
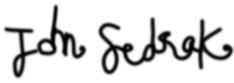




# Safeguarding Children and Vulnerable Adults Policy & Procedures

- Version: June 2023 -

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## SECTION 1 – SAFEGUARDING POLICY STATEMENT

### Trustee’s safeguarding statement

North Evington Free Church, Baptist (NEFC) is a community of believers in Jesus who seek to be united around His teachings and to show His love and kindness to the community around the church. The deacons of the church operate as its trustees and hold overall responsibility of endorsing, communicating and updating the safeguarding policy and procedures in the wider church, including all activities running as part of the church and all group operating under the name of the church.

This safeguarding policy and procedures document will be reviewed annually by the trustees, the designated person for safeguarding and the deputy designated person for safeguarding and any edits approved and communicated to the church, including updating the documents available to the church.

### Our vision

In fulfilling our vision at NEFC, we:

- Seek to welcome people from all backgrounds equally and prevent discrimination based on age, sexuality, religion, culture or language
- Welcome children and vulnerable adults into the life of our community
- Run activities for children and vulnerable adults
- Make our premises available to organisations working with children and vulnerable adults

### Our safeguarding responsibilities

NEFC recognises its responsibilities in safeguarding all children, young people and vulnerable adults, regardless of gender, ethnicity or ability. We commit ourselves to the nurturing, protection and safekeeping of all associated with the church. In pursuit of this, we commit ourselves to this policy and to the development of sound procedures to ensure we implement our policy well. This includes:

- **Prevention and reporting of abuse**
- **A safer community**
- **Safer recruitment, support and supervision of workers**
- **Respecting children and vulnerable adults**

### Safeguarding contact points within NEFC

#### **Rebekah Edwards, Designated Person for Safeguarding (DPS)**

Advise NEFC on any matters related to the safeguarding of children and vulnerable adults, be a point of contact for any safeguarding concerns, and take the appropriate action when abuse is disclosed, discovered or suspected.

Phone number: 07949 210289 Email address: bek\_edwards@hotmail.com

#### **John Sedrak, Deputy Designated Person for Safeguarding (DDPS)**

Assist the Designated Person for Safeguarding (DPS) in helping NEFC on any matters related to the safeguarding of children and vulnerable adults.

Phone number: 07404 074643 Email address: habeeb2682010@yahoo.com

#### **Stephen Bawden, Safeguarding Trustee**

Oversee and monitor the implementation of the policy and procedures on behalf of then NEFC trustees

## Definition of children and vulnerable adults

Throughout this policy and procedures document, a 'child' refers to any person under the age of 18, whether they are considered as a helper or attendee of an activity. As there is no standard definition for vulnerable adult, this safeguarding policy adopts the simple definition taken from Thirtyone:eight (previously CCPAS, Church Child Protection Advisory Service). A 'vulnerable adult' refers to any person over the age of 18 who due to disability, mental function, age, illness or traumatic circumstances may not be able to take action to protect themselves against the risk of significant harm, abuse, risk of bullying, harassment, mistreatment or exploitation.

## Putting our policy into practice

- A copy of the safeguarding policy statement will be displayed permanently on the NEFC noticeboard and is available on the NEFC website.
- Workers with children and/or vulnerable adults will be directed to the full copy of the safeguarding policy and procedures (available online or provided as a hard copy where necessary).
- A full copy of the policy and procedures will be made available on request to any member of, or other person associated with NEFC.
- The policy and procedures will be monitored and reviewed annually, and any necessary revisions adopted into the policy and implemented through our procedures.
- The policy statement will be read annually at the NEFC Annual General Meeting, together with a report on the outcome of the annual safeguarding review.

## Responsibilities of main group leaders

Within NEFC there are a number of groups running that may or may not work with children, young people or vulnerable adults (e.g. youth groups, toddler groups). NEFC trustees will decide which groups are allowed to operate as part of the church and if the group is specifically focussed on working with children and/or vulnerable adults.

Each group will have assigned one main group leader who is accountable to the trustees and holds the overall responsibility of following good safeguarding practices in their group. This includes ensuring that helpers (also referred to as workers in this document) are recruited as outlined in section Appendix 3 and are following the safeguarding procedures outlined in section 2.1. The main group leader must read this full document, including appendices (appendices 3 – 6 are especially relevant to main group leaders and should be followed in detail). It is important that main group leaders are reporting back to the trustees regularly.

