

WORKING WITH CHILDREN, YOUNG PEOPLE AND AT RISK ADULTS

ADELAIDE PLACE BAPTIST CHURCH SAFEGUARDING POLICY



Adelaide Place Baptist Church, 209 Bath Street, Glasgow, G2 4HZ

apbc.net

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A Brief Introduction to Adelaide Place Baptist Church Safeguarding Policy

Safeguarding Officers for Adelaide Place Baptist Church

Safeguarding Officers have been appointed as the main point of contact for all safeguarding concerns with relation to children, young people, at risk adults, leaders and staff within Adelaide Place Baptist Church. You should report all concerns, allegations and/or suspicions immediately to them. They are:

- Rowan O'Donnell: rubyred242@hotmail.com
- David McKillop: demckillop@gmail.com

Helplines

thirtyone:eight: 0303 003 11 11 (formerly known as Church's Child Protection Advisory Service)

Social Care Direct (Scottish-Glasgow): 0141 287 0555 (Adult or Child)

Emergency Social Work Out of Hours (Scottish-Glasgow): 0300 343 1505

NSPCC: 0808 800 5000

Childline: 0800 11 11 (for children)

Good working practice

- treat everyone with respect and dignity
- be available but don't intrude on personal space and privacy
- develop awareness of individual needs/likes/dislikes
- avoid questionable activity (e.g. rough/sexually provocative games and inappropriate language)
- challenge unacceptable behaviour
- be prepared to refer to someone with greater experience
- be ready to follow official policy guidelines and report all allegations and suspicions of abuse to Safeguarding Officers

Responding to a child making a disclosure or allegation

- Information will be treated sensitively by the Safeguarding team and shared on a need to know basis
- listen, and keep listening
- don't question
- avoid passing judgement on what you are told
- never promise confidentiality
- explain what you intend to do with the information and don't delay action
- contact Safeguarding Officer (see above for details)

- preferably within an hour of the conversation, write down the contents (i.e. he/she said, I replied etc. date and time)
- sign, date, keep safely until able to pass on to Safeguarding Officer

If Safeguarding Officers are unobtainable

- seek out the leader with highest responsibility for your group
- report details of the incident/allegation/disclosure as you would with Safeguarding Officer

For the leader (with no access to Safeguarding Officer)

Physical/emotional abuse or neglect:

- If deliberate injury is suspected and/or they are afraid to return home, there is concern for the child's safety. Don't discuss with parents/carers and contact Children's Social Services.
 - seek medical help if needed urgently, advising doctor of suspicions
 - if child is not at immediate risk, encourage parent/carer to seek help themselves and monitor situation
- Sexual abuse:
- always contact Children's Social Services or police immediately
 - never tell parents/carers

DEFINITIONS OF TERMS

In the Safeguarding Policy, the term 'child' refers to anyone under the age of 18 years.

There is no standard single definition for an adult at risk, so for our policy we are using the following simple definition taken from CCPAS (Churches' Child Protection Advisory Service):

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

SECTION 1 – SAFEGUARDING POLICY STATEMENT on Children and Young People and Adelaide Place Baptist Church

Our vision

The vision statement of Adelaide Place Baptist Church is Joining God in the Renewal of All Things

In fulfilling this vision, we:

- Welcome children and 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

Terminology

The term "child" and "young person" as used here, and in our procedures and good practice guidelines, refers to any child or young person, regardless of age, sex, gender, race etc., under the age of 18. The term "Leader" refers to those whom Adelaide Place Baptist Church would consider ultimately responsible for the running of an event, group or organisation. The term "worker" refers to all those who are working with the young people in any given situation (may be called leaders within the group) but who may not have overall responsibility for the event, group or organisation.

We recognise that parents should normally be responsible for the upbringing of their children but accept our responsibility when and where we have the opportunity to participate in the children's and young people's lives. This statement was agreed at Adelaide Place Baptist Church in August 2022 and will be reviewed annually

Our safeguarding responsibilities

Adelaide Place Baptist Church recognises its responsibilities in safeguarding all children, young people regardless of sex, gender, ethnicity or ability. As members of this church we commit ourselves to the nurturing, protection and safekeeping of all associated with Adelaide Place Baptist 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 (physical, sexual, emotional and spiritual abuse or neglect) disclosed, discovered or suspected will be reported in accordance with our procedures. Adelaide Place Baptist Church will fully cooperate with any statutory investigation into any suspected abuse linked with Adelaide Place Baptist Church.

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

- *Safer recruitment, support and supervision of workers*

Adelaide Place Baptist 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 required to read the safeguarding policy and will be provided with appropriate ongoing training, resourcing, support and supervision to promote the safekeeping of children and adults at risk (child protection policy, procedures and good proactive guidelines)

- *Respecting children and adults at risk*

Adelaide Place Baptist Church will adopt a code of behaviour for all who are appointed to work with children and adults at risk so that all children and adults are shown the respect that is due to them. We commit to following procedures for dealing with concerns regarding possible abuse.

- *Safer working practises*

Adelaide Place Baptist Church is committed to providing an environment that is as safe as possible for children and adults at risk and will adopt ways of working with them that promote their safety and well-being.

We commit to following procedures for dealing with concerns regarding possible abuse.

We commit to maintaining good links with the statutory childcare authorities and other organisations by ensuring our policies are in line with their best practices.

- *A safer community*

Adelaide Place Baptist Church is committed to the prevention of bullying. Adelaide Place Baptist 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 Adelaide Place Baptist Church is managed appropriately.

We commit to supporting and encouraging parents/carers

- *Annual Review*

We commit to the Safeguarding policy to be reviewed annually by the safeguarding team and any changes confirmed by Adelaide Place Baptist Church Core Leadership Team.

Safeguarding contact points within our church

Adelaide Place Baptist Church has appointed the following individuals to form part of Adelaide Place Baptist Church safeguarding team:

- Rowan O'Donnell: rubyred242@hotmail.com
- David McKillop: demckillop@gmail.com

Their roles will be regularly explained to children and young people, and their names, email address and contact numbers will be publicly displayed. Where possible, Adelaide Place Baptist 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.

Further definitions of these roles can be found in the BUGB publications 'Safe to Grow' (2011) & 'Safe to Belong' (2015).

