewing the report that is received, the DPS:

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

The duty to REPORT

The 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, young person or adult at risk is being harmed, asking for appropriate continued observation
- refer the concern to others who work with the child, young person 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 and young people, 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.

In this instance, if a formal referral is made to the police, Social Services or LADO, the DPS should report the referral to:

- The Safeguarding Team
- The Regional Safeguarding Lead.

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 London Baptist Association Safeguarding Contact.*

In this instance, if a formal referral is made to the police or Adult Social Services, the DPS should report the referral to:

- The Safeguarding Team

- The Regional Safeguarding Lead.

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.

14.2 The next steps

The responsibilities to **REPORT** and **SUPPORT**, are shared by the church Safeguarding Team

The duty to REPORT

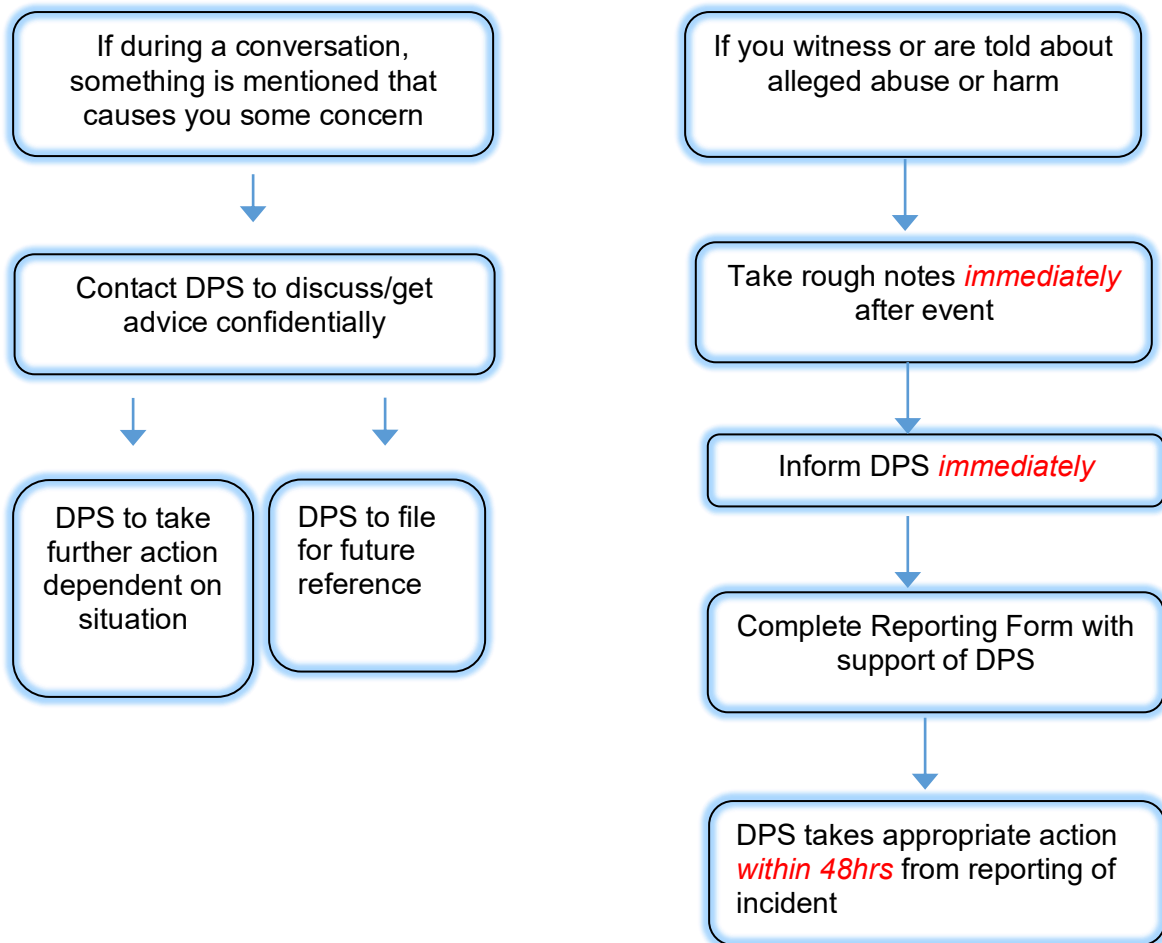
If a church worker has been accused of causing harm to children, young people or adults at risk this would be classed as a serious incident that should be reported to the Charity Commission by those churches that are registered with the Charity Commission.