It is the responsibility of the group leader to:

- Act on behalf of NEFC in enacting the policies outlined in this document
- Recruit helpers according to the procedures in Appendix 3
- Follow the best practises outlined in Appendix 4
- Ensure a temporary volunteer form is filled out if workers have not completed approval (Appendix 5)
- Provide incident reporting forms as in Appendix 6
- Maintain the required paperwork and follow confidentiality and GDPR practices

## SECTION 2 – SAFEGUARDING PROCEDURES

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

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

Abuse and neglect are forms of maltreatment of a child or vulnerable adult. Somebody may abuse or neglect a child or adult by inflicting harm, or by failing to act to prevent harm. Children and vulnerable adults may be abused in a range of settings, by those known to them or, more rarely, by a stranger. There are many ways in which people suffer abuse and they can be vulnerable in ways unseen or unknown, e.g. due to previous life experiences or current mental health. As such, suspected abuse should be responded to whether a person is deemed vulnerable or not. (Appendix 1).

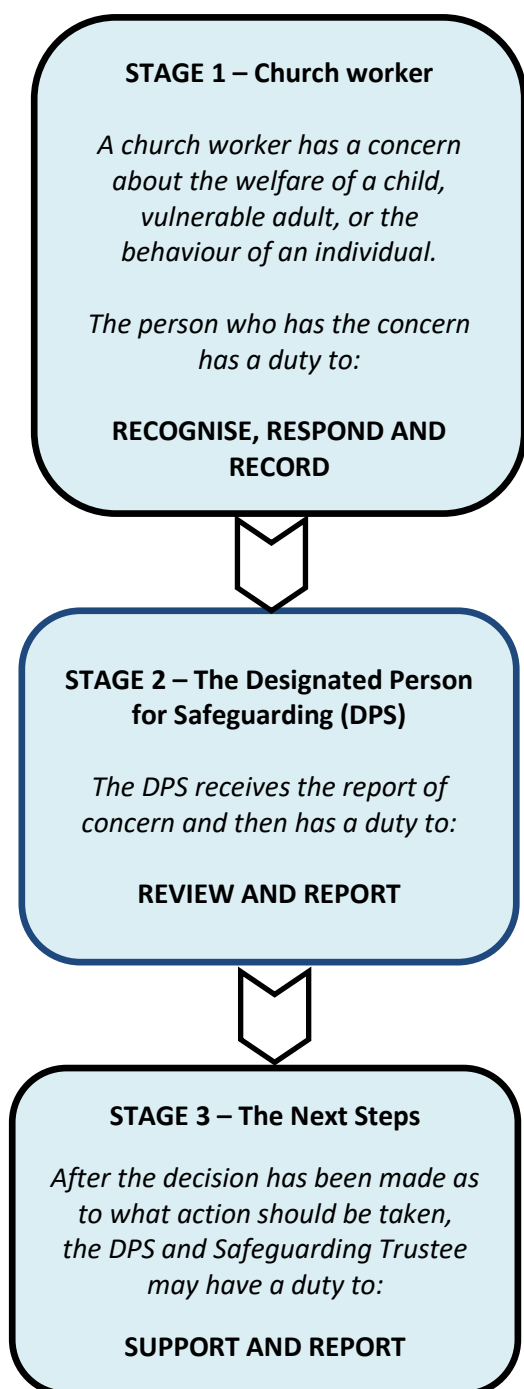
Everyone has his or her part to play in helping to safeguard children and vulnerable adults within the life of NEFC:

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

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

## 2.1.2 Responding to Concerns

When there are concerns that a child, young person or adult is being abused, the following process should be followed (More details in Appendix 2).



If a church worker may have a concern about physical, emotional, psychological or spiritual abuse, this may be discussed with the main group leader or directly with the DPS. This may include sexual abuse, bullying, racial abuse, name calling. If a case of female genital mutilation (FGM) is suspected or disclosed to a worker they are legally obliged to contact the police. Workers are encouraged to speak out against these and should not seek to 'protect' fellow workers. They will be supported in this process.

A written record will be made of the concern using an incident report form and the concern must be passed on to the church DPS within 24 hours.

The written record should: be made as soon as possible after the event; be legible; where possible include the name, date of birth and address of the child or vulnerable adult the nature of any concerns and description of any bruising or injuries that have been noticed; include an exact record of what the child or vulnerable adult has said, using their own words where possible; include any action taken; be signed and dated; be kept secure and confidential (available only to the DPS and others responsible for safeguarding). The report will be reviewed by the DPS with any other relevant information and a decision will be taken (often in liaison with others) as to what action should follow (appendix 2). Any formal referral to the police or Social Services should normally be made within 24 hours of receiving the report.