Putting our policy into practice

- Each worker with children will be given a full copy of the safeguarding policy and procedures and will be asked to sign to confirm that they will follow them.
- A full copy of the policy and procedures will be made available on request to any member of, or other person associated with Adelaide Place Baptist Church.
- A full copy of the policy and procedures will be available of the Adelaide Place Baptist Church Website
- The policy and procedures will be monitored and reviewed annually, and any necessary revisions adopted into the policy and implemented through our procedures.
- The policy statement will be reviewed and approved annually by the Core Leadership Team.

SECTION 2 - SAFEGUARDING PROCEDURES

Introduction

Each trustee, church leader and worker (paid or voluntary) needs to be familiar with these procedures and given regular Safeguarding training to ensure that they have the knowledge and confidence needed to deal with safeguarding issues as they arise.

It is vitally important that these procedures are well known and that all those working with children and/or adults at risk in your church have the information and training needed to work with these procedures.

2.1 – PROCEDURE FOR RECOGNISING, RESPONDING TO, RECORDING AND REPORTING ABUSE

2.1.1 DEFINITIONS AND SIGNS OF ABUSE

(more info in Appendix 5.1)

Categories of abuse are defined as follows. The signs may or may not be indicators that abuse has taken place, but the possibility should be considered.

Physical Abuse

Actual or attempted physical injury to a young person, including the administration of toxic substances, where there is knowledge or reasonable suspicion that the injury was inflicted or knowingly not prevented.

Signs of Possible Physical Abuse

- Any injuries not consistent with the explanation given for them.
- Injuries that occur to the body in places that are not normally exposed to falls, rough games, etc.
- Injuries that have not received medical attention.
- Reluctant to change for, or participate in, games or swimming.
- Repeated urinary infections or unexplained tummy pains.
- Bruises, bites, burns, fractures etc which do not have an accidental explanation*.
- Cuts/scratches/substance abuse.*

Sexual Abuse

Any young person may be deemed to have been sexually abused when any person(s), by design or neglect, exploit(s) the young person, directly or indirectly, in any activity intended to lead to the sexual arousal or other forms of gratification of that person or any other person(s) including organised networks. The definition holds whether or not there has been genital contact and whether or not the young person is said to have initiated, or consented to, the behaviour.

Signs of Possible Sexual Abuse

- Any allegations made by a child concerning sexual abuse.
- Children with excessive preoccupation with sexual matters and detailed knowledge of adult sexual behaviour, or who regularly engages in age-inappropriate sexual play.
- Sexual activity through words, play or drawing.
- Child who is sexually provocative or seductive with adults.
- Inappropriate bed-sharing arrangements at home.
- Severe sleep disturbances with fears, phobias, vivid dreams/nightmares, sometimes with overt or veiled sexual connotations.
- Eating disorders – anorexia, bulimia.*

Emotional Abuse

Failure to provide for the young person's basic emotional needs, leading to a severe effect on the behaviour and development of the child.

Signs of Possible Emotional Abuse:

- Changes or regression in mood or behaviour, particularly where a child withdraws or becomes clinging. Also depression/aggression, extreme anxiety.
- Nervousness, frozen watchfulness.
- Obsessions or phobias.
- Sudden under-achievement or lack of concentration.
- Inappropriate relationships with peers and/or adults.
- Attention-seeking behaviour.
- Persistent tiredness.
- Running away/stealing/lying.

Neglect

This occurs when a young person's essential needs are not met and this is likely to cause impairment to physical health and development. Such needs include food, clothing, cleanliness, shelter and warmth. A lack of appropriate care, including deprivation to access to health care, may result in persistent or severe exposure, through negligence, to circumstances that endanger the child.

Signs of Possible Physical Neglect:

- Under nourishment.
- Failure to grow.
- Constant hunger.
- Stealing or gorging food.
- Untreated illnesses.
- Inadequate care.

*These signs may indicate the possibility that a child or young person is self-harming, mostly by cutting, burning, or self-poisoning.

Who Abuses Children

- An abuser is most often someone known to the child.
- Often, the abuser may be an adult who holds a position of authority over children, as in Church.
- They can be people of any background.
- There is no certain way of identifying a would-be abuser.
- Many abusers have been abused themselves.

Abusers are themselves people in desperate need and who require help. Adelaide Place Baptist Church may have a significant pastoral role in the care of an abuser and those close to them. The initial primary concern, however, **MUST** be for the safety of the child.

2.1.2 WHAT TO DO IF ABUSE IS SUSPECTED OR DISCLOSED

Abuse and neglect are forms of maltreatment of a child or adult at risk.

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

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 DPS 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 DPS. ● 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.

Confidentiality

The law around confidentiality in respect of children and young people is complex. At times we can respect a young person's request to keep information confidential, unless they or another person are at risk of harm, or if it is a wider public protection issue. However, given the complexity, whether a situation constitutes risk would need to be considered by staff, and would take into account the level of risk, maturity of the child and the presence of any mental illness and / or learning disability. As a result, confidentiality should not be promised to a child and further guidance should be sought from staff, who may in turn may seek advice if necessary.

2.1.3 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 5.1.

STAGE 1 – The Worker

A worker/church attendee has a concern about the welfare of a child, adult at risk, or the behaviour of an individual.

The person who has the concern has a duty to:

RECOGNISE, RESPOND AND RECORD

STAGE 2 – The Safeguarding Officer

The Safeguarding Officer receives the report of concern and then has a duty to:

REVIEW AND REPORT

STAGE 3 – The Next Steps

After the decision has been made as to what action should be taken, the Safeguarding Officer, Safeguarding Trustee and the Senior Pastor may have a duty to:

SUPPORT AND REPORT

A hand-written record must be made of the concern using the Incident/Accident/Near Miss/Safeguarding report form (Appendix 5.2) and the concern must be passed on to the safeguarding team within 24 hours.

The written record should: be made as soon as possible after the event; be legible; 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 anything the worker has said to young person; include any action taken; be signed and dated; be kept secure and confidential (available only to the Safeguarding Officer).

Young person to be made aware that Safeguarding Officer will be notified.

The report will be reviewed by the Safeguarding Officer with any other relevant information. Before taking any other further action the Safeguarding Officer must contact the other Safeguarding Officers and share the information that is already available. Do not speak to the young person at this stage. Further action will be taken as to what action should follow (Appendix 5.3). See Appendix 5.4 for examples of possible actions. If the other Safeguarding Officers are unavailable, or further guidance is necessary, the initial Safeguarding Officer might wish to contact Adelaide Place Baptist Church Child Protection Advisory Services' (rebranded - thirtyone:eight) 24 hour telephone helpline, or could contact Social Services.

