



Esher Green Baptist Church Safeguarding Policy and Procedures

Version	1.1	Release Date	01/04/2025
Author	Based on BU Model Safeguarding Policy (May 2023) – Jeanette Holt (Safeguarding Co-ordinator) reviewed by Safeguarding Team & Ryan Ahern (Pastor).		
		Original Policy Date	01/04/2025
		Next Review Date	01/04/2026

Table of Contents

DEFINITIONS OF TERMS	4
SECTION 1 – SAFEGUARDING POLICY STATEMENT FOR ESHER GREEN BAPTIST CHURCH.....	5
SECTION 2 PROCEDURE FOR RECOGNISING, RESPONDING TO AND REPORTING ABUSE.....	7
2.1.1 What to do if Abuse is Suspected or Disclosed.....	7
2.1.2 Responding to Concerns.....	8
2.1.3 Responding to Concerns Raised about Adults at Risk	9
2.1.4 Allegations Against Workers	9
2.1.5 Abuse of Trust	10
2.1.6 Allegations Made Against Children and Adults at Risk.....	11
2.1.7 Pastoral Care	11
2.2 SAFER RECRUITMENT.....	13
2.3 SAFER BEHAVIOUR.....	15
SECTION 3 - BEST PRACTICE GUIDELINES	18
3.1 WORKING WITH CHILDREN	18
3.1.1 Ratios.....	18
3.1.2 Children with Additional Support Needs	18
3.1.3 Visiting Children or Young People at Home	19
3.1.4 Children with no adult supervision.....	19
3.1.5 Mentoring	19
3.1.6 Peer Group Activities for Young People	19
3.1.7 Physical Contact	19
3.1.8 Digital Media and Communications	20
3.2 WORKING WITH ADULTS AT RISK.....	23
3.2.1 Premises.....	23
3.2.2 Language	23
3.2.3 Worship.....	23
3.2.4 Insurance.....	23
3.2.5 Financial integrity.....	23
3.2.6 Photographs	24
3.2.7 Computers.....	24
3.2.8 Record keeping.....	24
3.2.9 Pastoral Relationships.....	24

3.3 HEALTH AND SAFETY - Safe Practice and Safe Premises.....	25
3.3.1 Consent forms	25
3.3.2 Health and Safety	25
3.3.3 Fire	25
3.3.4 First Aid.....	25
3.3.5 Supervision of Groups	25
3.3.6 Food Hygiene	25
3.3.7 Risk Assessment	26
3.3.8 Insurance.....	26
3.3.9 Transport.....	26
3.3.10 Outings and Overnight Events involving Children	26
3.3.11 Outings and Overnight Events involving Adults at Risk.....	28
3.3.12 Hiring of Church Premises	29
3.4 SAFER COMMUNITY	29
3.4.1 Bullying.....	29
3.4.2 Working with Alleged or Known Offenders.....	30
3.4.3 Alleged or known offenders who are themselves adults at risk	31
SECTION 4 - USEFUL CONTACTS	32
APPENDIX 1 - DEFINITIONS OF ABUSE.....	34
APPENDIX 2 – DETAILED GUIDANCE ON REPORTING REQUIREMENTS	37
APPENDIX 3 – SAFEGUARDING INCIDENT FORM.....	40
APPENDIX 4: Model Job Application Form	42
APPENDIX 5: Activity Risk Assessment Template	45
APPENDIX 6: Young Volunteer Form.....	46
APPENDIX 7: Self-declaration form for Enhanced DBS checks – England and Wales	48
APPENDIX 8 – Behaviour Risk Assessment of Adult or Child	51

DEFINITIONS OF TERMS

For the purpose of this guide, the term 'child' refers to anyone under the age of 18 years.

There is no standard single definition for an adult at risk, so for our policy we are using the following simple definition taken from Thirtyone:eight:

'Any adult aged 18 or over who due to disability, mental function, age, illness or traumatic circumstances may not be able to take care or protect themselves against the risk of significant harm, abuse, bullying, harassment, mistreatment or exploitation'.

SECTION 1 – SAFEGUARDING POLICY STATEMENT FOR ESHER GREEN BAPTIST CHURCH

Vision Statement of Esher Green Baptist Church: We are a growing family of Christians from many nations, cultures and backgrounds and with varied abilities and talents, but all with the common cause of sharing the good news about Jesus Christ and growing in our relationship with him. We are part of the Baptist Union of Great Britain and the London Baptist Association. We are affiliated to the Evangelical Alliance and adhere to their basis of faith. Our church motto is: Each one reach one each one keep one.

In fulfilling this vision, we:

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

Our safeguarding responsibilities

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

As members of this church we commit ourselves to the nurturing, protection and safekeeping of all associated with the church and will pray for them regularly. In pursuit of this, we commit ourselves to this policy and to the development of sound procedures to ensure we implement our policy well.

- **Prevention and reporting of abuse**

It is the duty of each church member to help prevent the abuse of children and adults at risk, and the duty of each church member to respond to concerns about the well-being of children and adults at risk. Any abuse disclosed, discovered or suspected will be reported in accordance with our procedures. The church will fully co-operate with any statutory investigation into any suspected abuse linked with the church.

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

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

- **Respecting children, young people and adults at risk**

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

- **Safer working practices**

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

- **A safer community**

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

community of the church is managed appropriately.

Safeguarding contact points within our church

The church has appointed the following individuals to form part of the church safeguarding team:

Safeguarding Coordinators: The following will advise the church on any matters related to the safeguarding of children and adults at risk and take the appropriate action when abuse is disclosed, discovered or suspected.

Name	Role	Email address	Phone No.
Jeanette Holt	Safeguarding Coordinator	safeguarding@esherchurch.org	01372 468255
Karen Lita	Deputy Safeguarding Coordinator	safeguarding@esherchurch.org	01372 468255
Jeanette Holt	DBS Recruiter	safeguarding@esherchurch.org	01372 468255

Safeguarding Trustee

The Safeguarding Trustee will raise the profile of safeguarding within the church and oversee and monitor the implementation of the safeguarding policy and procedures on behalf of the church trustees.

Jeanette Holt	Safeguarding Trustee	safeguarding@esherchurch.org	01372 468255
---------------	----------------------	------------------------------	--------------

Our Church Pastor, Ryan Ahern is also an important part of the Church Safeguarding Team. Where possible, the Church Safeguarding Team will work together if and when issues arise. However, each person has a responsibility to report allegations of abuse as soon as they are raised.

For Useful Telephone Numbers (C-SPA, LADO etc) see Section 4 (Page 32)

Putting our policy into practice

- A copy of the safeguarding policy statement will be displayed permanently on the church noticeboard, in the church office and is available on our church website.
- Each worker with children and/or adults at risk will be sent a copy of the safeguarding policy and procedures.
- Each worker with children and adults at risk will be required to undertake safeguarding training every 4 years.
- A full copy of the policy and procedures will be made available on request to any member of, or other person associated with the church.
- The policy and procedures will be monitored and reviewed annually by the Safeguarding Trustee, with any necessary revisions adopted into the policy and implemented through our procedures.
- The policy statement will be read annually at a Church Members Meeting.