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).

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, young people, adults at risk, other family members, church workers, church Safeguarding Team, Minister, Leadership Team.

14.3 Report a concern and reporting alleged abuse or harm



14.4 Reporting Form

To be used when witnessing an incident or when someone wants to talk about harm or abuse. Always use a black pen (never pencil) and do not use correction fluid or any other eraser.

PERSON REPORTING THE INCIDENT OR CONCERN:
Name: _____
Address: _____
Phone number: _____
Email: _____
Role in Church: _____

DETAILS OF CHILD / ADULT AT RISK YOU ARE CONCERNED ABOUT:
Name: _____
Date of Birth / Approximate Age: _____
Address: _____
Phone number: _____
Email: _____
Do they know that you are sharing concerns about them? If not, please explain why: _____

IF UNDER 18 PLEASE INCLUDE DETAILS OF THE PARENT OR CARER:
Name: _____
Address: _____
Phone number: _____
Email: _____
Relationship to the child/ young person: _____
Do they know that you have concerns that you are sharing? If not, please explain why: _____

DETAILS OF ALLEGED PERPETRATOR (IF RELEVANT)
Name: _____
Address: _____
Phone Number: _____
Email: _____
Are they an adult or a child (under 18): _____
Relationship to the child/adult at risk: _____
Does the child / adult at risk live with the alleged perpetrator? _____

DETAILS OF INCIDENT OR CONCERN:

- Remember to include the 4 W's – Who, What, Where, When.
- Be clear whether this is something you have been told about or something that you have observed directly.
- Include names of anyone else who witnessed the incident or is aware of the concern.
- Refer to the church safeguarding policy if you are unsure what to include.

Please continue on a separate sheet if necessary

HAVE YOU CONTACTED ANYONE ELSE (SOCIAL SERVICES, POLICE, LADO, REGIONAL SAFEGUARDING LEAD, MINISTER)?

Please give details of who and when below:

Organisation: _____

Name of contact: _____

Date of contact: _____

This Incident Form should be passed to the Designated Person for Safeguarding (DPS) within 24 hours of any incident or concern arising. Do not delay reporting your concerns to the DPS because you do not have all the information requested in this form. Where there is an immediate risk of harm, please call the DPS straight away and use this form to follow up on that call. Remember if they are not available call the police or social services, do not wait for the DPS to be available.

Remember: Treat this information confidentially. Do not discuss the contents of this form with anyone other than the DPS, not even for prayer purposes.

