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SAFEGUARDING DOCUMENT

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INTRODUCTION

The aims of Horley Baptist Church

Children's and Young People's work.

The aim of our Children's Ministry and Youth work at **Horley Baptist Church** is to develop children and young people into fully devoted followers of Christ. What this means is that we want them to grow up to love God, serve His purposes, and honour Him in every area of their lives. We will also endeavour to reach those outside of our church community with the message of the Gospel.

WE WILL DO THIS BY:

- Presenting the message of the Bible in ways that are age appropriate and give them opportunity to respond.
- Helping them to feel part of the church.
- Providing safe boundaries, training and opportunities for them to serve.
- Encouraging spiritual, social and emotional development.
- Encouraging personal spiritual development (through prayer, bible reading and discussion).
- Praying for them and building relationships with them.
- Going out into the community to share the Gospel.

HORLEY BAPTIST CHURCH

POLICY STATEMENT ON EQUAL OPPORTUNITIES

This statement was agreed at the Church Meeting in December 2016

As an organisation using the **DISCLOSURE & BARRING SERVICE (DBS)** to assess an applicant's suitability for positions of trust, this church undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a disclosure on the basis of conviction or other information received.

We welcome people to serve in the Church on the basis of the right mix of talent, skills, character, potential and call of God, including those with criminal records.

A criminal record will not necessarily be a bar to a person serving with children and young people. This will depend on the nature of the position and the circumstances and background of the offences.

In order to protect the confidentiality of those with criminal records we will access disclosure through the Churches Agency for Safeguarding (CAS). We invite the Baptist Union Child Protection advisory panel to advise us in the process when necessary and we agree to act on their advice for the protection of children and young people.



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PART 1

POLICY STATEMENT:

SAFEGUARDING OF CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS

PART 1 - POLICY STATEMENT: SAFEGUARDING OF CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS

This statement was agreed at the Church meeting held on 7th December 2016. It will be read annually at the Church meeting deemed to be most appropriate where progress in carrying it out will be monitored.

As Christians we are charged to love and care for each other. We recognise that our work with children, young people (under the age of 18 years) and vulnerable adults is the responsibility of the whole church. We believe that being part of the Christian family of the Church places responsibility on all members, both institutional and individual, to ensure that the environment for all is safe. This includes particular attention to children, young people and those who are vulnerable who wish to share in the life of the church and who are offered support and pastoral care by the church, both formal and informal.

1. As members of this church we commit ourselves to the nurturing, protection and safeguarding of all children, young people (under the age of 18 years) and vulnerable adults associated with the church and promoting their safety and well-being.
2. It is the duty of each church member and each member of the wider church community to prevent the physical, sexual and emotional abuse of children, young people and vulnerable adults and the duty of all to respond to concerns about the well-being of children, young people and vulnerable adults and to report any abuse disclosed, discovered or suspected. The church will fully cooperate with any statutory investigation into any suspected abuse linked with the church.
3. We undertake to exercise proper care in the appointment and selection of those who will work with children, young people (under the age of 18 years) and vulnerable adults, whether paid or as a volunteer.
4. The church is committed to supporting, resourcing and training those who undertake this work.
5. The church is committed to following the Home Office Code of Practice **Safe from Harm** and adopts the guidelines and procedures published by the Baptist Union of Great Britain in its publications **Safe to Grow** (revised edition) and **Safe to Belong**.

6. Each person who works with children, young people (under the age of 18 years) or vulnerable adults will agree to abide by these recommendations and the guidelines established by the church. Each worker **must** know the recommendations and undertake to observe them. Every worker shall be given a paper or electronic copy of the church's agreed procedures and Good Practice Guidelines.

Safe working practices

The church is committed to providing a safe environment for activities with children, young people and vulnerable adults and will adopt ways of working with children, young people and vulnerable adults that promote their safety and well-being.

A safe community

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

The church appoints:

Neil Robinson: As the designated Person for Safeguarding and the Safeguarding Trustee.

Note: The Churches Forum for Safeguarding, of which the Baptist Union of Great Britain is a member, defines a vulnerable person as someone who may be at risk or in need, as a result of

- Sensory or physical disability or impairments
- A learning disability
- A physical illness
- A mental illness, chronic or otherwise, including dementia or addiction to alcohol or drugs
- A reduction of physical, mental or emotional capacity, or who has, for any reason, become unable to protect him or herself from significant harm or exploitation.