The Local Baptist Association Safeguarding Contact should be made aware of any referrals to the statutory authorities. Support should be offered to all parties affected by any safeguarding concerns (this could be the church as a whole, but more specifically victims; alleged perpetrators; children; vulnerable adults; other family members; church workers; the DPS; Minister; members of the leadership team.

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

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

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

### 2.1.3 Responding to Concerns Raised about Vulnerable adults

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

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

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

The Care Act 2014 provides helpful guidance on these situations:

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

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

### 2.1.4 Allegations Against Workers

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

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

- 1) When an allegation of abuse has been made do not approach the alleged perpetrator about it
- 2) Follow the usual safeguarding procedure: **Recognise, Respond, Record, Report**
- 3) Once the allegation has been reported to the DPS they can liaise with the relevant statutory authority
- 4) As a protective measure, the worker about whom concerns have been raised will normally be removed from their position pending urgent decision about referral to the police as directed by the DPS
- 5) Once the statutory authorities are involved, NEFC will follow their advice with regard to the next steps to take (for example, suspension of worker, putting a contract in place)
- 6) A written record of all discussions with statutory authorities or other parties should be maintained by the DPS and stored securely and confidentially, where only those directly involved in safeguarding (DPS, Safeguarding Trustee, Minister) can access them.
- 7) No information about the allegation will be shared with people in NEFC other than those directly involved in safeguarding; not even for prayer purposes.

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

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

### **When concerns are expressed about the NEFC DPS / Safeguarding Trustee**

Any safeguarding concerns involving the DPS or Safeguarding Trustee should be raised with the DDPS. Do not tell the DPS / Safeguarding Trustee that a concern has been raised about them. If there is a concern with all members of the safeguarding team the church should contact the Baptist Union of Great Britain's directly at [https://www.baptist.org.uk/Articles/590918/Safeguarding\\_EMBA.aspx](https://www.baptist.org.uk/Articles/590918/Safeguarding_EMBA.aspx)

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

Relationships between children and vulnerable adults and their church workers can be described as 'relationships of trust'. It is not acceptable for a church worker to form a romantic relationship with a child or vulnerable adult with whom they have a relationship of trust. While by no means restricted to young leaders, those who are in their early adult years will need to be particularly aware of the need not to abuse their position of trust in their relationships with other young people who are not much younger than themselves.

#### **2.1.6 Allegations Made Against Children and Vulnerable adults**

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

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

Allegations against vulnerable adults 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, vulnerable adults may be allowed to be assisted by an intermediary or give evidence through a live link.

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

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

#### **2.1.7 Pastoral Care**

##### **Following an allegation / suspicion**

When an allegation/suspicion arises in NEFC, a period of investigation will follow, which will be stressful for all involved. NEFC will ensure that one person is responsible for dealing with the authorities, another offers support

to the victim/s and their family, and another gives pastoral care to the alleged perpetrator, without compromising the alleged victims or their families. It may be necessary to appoint other people to support the families involved.

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

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

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

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

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

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

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

## **2.3 PRINCIPLES FOR SAFER BEHAVIOUR**

NEFC has a code of behaviour for all those working with children and/or adults at risk:

- Treat everyone with dignity and respect.
- Use age and ability appropriate language and tone of voice. Be aware of your body language
- Listen well to everyone. Be careful not to assume you know what a child or vulnerable adult is thinking
- Be aware of any physical contact you may have with a child or vulnerable adult and record it when necessary.
- Do not make sexually suggestive comments about or to a child or vulnerable adult, even in 'fun'.
- Do not scapegoat, belittle, ridicule or reject a child or vulnerable adult.
- Keep a record of any significant incidents or concerns on a Safeguarding Incident Form (see Appendix 4). Enter the names of all those present and anything of note which you observe, e.g. details of any fights broken up by the workers, allegations made, etc. All workers who witnessed the incident, overheard it or responded in any way should record the details and sign and date the form.

Specific considerations when working with children:

- Do not invade the privacy of children when they are using the toilet or showering
- The level of assistance with personal care must be appropriate and related to the age of the child, whilst also accepting that some children have special needs.
- Avoid sexually provocative games
- When disciplining children is required, avoid using physical punishment unless restraint is needed
- Only invite children and young people to your home or on trips in groups and always make sure that another worker is present.
- Notify the DPS of any children's trips which take place in the name of NEFC. Parental permission must always be sought.
- Do not give lifts to children or young people on your own. If this is absolutely necessary, do not



proceed until you have sought specific permission from the parent/ guardian of the child.