Signed

Date

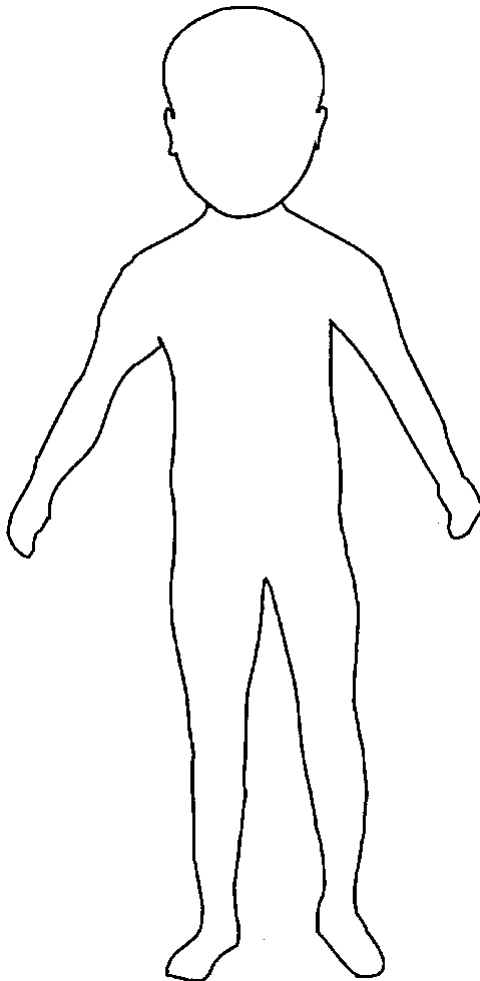
14.5 Body Map

Name of Individual of concern

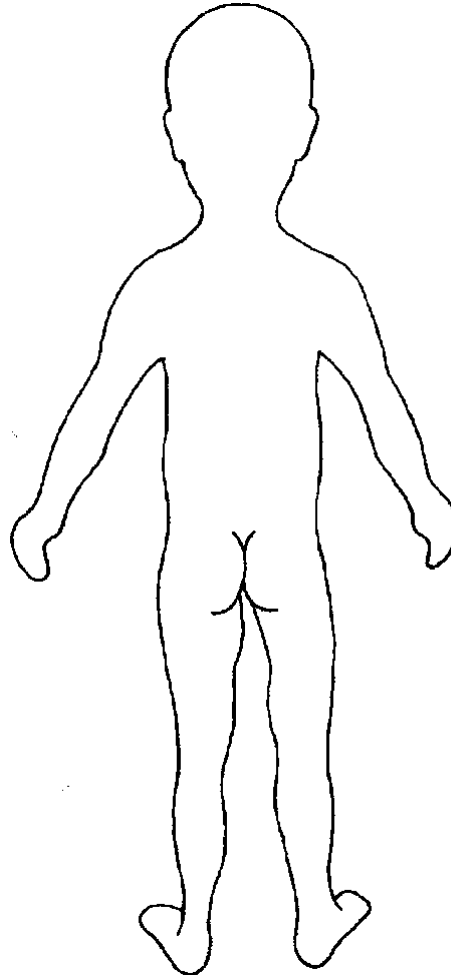
Name of person completing this form

These diagrams are designed for recording 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 is not your job to investigate or to decide if an injury or mark is non-accidental. Listen, observe and pass it on.



Front



Back

Signature

Date and Time

14.6 Body Map guidance

Body Maps should be used to document and illustrate visible signs of harm and physical injuries.

Always use a black pen (never a pencil) and do not use correction fluid or any other eraser.

Do not remove any clothing.

Do not take photographic evidence.

When you notice an injury, try to record the following information in respect of each mark identified e.g., red areas, swelling, bruising, cuts, lacerations and wounds, scalds and burns.

- Exact site of injury on the body, e.g., upper outer arm/left cheek.
- Size of injury – in appropriate centimetres or inches.
- Approximate shape of injury, e.g., round/square or straight line.
- Colour of injury – if more than one colour, say so.
- Is the skin broken?
- Is there any swelling at the site of the injury, or elsewhere?
- Is there a scab/any blistering/any bleeding?
- Is the injury clean or is there grit/fluff etc.?
- Is mobility restricted as a result of the injury?
- Does the site of the injury feel hot?
- Does the child/young person/adult at risk feel hot?
- Does the child/young person/adult at risk feel pain?
- Has the child's/young person's/adult at risk's body shape changed/are they holding themselves differently?

Importantly, the date and time of the recording must be stated as well as the name and designation of the person making the record. Add any further comments as required.

Ensure First Aid is provided where required and record this.

14.7 Abuse

Abuse and neglect are forms of maltreatment of a child/young person/adult at risk. Somebody may abuse or neglect a child/young person/adult at risk by inflicting harm, or by failing to act to prevent harm. Children/Young People/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.

Types of abuse

Child-on-child abuse

This is when a child abuses another child of any age or stage of development

Cuckooing

Cuckooing is a term used to describe occasion where the homes of adults at risk are taken over and used to distribute drugs or as a base for gang and criminal activities. The tenant may believe that the people who are in their home are their friends

Cyber abuse/Online abuse

The use of information technology (email, mobile phones, websites, social media, instant messaging, chat rooms, etc.), to repeatedly harm or harass other people in a deliberate manner. The online Safety Bill 2021 introduces new rules for internet search engines and firms who host user-generated content, i.e., those which allow users to post their own content online or interact with each other. Those platforms which fail to comply with the rules could face penalties of up to 10% of their revenue, and in the most serious cases some may be barred from operating.

Discrimination

The inappropriate treatment of a person, because of their age, gender, race, religion, cultural background, sexuality or disability.

Domestic abuse

Any threatening behaviour, violence or abuse between persons aged 16 or above 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, coercive and controlling behaviour where an abuser seeks to exert power over their family member or partner. The Domestic Abuse Act 2021 identifies children who see, hear or experience the effects of domestic abuse as victims in their own right.