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PART 2

A CODE OF GOOD PRACTICE

SAFEGUARDING CHILDREN AND YOUNG PEOPLE

PART 2 - A CODE OF GOOD PRACTICE

SAFEGUARDING CHILDREN AND YOUNG PEOPLE:

YOU MUST

- Treat everyone with respect & dignity
- Provide an example you wish others to follow
- Plan activities which involve more than one person being present, or at least which are within sight or hearing of other
- Respect a young person's right to personal privacy
- Have separate sleeping accommodation for leaders and young people
- Provide access for young people to talk to others about any concerns they may have
- Encourage young people and adults to feel comfortable and caring enough to point out attitudes or behaviour they do not like
- Avoid physical horseplay such as wrestling or tickling
- Use only appropriate physical contact, considering the situation, whose benefit it is for and how that contact may be received
- Recognise that special caution is required in moments when you are discussing sensitive issues, such as bullying, bereavement, abuse or personal development
- If there is an unavoidable need to be alone with a child/young person, (e.g. because he/she needs first aid or is distressed), always leave the door open and tell another leader where you will be and for what purpose

YOU MUST NOT

- Permit abusive youth peer activities (e.g. initiation ceremonies, ridiculing, bullying)
- Have any inappropriate verbal or physical contact with young people or make suggestive remarks or gestures
- Jump to conclusions about others without checking facts
- Exaggerate or trivialise child abuse issues
- Show favouritism to any individual
- Rely on just your good name to protect you
- Be alone on the church premises with a child, (other than your own child, or a child for whom you have parental responsibility) group of children or young people,

Abuse of Trust:

All relationships between children, young people and their leaders are described as 'relationships of trust'. The leader is someone in whom the child or young person has placed a degree of trust. In any relationship they are not equal partners and there is a potential for the trust to be abused by the leader who is in a position of power over the child or young person. It is not appropriate for any leader to have a romantic or sexual relationship with any child or young person under the age of eighteen.

Recommended ratios:

Age range	Recommended ratios for indoor activities	Recommended ratios for outdoor activities
0 – 2 years	1:3	1:3
3 years	1:4	1:4
4 – 7 years	1:8	1:6
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

Working One to One:

Most church youth work takes place within a group setting however there are times when one to one work with a young person (secondary school age) is necessary. Anyone working in this way on a regular basis must be formally recognised as someone who has the trust of the church to work one to one with young people.

This worker must;

Maintain a simple log sheet recording who, when & where workers and young people have met.

Make notes after each meeting recording the essence of the conversation, advice given or recommendations made and what agreed. All this information should be securely stored and the young person informed they have a right to see any records kept on them.

Be accountable to a designated member of the leadership team for these appointments.

Maintain professional distance and set the boundaries for confidentiality.

Choose an appropriate venue in a public place in view of another adult e.g. a coffee shop.

Good Practice: The way we work

- Treat all children and young people with respect. Use age appropriate language and tone of voice. Be aware of your own body language and the effect you are having on the individual child or young person.
- Listen well. Be careful not to assume you know what a child or young person is feeling or thinking.
- Do not engage in any of the following:
 1. Invading the privacy of children or young people when they are using the toilet or showering.
 2. Games involving unnecessary physical contact between a leader and a child or young person – see paragraph: **Can I hold a child? On Page 11**
 3. Sexually provocative games
 4. Making sexually suggestive comments about or to a child or young person, even in fun.
 5. Scapegoating, belittling, ridiculing or rejecting a child or young person.

- When it is necessary to control and discipline children and young people this should be done without using physical punishment. However a situation may arise where a child or young person needs to be restrained in order to protect themselves or a third party.
- (Wherever possible) Make sure that another adult is present if, for example a young child has soiled their clothes and needs to be thoroughly washed. If possible the child's own parent or carer should be called to carry out such a task.
- Do not respond to excessive attention seeking that is overtly sexual or physical in nature.

Good Practice: Can I hold a child?

It is hard to conceive how you can be a nurturing, caring worker with children and young people without some physical contact happening, at least occasionally. For example, if a child is distressed it is natural to want to put an arm round their shoulder. It could even be thought of as emotionally abusive not to respond by touching a child in such circumstances. We must be conscious that what to us may be an innocent touch, may have another more sinister meaning for children who have experienced abuse.

Be aware of your own and other workers' behaviour in terms of touching. Always be prepared to answer the question: *'For whose benefit is this taking place?'*

If you see another worker acting in way that might be misconstrued, speak to them or a leader about your concerns.

Offering Transport:

Parents should give permission for their child to be given transport and know when they are to expect their child home. An adult travelling alone with a child or young person should consider asking them to sit in the back.