- No person under 18 years of age should be left in sole charge of any children of any age.

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

- Internal doors should be left open.
- At least two people should be present before external doors are opened for an event.
- Consider whether you could combine groups together or rearrange planned activities.

- 

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

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

If a child or vulnerable adult 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 and another team member knows

Consideration should be given to how many workers should be involved with the group (appendix 3). The only adults allowed to participate in children's and vulnerable adult activities are those safely appointed. The leader of the activity should be aware of any other adults who are in the building whilst the activity is running

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## APPENDIX 1 – DEFINITIONS OF ABUSE

### Understanding, Recognising and Responding to Abuse

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

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

Domestic Abuse	Domestic abuse is any threatening behaviour, violence or abuse between adults who are or have been in a relationship, or between family members. It can affect anybody regardless of their age, gender, sexuality or social status. Domestic abuse can be physical, sexual or psychological, and whatever form it takes, it is rarely a one-off incident. Usually there is a pattern of abusive and controlling behaviour where an abuser seeks to exert power over their family member or partner.
Cyber Abuse	The use of information technology (email, mobile phones, websites, social media, instant messaging, chatrooms, etc.) to repeatedly harm or harass other people in a deliberate manner.
Self-harm	Self-Harm is the intentional damage or injury to a person's own body. It is used as a way of coping with or expressing overwhelming emotional distress. An individual may also be neglecting themselves, which can result in harm to themselves.
Mate crime	'Mate crime' is when people (particularly those with learning disabilities) are befriended by members of the community, who go on to exploit and take advantage of them.
Modern Slavery	Modern slavery is the practice of treating people as property; it includes bonded labour, child labour, sex slavery and trafficking. It is illegal in every country of the world.
Human Trafficking	Human trafficking is when people are bought and sold for financial gain and/or abuse. Men, women and children can be trafficked, both within their own countries and over international borders. The traffickers will trick, coerce, lure or force these vulnerable individuals into sexual exploitation, forced labour, street crime, domestic servitude or even the sale of organs and human sacrifice.

Radicalisation	The radicalisation of individuals is the process by which people come to support any form of extremism and, in some cases, join terrorist groups. Some individuals are more vulnerable to the risk of being groomed into terrorism than others.
Honour / Forced Marriage	An honour marriage / forced marriage is when one or both of the spouses do not, or cannot, consent to the marriage. There may be physical, psychological, financial, sexual and emotional pressure exerted in order to make the marriage go ahead. The motivation may include the desire to control unwanted behaviour or sexuality.
Female Genital Mutilation	Female genital mutilation (FGM) comprises all procedures involving partial or total removal of the female external genitalia or other injury to the female genital organs for non-medical reasons as defined by the World Health Organisation (WHO). FGM is a cultural practice common around the world and is largely performed on girls aged between 10 and 18. Performing acts of FGM is illegal in the UK as is arranging for a child to travel abroad for FGM to be carried out.
Historic Abuse	Historic abuse is the term used to describe disclosures of abuse that were perpetrated in the past. Many people who have experienced abuse don't tell anyone what happened until years later, with around one third of people abused in childhood waiting until adulthood before they share their experience.

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

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

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

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

## APPENDIX 2 – DETAILED GUIDANCE ON REPORTING REQUIREMENTS

### STAGE 1 – THE WORKER

The duty of the person who receives information or who has a concern about the welfare of a child, young person or vulnerable adult 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 NEFC Safeguarding Team should be contacted instead.

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

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

#### The record should:

- be written as soon as possible after the event
- be legible and state the facts accurately (when hand-written notes are typed up later the original hand-written notes should be retained)
- include the child or vulnerable adult's name, address, date of birth (or age if the date of birth is not known)
- include the nature of the concerns/allegation/disclosure
- include a description of any bruising or other injuries that you may have noticed
- include an exact record of what the child or vulnerable adult 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 NEFC Safeguarding Team. Representatives of any statutory authorities involved and the local Baptist association.

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

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

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

### STAGE 2 – THE DESIGNATED PERSON FOR SAFEGUARDING (DPS)

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

#### The duty to REVIEW

In reviewing the report that is received, the DPS:

- should take into account their level of experience and expertise in assessing risk to children or

vulnerable adults.