Emotional

Adults: 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.

Children: 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.

Female Genital Mutilation (FGM)

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.

Financial abuse

The inappropriate use, misappropriation, embezzlement or theft of money, property or possessions.

Harassment

Harassment is the term used for bullying and other unwanted conduct relating to one or more of the protected characteristics set out in the Equality Act 2010. These are: age, race, disability, sex, gender reassignment, religion or belief, sexual orientation, marriage and civil partnership, and pregnancy and maternity. This can take place in almost any context or settings, sometimes to individuals or to a whole group. The conduct may be similar to bullying but the reasons behind may be different. But one common theme is that the words or actions are not welcome by the person on the receiving end.

In order to help prevent harassment, the procedures for bullying will be adopted within the church.

Historic abuse

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

Honour /forced marriage

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.

Human trafficking

Human trafficking is when people are bought and sold for financial gain and/or abuse. Men, women and children can be trafficked, both within their own countries and over international borders. The traffickers will trick, coerce, lure or force these vulnerable individuals into sexual exploitation, forced labour, street crime, domestic servitude or even the sale of organs and human sacrifice.

Institutional abuse

The mistreatment 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.

Mate crime

'Mate crime' is when people (particularly those with learning disabilities) are befriended by members of the community, who go on to exploit and take advantage of them.

Modern slavery

It is the practice of treating people as property; it includes bonded labour, child labour, sex slavery and trafficking. In the UK we see examples of this through County Lines, Child Sexual Exploitation and forced labour.

Neglect and Acts of Omission

Adults: A person's well-being 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.

Children: Where adults fail to care for children and protect them from danger, seriously impairing health and development.

Peer-on-Peer:

This is where sexual abuse takes place between children of a similar age or stage of development.

Physical abuse

Adults: To inflict pain, physical injury or suffering to an adult at risk.

Children: Actual or likely physical injury to a child, or failure to prevent physical injury to a child.

Radicalisation

The radicalisation of individuals is the process by which people come to support any form of extremism and, in some cases, join terrorist groups. Some individuals are more vulnerable to the risk of being groomed into terrorism than others.

Self-harm

This 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.

Sextortion

This is when an online predator tricks someone into giving them nude images or videos, and then demands money, more images or makes other demands, threatening to share the images with the victim's friends or family if they do not comply.

Sexual abuse

Adults: 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.

Children: 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.

Spiritual abuse

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, such as a minister. The person experiences spiritual abuse as a deeply emotional personal attack.

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.

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.

14.8 Support and expectations for leaders and volunteers at Selsdon Baptist Church

At SBC, we want to be a community where each person is able to flourish, becoming mature as a follower of Jesus and growing their gifts, serving alongside others who will help us grow and offer the support and accountability each of us need as we seek to 'Work willingly at whatever you do, as though you were working for the Lord rather than for people' (Colossians 3:23).

This document provides a summary of the support we will aim to provide to each of our leaders and volunteers, and also the expectations we have of each other as we serve in church. It is not intended to be overly prescriptive, nor should it be read as a contract – instead it represents a statement of intentions that all of us will give of our best in our roles within church, as well as the high standards of behaviour that we should aspire to and expect from one another.

Expectations of group leaders in SBC

Before taking on any new role in SBC, the leader of your team will talk to you about why you want to take on this role, the experience and strengths you can bring to it and any concerns you might have about aspects of the role which are beyond your comfort zone or skills set.

This conversation will be less formal than an interview for paid employment, but it will be structured with the aim of making sure this is the right place for you to serve and grow and that your gifts and personality are right for the team you will be joining.

Any role, involving work with a child, young person or adult at risk, will need a criminal records check with the Disclosure and Barring Service. We will also take up two references before you can work in any such role. This measure has been put in place because we want to reinforce the value that the church places on work with children, young people and adults at risk, and the seriousness with which the church takes the appointment of workers.

You can expect that the leaders of the activities to which you are committing your voluntary time will make the following issues clear to you:

- Who you will work with and how you will be expected to relate to others in your team.
- Exactly what you will be expected to do.
- The amount of freedom you will be given to make decisions.
- The time frame of your expected involvement and the amount of time you will be involved.
- Where you will work and whom you will be answerable to.
- What resources you will have available and who will agree to any costs you will incur.
- What support you will be given and by whom.
- Information about how to handle any problems that may arise.