SECTION 2 PROCEDURE FOR RECOGNISING, RESPONDING TO AND REPORTING ABUSE

2.1.1 What to do if Abuse is Suspected or Disclosed

Abuse and neglect are forms of maltreatment of a child or adult at risk. Somebody may abuse or neglect a child or adult by inflicting harm, or by failing to act to prevent harm. Children and adults at risk may be abused in a range of settings, by those known to them or, more rarely, by a stranger. There are many ways in which people suffer abuse. For more information, please see **Appendix 1**.

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

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

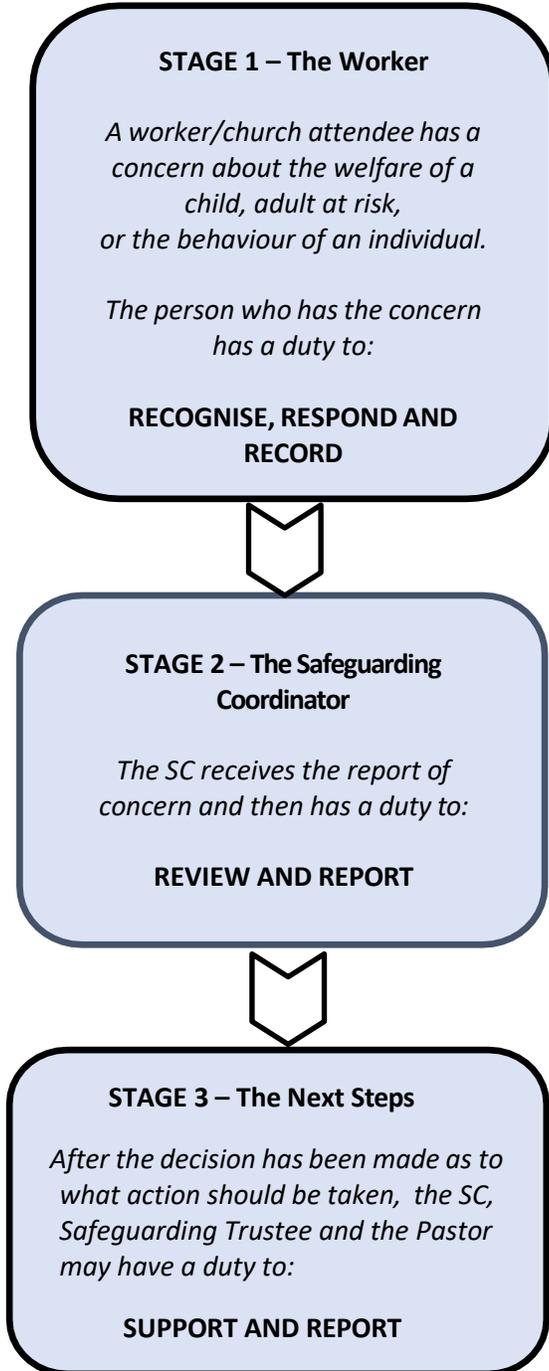
If there is concern about a child or an adult at risk, the church worker (paid or voluntary) should:

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 Safeguarding Coordinator who may, in turn, report it to the statutory authorities

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

2.1.2 Responding to Concerns

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



A hand-written record must be made of the concern using a standard incident report form (Appendix 3) and the concern must be passed on to the church Safeguarding coordinator within 24 hours.

The written record should: be made as soon as possible after the event; be legible; include the name, date of birth and address of the child or adult at risk; include the nature of any concerns and description of any bruising or injuries that have been noticed; include an exact record of what the child or adult at risk has said, using their own words where possible; include any action taken; be signed and dated; be kept secure and confidential (available only to the Safeguarding coordinator and others responsible for safeguarding).

The report will be reviewed by the Safeguarding Coordinator with any other relevant information and a decision will be taken (often in liaison with others) as to what action should follow. See appendix 2 for examples of possible actions. Any formal referral to the police or Social Services should normally be made within 24 hours of receiving the report.

The 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; adults at risk; other family members; church workers; the Safeguarding Coordinator; Pastor; 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 one of the Safeguarding Coordinators is not available, or is implicated in the situation, any reports or

concerns should be passed to another member of the church Safeguarding Team, as per the table above.

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

2.1.3 Responding to Concerns Raised about Adults at Risk

When a concern is raised about an adult it should be treated in the same way as a concern about a child 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 Safeguarding coordinator who may, in turn, report it to the statutory authorities.

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”.

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 SC even if you do not have the consent of the adult to do so – in this instance, make sure the SC knows that the person concerned has not given consent for the information to be passed on.

The SC 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 SC 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 SC 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 SC they can liaise with the relevant statutory authority
4. Whilst waiting for an outcome from the statutory authorities, the worker about whom concerns have been raised will be supervised as closely as possible, without raising suspicion
5. Once the statutory authorities are involved, the church will follow their advice with regard to the next steps to take (for example, suspension of worker, putting a contract in place)
6. A written record of all discussions with statutory authorities or other parties should be maintained by the SC and stored securely and confidentially, where only those directly involved in safeguarding (SC, Safeguarding Trustee, Pastor) can access them.
7. No information about the allegation will be shared with people in the church other than those directly involved in safeguarding; not even for prayer purposes.

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

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

When concerns are expressed about the Pastor

Any safeguarding concerns involving a Pastor should always be reported immediately to the London Baptist Association Safeguarding Contact, in addition to following the church's usual procedures. Do not tell the Pastor that a concern has been raised about them.

Rachel Swaby

Tel: 07512 196646

email: safeguarding@londonbaptist.org.uk

When concerns are expressed about a church Safeguarding Coordinator / Safeguarding Trustee

Any safeguarding concerns involving the SC or Safeguarding Trustee should be raised with the Pastor. Do not tell the SC / Safeguarding Trustee that a concern has been raised about them.

2.1.5 Abuse of Trust

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

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

[The Police, Crime, Sentencing and Courts Act 2022](#) expanded the list of roles which are legally considered

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

2.1.6 Allegations Made Against Children and Adults at Risk

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

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

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

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

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

2.1.7 Pastoral Care

Following an allegation / suspicion

When an allegation/suspicion arises in the church, a period of investigation will follow, which will be stressful for all involved. The church will ensure that one person is responsible for dealing with the authorities, another offers support to the victim/s and their family, and another gives pastoral care to the alleged perpetrator, without compromising the alleged victims or their families. It may be necessary to appoint other people to support 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 the church community who know about the abuse are with them on their journey – no matter how long or difficult that journey may be.
- It may be necessary to signpost individuals to specialist support.