- 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 NEFC Safeguarding Team where appropriate. They may:

- refer back to the worker who made the initial report if there is little evidence that a child or vulnerable adult is being harmed, asking for appropriate continued observation.
- refer the concern to others who work with the child or vulnerable adult 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 vulnerable adults, 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 vulnerable adults, concerns will only be referred to the police or Social Services without consent where:
  - the person lacks the mental capacity to make such a choice
  - there is a risk of harm to others
  - in order to prevent a crime
- If an allegation is made against someone who works with children\* the allegation should be reported to the Local Authority Designated Officer (LADO) or equivalent. The LADO is located within Children's Services and should be alerted to all cases in which it is alleged that a person who works with children has:
  - behaved in a way that has harmed, or may have harmed, a child
  - possibly committed a criminal offence against children, or related to a child
  - behaved towards a child or children in a way that indicates s/he is unsuitable to work with children.
- If an allegation is made against someone who works with vulnerable adults\*, it should be reported to the police or Adult Social Services.

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

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

- The local Baptist Association Safeguarding Contact

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

### **STAGE 3 – THE NEXT STEPS**

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

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

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

Victims; Alleged perpetrators; Children; Vulnerable adults; Other family members; Church workers; Church Safeguarding Team; Minister; Leadership Team.

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

If a church worker has been accused of causing harm to children, young people or vulnerable adults 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 vulnerable adults, there is also a statutory duty to report the incident to the Disclosure and Barring Service (DBS).



## APPENDIX 3 – RECRUITMENT OF VOLUNTEERS AND PAID WORKERS

### APPENDIX 3.1 Guidelines for the Appointment of Children's Leaders and Helpers

#### Recruitment Procedure

NEFC main group leaders should ensure that the following selection procedures have been followed:

- The main group leader will make it known that more helpers are needed, or will be approached by someone who desires to help in this activity
- A written role description should be made available for each post (written by the leader of the group)
- All volunteers should complete an application form which includes the volunteer formally accepting their agreement to work within the safeguarding policy and procedures
- Prospective volunteers will be interviewed (either formally or informally)
- All volunteers will provide two referees, of whom one may be contacted to provide a reference. The referee should have known the volunteer for a minimum of 3 years for those under 25 years old, and 5 years for those over 25 years old
- Volunteers will be informed of the decision made on their involvement
- DBS will be applied for if the person is working in an unsupervised manner with children or vulnerable adults (see requirements below)
- The worker will be referred to safeguarding training

Administration of this process will be carried out by group leaders. Until this procedure is completed, workers will be considered in an 'observing role' under the supervision of current helpers. (This should only be undertaken on a temporary basis using the form attached in appendix 5, which the main leader is expected to have filled out)

North Evington Free Church has a special partnership with Knighton Free Church and Open Hands. If the worker has been through the Knighton Free Church or Open Hands selection procedure, then we will accept them as North Evington Free Church workers, with written confirmation given from Knighton Free Church or Open Hands.

All leaders and helpers should adhere to and agree with the mission statement of North Evington Free Church and have the ability to work with children, which should in turn be recognised by the group leader. All leaders and helpers should set a good Christian example in their personal lifestyle, ideally attending services regularly and being part of a Christian community.

#### DBS Checking

Whilst DBS checking is not a legal requirement, it is the responsibility of the trustees and main group leaders to ensure paid workers and volunteers are checked where appropriate. All activities that are run for children without the supervision of their parent, carer or guardian are eligible for DBS checking as outlined in the table below. DBS checking is not required for other groups.

It is the responsibility of the main group leader to inform the church DBS verifier of the personnel who need to be checked (the contact details of the church's DBS verifier can be obtained from the deacons). DBS checks should be updated every 3 years.

All paid workers, main group leaders, trustees and members of the safeguarding team are required to have a DBS check conducted by NEFC. If a volunteer has already had a DBS check for a similar role within the last 3 years from a separate organisation or charity, this can be checked by the main group leader and accepted *only if the check includes a barred lists check and the volunteer is not on the barred list* (advise on this can be sought from the DBS verifier).

## Safeguarding Training

It is important that all workers understand NEFC's agreed safeguarding procedures. All volunteers will be given a copy of the Baptist Union of Great Britain's **Gateway to Level 2 Excellence in Safeguarding** booklet (accessible online) and asked to complete the relevant sections.

When appropriate, workers will attend a Baptist Union of Great Britain Excellence in Safeguarding training course in-person (see table below).