Any formal referral to the police or Social Services should 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.

Incident forms second side should be filled in by Safeguarding Officer and saved in the Safeguarding dropbox and inputted into the incident log.

Support should be offered to all parties affected by any safeguarding concerns (this could be Adelaide Place Baptist Church as a whole, but more specifically victims; alleged perpetrators; children; adults at risk; other family members; church workers; Lead Pastor; members of the leadership team.

Where formal referrals are made, reports may need to be made to the PVG Scotland.

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

2.1.4 SUPPORT TO THOSE AFFECTED BY ABUSE

Once concerns, disclosures and suspicions of abuse have been addressed appropriately, Adelaide Place Baptist Church continues to have a responsibility to offer support to all those who have been affected.

Support of Children and Young People

For the child/young person concerned, Social Services and other agencies may provide support and services. However, the church will have a role to play in complementing this support. Adelaide Place Baptist Church will seek to work in partnership with other agencies, clarifying with them how best the church may be able to support the family to ensure that consistent help and support is being offered.

Support of Families

Adelaide Place Baptist Church may similarly be able to offer pastoral and practical support to other family members who will be grappling with a variety of feelings as well.

Support of Workers

The following guidelines for support will be put in place for the youth leaders:

- If a young person discloses to a worker, this worker will receive support from the Safe-guarding Officers.
- Should a young person disclose to the Safeguarding Officers, then they will receive support from the other members of the ministry's leadership team.

2.1.5 ALLEGATIONS AGAINST WORKERS

If you see another worker acting in ways which concern you or might be misconstrued, speak to the Safeguarding Officer about your concerns as soon as you can. This includes the actions or behaviours of those in staff or leadership positions in Adelaide Place Baptist 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. (If the leader knows without a doubt that a serious incident has occurred then they should contact social services immediately and discuss with them about arrangements to be made for the worker to leave the event location immediately).
2. Follow the usual safeguarding procedure: Recognise, Respond, Record, Report

3. Once the allegation has been reported to the Safeguarding Officer 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, Adelaide Place Baptist Church will follow their advice with regards 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 Safeguarding Officer and stored securely and confidentially on the incident log, where only those directly involved in safeguarding (Safeguarding Officer and Lead Pastor) can access them.
7. No information about the allegation will be shared with people in Adelaide Place Baptist 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's Safeguarding Officer will be informed of the reasons for this happening.

Important notes:

- Arrangements should be made for another worker (preferably a senior member) to sit with the individual – both ensuring that the individual does not have contact with any children/ young people (including attempting to talk to the child/young person who is at the centre of the allegation); and to offer support during the interim period.
- A worker who does not agree to, or breaks, this instruction must be required to leave the event location. (This is in no way an indication on the leader's judgement as to the individual's guilt or innocence, but is a measure that is required to protect children/young people and to avoid any influence or potential further injury being brought to bear).
- As a general principle, the leader must err on the side of providing a safe environment for children/young people and decisions must be taken from this perspective.
- In these situations, whilst not judging or condemning the individual who is at the centre of the allegation, the leader must act as outlined above.

- If it is alleged that an act of gross indecency has occurred, the child/young person must not wash, shower, or swim as this may affect the gathering of evidence during any possible medical examination.
- The child/young person must not be allowed to talk to the alleged perpetrator, even if he/ she requests this.
- If you do not already know, you must ask: “have you told this to anyone else?” Action may have to be taken to avoid or halt speculation and speculative talk within the activity/group.

When concerns are expressed about the Lead Pastor

Any safeguarding concerns involving a Lead Pastor should always be reported immediately to thirtyone:eight in addition to following Adelaide Place Baptist Church 's usual procedures. Do not tell the Lead Pastor that a concern has been raised about them.

When concerns are expressed about an Adelaide Place Baptist Church Safeguarding Officer

Any safeguarding concerns involving a Safeguarding Officer should be raised with the Lead Pastor. Do not tell the Safeguarding Officer that a concern has been raised about them.

2.1.6 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 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 with whom they have a relationship of trust.

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

2.1.7 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 Adelaide Place Baptist Church 's safeguarding procedure: **Recognise, Respond, Record, Report**
3. Seek advice from the Safeguarding Officer, who will speak to the police or social services about when to inform a parent. The Safeguarding Officer 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.

2.1.8 PASTORAL CARE

Following an allegation/suspicion

When an allegation/suspicion arises in Adelaide Place Baptist Church, a period of investigation will follow, which will be stressful for all involved. Adelaide Place Baptist 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 underway, 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.

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 Adelaide Place Baptist Church community who know about the abuse are with them on their journey – no matter how long or difficult that journey may be.

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

2.1.9 DATA PROTECTION

Handling of Disclosure Information

Storage and Access

Disclosure information will not be kept on an applicant's personal file.

Handling

In accordance with Section 124 of the Police Act 1997, PVG scheme information is only passed to those who are authorised to receive it in the course of their duties. A record will be kept of all those to whom PVG scheme disclosures or disclosure information has been revealed. It is a criminal offence to pass this information to anyone who is not entitled to receive it.

Usage

PVG scheme disclosure information will only be used for the specific purpose of screening candidates for involvement in children's and youth ministry.

Retention

Once a recruitment decision has been made, PVG scheme disclosure information will be destroyed by shredding. No copies of the PVG scheme disclosure information may be kept, but a record will be kept of the date of the issue of a disclosure, the name of the subject, the type of disclosure requested, the position for which the disclosure was requested, the unique reference number of the PVG membership, and the details of the recruitment decision taken. This information will be kept on the Team data base (currently held on Planning Center).

Complying with Data Protection Principles

- No personal data will be obtained or held unless the individual has given consent. The only exception would be where there are wellbeing or child protection concerns, but in this case the individual will be made aware that the information is being held. In the case of sensitive data (defined as race, political opinion, religious belief, physical or mental health, sexuality, criminal offences) specific consent will be obtained, i.e. the individual will be informed that this type of data is being held, told the reason for its use, and give permission for its use. NB: photos count as sensitive data.
- Data will not be obtained for one purpose and used for a different purpose.
- Information will not be collected that is not necessary for the purpose intended.
- Data that is kept for a considerable length of time (more than 11 months) will be reviewed and if necessary updated. No data will be kept unless it is reasonable to assume it is accurate.
- There will be a yearly review of files containing data to ensure that it is not kept for longer than required for the particular purpose.
- We will work to ensure the security of data on computer systems.
- Personal data will be kept in a secure, lockable, non-portable cabinet, with access strictly controlled and limited to the Children or Youth Ministry leadership teams. Personal Data on Planning Center is only accessible to Children and Youth Team Leaders and the staff team.