2.2 SAFER RECRUITMENT

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

1. We will develop a clear role profile, and application form;
2. When advertising a role which involves working with children or adults at risk we will make it clear that any appointment of a person aged 16 or over is subject to a DBS check;
3. All applicants will be asked to complete an application form and include the names of two referees;
4. Shortlisting of applicants, where appropriate will be carried out by at least two people including the group leader directly overseeing the role being recruited for
5. a) Interviews for paid staff will be carried out by at least two people, including the line manager or group leader
b) For volunteer posts, interviews should ideally take place with two team members. Where this is not possible, no position should be offered to a volunteer before the recruiter has spoken with the Pastor to discuss the applicant.
6. References, a Self-Disclosure Form and an enhanced DBS check must be completed satisfactorily before the appointed person starts in their role.

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

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.

References

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

Appointment and Supervision

The church's safeguarding policy and procedures will be explained to all church workers, an electronic copy will be sent to each individual. They will be required to read the policy and adhere to it. All workers will have a role description and clear lines of accountability to a leader and the leadership team.

Paid workers will also have an assigned supervisor 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.

For all workers there will also be regular team meetings to review procedures, share concerns and identify other matters that may need clarification and guidance. Workers should be encouraged to share thoughts about the wellbeing of the children, young people or adults at risk in their care.

Training

It is important that all workers understand our church's agreed safeguarding procedures and attend the BUGB Excellence in Safeguarding training or complete the Anglican Church online Safeguarding Foundations Course at least once every four years. Where a worker is successfully recruited but has not yet been able to attend the training, they should be given a copy of the Baptist Union of Great Britain's ***Gateway to Level 2 Excellence in Safeguarding*** booklet and asked to complete the relevant sections. Additional specialist training will also be arranged where needed, for example, in First Aid.

Recruitment Update

DBS checks for workers will be renewed every 3 years, to monitor a leader's ongoing suitability to work with children, young people and adults at risk, unless workers are subscribed to the government's Update Service, when an online check will be carried out.

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. If a young leader is part of a residential trip, ideally they should have separate accommodation to both the adult team members as well as the children/young people they lead.

- Young leaders aged 16 to 18 will NOT need to be appointed under the full procedure and apply for an enhanced DBS if:
 1. They are taking an increasing leadership responsibility in a group in which they are a member.
 2. They are always exercising leadership alongside adult leaders of that group.
 3. They are part of a peer-led group and emerge within the group as leaders.
- Young leaders aged 16 to 18 WILL need to be appointed under the full procedure of references and training and WILL need an enhanced DBS disclosure if they are appointed to leadership work with children and young people in a group in which they do not belong.
- Young leaders should NOT be given supervisory responsibility for the age group directly below them.
- In the case of young helpers aged 16 to 18 who are not leaders and therefore not eligible for DBS checks, they will be required to complete the Thirtyone:eight Young Volunteer Form signed by their EGBC leader and their Parent/Carer.

Volunteers coming from overseas:

- When receiving help from volunteers from overseas for mission activity, as far as possible, the same principles should be applied as appointing a local worker.

- Before the volunteer arrives in the UK they should:
 - Complete and return a form similar to the church's normal application forms for volunteers.
 - The sending church or organisation should be asked to obtain declarations from their local police force that there is no known reason why the volunteer should not work with children or young people.
 - Each volunteer should supply two relevant and appropriate references regarding their suitability to work with children and young people – the church should follow up these references.
- Once the volunteer has arrived in the UK, they should have an induction programme and be introduced to the church's safeguarding policy and procedures.

N.B. These procedures apply only to working with children and young people from the UK. If overseas volunteers only have responsibility for the children and young people they bring with them, these procedures do not apply.

Volunteers from EGBC who work abroad with Children.

Volunteers from Esher Green Baptist Church who will be working with Children whilst on an overseas trip should meet the minimum requirement for anyone working with children at EGBC i.e. two satisfactory references, a Self Disclosure Form and a clear enhanced DBS disclosure.

2.3 SAFER BEHAVIOUR

Esher Green Baptist Church has a CODE OF BEHAVIOUR for all those working with children and/or adults at risk so that everyone is shown the respect that is due to them:

- Treat everyone with dignity and respect.
- Use age and ability appropriate language and tone of voice. Be aware of your body language and the effect you are having on the child or adult at risk. This applies to both in person and online interactions.
- Listen well to everyone. Be careful not to assume you know what a child or adult at risk is thinking or feeling. Listen to what is being spoken and how it is said. At the same time, observe the individual's body language to better understand what is being said.
- Be aware of any physical contact you may have with a child or adult at risk and record it when necessary on the register. For instance, if you need to stop a fight, administer First Aid, give a hug to someone in distress, or protect yourself or others from danger.
- Do not make sexually suggestive comments about or to a child or adult at risk, even in 'fun'.
- Do not scapegoat, belittle, ridicule or reject a child or adult at risk.
- Keep a record of any significant incidents or concerns on a Safeguarding Incident 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 (eg. toileting) must be appropriate and related to

the age of the child, whilst also accepting that some children have special needs.

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

Avoiding being alone with a child or adult at risk/Insufficient leaders for groups

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

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

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

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

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

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

A worker should never invite a child or young person to their home alone.

Other considerations: thought should be given to how many workers should be involved with the group and whether they should be male or female workers, or both. See section 3.1.1 for recommended ratios. The only adults allowed to participate in children's and adult at risk activities are those safely appointed and appropriately trained. The leader of the activity should be aware of any other adults who are in the building whilst the activity is running.

Adults at Risk Lone Working: there are occasions where a worker will make a lone visit to an adult at risk in their own home although always at the request of the adult themselves. A risk assessment must be done for such visits.

SECTION 3 - BEST PRACTICE GUIDELINES

These best practice guidelines are in place to help those working on behalf of the church to do it well, prioritising the safety and well-being of those they are working with. Whilst this section is divided into adults and children, some aspects of good practice will overlap.

3.1 WORKING WITH CHILDREN

NOTE: Parental responsibility: Before church services and after the children have been dismissed from their organised activities, the parents and carers of the children have responsibility for their children's safety and behaviour. Children under the age of 8 should not leave their groups unaccompanied. During all age services or events all children are under the supervision of their parents or the adult who has brought them to church.

3.1.1 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	1 for the first 8, then one for every additional ten children (preferably one of each gender) with an extra adult for every 10 additional children (minimum 2)	2 adults for up to 15 children (preferably one of each gender) with an extra adult for every 8 additional children (minimum 2)
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.

3.1.2 Children with Additional Support Needs

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

to assist the child or young person. Older children will have their own views of how they can be best supported.