Your group leaders will also be available to respond to your questions in the following ways.

- They will talk through with you how your involvement is going and give you specific opportunities when you can do this.
- They will encourage you in your work and discuss the successes you are having.
- They will be clear about your role and share with you what the activities are trying to achieve so that you can be effective.
- They will encourage you if you want training and seek opportunities for this to take place.
- They will encourage you in seeking other opportunities to minister in church particularly if that builds on what you do at present.
- When your work with the group needs to come to an end, because the situation changes for yourself or in the group you will be able to give up the role gracefully in agreement with your leaders.
- They will arrange for your replacement.

Group leaders will be responsible in the first instance to the deacon or Ministry Team member responsible for their area of church work, the Diaconate (Managing Trustees) and ultimately to the church membership through the church meeting.

The Ministry Team Leader will provide regular updates to the Diaconate of all appointments made to voluntary groups meeting in the name of the church.

Best Practice in Ministry Teams

An important value in all that we do in SBC is our commitment to excellence. We seek to maintain the highest standards of practice and integrity in all we do, understanding that all of our work is, ultimately, undertaken for God.

For those who are leading and volunteering in groups within the church, this commitment is worked out in a number of ways:

We recognise that in everything we do we are **ambassadors for Christ and His church**.

Therefore, **personal conduct** matters.

- A priority for all of us should be our own discipleship and walk with God, in whose strength we serve.
- We must set an example to others in terms of integrity and trust in relationships. Offensive language is never acceptable. When providing feedback to others we will always do so thoughtfully and graciously.
- We show sensitivity to the situations we are working in, especially when relating to children, young people or adults at risk.
- We show respect to those we are working with, recognising our role as servants. We understand that all who we work with need to be free to make their own decisions.
- We seek to ensure our commitments are sustainable, and allow for an appropriate balance between home life, work commitments, church and recreation.

We ensure we conduct ourselves in a **professional** manner in all we do.

- All planned commitments are fulfilled, as agreed in rotas and schedules.
- Appointments and meeting times are kept to punctually.
- We will always work in compliance with the requirements of civil law, on issues such as Health and Safety, Charity legislation, and the protection of children, young people and adults at risk.
- We will seek to complete all tasks undertaken to the best of our ability. But we also recognise there are limits to our competence, and in such instances, we will ask for help from our group leaders

We will be committed to **effective teamwork** in all we do.

- We will ensure all information we have is shared with each person to whom it is relevant.
- We strive in all we do to foster honesty in teams, encouraging one another, bearing burdens, and challenging each other when needed in a spirit of gentleness.

14.9 Safeguarding Declaration Form

Selsdon Baptist Church

SAFEGUARDING POLICY AND PROCEDURES

DECLARATION

I confirm that I received a full copy of the Safeguarding Policy and Procedures on(date)

I declare that I have read and understood the Safeguarding Policy and Procedures adopted by Selsdon Baptist Church, and that I will at all times work with that policy and those procedures.

I also declare that I will undertake any training necessary to ensure that I am fully up to date with the requirements of the Safeguarding Policy and Procedures.

Print Name:.....

Signed:.....

Date:.....


14.10 Useful resources and contacts

Children

Homestart

Voluntary organisation committed to promoting the welfare of families with at least one child under five years of age


<https://croydon-homestart.co.uk/>

 020 8667 0207

 contact@croydon-homestart.co.uk

Churches Child Protection Advisory Service (CCPAS) Thirty-One Eight

<https://thirtyoneeight.org/>


 03 03 003 11 11

 info@thirtyoneeight.org


NSPCC

<https://www.nspcc.org.uk/>

NSPCC: help for adults concerned about a child

 0808 800 5000

NSPCC – help for children and young people

 Childline 0800 111

Adults

Age UK

National organisation offering advice and information on all aspects of elderly life
<https://www.ageuk.org.uk/information-advice/care/>

 Age UK Croydon: 020 8686 0066

Independent Age

Provides advice and support for older people, their families and carers.