### Outline of DBS checking and safeguarding training requirements

Group/Activity	Worker	DBS?	Safeguard Training
Church oversight	DPS and DDPS	YES	Up to level 3 (every 4 years)
	Trustee	YES	Up to level 3 (every 4 years)
Working with children where their parent, carer, or guardian is not present	Main group leader	YES	Up to level 2 (Every 4 years)
	Paid worker	YES	Up to level 3 (Every 4 years)
	Volunteer – unsupervised	YES	Gateway to level 2 booklet
	Volunteer – supervised by DBS checked worker	NO	Gateway to level 2 booklet
Working alone with vulnerable adults	Main group leader	YES	Up to level 2 (Every 4 years)
	Paid worker	YES	Up to level 3 (Every 4 years)
	Volunteer	YES	Gateway to level 2 booklet
Working with children where their parent, carer or guardian is present	Main group leader	YES	Gateway to level 2 booklet
	Paid worker	YES	Gateway to level 2 booklet
	Volunteer	NO	Gateway to level 2 booklet

### Young leaders under 18 years of age

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

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

## APPENDIX 3.2 Additional checks for paid workers

In addition to the above checks which should be completed for both paid and volunteer church workers, an applicant's UK residency status and/ or right to work in the UK will be checked when recruiting for a paid role. Formal written references will be requested, ideally in the form of at least one professional and one personal reference. NEFC's safeguarding policy and procedures will be discussed with the applicant and they will be required to sign their agreement to adhere to them. All paid workers will have a role description and clear lines of accountability to a leader and the leadership team.

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

There will also be regular team meetings to review procedures, share concerns and identify other matters that may need clarification and guidance.

## APPENDIX 4.1 – WORKING WITH CHILDREN

### APPENDIX 4.1.1 Ratios

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

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

This does not take into account special circumstances such as behavioural issues, developmental issues, disability and so on, which may mean an increase to the recommended ratios. In calculating the ratios of workers to children, young leaders who are under the age of 18 should be counted as one of the children, not one of the workers.

### APPENDIX 4.1.2 Children with Special Needs

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

### APPENDIX 4.1.3 Visiting Children or Young People at Home

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

### APPENDIX 4.1.4 Children with no adult supervision

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

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

### APPENDIX 4.1.5 Mentoring

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

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

#### **APPENDIX 4.1.6 Peer Group Activities for Young People**

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

#### **APPENDIX 4.1.7 Physical Contact**

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

#### **APPENDIX 4.1.8 Electronic Communications - Cyber Safety**

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

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

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

It is not appropriate to use these communication methods with children aged 11 years and younger. For more information on cyber safety, please refer to the Baptist Union of Great Britain **Cyber Safety Guide**, which can be found on their website.

##### **Email**

Email should be limited to sharing generic information, for example, to remind young people about meetings. If email is being used, workers will ensure that they are accountable by copying each message to a designated

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

### **Communicating using Instant Messaging (eg. 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.

### **Mobile Phones**

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

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

### **Social Networking**

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

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

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

- Permission must be obtained, via the consent form, of all children who will appear in a photograph or video before the photograph is taken or footage recorded.
- It must be made clear why that person's image is being used, what you will be using it for, and who might want to look at the pictures.
- If images are being taken at an event attended by large crowds, such as a sports event, this is regarded as a public area and permission from a crowd is not necessary.
- Many uses of photographs are not covered by the Data Protection Act 1998, including all photographs and video recordings made for personal use, such as a parent/carer taking photographs at school sports days or videoing a church nativity play.
- Children and young people under the age of 18 should not be identified by surname or other personal details, including email, postal address or telephone number.
- When using photographs of children and young people, it is preferable to use group pictures.

## **APPENDIX 4.2 WORKING WITH VULNERABLE ADULTS**

### **APPENDIX 4.2.1 Premises**

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

### **APPENDIX 4.2.2 Language**

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

### **APPENDIX 4.2.3 Worship**

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

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

### **APPENDIX 4.2.4 Insurance**

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

### **APPENDIX 4.2.5 Financial integrity**

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

- Those who work with vulnerable adults may become involved in some aspects of personal finance - collecting pensions or benefits, shopping or banking, etc. If handling money for someone else, always obtain receipts or other evidence of what has been done.
- Workers should not seek personal financial gain from their position beyond any salary or recognised allowances or expenses.
- Workers should not be influenced by offers of money.
- Any gifts received should be reported to the NEFC trustees, who should decide whether or not the gift can be accepted.
- Any money received by NEFC should be handled by two unrelated church workers.
- Care should be taken not to canvass for church donations from those adults who may be at risk, such as the recently bereaved.
- Workers should ensure that church and personal finances are kept apart to avoid any conflict of interest.
- If someone alters their will in favour of an individual known to them because of their church work or pastoral relationship, it should be reported to the trustees. Workers should not act as Executors for someone they know through their work or pastoral role, as this may lead to a conflict of interests.
- Expert legal advice should be sought on matters such as Power of Attorney and Appointeeship to ensure that the situation is clearly understood and is the most appropriate course of action for the vulnerable adult.