3.1.3 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 the church. If a situation occurs where it is needed then it should be done in pairs, and with the prior agreement of the Pastor.

3.1.4 Children with no adult supervision

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

- Welcome the child and try to establish their name, age, address and telephone number.
- Record their visit in a register.
- Ask the child if a parent/carer is aware of where they are. Where possible, phone and make contact, and then seek consent by sending an email if possible or posting a consent form to home address
- 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.
- If we are unable to make contact with a parent/carer, give the child a consent form and explain it needs to be filled in and brought back next time.

3.1.5 Mentoring

If a worker is working with a young person in a mentoring capacity:

- 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 regarding 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.

3.1.6 Peer Group Activities for Young People

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

3.1.7 Physical Contact

- Keep everything public. A hug within a group context is very different from one behind

closed doors.

- Touch should be related to the child's needs, not the worker's.
- Touch should be age-appropriate and generally initiated by the child rather than the worker.
- Workers should avoid any physical activity that is, or may be thought to be, sexually stimulating to the adult or the child.
- Children are entitled to privacy to ensure their personal dignity.
- Children have the right to decide how much physical contact they have with others, except in exceptional circumstances such as when they need medical attention.
- When giving first aid (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.

3.1.8 Digital Media and Communications

Modern Technologies and Safe Communication

NOTE: Children in school year 6 and below will not be contacted directly using any of the communication methods referred to below. All communication regarding these children will go directly to their parents, guardians or carers.

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

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.

Only workers who have been appointed under the church's agreed safeguarding procedures should use electronic communication to contact young people. As with face to face communication, workers should be clear to avoid any sexualised or innuendo language that may be misinterpreted, this includes the use of inappropriate or offensive emojis.

For more information on online safety, please refer to the Baptist Union of Great Britain **Cyber Safety Guide**, which can be found on their website as well as the [Guide to using Social Media to Communicate with Young People](#), which is also available on the BUGB website.

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 using the Youth 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 (e.g. Snapchat, WhatsApp, Instagram)

Direct one to one communication via social networks including WhatsApp between leaders/helpers and youth are not to take place. In some cases where age appropriate, i.e. 16+, groups may communicate via a group chat which remains open and accountable. Please respect individuals and best practice when engaging in such groups, and keep content relevant to the group rather than holding individual conversations. Workers should save any 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'.
- Workers should not take photos of children, young people or adults at risk using their phone. All photography should follow the usual protocols and permission sought in advance. No photos of children, youth or vulnerable adults should be stored 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. More than one adult worker should always be part of these sites.
- 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

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.
- Children and young people under the age of 18 should not be identified by name or 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.
- Copies of photographs must not be distributed to other individuals without the permission of a parent.

Live-Streaming Services to YouTube and other online social media platforms

The team involved in Live-Streaming must ensure that they adhere to the good practice guidelines outlined in this policy.

In addition to the **Videos & Photographs** guidelines above, special attention must be given to:

- Ensuring that everyone in the building is aware that the service is being filmed for internet use, and consents to being caught on camera (even in background shots).
- Providing clarity on which areas of the church will be filmed, and which will not.
- Training camera operators on what respectful filming looks like (e.g. not zooming in too close, or focussing on particular body parts).
- Ensuring that children/young people/adults at risk are not made identifiable (e.g. by full name/age/school or any other contact details) – if they feature in the service or are mentioned in any video footage.
- Which devices will be used to collate the footage and who can access this – so there is transparency about the existence of any material, and accountability for usage.
- Moderating the online chat that occurs during the service – ensuring that:
 - Participants are aware it is a public space and a moderated channel
 - Personal contact details are not shared and children/young people/adults at risk are not made identifiable
 - Systems are in place to promptly remove any inappropriate words, comments and/or images
 - Signposting is in place for those who share prayer/pastoral needs
 - The safeguarding policy is followed in the event that disclosures of abuse are shared

Online meeting platforms e.g. Zoom/MS Teams

These are valuable methods of communication when face-to-face meetings are not possible, and the following guidelines must be observed to ensure the safety of these spaces:

- Parental consent required for anyone under 18 to access the meeting
- Invitation to access the meeting is not made publicly accessible
 - By invitation to parent email addresses only
 - Include note not to share the link without prior agreement
- Admittance is not automatic
 - password protected
 - manually granted by host leader
 - attendees to use recognisable screen name for access
- Observe leader/child ratios – always a minimum of 2 leaders in any online space
- Ensure leader has control over what can be shared/displayed
 - By disabling screen share options for all participants

- Ensure online hosting is shared between leaders (by allocating a co-host)
- Minimise opportunities for cyber-bullying by keeping all chat functions public
 - Disable private chat functions between participants
- Record attendance
- Meetings not to be recorded or screen-shots taken without prior consent/agreement

3.2 WORKING WITH ADULTS AT RISK

3.2.1 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.

3.2.2 Language

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

3.2.3 Worship

In all worship services, we will consider the varied requirements of our congregation and try to be as inclusive as possible, 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 adults at risk, such as those with learning disabilities, the deaf or the visually impaired.

3.2.4 Insurance

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

3.2.5 Financial integrity

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

- Those who work with adults at risk may become involved in some aspects of personal finance - collecting pensions or benefits, shopping or banking, etc. If handling money for someone else, always obtain receipts or other evidence of what has been done.
- Workers should not seek personal financial gain from their position beyond any salary or recognised allowances or expenses.
- Workers should not be influenced by offers of money.

- Any gifts received should be reported to the church trustees, who should decide whether or not the gift can be accepted.
- Any money received by the church should be handled by two unrelated church workers.
- Care should be taken not to canvass for church donations from those adults who may be at risk, such as the recently bereaved.
- Workers should ensure that church and personal finances are kept apart to avoid any conflict of interest.
- If someone alters their will in favour of an individual known to them because of their church work or pastoral relationship, it should be reported to the trustees. Workers should not act as Executors for someone they know through their work or pastoral role, as this may lead to a conflict of interests.
- Expert legal advice should be sought on matters such as Power of Attorney and Appointeeship to ensure that the situation is clearly understood and is the most appropriate course of action for the adult at risk.

3.2.6 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.

3.2.7 Computers

All church computers and laptops are password protected. This will make using the computers for inappropriate behaviour more difficult, whilst also protecting any vulnerable users.

3.2.8 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 SC and stored in a safe and secure manner for at least 75 years.

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

3.3 HEALTH AND SAFETY - Safe Practice and Safe Premises.

(See also our separate Health and Safety Policy.)

3.3.1 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 adults at risk.

3.3.2 Health and Safety

All activities for children, young people and adults at risk will comply with the church's current health and safety policy and will be conducted in accordance with approved risk assessments. Particular attention should be paid to 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 adult at risk groups will be properly maintained. Groups using the rooms risk assess the room before use and either deal with or report any issues arising.

3.3.3 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.