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, person specification and application form;
2. When advertising a role which involves working with children we will make it clear that any appointment is subject to a PVG check;
3. All applicants will be asked to complete an application form and include the names of two referees;
4. Interviews (for paid roles) or chats (unpaid for volunteer roles) will be carried out by at least two people for paid and one person if unpaid, where possible including the line manager or group leader.
5. References, a Self Disclosure Form (on application form), a PVG and an application (confirming they have read the safeguarding policy) 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

Appointment and Supervision

Adelaide Place Baptist Church's safeguarding policy and procedures will be discussed with the applicant and they will be required to sign their agreement to adhere to them. All workers will have a role description and clear lines of accountability to a team leader or line manager and the leadership team.

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

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

Training

It is important that all workers understand our church's agreed safeguarding procedures and attend Safeguarding training at least once every year. Where a worker is successfully recruited but has not yet been able to attend the training, they should be given a copy of the Safeguarding policy and asked to complete the relevant sections. Additional specialist training will also be arranged where needed, for example, in First Aid.

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 it would be for any other person under 18 years of age.

Equal Opportunities Policy Statement

With regard to children and young people, and the appointment of workers to be involved in related ministries, Adelaide Place Baptist Church adopts the following equal opportunities policy:

- As an organisation using the Criminal Records Bureau PVG scheme in order to assess applicants' suitability for positions of trust, this Church undertakes to treat all applicants fairly.
- We welcome people to serve within the Church on the basis of the right mix of character talent, skills, potential and call of God.

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

The Involvement of People from Abroad

Should someone from abroad wish to be involved in any area of the children or youth ministries, they will be required to go through the same application process as any potential new workers would be. Wherever possible, they will still be asked for a background check, although this might need to be whatever their country provides (e.g. FBI background check). Where there is uncertainty over, or unavailability of a background check, people from abroad can still become involved once the rest of the application process has been carried out (including references), but for the first 6 months they will not be allowed to have unsupervised contact with children and will be required to work alongside a fully checked worker.

Supervision and Support of Volunteer Workers

It will be outlined within the worker job description, and leader commitment form, that each worker will be expected to attend a formal review once a year with a member of the ministry's leadership team. Each new member of the team will be paired with a more experienced member from their group or team to offer support and encouragement.

Supervision and Support of Paid Workers

It will be outlined in the workers' job description how they will receive support and supervision.

A paid worker will also be subject to a 3 and 6-month review during their probationary period (see Adelaide Place Baptist Church Staff Handbook), and then a yearly review thereafter.

2.3 – SAFER BEHAVIOUR

Adelaide Place 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.
- Listen well to everyone. Be careful not to assume you know what a child 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 and record it when necessary. For instance, if you need to stop a fight, 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, even in 'fun'.
- Do not scapegoat, belittle, ridicule or reject a child.
- Keep a record of any significant incidents or concerns on an Accident/Incident/Near Miss/Safeguarding Form. 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 Safeguarding Officer of any children's trips which take place in the name of Adelaide Place Baptist 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.

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.
- 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.

Consideration should be given to how many workers should be involved with the group and whether they should be male or female workers, or both. See section 3.11 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.

SECTION 3 - BEST PRACTICE GUIDELINES

Adelaide Place Baptist Church is in a privileged position in society, with the opportunity to pastor to individuals from the whole community, from the very young to the very old. These best practice guidelines are in place to help those working on behalf of Adelaide Place Baptist 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

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	2 adults for up to 20 children (preferably one of each gender) with an extra adult for every 10 additional children	2 adults for up to 15 children (preferably one of each gender) with an extra adult for every 8 additional children
13 years and over	2 adults for up to 20 children (preferably one of each gender) with an extra adult for every 10 additional children	2 adults for up to 20 children (preferably one of each gender) with an extra adult for every 10 additional children

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

Being Alone with a Child or Young Person

Unless a situation specifically requires it, workers should avoid being alone with a child or young person, or indeed a group of children or young people for any prolonged period of time. Doors to rooms should normally be left open if only one leader is present. The two areas to note some additions, or differences, to this rule are mentoring and toileting.

A ratio of 1:5 is required when one leader is meeting with a small group of young people (secondary aged) outside. Please ensure:

- Parents have given written consent.
- Parents and Youth Leaders must be aware when a meeting happens.
- Leader to make clear when (start and finish times) and where the group are to be meeting.

3.1.2 CHILDREN WITH SPECIAL NEEDS

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

Adelaide Place Baptist Church will endeavour to accommodate any child/young person that wishes to be part of an activity, but we are aware that there may be extreme circumstances where it is beyond the ability of ourselves to provide what is needed. In such circumstances the leader of the group is to ensure the parent/carer is notified before the activity or event. If a child needs help toileting, a worker must have a completed PVG scheme disclosure check, over 18, be a leader rather than a helper and be the same gender as the child.

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 Adelaide Place Baptist Church. If a situation occurs where it is needed then the follow steps must be taken:

- Inform a supervisor or another worker of the proposed visit – date, time, and reason.
- Never go to a child or young person's home if a parent/carer is absent.
- Keep a record of the visit detailing the following:
 - Purpose
 - Time you arrived and left
 - Who was present
 - What was discussed

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 fill them in with what is happening in the session.
- Record their name, medical information and home telephone number in the Visitor Consent Form and ensure the Kids/Youth team leader is aware
- Ask the child if a parent/carer is aware of where they are. If they are due home before the session ends, encourage them to return home. Where possible, phone and make contact.
- Without interrogating the child, find out as soon as possible whether they have any specific needs (eg. medication) so that you can respond appropriately in an emergency
- Give the child a link to the online consent form and explain it needs to be filled in online by a parent or carer.

3.1.5 MENTORING

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

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

3.1.6 PHYSICAL TOUCH

We recognise that touch is usually seen as a normal and helpful demonstration of care. As a church we do not want to stifle this but are aware that touch and language must be appropriately considered by anyone working with children or young people. Good practice would urge that:

- 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.