<http://www.independentage.org/>

 0800 319 6789

Carers Rights UK

Gives information, advice and support to empower people using care services, and their relatives and friends


<https://www.carerightsuk.org/>

 020 7359 8136

Abuse

Action on Elder Abuse

<http://www.thenationalcareline.org/AccessingHelp/ActionOnElderAbuse>

 Helpline: 0800 0699 784


Bromley and Croydon Women's Aid

Information and Support on Domestic Abuse

<https://www.bcwa.org.uk/>

 : [020 8313 9303](tel:02083139303) Monday to Friday 9am – 4:30pm


 info@bcwa.org.uk

 24-hour [National Domestic Abuse Helpline](tel:08082000247) on 0808 2000 247.

Family Justice Centre

Provides support and a safety plan if women do not feel safe at home.

<https://www.croydon.gov.uk/community/dabuse/fjc>


 020 8688 0100

 fjc@croydon.gov.uk

Respond

Support and help for victims of abuse who have learning difficulties and their families

www.respond.org.uk


 020 7383 0700

 admin@respond.org.uk

Survivors UK

Support for survivors of male rape or sexual abuse

www.survivorsuk.org

 020 3598 3898

 info@survivorsuk.org

The Cybersmile Foundation

A non-profit organisation trying to combat cyber abuse.

www.cybersmile.org


 help@cybersmile.org

 info@cybersmile.org

Bullying

BullyingUK


<https://www.bullying.co.uk/>

 0808 800 2222

 askus@familylives.org.uk

National Bullying Helpline

<https://www.nationalbullyinghelpline.co.uk/>

 0300 323 0169 or 0845 22 55 787

Open 9am to 5pm Monday to Friday


 help@nationalbullyinghelpline.co.uk

Disabilities

Royal National Institute for the Blind (RNIB)

Focuses on the needs of the blind and partially sighted people. Offers help and advice, aids and equipment

www.rnib.org.uk

 0303 123 999

Royal National Institute for the Deaf (previously known as Action on Hearing Loss)

<https://rnid.org.uk/>


 0808 80 80 123

 information@rnid.org.uk

Livability

(previously the Shaftsbury Society. Christian charity working with disabled and disadvantaged people to help achieve social inclusion, empowerment and justice

www.livability.org.uk


 020 745 2000

 info@livability.org.uk

Scope

Provides support, information and advice to people with disabilities and their families

<http://www.scope.org.uk/>


 080 8800 3333

 helpline@scope.org.uk

Through the roof

Christian body to equip and train churches to make the church and its life fully inclusive of people with disabilities

<http://www.throughtheroof.org/>


 01372 749955

 info@throughtheroof.org

Torch Trust

Christian resources and activities for blind and partially sighted people

www.torchtrust.org


 01858 438260


 info@torchtrust.org

Mental Health

Alzheimer's

<https://www.alzheimers.org.uk/>


 Call the customer care team on [0330 333 0804](tel:03303330804).
8am to 10pm every day (except Christmas Day).

 Dementia Connect support line on [0333 150 3456](tel:03331503456).

Mencap

Works in partnership with people with a learning disability, offering support, advice and advocacy services


<http://www.mencap.org.uk/>

 0808 808 1111

Mind


Mental Health charity offering advice and support for people in mental distress, and their families

www.mind.org.uk

 0300123 3393

Mind in Croydon

<https://www.mindincroydon.org.uk/>

 020 8668 2210


 admin@mindincroydon.org.uk

Other

Contact

A Neighbourhood care organisation that provides practical help, advice, support and information to the local community.

<https://www.selsdoncontact.org.uk/>

 0208651 4944

 info@selsdoncontact.org.uk

Croydon Carers information Service

 020 8649 9339

Croydon Voluntary Action

Organisation providing leadership and support to groups, residents and communities in Croydon

<https://cvalive.org.uk/>


 020 8253 7060

 cva@cvalive.org.uk

Disclosure and Barring Service (DBS)

Criminal Record checks on employees and volunteers working with children, young people and adults at risk.

www.gov.uk/government/organisations/disclosure-and-barring-service


 0870 90 90 811

 customerservices@db.s.gsi.gov.uk

Due Diligence Checking

Supports Selsdon Baptist Church by providing criminal records services

<http://www.ddc.uk.net>

 0845 644 3298

CEOP Education

Resources, training and latest information and new technologies to help protect children and young people from online sexual abuse

<https://www.ceopeducation.co.uk>

Gender Identity

The Children's society work with young people to support them through their most serious life challenges.