All private transport must have the correct car insurance cover for passengers.

Electronic Communication:

Electronic communication (e.g. mobile phones, email, social networking sites etc) can be used as a means of communication with children & young people by contracted workers however the following principles need to be followed:

Parents & carers, and children & young people themselves have the right to decide if a worker is to have email addresses or mobile phone numbers etc.

Direct electronic communication with primary school age children is inappropriate and should be avoided.

Electronic communication should be for information giving purposes only.

If leaders are E-mailing a young person/people then they should: BCC childprotection@horleybaptist.org.uk

Any communication with a young person in need or at a time of crisis must be logged stating when they communicated and who was involved and text file saved if possible.

Text language should be avoided when communicating by mobile phone so to avoid any ambiguity.

Workers must not retain images of children & young people on their mobile phones.

Leaders should consider having a social networking site solely for youth work (for young people and other youth leaders) separate from their own personal site. All communications should be transparent and open to scrutiny. Leaders need to be aware that children & young people could view photos and other communications of other people linked to that site.

Parental Consent:

When children and young people are in the care of church organisations there needs to be:

Parental (or guardian) consent

Information about who to contact in the case of emergency

Key information that might impact on their wellbeing

The standard church consent form also details specific areas (e.g. taking the child off premises for activities, use of photographs etc). Any activity not listed on this form or any other used must be specifically consented for.

Health & Safety:

The church takes separate responsibility for the implementation of Health & Safety policies to protect all users of the building. Leaders need to be aware of any Health & Safety risks attached to their activity and may need to complete a risk assessment to identify potential hazards, to assess risk and plan how to control or minimise any risk.



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PART 3

PROCEDURES REGARDING RECRUITMENT, SUPPORT & SUPERVISION OF WORKERS

SAFEGUARDING CHILDREN AND VULNERABLE ADULTS

PART 3 – PROCEDURES REGARDING RECRUITMENT, SUPPORT & SUPERVISION OF WORKERS

SAFEGUARDING CHILDREN AND VULNERABLE ADULTS

This document identifies how the church is going to achieve its annually agreed safeguarding policy in relation to children (defined as all children & young people under the age of eighteen) and vulnerable adults.

This document should be reviewed annually by the Safeguarding Trustee on behalf of the church, and should be revised where necessary. At the Annual General Meeting, the church should take the opportunity to formally affirm the place of children, young people and vulnerable adults in the life of the church and to pray for those who work with them.

- 1) **Every** prospective worker with children and vulnerable adults should complete the application process which includes a discussion on the role with a senior member of that team and an opportunity to sit in some sessions to ensure that both the person and the team have an opportunity to see if this is an appropriate appointment. An application form should be completed and signed. The form includes a declaration of criminal offence and an agreement that the church's policy and recommended practices are followed. Depending on their role they will need to have checks (such as an enhanced Disclosure and Barring Service check) in line with current guidelines. References will need to be followed up - the only exception permissible is in the case of individuals working for a 'one-off' event and 'short-term' activity like holiday club, a disco etc. They must still complete the standard application form and sign. This is only for those in a helper role and they must be supervised by senior team members at all times. Appointments may be subject to a probationary period and a role description may be written as necessary.

- 2) **Each current** and prospective worker with children and vulnerable adults will be offered a paper or electronic copy of all relevant policies, procedures and codes of practice or shown how to access these on-line, and will sign a form acknowledging receipt of this information. All workers should be made aware of the importance of reading, understanding and following these policies, procedures and the code of practice.

- 3) Leaders of organisations/activities are in a supervisory role towards their team. They are responsible for reporting to the safeguarding team any causes for concern. Team leaders must also alert the safeguarding team if they have new prospective members so that everyone completes the application process. It is the responsibility of leaders of organisations to keep the safeguarding team informed of any other changes to staffing.

4) A confidential personal file will be kept by the DPS (Designated Person for Safeguarding) for every worker with children and vulnerable adults. This may be viewed when appropriate by:

- the worker concerned
- a Minister/Children's & Family Pastor of Horley Baptist Church
- the Administrator for Safeguarding
- the DPS
- any person with a legal right to do so (i.e. Police, Social Services)

It **will not** be copied and will be responsibly disposed of when no longer relevant.

This file will contain (as appropriate):

- The signed volunteer application form
- Any copy of reference letter request and completed reference questionnaires
- Signed receipt of safeguarding policy documents (paper or electronic)
- The Disclosure & Barring Service check result
- A record sheet of review meetings with the DPS

Files will be kept securely on the church premises.