Workers should never engage in any of the following:

- Invading the privacy of children when they are showering or toileting.
- Rough or physical contact unless it is permitted within the rules of a game or sports activity.
- Sexually provocative games, including horseplay.
- Be drawn into any derogatory remarks or gestures in front of children or young people.
- Making sexually suggestive comments about or to a young person, even in "fun".
- Inappropriate or intrusive touching of any form.
- Any scapegoating, ridiculing or rejecting a child or young person.
- Forming inappropriate emotional or physical relationships with children.
- Harassment or intimidation of children (or fellow workers) because of their age, race, sex, gender, sexual orientation, religious belief, socio-economic class or disability.

3.1.7 TOILETING

The following guidelines have been established with advice from Thirtyone:eight and reflect current best practice.

Creche (0-2 ½):

We are clear with parents that for crèche-age children, leaders do not provide intimate care, such as nappy changes. If a child requires a nappy change, leaders contact the parent/carer (via number system) who then comes to the child and provides the necessary care.

3 and under:

The approach to nappy changing for children under 3 years will be consistent with that of crèche. Parents have the option of giving permission as they sign in their child each Sunday morning for their child to be assisted to the toilet by a PVG certified adult.

Children aged 3 & 4 years (or older if there are developmental delays):

Any help with toileting in children aged 3 and 4 years should be provided with the knowledge and agreement of the child's parents/carers, perhaps in a leaflet including information about the group.

- When taking children to the toilet, leaders should always consider the dignity of the child and ensure that as much privacy as possible is given.
- Children should be encouraged to use their own toilet cubicle.
- Leaders are not to enter the bathroom and are recommended to first ensure no one is in the toilets, then let the children in to go to the toilet as the leader stands at the open door stopping anyone else from coming in.
- Leaders should avoid doing things for the child that the child is able to do for themselves.
- If a parent/carer prefers to assist their own child with toileting, they should advise the group leaders of their preference. Leaders should then contact the child's parent/carer (via number system) as necessary.

3.1.8 ACCIDENT/INCIDENT/NEAR MISS/SAFEGUARDING FORM

In the event of an accident/incident/ near miss/safeguarding concern the individual must immediately record all knowledge on the event. The form is to be given to the safeguarding officers where they will evaluate and note any action points before filing it on the online incident log. The form will then be shredded.

3.1.9 ELECTRONIC COMMUNICATIONS - CYBER SAFETY

Modern Technologies and Safe Communication

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

Young people also need to be aware of the protocols that workers follow in relation to electronic communications. It is important to remember that as well as the parent/carer,

young people have a right to decide whether they want a worker to have their contact details and should not be pressurised otherwise.

It is not appropriate to use these communication methods with children aged 12 years and younger. For more information on cyber safety, please refer to the Baptist Union of Great Britain Cyber Safety Guide, which can be found on their website.

Do not leave your phone with a young person to play with or use. Phones, tablets and laptops must be password protected.

Surnames of children/young people are not to be shared on Adelaide Place Baptist Church website or social media sites without written permission.

Personal email, postal address or phone numbers of workers or children/young people must not be divulged.

Email

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

Communicating using Instant Messaging (eg. Snapchat, Whatsapp, Instagram)

Private instant messaging should be kept to an absolute minimum. Workers should save and share with the team leader significant conversations. The Team leader should keep a log of these conversations.

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 Safeguarding team.
- Workers should use clear language and should not use abbreviations like 'lol' which could mean 'laugh out loud' or 'lots of love'.
- Messages must be read over before being sent to a young person.
- Workers should not take photos of children, young people or adults at risk unless permission is sought in advance and should not store such photos on personal phones.

Zoom/Video calls

This is a relatively new area so workers are to be vigilant and report anything they are unsure about on the incident/accident/near miss form.

Workers to remember that all other guidelines apply to a video call where appropriate. If a worker is unsure they must speak to a member of the Safeguarding team.

- Workers need to ensure their background is appropriate.
- Workers should not take screenshots or recordings of young people without permission given in advance.
- Workers to ensure clothing is appropriate.
- Workers to ensure parents of young people are aware when a young person is taking part in video calls.
- If a worker is carrying out mentoring on a video call 1:1, continue with mentoring guidelines ensuring someone is aware when the call is taking place. Workers to ensure the young person's door and their own door is open. 1:1 mentoring calls permitted with youth only.
- Ensure at least two leaders are in each main youth group meeting and break out room.
- Primary aged children: A parent must be present or around the call. Doors to be open if a parent is not taking part in the call. Phone call to be made to parents phone only.

Social Media

Child protection is as important online as it is offline. It is essential that workers actions online do not allow the general public to gain access to lists of names or personal information.

It is likely that young people will look up online profiles of workers. Workers are under no obligation to accept young people on to such sites, but if you do, please consider that you are representing Adelaide Place Baptist Church through your content and online behaviour. Follow or friend requests may only be accepted from young people ages 13 or over (WhatsApp included). While the guidelines below relate to specific social media platforms, please apply the same basic principles to ALL interactions online.

- Ideally, communication with young people should be done through the church pages and groups.
- Workers should not send private messages to children on social networks. Workers should ensure that all communications are transparent and open to scrutiny.
- Workers must recognise that content posted online can never be taken back, so think twice before posting.
- Workers must not seek out children or young people from Adelaide Place Baptist Church to view their profile/homepage or to request friendship or orchestrate

contact. Permission must be sought from young person for platforms including WhatsApp.

- Workers are not to tell young people to find them on social media and request friendship. This may be interpreted as harassment.
- Private messaging is to be avoided. Any communication on social media networks must be public.
- Private messages from young people are not to be deleted.
- Workers are strongly advised to set personal information visible to friends only, and to make the default setting for visibility of posts to friends only.
- Profile, personal posts and posts that the worker is tagged in (including profile pictures) should reflect your position as a representative of Adelaide Place Baptist Church.

Taking Videos and Photographs of Children

Since the introduction of the Data Protection Act in 1998, Adelaide Place Baptist Church 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 online 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 (best practice would involve a public sign to invite people to opt out).
- Many uses of photographs are not covered by the Data Protection Act 1998, including all photographs and video recordings made for personal use, such as a parent/carer taking photographs at school sports days or videoing a church nativity play.
- Children and young people under the age of 18 should not be identified by surname or other personal details, including email, postal address or telephone number.
- When using photographs of children and young people, it is preferable to use group pictures.
- When a photograph is taken it is sent to the team leader and deleted from the personal phone immediately. The team leader will check if the photo is approved and add it to a shared folder that the communications team can access.