<https://www.childrenssociety.org.uk>

Trading Standards

May be able to help if someone has experienced a situation where they feel they have been charged excessive amounts of money for services provided or pressurised into buying something they did not want by unscrupulous traders.

www.tradingstandards.gov.uk


<https://www.croydon.gov.uk/advice/tstandards>

 08454040506

Victim support

Independent charity for victims and witnesses of crime in England and Wales

www.victimsupport.org.uk

 08081689111

Baptist Union Resources and Bibliography

DBS Checks

https://www.baptist.org.uk/Groups/330134/DBS_checks.aspx

BUGB Guide to DBS Checks November 2025

<https://www.baptist.org.uk/Publisher/File.aspx?ID=161153&view=browser>

Policy and Procedures

https://www.baptist.org.uk/Groups/330130/Policies_and_procedures.aspx

Record keeping and Storage

https://www.baptist.org.uk/Groups/330136/Record_keeping_and.aspx

BUGB Guide to Record keeping and storage October 2024

<https://www.baptist.org.uk/Publisher/File.aspx?ID=209333&view=browser>

Reporting Safeguarding Concerns

https://www.baptist.org.uk/Groups/330131/Reporting_a_concern.aspx

Resources and additional information

https://www.baptist.org.uk/Groups/330135/Resources_and_additional.aspx

Safeguarding Audit Tool Updated September 2025

https://www.baptist.org.uk/Articles/545149/Safeguarding_Audit_Tool.aspx

Safeguarding privacy Notice

https://www.baptist.org.uk/Groups/307667/Safeguarding_Privacy_Notice.aspx

Safeguarding Training

https://www.baptist.org.uk/Groups/330138/Safeguarding_training.aspx

Supporting those who have experienced abuse

https://www.baptist.org.uk/Groups/330137/Supporting_those_who.aspx

BUGB Guide to Understanding Domestic Abuse November 2024

<https://www.baptist.org.uk/Publisher/File.aspx?ID=174266&view=browser>

Recording and Livestreaming Services and Events: Safeguarding Guidance

https://www.baptist.org.uk/Articles/636833/Recording_and_Live.aspx

The Children and Families Act 2014

<https://www.virtual-college.co.uk/resources/2014/02/summary-children-families-act-2014>

The Care Act 2014

<https://www.gov.uk/government/publications/care-act-statutory-guidance/care-and-support-statutory-guidance-general-responsibilities-and-universal-services>

BUGB Guide to Preventing Bullying and Harassment December 2024

<https://www.baptist.org.uk/Publisher/File.aspx?ID=366904&view=browser>

BUGB Safeguarding in church life – the role of the safeguarding trustee December 2024

<https://www.baptist.org.uk/Publisher/File.aspx?ID=366900&view=browser>

Cyber Safety December 2015

<https://www.baptist.org.uk/Publisher/File.aspx?ID=163516&view=browser>

BUGB Guide to Safer Recruitment July 2023

<https://www.baptist.org.uk/Publisher/File.aspx?ID=335577&view=browser>

BUGB Guide to Mental Health and Safeguarding February 2025

https://www.baptist.org.uk/Articles/709650/BUGB_Guide_to.aspx

BUGB Guide The Role of the Designated Person for Safeguarding October 2024

<https://www.baptist.org.uk/Publisher/File.aspx?ID=196475&view=browser>

BUGB Guide to Understanding Self Harm October 2024

<https://www.baptist.org.uk/Publisher/File.aspx?ID=164105&view=browser>

BUGB Guide to using social media to engage and communicate with young people within the church October 2024

<https://www.baptist.org.uk/Publisher/File.aspx?ID=246738&view=browser>

BUGB guidance for children and youth workers and volunteers on being alone with young people February 2021

<https://www.baptist.org.uk/Publisher/File.aspx?ID=279603>

Safeguarding in church life – the role of the Safeguarding Trustee December 2024

<https://www.baptist.org.uk/Publisher/File.aspx?ID=366900&view=browser>

Safeguarding Young People: guidance on the use of private dwellings in church youth work

<https://www.baptist.org.uk/Publisher/File.aspx?ID=388095&view=browser>

BUGB Pastoral Boundaries

https://www.baptist.org.uk/Groups/459257/Pastoral_Boundaries.aspx