3.3.4 First Aid

Our church has a number of trained First Aiders and there is a list showing who they are in the first aid kits so that church stewards know who to ask on Sunday mornings if first aid is required. We have first aid kits on all floors. We have an accident and 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. The office team 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 church office.

3.3.5 Supervision of Groups

Sunday morning session leaders and helpers should also sign the register so we have a record of who the responsible people were for each week.

3.3.6 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).

3.3.7 Risk Assessment

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

3.3.8 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.

3.3.9 Transport

These guidelines apply to all drivers involved in the transportation of children, young people and adults at risk 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 adults at risk (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.

Youth and children's leaders should complete our RISK ASSESSMENT form for each individual outing.

3.3.10 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 (see Appendix 5)
- 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 is not acceptable for workers to share sleeping accommodation with young people. Instead, workers should be situated in close proximity and ensure that the young people know where to go if they need help. There should be at least two workers on duty until all young people are asleep.

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

Adventurous Activities

No child 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.

Named person for safeguarding on the trip

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

3.3.11 Outings and Overnight Events involving Adults at Risk

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

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

Sleeping Arrangements

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

Personal Care

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

Activities

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

Safety

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

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

Consent and Medical Information

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

decision making. In these situations, seek advice from the SC with regard to who should be involved.

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

Holding and Dispensing of Medication

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

Named person for safeguarding on the trip

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

3.3.12 Hiring of Church Premises

The responsible adult for an activity held at Esher Green Baptist Church must comply with EGBC booking guidelines on health and safety and safeguarding.

3.4 SAFER COMMUNITY

3.4.1 Bullying

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

It is important to recognise that bullying 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.
- 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.
See Appendix 4
- 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.

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

3.4.2 Working with Alleged or Known Offenders

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

When it is known that a person who has been convicted of abusing children, young people or adults is attending our church, it is important that their behaviour within the church community is properly

managed and that a contract is put in place. There are also times when it will be appropriate to take such measures with a person who has faced allegations of abuse but hasn't been convicted.

In determining the details of the contract:

- The SC will inform and take advice from the local Baptist Association Safeguarding Contact. A contract template will be provided along with support through the process.
- 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 adults at risk.
- The members of the church Safeguarding Team will always be informed.
- The SC should determine whether the person is subject to supervision or is on the Sex Offenders' Register. If so, the SC 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.

3.4.3 Alleged or known offenders who are themselves adults at risk

A risk assessment and formal contract may be quite a daunting process for someone with learning difficulties or a young person yet having safeguards in place is still necessary. Therefore, an alternative may be to arrange a meeting with the individual in question where they can be taken through the main elements of a formal contract in a way that is non-threatening and easy to understand. Notes would be taken and the individual would need to verbally agree to the requirements laid out in the meeting.

Rather than signing a formal 'contract', the individual would instead sign to say that they agree with the minutes or meeting notes, and that they will stick to what has been agreed during the meeting. This will result in the same outcome as a contract but is a more informal and appropriate approach for an adult at risk. The agreed requirements will need to be reviewed regularly to make sure that the individual is complying, exactly as a formal contract would be. The church will work with the Regional Safeguarding Lead throughout this process.

SECTION 4 - USEFUL CONTACTS

<p>Surrey County Council C-SPA (Children’s Single Point of Access) https://www.surreycc.gov.uk/social-care-and-health/childrens-social-care/contact-childrens-services 9am—5pm: 0300 470 9100 Out of hours: 01483 517898 (Emergency Duty Team) Email:cspa@surreycc.gov.uk</p>
<p>Kingston upon Thames and District C-SPA (Children’s Single Point of Access) https://kingstonandrichmondsafeguardingchildrenpartnership.org.uk/ 9am—5pm: 020 8547 5008 Out of hours: 020 8770 5000 (Emergency Duty Team)</p>
<p>Surrey County Council MASH (Multi Agency Safeguarding Hub) (Adult Social Services) 8.45am—5pm: 0300 470 9100 Out of hours: 01483 517898 (Emergency Duty Team) Email: ascmash@surreycc.gov.uk (Secure email: ascmash@surreycc.gcsx.gov.uk)</p>
<p>Kingston Adult Social Services https://www.kingston.gov.uk/adult-safeguarding 9am -5pm 020 8547 5005 Out of hours 020 8770 5000</p>
<p>Surrey County Council Local Authority Designated Officer (LADO) Out of hours: 0300 123 1650 Email: LADO@surreycc.gov.uk</p>
<p>Kingston Local Authority Designated Officer (LADO) Tel: 07774 332675 Email: LADOachievingforchildren.org.uk</p>
<p>Police 999 in an emergency Non-emergency: 101</p>
<p>London Baptist Association Safeguarding Contact Rachel Swaby Phone number: 07512 196646 Email address: safeguarding@londonbaptist.org.uk</p>
<p>Disclosure and Barring Helpline: 03000 200 190</p>
<p>Thirtyone:eight (previously CCPAS) Helpline 0303 003 1111 for safeguarding advice and DBS Processing Our membership number: 371</p>
<p>NSPCC Child Protection Helpline: 0808 800 5000</p>
<p>Childline: 0800 1111</p>

Adoption of the policy

This policy was agreed by the leadership team and will be reviewed in April 2026.

Signed by:

Position:

Signed by:

Position:

Date:

A copy of this policy is also available on our website and in the Church Office.

APPENDIX 1 - DEFINITIONS OF ABUSE

Understanding, Recognising and Responding to Abuse

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

Type of abuse	Child	Adult at risk
<i>Physical</i>	Actual or likely physical injury to a child, or failure to prevent physical injury to a child.	To inflict pain, physical injury or suffering to an adult at risk.
<i>Emotional</i>	The persistent, emotional, ill treatment of a child that affects their emotional and behavioural development. It may involve conveying to the child that they are worthless and unloved, inadequate, or that they are given responsibilities beyond their years.	The use of threats, fear or power gained by another adult's position, to invalidate the person's independent wishes. Such behaviour can create very real emotional and psychological distress. All forms of abuse have an emotional component.
<i>Sexual</i>	Involves forcing or enticing a child to take part in sexual activities, whether or not the child is aware of what is happening. This includes non-contact activities, such as involving children in looking at, or in the production of, pornographic material or watching sexual activities, or encouraging children to behave in sexually inappropriate ways.	Any non-consenting sexual act or behaviour. No one should enter into a sexual relationship with someone for whom they have pastoral responsibility or hold a position of trust.
<i>Neglect</i>	Where adults fail to care for children and protect them from danger, seriously impairing health and development.	A person's wellbeing is impaired and their care needs are not met. Neglect can be deliberate or can occur as a result of not understanding what someone's needs are.