3.1.10 THE ROLE OF A HELPER IN KIDS AND YOUTH WORK

The role of a helper is significant when the individual is not able or does not want to be a leader due to age (under 18) or if Adelaide Place Baptist Church asks for them to hold a helper role. Thus, we will operate within these guidelines:

- At all youth and children's activities, a helper must be a member of the PVG scheme
- No person under the age of 18 should be left with the sole responsibility of caring for or supervising other children. Any young people who are under the age of 18 and who becomes involved in children's or youth work as a worker, will actually be termed a "helper", thus signifying that they do not have responsibility for the care or supervision of other children, and as such cannot work alone with a group of children/young people – they are to be responsible to a named worker who is 18 years or older. Under 18 year old helpers are not to be counted as a worker when considering staff/child ratios.
- With reference to children's work, no one aged 13 or under will be appointed "helper" in any group/activity (with reference to the British Red Cross Babysitting Guidelines).
- Young people aged 14-18 who assist with caring for/leading other children/young people on a formal, long-term basis, (e.g. on Sunday mornings) will be required to complete the full application process according to the new legislation by Criminal Records Bureau PVG scheme, as with any adult.
- A helper is not permitted to lead spiritual content.
- A helper must be accompanied by a leader while activity or group is happening.

3.1.12 TOBACCO, ALCOHOL, SOLVENTS AND ILLEGAL SUBSTANCES

Adelaide Place Baptist Church operates a no-smoking policy whilst indoors (and no smoking for anyone under 18 when outside), and should a young person (or child) be found to be smoking, a worker should make the young person aware of the policy and ask the young person to abide by it or they will have to leave (if indoors). It is not illegal for a young person over the age of 18 to smoke cigarettes in open spaces. Youth and children's workers do not have a right therefore to confiscate any cigarettes or tobacco products in the young person's possession.

Youth workers do not have the right to confiscate alcohol found in a young person's possession, but Adelaide Place Baptist Church operates a no-alcohol policy (at any time or place) within the children's and youth ministry. If a child/young person is found to have alcohol at a group/activity, the leader should be informed, and the leader should then approach the individual and explain the no-alcohol policy as well as asking for the individual to hand over the alcohol for safe-keeping until the end of the activity/session, when it will be given back. Should the individual refuse to give over their alcohol, the leader should then inform the individual that they must leave the group for that session.

Should a young person come to an activity/group under the influence of alcohol, it is the Church's policy for the leader of the activity/group to weigh up the level of "influence" and if it is deemed too great, then the leader should explain to the young person that the Church's policy is not to allow people in who are under the influence of alcohol. Whilst we are adopting a slightly 'grey' policy in this area of practice, we feel that this is appropriate because there may be opportunities where we can minister to a young person (by giving water and by talking through things), however, we recognise that we have a responsibility to protect the other children and young people present.

There may be occasions where it is felt necessary to inform parents/carers that a child/young person has been drinking, particularly if they are under the influence at the group or there are concerns for their health or safety. Obviously this may affect the working relationship with the young person. Where such concerns present themselves, a worker should first speak with a member of the ministry's leadership team before taking action.

3. 2 – HEALTH AND SAFETY - Safe Practice and Safe Premises

3.2.1 CONSENT FORMS

It is essential that we have important information about all children and young people involved in any activities at Adelaide Place Baptist Church, which is recorded on our consent forms. The first week someone attends, workers must record their name, medical information, emergency information (including a contact name and number). The online registration form is to be sent to the parent/carer on the first visit and asked to be filled in immediately. If the child or young person is a guest the name, emergency details (including contact name and number and medical information is sufficient)

3.2.2 HEALTH AND SAFETY

All activities for children, young people and adults at risk will comply with Adelaide Place Baptist Church's current health and safety policy with particular attention paid to the sections on Fire Action, First Aid, PAT testing, Health and Safety and Kitchen and Food Hygiene.

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. A representative from the teams involved will take part in an annual health and safety review in order to consider all aspects of safety for everyone involved in using the premises.

3.2.3 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. Fire Safety instructions can be found in the group folders. Fire Drills must be carried out annually.

3.2.4 First Aid

Our church has a number of trained First Aiders and a list is to be accessible to all members of the kids team. Every Sunday there will be a known first aider scheduled on the kids team. We have first aid kits located in several places throughout the building. First aid kits can be found in the kitchen, in reception, in the auditorium, in Room 6 and on the top floor. If first aid is required an Incident/Accident/Near miss/Safeguarding form must be filled out in full and given to a Safeguarding Officer. The Venues team will ensure that the contents of the first aid kits are checked on a regular basis. If something is used from the first aid kit please inform the venue team.

3.2.5 SUPERVISION OF GROUPS

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

3.2.6 FOOD HYGIENE

Those with responsibility for preparation of food will need to possess the Basic Food Hygiene Certificate and be aware of food safety (preparation, handling and storage, disposal of waste, etc).

3.2.7 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 (in most cases the team leader).

3.2.8 TRANSPORT

These guidelines apply to all drivers involved in the transportation of children, young people and adults at risk on behalf of Adelaide Place Baptist Church. They do not apply to private arrangements, for example, transport arrangements made between friends.

- Only those who have gone through Adelaide Place Baptist Church recruitment procedures for workers will transport children and adults at risk (within the PVG eligibility criteria).
- All drivers will have read Adelaide Place Baptist 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 a minimum of 12 months.
- Drivers must ensure that they have adequate insurance cover and that the vehicle being used is road worthy.
- Parents must give consent if a child is going to end up alone in the car with the driver.
- A worker should never give a lift home to a child/young person the opposite gender to themselves. Other transport arrangements should be arranged.
- 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.

3.2.9 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 in adequate time to be approved and verified be- forehand.
- Parents will be informed in writing of all the arrangements and plans in adequate time.
- Consent forms will be obtained for the specific activities involved.
- There will be workers with first aid and food hygiene certificates with the group.
- Specific training to be given if required (depending on risk).

Sleeping Arrangements

Sleeping arrangements for overnight events will be carefully considered. It may be acceptable for workers to share sleeping accommodation with children/young people in a large dormitory or on an activity such as youth hostelting, where it is customary practice and there is more than one worker per room. Workers/young people over 18 will not share sleeping accommodation with fewer than three children. Arrangements will be age-appropriate, provide security for the child/ young person and be safe for everyone involved. The event leader will ensure that parents understand what the arrangements will be and are happy with them.