### **APPENDIX 4.2.6 Photographs**

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

### **APPENDIX 4.2.7 Computers**

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

### **APPENDIX 4.2.8 Record keeping**

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

### **APPENDIX 4.2.9 Pastoral Relationships**

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

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

## **APPENDIX 4.3 HEALTH AND SAFETY - Safe Practice and Safe Premises**

### **APPENDIX 4.3.1 Consent forms**

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

### **APPENDIX 4.3.2 Health and Safety**

All activities for children, young people and vulnerable adults will comply with the church's current health and safety policy and will be conducted in accordance with Guidelines for users of North Evington Free 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 food preparation, at least one worker will hold a valid Basic Food Hygiene Certificate.

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

### **APPENDIX 4.3.3 Fire**

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

### **APPENDIX 4.3.4 First Aid**

NEFC has a number of trained First Aiders and there is a list showing who they are on the noticeboard. All church groups will ensure that they have sufficient trained first aiders on their regular team so that there is always a first aider present at events and activities.

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

### **APPENDIX 4.3.5 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 were 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.

### **APPENDIX 4.3.6 Food Hygiene**

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

### **APPENDIX 4.3.7 Risk Assessment**

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

### **APPENDIX 4.3.8 Insurance**

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

### **APPENDIX 4.3.9 Transport**

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

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

Our practice specifically for transporting children is as follows:

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



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

#### **APPENDIX 4.3.10 Outings and Overnight Events involving Children**

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

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

#### **Sleeping Arrangements**

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

#### **Adventurous Activities**

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

#### **Fire Safety**

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

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

#### **Safety**

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

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

#### **Swimming Trips**

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

### **APPENDIX 4.3.11 Outings and Overnight Events involving Vulnerable adults**

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

- A risk assessment must be carried out beforehand
- Planning for the trip should take into account specific medical, physical and support needs of each group member, bearing in mind that there may be people in the group who have individual care needs that will have to be met (including personal care)
- Vulnerable adults 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
- Vulnerable adults 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 vulnerable adults unless this is their usual task (ie if they have come along to help generally, but also have a caring role for a member of the group, they can provide personal care for that person).

#### **Activities**

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

#### **Safety**

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

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

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

It is important to recognise that vulnerable adults 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 a vulnerable adult should have a say in their care and any arrangements made for them, however, there may be occasions when you need to involve others in decision making. In these situations, seek advice from the DPS with regard to who should be involved.

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

#### **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.

## **APPENDIX 4.4 SAFER COMMUNITY**

### **APPENDIX 4.4.1 Bullying**

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

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

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

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

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

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

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

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

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

- Incidents of bullying may be reported to the statutory authorities in line with the church safeguarding procedures.

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

#### **APPENDIX 4.4.2 Working with Alleged or Known Offenders**

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

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

In determining the details of the contract:

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

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

#### **APPENDIX 4.4.3 Alleged or known offenders who are themselves vulnerable adults**

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 a vulnerable adult. The agreed requirements will need to be reviewed regularly to make sure that the individual is complying, exactly as a formal contract would be.

## APPENDIX 5 – TEMPORARY VOLUNTEERS FORM

### North Evington Free Church Temporary Safeguarding Undertaking for Volunteer Workers

This undertaking is required to be signed by all individuals who have not completed the necessary clearances with North Evington Free Church (NEFC) for the purposes of providing activities with children and vulnerable adults. This signed undertaking is not an alternative to the completion of the necessary checks with NEFC, unless those checks have been completed with another church / organisation and the volunteer worker gives permission for the person with safeguarding responsibilities at NEFC to check with that organisation. The volunteer worker (details below) will be overseen during activities by a named NEFC leader (details below) on a temporary basis only.

<b>Name:</b> <b>Date of Birth:</b> <b>Address:</b>
----------------------------------------------------------

1. I give permission for NEFC to contact the church / organisation below to verify my DBS clearance and suitability to work with children and vulnerable adults in the context of the NEFC setting:

<b>Name and contact details of the church / organisation:</b>
---------------------------------------------------------------

2. I have read the NEFC Safeguarding Procedures and Policy.
3. I will comply with the above procedures during my activities at NEFC and accept I will be supervised by the leader/s at NEFC, noted below.