5) The DPS and the Safeguarding Trustee must be appointed annually at the church AGM.

6) The role of the DPS role will be to:

- be available to any worker with children to discuss any safeguarding concern
- review any reported concern of abuse and decide on further action
- refer to social services and the police if appropriate
- assist in training/awareness-raising sessions where necessary
- approve all appointments in youth & children's work and provide support to all leaders responsible for supervising others

- 7) The DPS will undergo any necessary training to ensure they maintain an awareness of current recommendations & guidelines. Their role will be reviewed as part of the appraisal process.
- 8) The church will appoint a Safeguarding Trustee from the leadership team who will take the lead on safeguarding matters on their behalf. All deacons as trustees have a duty of care to the children, young people and vulnerable adults who are involved in the life of the church. The Safeguarding Trustee will:
- ensure there is a proper process in place to write and update the safeguarding policy & procedures
 - monitor the implementation of the policy & procedures on behalf of the deacons
 - ensure an annual review and present the report of this review to the deacons
- 9) The church does not appoint an independent person, as recommended in 'Safe to Grow', due to the fact that the make up and ethos of the church is such that children have many different youth workers with whom they can discuss matters if necessary and they are encouraged to do so.
- 10) Every helper (aged 16 until their 18th birthday) with children will be required to complete and sign a volunteer helper's form. References may be asked for where the organisation leader feels it is appropriate. Where references are required the organisation leader should inform the safeguarding administrator who will send out the necessary letter and reference form.
- 11) Every current and prospective worker with children must attend a training session every 3 - 5 years as arranged by the safeguarding team in connection with this safeguarding policy.
- 12) A copy of all **safeguarding procedures and the policy statement** will be available for viewing in the safeguarding file in the main church office. The information regarding how to contact the DPS should be also available in this file.



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PART 4

GUIDELINES FOR PREVENTING & REPORTING ABUSE

SAFEGUARDING CHILDREN

PART 4 - GUIDELINES FOR PREVENTING & REPORTING ABUSE SAFEGUARDING CHILDREN

Understanding abuse:

Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. A child may be abused in a family, institutional or community setting. There are four official types of abuse physical, sexual, emotional or neglect however in a faith community spiritual abuse can also occur. Examples of this may be when pressure is placed on children to make decisions that are not appropriate to their age or developmental stage or by creating an environment in which children are discouraged from asking questions or holding alternative views.

If a worker has safeguarding concerns in relation to a child or young person (anyone under the age of eighteen) they must contact the Safeguarding Designated Person (SDP) listed in our policy.

If a child or young person talks about harm or abuse they are suffering the worker must:

- Create a safe environment in which the young person can share their concerns
- React calmly and not show shock, alarm or disapproval
- Listen carefully to what the child has to say, allowing them time to say what they want.
- Only ask questions to establish whether there is a cause for concern and to ensure a clear and accurate understanding. Ensure only open questions are used and as soon as you believe there is a cause for concern stop questioning.
- Accept what the child is saying and take what they say seriously. Explain that you will have to tell someone who will know what to do next.
- Provide reassurance that they have done the right thing and that they are not to blame for what has happened.
- Make notes regarding your conversation as soon as possible afterwards, using the child's words where possible.

The worker must not promise or lead a child to believe that anything they have said will be kept confidential.

The worker must not act against an accused person, investigate or decide whether abuse is taking place.

It is the workers responsibility to RECORD AND REPORT.

Report of any concern must be made within 24 hours to the DPS.

If the child is in imminent danger of harm the DPS must be informed immediately. Only in this situation if the DPS is not contactable should the worker make a referral to the police or social services themselves.

It is the DPS responsibility to REVIEW AND REFER

The DPS must review the report and any other relevant information and then decide (often in liaison with others) as to what action should follow. Any referral to Social Services should take place as soon as possible, preferably within 24 hours of receiving the report.

The DPS, Safeguarding Trustee and the Minister(s) may need to then offer support to all parties affected and review and reflect on safeguarding procedures.



CHILDREN'S & YOUTH WORK MINISTRY AND
THOSE WORKING WITH VULNERABLE ADULTS
SELF DECLARATION FORM

DATE	
GROUP	

I understand the nature of the work I am to do. I have read the Church's guidelines for Safeguarding Children and Young People. I understand that it is my duty to protect the Children and Young People with whom I come into contact with. I agree to abide by the policies and procedures agreed by the Church for the protection of Children, Young People, Vulnerable Adults and Myself.

NAME	
SIGNED	