Where there is a request from a young person identifying as LGBTQI for a place at a residential event we will seek conversation with the parent/carer and the young person as early as possible in order to gain an understanding of their current needs/requests. This conversation will be carried out by a member of the Core Leadership Team..

Accommodation arrangements:

- Sharing with others of the same biological sex: this is the preferred arrangement. Through conversation it would be established that this is the preferred choice of the young person as well. We would try to ensure that the young person is accommodated with friends and suggest that they are placed in a small dorm
- A single dorm/tent: at some venues this would not be possible as facilities do not exist. For a variety of reasons this is not our preferred option: the young person may feel isolated and other young people may ask why they are not being offered a single dorm/tent too or why this young person is being offered their own dorm/tent. However, if in discussion with the young person/parent/carer this is the preferred option we will seek to make this work
- Sharing with a friend: this is preferable to the above option and mitigates against the possibility of isolation. This option is only acceptable if the friend is of the same biological sex.
- We cannot endorse young people sharing with others of their preferred gender but opposite biological sex
- Leaders of the event should immediately record and seek advice from a Safeguarding Officer if they encounter an unexpected situation at their event.

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.

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.

When swimming in the sea (e.g. beach trip), this is only allowed when a qualified lifeguard is present at the time of swimming. Children/young people should be made aware that they are not allowed to “go off” and swim in the sea unless the lifeguard is present. Children/young people should be told how far they are allowed to swim out to, and this should be consistently enforced.

3.3 SAFER COMMUNITY

3.3.1 BULLYING

Bullying is another form of abuse, and it can be verbal or physical. There is no legal definition of bullying, but it is usually defined as a repeated pattern of behaviour intended to cause emotional or physical harm to another person or exert power over them. 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 Adelaide Place Baptist Church can be a victim of bullying, just as anyone in Adelaide Place Baptist Church can be the bully, including those in leadership.

Some examples of bullying that could arise in Adelaide Place Baptist 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 Adelaide Place Baptist 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 Adelaide Place Baptist Church:

- The children and young people will be involved in agreeing a code of behaviour for their groups, which makes it clear that bullying is unacceptable. This should then be displayed somewhere visible to the whole church.
- Adelaide Place Baptist Church will display signs stating the importance of valuing and respecting each other even in disagreements and this will be practically embedded into the leadership approach to others.
- Everyone in Adelaide Place Baptist Church, whether children or adults, should know how they can report any incidents of bullying. Bullying behaviour is to be reported using the Acci- dent/Incident/Near Miss/Safeguarding form
- 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 on the incident log by the Safeguarding officers.
- Where an allegation of bullying is made against a church or group leader, advice will be sought from [thirtyone:eight](#).

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.

3.3.2 WORKING WITH ALLEGED OR KNOWN OFFENDERS

When someone attending Adelaide Place Baptist Church is known to have abused children or adults at risk, or a serious allegation has been made, Adelaide Place Baptist 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 Adelaide Place Baptist 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:

- 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 rebuild 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.
- Specify that they will always sit apart from children, decline hospitality where there are children and are required to stay away from areas of the building where children are meeting.

- Ask that they are always accompanied by a befriender on Church premises.
- State that the person will never be alone with children while attending Adelaide Place Baptist Church functions.
- The members of Adelaide Place Baptist Church Safeguarding Team will always be informed.
- The Safeguarding Officer should determine whether the person is subject to supervision or is on the Sex Offenders' Register. If so, the Safeguarding Officer should make contact with the offender's specialist probation officer (SPO) who will inform Adelaide Place Baptist 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 Adelaide Place Baptist 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 help from [thirtyone:eight](#) if needed.

Note: if the information is known to the Church only because it was revealed as a result of a Disclosure check, it would be a criminal offence for that information to be passed on to others.

The role of 'befrienders' is important. Ideally they should not be seen to be 'policing' the person but offering genuine friendship and pastoral support. Enabling the person to live within clear boundaries is an important part of the process that will lead to their wholeness.

SECTION 4 – APPENDICES

INDEX of APPENDICES

- 4.1 Definitions of Abuse (2.1.1 p10, 2.1.3 p14)
- 4.2 Flow Chart for Action (SECTION 2.1.3)
- 4.3 Detailed Guidance on Reporting Requirements (2.1.3 p14)

APPENDIX 4.1 – DEFINITIONS OF ABUSE (SECTION 2.1.1)

Understanding, Recognising and Responding to Abuse

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

Type of Abuse	Additional Definitions
Financial	The inappropriate use, misappropriation, embezzlement or theft of money, property or possessions.
Spiritual	The inappropriate use of religious belief or practice; coercion and control of one individual by another in a spiritual context; the abuse of trust by someone in a position of spiritual authority (e.g. Senior Pastor). The person experiences spiritual abuse as a deeply emotional personal attack.
Discrimination	The inappropriate treatment of a person because of their age, sex, gender, race, religion, cultural background, sexuality or disability.
Institutional	The mistreatment or abuse of a person by a regime or individuals within an institution. It can occur through repeated acts of poor or inadequate care and neglect, or poor professional practice or ill-treatment. Central Church as an institution is not exempt from perpetrating institutional abuse.
Domestic Abuse	Domestic abuse is any threatening behaviour, violence or abuse between adults who are or have been in a relationship, or between family members. It can affect anybody regardless of their age, sex, gender, sexuality or social status. Domestic abuse can be physical, sexual or psychological, and whatever form it takes, it is rarely a one-off incident. Usually there is a pattern of abusive and controlling behaviour where an abuser seeks to exert power over their family member or partner.
Cyber Abuse	The use of information technology (email, mobile phones, websites, social media, instant messaging, chatrooms, etc.) to repeatedly harm or harass other people in a deliberate manner.
Self-harm	Self-Harm is the intentional damage or injury to a person's own body. It is used as a way of coping with or expressing overwhelming emotional distress. An individual may also be neglecting themselves, which can result in harm to themselves.
Mate crime	'Mate crime' is when people (particularly those with learning disabilities) are befriended by members of the community, who go on to exploit and take advantage of them.
Modern Slavery	Modern slavery is the practice of treating people as property; it includes bonded labour, child labour, sex slavery and trafficking. It is illegal in every country of the world.