Type of Abuse	Additional Definitions
<i>Financial</i>	The inappropriate use, misappropriation, embezzlement or theft of money, property or possessions.
<i>Spiritual</i>	The inappropriate use of religious belief or practice; coercion and control of one individual by another in a spiritual context; the abuse of trust by someone in a position of spiritual authority (e.g. minister). The person experiences spiritual abuse as a deeply emotional personal attack.

<i>Discrimination</i>	The inappropriate treatment of a person because of their age, gender, race, religion, cultural background, sexuality or disability.
<i>Institutional</i>	The mistreatment or abuse of a person by a regime or individuals within an institution. It can occur through repeated acts of poor or inadequate care and neglect, or poor professional practice or ill-treatment. The church as an institution is not exempt from perpetrating institutional abuse.
<i>Domestic Abuse</i>	Domestic abuse is any threatening behaviour, violence or abuse between persons aged 16 or above who are or have been in a relationship, or between family members. It can affect anybody regardless of their age, gender, sexuality or social status. Domestic abuse can be physical, sexual or psychological, and whatever form it takes, it is rarely a one-off incident. Usually there is a pattern of abusive, coercive and controlling behaviour where an abuser seeks to exert power over their family member or partner. The Domestic Abuse Act 2021 identifies children who see, hear or experience the effects of domestic abuse as victims in their own right.
<i>Online abuse</i>	The use of information technology (email, mobile phones, websites, social media, instant messaging, chatrooms, etc.) to repeatedly harm or harass other people in a deliberate manner. The Online Safety Bill, 2021, introduces new rules for internet search engines and firms who host user-generated content, i.e. those which allow users to post their own content online or interact with each other. Those platforms which fail to comply with the rules could face penalties of up to 10% of their revenue, and in the most serious cases some may even be barred from operating.
<i>Self-harm</i>	Self-Harm is the intentional damage or injury to a person’s own body. It is used as a way of coping with or expressing overwhelming emotional distress. An individual may also be neglecting themselves, which can result in harm to themselves.
<i>Mate crime</i>	‘Mate crime’ is when people (particularly those with learning disabilities) are befriended by members of the community, who go on to exploit and take advantage of them.
<i>Cuckooing</i>	Cuckooing is the term used to describe occasions where the homes of adults at risk are taken over and used to distribute drugs or as a base for gang or criminal activities. The tenant may believe that the people who are in their home are their friends.
<i>Modern Slavery</i>	Modern slavery is the practice of treating people as property; it includes bonded labour, child labour, sex slavery and trafficking. In the UK we see examples of this through County Lines, Child Sexual Exploitation and forced labour.
<i>Human Trafficking</i>	Human trafficking is when people are bought and sold for financial gain and/or abuse. Men, women and children can be trafficked, both within their own countries and over international borders. The traffickers will trick, coerce, lure or force these vulnerable individuals into sexual exploitation, forced labour, street crime, domestic servitude or even the sale of organs and human sacrifice.
<i>Radicalisation</i>	The radicalisation of individuals is the process by which people come to support any form of extremism and, in some cases, join terrorist groups. Some individuals are more vulnerable to the risk of being groomed into terrorism than others.

<i>Honour / Forced Marriage</i>	An honour marriage / forced marriage is when one or both of the spouses do not, or cannot, consent to the marriage. There may be physical, psychological, financial, sexual and emotional pressure exerted in order to make the marriage go ahead. The motivation may include the desire to control unwanted behaviour or sexuality.
<i>Female Genital Mutilation</i>	Female genital mutilation (FGM) comprises all procedures involving partial or total removal of the female external genitalia or other injury to the female genital organs for non-medical reasons as defined by the World Health Organisation (WHO). FGM is a cultural practice common around the world and is largely performed on girls aged between 10 and 18. Performing acts of FGM is illegal in the UK as is arranging for a child to travel abroad for FGM to be carried out.
<i>Peer-on-Peer Abuse</i>	Peer-on-peer abuse is where sexual abuse takes place between children of a similar age or stage of development.
<i>Child on Child Abuse</i>	Child on Child abuse is when a child abuses another child of any age or stage of development
<i>Historic Abuse</i>	Historic abuse is the term used to describe disclosures of abuse that were perpetrated in the past. Many people who have experienced abuse don't tell anyone what happened until years later, with around one third of people abused in childhood waiting until adulthood before they share their experience.

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

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

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

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

APPENDIX 2 – DETAILED GUIDANCE ON REPORTING REQUIREMENTS

STAGE 1 – THE WORKER

The duty of the person who receives information or who has a concern about the welfare of a child, young person or adult at risk is to RECOGNISE the concerns, make a RECORD in writing and RESPOND by passing on their concerns to the SC. If he/she is not contactable, or they are implicated in the situation, another member of the church Safeguarding Team should be contacted instead.

Concerns should be passed on to the SC within 24 hours of the concern being raised. If anyone is considered to be in imminent danger of harm, a report should be made immediately to the police by calling 999. If such a report is made without reference to the SC, 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 adult at risk 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 adult at risk's name, address, date of birth (or age if the date of birth is not known)
- include the nature of the concerns/allegation/disclosure
- include a description of any bruising or other injuries that you may have noticed
- include an exact record of what the child or adult at risk has said, using their own words where possible
- include what was said by the person to whom the concerns were reported
- include any action taken as a result of the concerns
- be signed and dated
- be kept secure and confidential and made available only to the church Safeguarding Team (including the Pastor), representatives of any statutory authorities involved and the local Baptist association.

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

If an issue concerns an adult at risk who does not give permission to pass on the information to anyone else, the worker should explain that they will need to speak with the SC, 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 SC.

STAGE 2 – THE SAFEGUARDING COORDINATOR (SC)

The duty of the SC 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 SC:

- Should take into account their level of experience and expertise in assessing risk to children or adults at risk.
- Must take into account any other reports that have been received concerning the same individual or family.
- May speak with others in the church where appropriate (including the Pastor 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 SC will decide who the report should be referred on to, working in conjunction with the church Safeguarding Team where appropriate. They may:

- Refer back to the worker who made the initial report if there is little evidence that a child or adult at risk is being harmed, asking for appropriate continued observation.
- Refer the concern to others who work with the child or adult at risk in question, asking for continued observation where appropriate.
- Inform parents / carers under certain circumstances, where doing so would not present any further risk of harm.
- Make a formal referral to the police or local Social Services team. With adults at risk, confidentiality means that someone's personal business is not discussed with others, except with their permission. This is not always possible when considering passing relevant information about abuse or concerns to the statutory authorities, however, it is possible to keep the information confidential to the relevant parties. This means not telling or hinting to others what has been disclosed, not even for prayer ministry purposes. For adults at risk, concerns will only be referred to the police or Social Services without consent where:
 - the person lacks the mental capacity to make such a choice
 - there is a risk of harm to others
 - in order to prevent a crime
- If an allegation is made against someone who works with children* the allegation should be reported to the Local Authority Designated Officer (LADO) or equivalent. The LADO is located within Children's Services and should be alerted to all cases in which it is alleged that a person who works with children has:
 - behaved in a way that has harmed, or may have harmed, a child

- possibly committed a criminal offence against children, or related to a child
- behaved towards a child or children in a way that indicates s/he is unsuitable to work with children.
- If an allegation is made against someone who works with adults at risk*, it should be reported to the police or Adult Social Services.