Name/s of NEFC accountable leader/s:

--

Signed:

Date:

#### For office use only:

Name of person undertaking checks below:

Name of partner church:

Date of check:

Name of person contacted:

Contact person Tel No:

Confirmed active DBS clearance in place: Y / N

Confirmed suitability:

Children Pre-school to Secondary School age	Y / N
Young people Secondary School to 18 years	Y / N
Vulnerable adults	Y / N

Any issues identified:

## APPENDIX 6 – NEFC SAFEGUARDING INCIDENT FORM

### NORTH EVINGTON FREE CHURCH INCIDENT FORM

*Copies of this form should be available to all church workers and the main group leaders should make it clear where they are located.*

*This form should be completed by the worker when a safeguarding issue arises – this includes concerns that are not tied to a specific event.*

**- Please give filled-out forms to the Designate person for Safeguarding –**

DETAILS OF REPORTING WORKER	
Your name and contact details (as person reporting this issue)	
Name:	
Contact number:	
Email Address:	
Date reported:	

DETAILS OF INCIDENT	
Group / Activity when incident occurred:	
Date Occurred (if applicable):	Time Occurred (if applicable):
Where Occurred (if applicable):	
People involved (include person about whom issue is raised and anyone effected):	
What Happened (use persons own words if possible):	
What was the response:	
Who was it reported to (include all workers, parents/guardians and statutory bodies you have informed):	

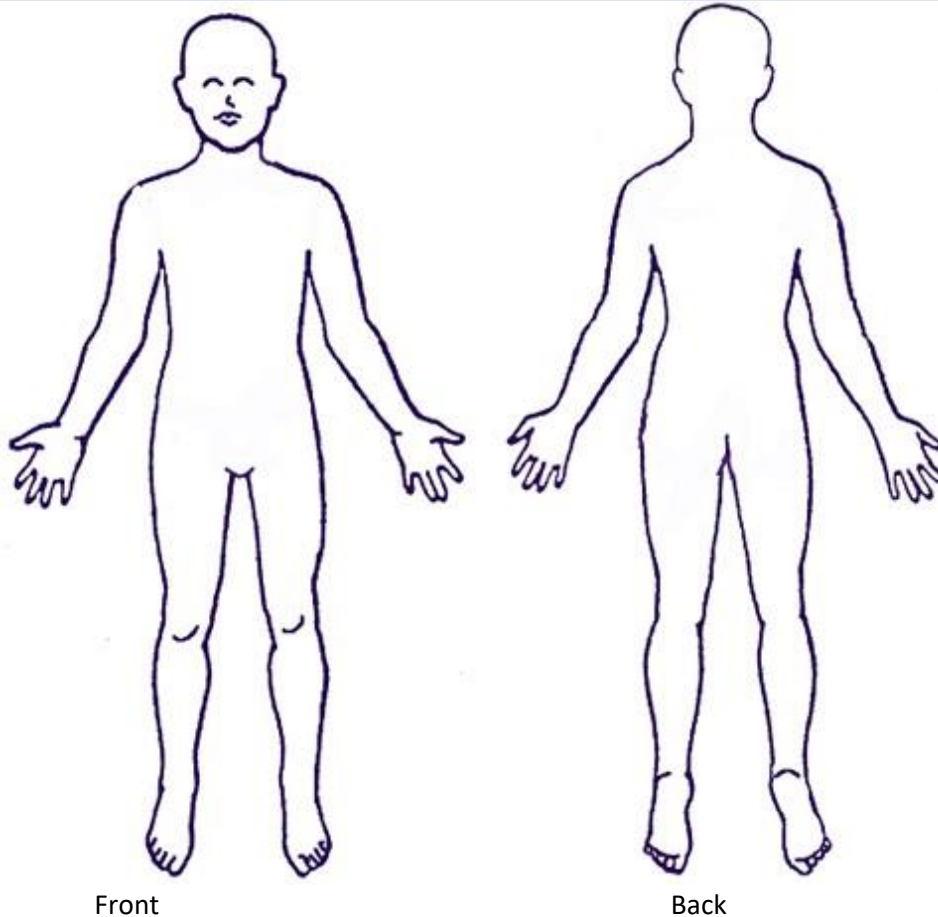
**BODY MAP – WHERE APPLICABLE**

*This is to be filled out if there are observable body injuries being reported*

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

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

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



Signature \_\_\_\_\_

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

**FUTURE ACTION TO BE TAKEN – For office use only**

What action needs to be taken?

Who is responsible for this?

**SIGNATURES**

Signature of Designated Safeguarding Person		Signature of NEFC safeguarding trustee	
Date		Date	

## For more information:

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

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

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

### **In an emergency:**

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