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

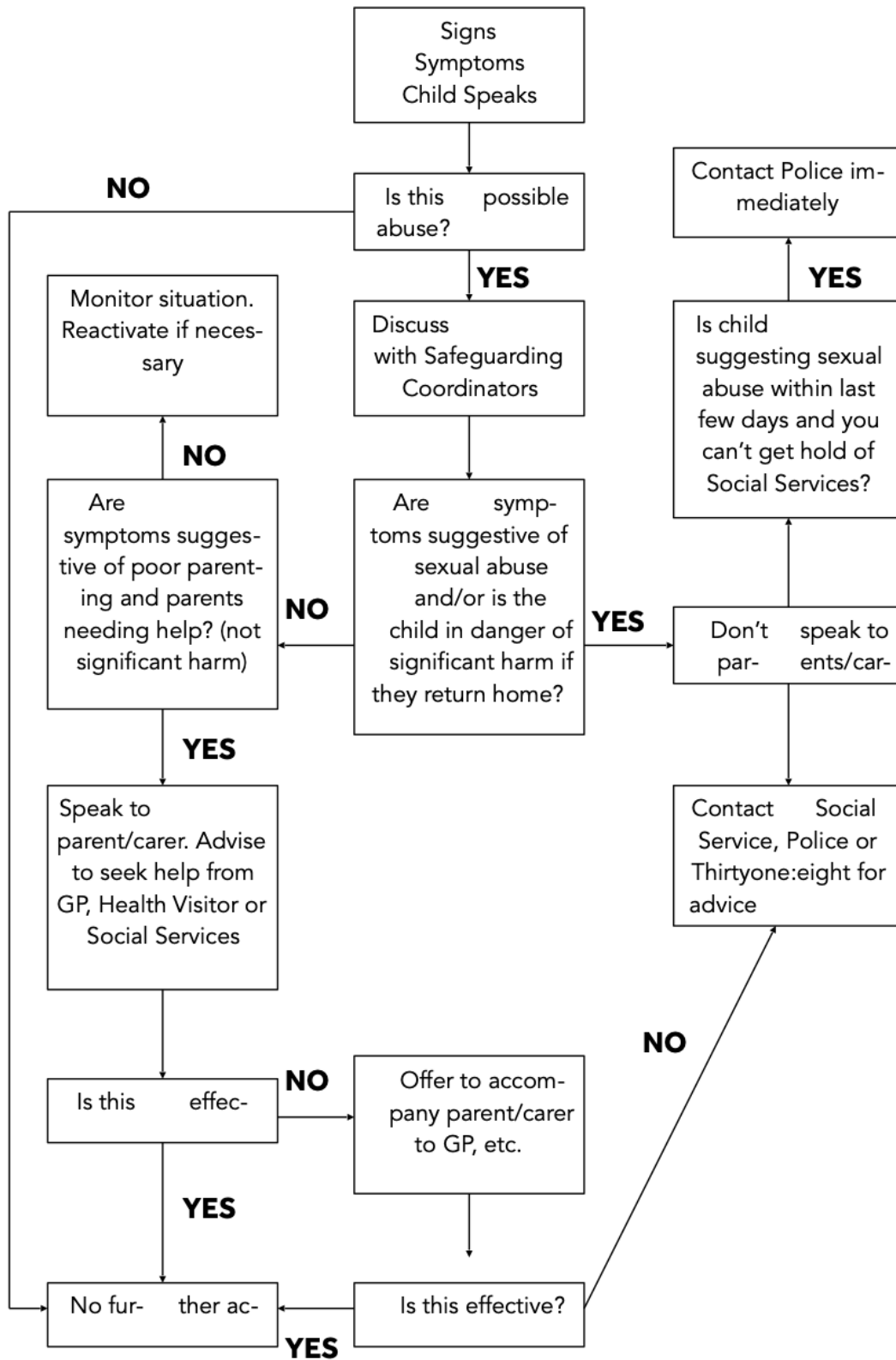
Whilst it is not possible to be prescriptive about the signs and symptoms of abuse and neglect, the following list sets out some of the indicators which might be suggestive of abuse:

- unexplained injuries on areas of the body not usually prone to such injuries
- an injury that has not been treated/received medical attention
- an injury for which the explanation seems inconsistent
- a child or 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 4.2 – FLOW CHART FOR ACTION (SECTION 2.1.3)



APPENDIX 4.3 – DETAILED GUIDANCE ON REPORTING REQUIREMENTS (SECTION 2.1.3)

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 Safeguarding Officer. If he/she is not contactable, or they are implicated in the situation, another member of Adelaide Place Baptist Church Safeguarding Team should be contacted instead.

Concerns should be passed on to the Safeguarding Officer 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 Safeguarding Officer, 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 hand-written as soon as possible after the event
- be legible and state the facts accurately (when hand-written notes are typed up later the original hand-written notes should be retained)
- include the child or adult at risk's name, address, date of birth (or age if the date of birth is not known)
- include the nature of the concerns/allegation/disclosure
- include a description of any bruising or other injuries that you may have noticed
- include an exact record of what the child or adult at risk has said, using their own words where possible
- include what was said by the person to whom the concerns were reported
- include any action taken as a result of the concerns
- be signed and dated
- be kept secure and confidential and made available only to Adelaide Place Baptist Church Safeguarding Team (including Lead 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 Safeguarding Officer. It should be clear that the duty remains with the worker to record and pass on their concerns to the Safeguarding Officer.

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 Safeguarding Officer, 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 Safeguarding Officer.

Stage 2 – The Designated Person For Safeguarding (Safeguarding Officer)

The duty of the Safeguarding Officer 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 Safeguarding Officer:

- 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 Adelaide Place Baptist Church where appropriate (including the Lead 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 Safeguarding Officer will decide who the report should be referred to, working in conjunction with Adelaide Place Baptist 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 re-ported 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 Safeguard- ing Officer should report the referral to:
 - The Safeguarding Trustee
 - The Lead Pastor
 - The local Baptist Association Safeguarding Contact

A record should be kept of all safeguarding incidents and should be considered in the annual re- view of Adelaide Place Baptist Church 's safeguarding policy. All original reports should be retained safely and securely by the Safeguarding Officer 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 Adelaide Place Baptist Church Safeguarding Team and the Lead Pastor.

The duty to SUPPORT

Once concerns, suspicions and disclosures of abuse have been addressed, Adelaide Place Baptist 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; Lead 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 (PVG).

APPENDIX 4.4 – Volunteer Application Form
[VOLUNTEER APPLICATION FORM \(ONLINE\)](#)

APPENDIX 4.5 – Consent Form

[CHILD CONSENT FORM \(ONLINE\)](#)