**If a worker has an allegation made against them, they should step down from all church duties until the incident has been investigated by the statutory authorities. It may also be appropriate to put a Safeguarding Contract in place; this should be discussed with the local Baptist Association Safeguarding Contact.*
- Whenever a formal referral is made to the police, Social Services or LADO, the SC should report the referral to:
 - The Safeguarding Trustee
 - The Pastor
 - The local Baptist Association Safeguarding Contact

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

STAGE 3 – THE NEXT STEPS

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

The duty to SUPPORT

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

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

The duty to REPORT

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

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

APPENDIX 3 – SAFEGUARDING INCIDENT FORM

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

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

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

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

DETAILS OF INCIDENT OR CONCERN:

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

Please continue on a separate sheet if necessary

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

Please give details of who and when below:

Organisation: _____

Name of contact: _____

Date of contact: _____

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

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

Signed

Date

APPENDIX 4 - Model Job Application Form

Application Form for paid or voluntary work with children, young people and adults.

Name of place of worship/ organisation:

We ask all prospective workers with children, young people and adults to complete this form. If there is insufficient room to fully answer any question, please continue on a separate sheet. The information will be kept confidentially by the place of worship/organisation, unless requested by an appropriate authority.

1. Personal Details	
We will need to see birth/marriage certificates or documents regarding a change of name.	
Full Name: _____	
Maiden/Former Name(s): _____	
Date and place of birth: _____	
Address: _____	

Postcode	_____
Daytime Tel No: _____	Mobile: _____
Evening Tel No: _____	_____
Email address: _____	
How long have you lived at the above address? _____ Years _____ Months	
If less than 5 years, please give previous address(es) with dates:	
From Date: _____ To Date: _____	From Date: _____ To Date: _____
Address: _____	Address: _____
_____	_____
_____	_____
Postcode: _____	Postcode: _____

<p>Please tell us about your Christian experience/experience in the church(es)/organisation(s) you have been involved in, including names, dates and detail of the areas of your involvement.</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
--

3. Are you currently working in any other care position in either a voluntary or paid capacity?

If yes please give details:

Name of Organisation:	
Contact person:	Tel No:
Address:	
Details of duties:	

4.

References

Please complete the details below of two people who would be willing to provide a personal reference. If you are currently working, (paid or voluntary) one of these should be your present employer. You should also provide details of your leader of place of worship/line manager. We reserve the right to take up character references from any other individuals deemed necessary.

Name:	Name:
Address:	Address:
Postcode:	Postcode:
Tel No:	Tel No:
Email:	Email:
Relationship:	Relationship:

Place of worship, leader/ line manager

Name:	
Contact person:	Tel No:
Address:	

Please would you complete the attached Self-declaration Form, place it in a sealed envelope and address it to __Jeanette Holt__(the person responsible for processing Disclosure Checks) with whom you are welcome to discuss any aspects of this procedure. Please confirm that you understand and agree to a Disclosure Check should we wish to appoint you to a post involving working with adults and/or children.

I confirm that the submitted information is correct and complete, I understand and agree to the conditions involving a Disclosure Check and I have sent the Self-Declaration Form to the Recruiter in a separate, sealed envelope.

Signed: _____ Date _____

APPENDIX 5: -Activity Risk Assessment Template

Activity Description:			
Trip To		No of children:	
Date of activity:		No of leaders:	

Identify the Hazards	Who might be harmed and how?	Evaluate the risk and decide on precautions	Review your assessment and update if necessary
Supervision			
Venue/Location			
Food safety Potential food allergies Risk of choking			
Other Members of the Public			
Emergency or First Aid Provision.			

Action Plan			
Action to address risk	Who is the lead for addressing this?	When should this be completed?	Date completed

Date Risk Assessment Completed:	
Completed by:	
Approved by:	

APPENDIX 6 - Young Volunteer Form

Name of Place of Worship/Organisation _____

Name of Group _____

Full Name of Young volunteer _____ DOB _____

Address _____

Phone number _____

Thank you for agreeing to be a volunteer. We value and appreciate you being willing to serve in this way.

You will be expected to help _____ (*name of leader*)
with: _____ (*please state tasks*).

Here are some simple Do's and Don'ts:

- Do help the children to have fun – and remember to have fun yourself!
- Do be gentle with the children or young people during games.
- Do praise the children for their achievements.
- Do help and encourage them when they find things difficult.
- Do try to show them care through your actions.
- Do be careful with the things you say - don't swear, gossip or shout.
- Don't be aggressive, angry, or unfriendly towards the children.
- Don't show favouritism towards one or more of the children over the others.
- Do try and avoid close physical contact - children may want to cling to you, sit on your lap, or jump on you. Gently ask them to stop and sit next to you instead.
- Do encourage them to take part in the activities that have been organised.
- Do remember to smile. 😊

What we will do for you:

We will give you a copy of the guidelines we give to all our leaders, so you know what to do.

We will provide a leader who will supervise your work, give you guidance, and look after you. Their name is: _____ (*name of leader*). You will need to let them know if you can't attend.

Your supervisor will give you more information and you can ask them any questions and talk to them about anything, even if it's not to do with the work, or it's outside the normal hours of the group.

We will make sure you only help with activities where you are supervised and within sight of the leader. Other leaders may ask you to help them if the children are separated into groups. If this happens you should take supervision from that group leader for that time.

We will make sure that you are **NEVER** left on your own with any of the children.

I _____ commit regularly to attend and help at _____ (name of group) for the agreed period of time with the exception of sickness, school outings, exams, DOE expeditions and study leave.

Signed _____ Age _____ Date _____

We will communicate with your parent/carer

Email _____

Phone number _____

Travel arrangements getting home: I have made travel arrangements after _____ (name of group) particularly during the dark evenings, and these are as follows:

Approved by: Parent/Carer (person with parental responsibility)

Sign: _____ please keep a copy and return the other.

Agreed period: _____ months. Expires _____ You can arrange to renew this commitment at this date.

Appointment approved by: _____ (name of leader of group/organisation)

Named Leader: _____ Contact Number: _____

APPENDIX 7 - Self-declaration form for Enhanced DBS checks – England and Wales

As a place of worship/organisation we undertake to meet the requirements of the Data Protection Act 1998 and 2018 General Data Protection Regulations and all other relevant legislation, and the expectations of the Information Commissioners Office relating to the data privacy of individuals.

Please complete this form and then return it in a separate sealed envelope to the person named below (DBS Recruiter):

Val Ahern Esher Green Baptist Church 6 Park Road Esher KT10 8NP Tel: 01372 468255
--

A - Conviction history

The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website.

1) Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974?	Yes	No
If yes, please give details including the nature of the offences and the dates. It would be helpful to include details of the reasons and circumstances that led to the offence(s):		
2) Do you have any adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020?	Yes	No
If yes, please give details including the nature of the offences and the dates. It would be helpful to include details of the reasons and circumstances that led to the offence(s):		

B - Overseas history

1) Have you ever lived, worked, or volunteered outside the United Kingdom?	Yes	No
If yes, please provide details, including the name of the country/countries:		
2) Do you have any overseas convictions?	Yes	No
If yes, please provide further information:		

C – Past conduct

1) To your knowledge have you ever had any allegation made against you, which has been reported to, and investigated by, Social Services/Social Work Department (Children’s or Adult Social Care)?	Yes	No
If yes, please provide details:		
2) Has there ever been any cause for concern regarding your conduct with children, young people, or adults with care and support needs?	Yes	No
If yes, please provide details:		

D - Barred lists checks (for those working in Regulated Activity)

If your role will involve engaging in regulated activity with children or adults with care and support needs (vulnerable adults) or line managing someone else that does, you will be asked to complete the below section.

Are you or have you been barred from working with children or adults with care and support needs (vulnerable adults)?	Yes	No
--	------------	-----------

E - Declaration

I consent to an enhanced DBS check if appointed to the position for which I have Applied and to subsequent checks on the Update Service. I have read the Enhanced Check Privacy Policy for applicants. I understand how the DBS will process my personal data and the options available to me for processing an application.
--

<p>I am aware that if I am being asked to apply for an enhanced disclosure it will show spent and unspent convictions and adult cautions, from the Police National Computer which have not been filtered in line with legislation plus any information held by local police that's considered relevant to the role.</p>
<p>I am aware that, failure to disclose information that is not 'protected', could result in the withdrawal of approval to work within the organisation. This process is subject to a strict code to ensure confidentiality, fair practice and security of any information disclosed.</p>
<p>I agree to inform the person within the organisation responsible for processing disclosure applications if I am convicted of an offence after I take up any post within the organisation.</p> <p>I understand that failure to do so may lead to the immediate suspension and/or the termination of my employment.</p>
<p>I agree to inform the person within the place of worship/organisation responsible for processing disclosure applications if I become the subject of a police force and/or a social services/(Children's Social Care or Adult Social Services)/Social Work Department investigation.</p> <p>I understand that failure to do so may lead to the immediate suspension of my work and/or the termination of my employment.</p>
<p>Print name:</p> <p>Signed:</p> <p>Date:</p>

Legalese

The Disclosure of any offence may not prohibit employment. Please refer to our Rehabilitation of Offenders / Equal Opportunities Policy. The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. The DBS Service Code of Practice and our own procedures are available on request for you to read. It is stressed that a criminal record will not necessarily be a bar to appointment, only if the nature of any matters revealed could be considered to place children or vulnerable adults at risk. As an organisation we agree to abide by the Code of Practice on the use of personal data in employee/employer relationships under the General Data Protection Regulations, as well as the expectations of the DBS.

Barred lists / Regulated Activity

Under the Protection of Freedoms Act 2012 it is an offence for any organisation to offer employment to anyone who has been convicted of certain specific offences or included on either of the two barred lists held by the Disclosure and Barring Service where the post falls within the scope of regulated activity (as defined by the DBS, under the Safeguarding Vulnerable Groups Act 2006 and the Protection of Freedoms Act 2012). An Enhanced Disclosure with barred list check must be completed. Those working with children and / or vulnerable adults in posts which fall outside the scope of regulated activity may still be eligible for an Enhanced Disclosure WITHOUT a barred list check.

Links

<https://www.gov.uk/government/publications/standard-and-enhanced-dbs-check-privacy-policy>
<https://www.gov.uk/government/publications/dbs-filtering-guidance/dbs-filtering-guide>
<https://www.gov.uk/government/organisations/disclosure-and-barring-service/about>

APPENDIX 8 - Behaviour Risk Assessment of Adult or Child

Church / Organisation	Esher Green Baptist Church		
Subject of Risk Assessment (if child, include age)		Location	Esher Green Baptist Church
Date of Risk Assessment		Date for Review	
Responsible Leader		Review Frequency	
Professionals/others involved (if applicable)			
Reason for risk assessment (including a view on the individual's awareness and acknowledgement of the concerns)			

What are the concerns?	Given this, what are the possible risks? Who is at risk?	Can the risk be managed? What measures can be adopted to safeguard in this situation?	Action by whom?	Action by when?	Date Completed

Guidance notes

1. This document will primarily be overseen (and possibly even completed) by the safeguarding coordinator within the organisation. It may be filled-in, in conjunction with a worker or volunteer or leader who knows the situation or individual (adult/child) well.
2. It is important to remember that a tool like this will be useful for dealing with:
 - a. risks that are known and substantiated or
 - b. those that are unsubstantiated but still warranting some form of safeguarding arrangements or
 - c. on receipt of a blemished disclosure during the recruitment process (read InFocus on Dealing with Blemished Disclosures for how to do this well)

Therefore, communication is key when seeking to put an assessment in place. Encourage your workers to raise/share concerns appropriately so you can make an informed decision about the nature and detail of the risk assessment.

3. Information about risks an individual may pose maybe received from anyone of these following services: Social Services or Police or Probation or Health services. Seek to contact them to clarify information and where possible seek to gather their view on your risk assessment. Other organisations such as schools, churches or voluntary organisations may be able to indicate the presence of a safeguarding concern in relation to a child or adult though not the details of the relevant concerns.
4. Possible measures (as stated in Column 3) could range from a stringent contract/covenant of care to informal supervision/monitoring arrangements. Depending on the nature of the risk and the potential groups that may be vulnerable through coming into contact with the individual, consider realistic ways of managing and also supporting the individual concerned.
5. Read our InFocus on Handling and Storage of disclosure information for advice on storage and retention of these records (Standard 3.23)
6. Read Standard 9 within our online safeguarding manual for further information on working with those who may pose a risk and clauses to consider in a contract.
7. If your risk assessment indicates that your church is unable to manage the risk the individual poses (either due to the scale of your work with vulnerable groups or lack of resources to offer accountability arrangements and/or pastoral support), you are able to advise the individual that your church may not be the appropriate place for them to attend. You can support them to seek to explore an alternate church and encourage them to share the concerns with the relevant safeguarding lead and/or Pastor.
8. It is important to remember that when working with individuals and vulnerable groups, risk cannot be completely eliminated but can definitely be mitigated and managed safely.