

North Bradley Baptist Church - Care and Safety Policy (2020)

“We will tell the next generation the praiseworthy deeds of the Lord, his power, and the wonders he has done” (Psalm 78 v 4)

Statement of intent

The work with children and young people, whether it be on a Sunday or midweek, is some of the most important our church does in sharing the good news of Jesus Christ and teaching the Christian faith.

We recognise that our work with children and young people is the responsibility of the whole church. Part of this responsibility includes the offer of support and encouragement to parents, and also the support and protection of those who work with young people.

In fact, we have a ‘duty of care’ for all adults, young people and children with whom we are involved. We acknowledge that those under 18 years old have special needs as do adults with conditions limiting their mental or physical abilities.

As Christians, we are responsible to God for the way we treat everyone, and seek high standards because we want to honour Him.

The church trustees undertake to:

- Follow all national and local safeguarding legislation and procedures.
- Ensure that the premises meet the requirements of the Equality Act 2010 and all other relevant legislation, and that it is welcoming and inclusive.
- Appoint a Safeguarding Officer and Deputy (one of whom will ideally also be a trustee) and support them in their work and in any action they may need to take in order to protect children and adults with care and support needs.

Recruitment and training of workers

The Safeguarding Officer will ensure all workers will be appointed, trained, supported and supervised in accordance with government guidance on safe recruitment. This includes ensuring that:

- There is a written job description / person specification for the post
- Those applying have completed an application and self-declaration form
- Those short listed have been interviewed
- Safeguarding has been discussed at interview
- References have been obtained, and followed up where appropriate
- A disclosure and barring check has been completed where necessary, or updated where the applicant is registered with the DBS update service (we will comply with Code of Practice requirements concerning the fair treatment of applicants and the handling of information) and updated at least every 4 years. If the check contains information, the certificate has been seen by the Safeguarding Officer and any areas of concern have been brought to the attention of the elders who will take appropriate measures.
- All those who have responsibility for the care of children or vulnerable adults on behalf of the church undertake safeguarding training every three years.
- Workers who have contact with children via groups and activities, but do not have responsibility for their care have been briefed on safeguarding issues by the Safeguarding Officer.

- The applicant has been given a copy of the organisation’s safeguarding policy and knows how to report concerns.
- Induction of new workers will include an opportunity to visit the group and to ask any questions that they may have. Leaders in charge of groups should be mindful that new workers may need a higher level of support and supervision.

Applying good practice

Leaders of children’s and youth activities must be over the age of 18. It is possible to have help from young people under the age of 18 years of age although they may not be counted in the adult:child ratio (see section e below). All appointments of leaders and helpers are to be approved by the elders. Ideally leaders and helpers should be church members prior to their appointment, however this may be waived at the discretion of the elders.

a) Supervision

Leaders should be prepared and ready before admitting children to the building. For groups where children and young people attend without their parents and carers, they remain under leaders’ supervision for the duration of the activity until their parent or carer resumes responsibility for them.

When other adults are present who do not have the appropriate DBS certificate from the church, they need to be supervised at all times and should not be left in sole charge of a child or group.

b) Working safely

All one-to-one interaction with children or young people should be within view of other leaders. In addition to this, a leader or helper should not work alone with a group behind closed doors. If possible, children should be led by at least one person of their own gender. Great care needs to be taken over any physical contact with children or young people. The rooms used should be suitable for the numbers of children attending.

c) Handling Information

Leaders should be able to respond correctly if a child reports that they have been abused:

- do listen
- do not promise to ‘keep a secret’
- do not jump to conclusions or start an investigation
- do not keep the information to yourself
- if a child may be in immediate danger, contact the police.

In cases where a disclosure is made, or when the leader or helper suspects any abuse as outlined in Appendix 6, the Safeguarding Officer should be informed immediately. A written record by the leader should be made as soon as possible after the disclosure or concern and held securely by the safeguarding officer, along with any other relevant information. Any disclosures or concerns should then be discussed by the elders and reported to an appropriate agency.

In the absence of the Safeguarding Officer or, if the concerns implicate or in any way involve the Safeguarding Officer, then the report should be made to an elder or to Christian Safeguarding Services Tel: tel:0333 303 4101. Alternatively contact Social Services or the police.

If a child has a physical injury, a symptom of neglect or where there are concerns about abuse, the Safeguarding Officer/Deputy will:

- Contact Children’s Social Services (or Christian Safeguarding Services) for advice in cases of deliberate injury, if concerned about a child's safety or if a child is afraid to return home.
- Not tell the parents or carers unless advised to do so, having contacted Children’s Social Services or Christian Safeguarding Services.
- Seek medical help if needed urgently, informing the doctor of any suspicions.
- For lesser concerns, (e.g. poor parenting), encourage parent/carer to seek help, but not if this places the child at risk of significant harm.
- Where the parent/carer is unwilling to seek help, offer to accompany them. In cases of real concern, if they still fail to act, contact Children’s Social Services direct for advice.
- Seek advice from Christian Safeguarding Services if unsure whether or not to refer a case to Children’s Social Services.

If there are Suspicions or allegations of abuse or harm regarding a vulnerable adult including; physical, sexual, organisational, financial, discriminatory, neglect, self-neglect, forced marriage, modern slavery, domestic abuse the Safeguarding Officer will:

- Contact the Adult Social Care Team who have responsibility under the Care Act 2014 to investigate allegations of abuse. Alternatively, Christian Safeguarding Services can be contacted for advice.
- If the adult is in immediate danger or has sustained a serious injury contact the Emergency Services, informing them of any suspicions.

If an accusation is made against a person who works with children/young people or vulnerable adults (whether a volunteer or paid member of staff) whilst following the procedure outlined above, the Safeguarding Officer will:

- Liaise with Children’s or Adults Social Services in regards to the suspension of the worker.
- Make a referral to Disclosure and Barring Service for consideration of the person being placed on the barred list for working with children or adults with additional care and support needs. This decision should be informed by the Local Authority Designated Officer if they are involved.

d) Home Contacts and Permission

It is the responsibility of the activity leader to keep a register and to complete risk assessments for all appropriate activities on the church premises. Where children or young people attend without a parent or carer an accurate register should include addresses and telephone numbers. Parents’ permission to attend must be obtained in writing at least once a year and whenever children are to be taken off the premises.

e) Staffing numbers

Recommended ratios of adults and children are:

0-2 years:	1 adult for 3 children
2-3 years:	1 adult for 4 children
4-8 years:	1 adult for 6 children
9-12 years:	1 adult for 8 children
13-18 years:	1 adult for 10 children

f) First Aid

A qualified First Aider should ideally be present during all youth activities. A fully equipped First Aid Box should be available for all activities complete with an Accident Book, and leaders and helpers are to be aware of the location of these items. Leaders must be familiar with the fire procedure and evacuation routes. It is suggested that a fire drill be performed with the group once a year.

g) Safe Use of Images

Any photographs of children displayed on the church web-site or in any other public place must show the children fully clothed. Permission should be obtained from parents/carers before any photographs are used by the church.

h) Communicating with Children or Young People

Only leaders who have completed the safe recruitment process may have their contact details included in publicity or contact young people directly by electronic means.

Our first point of communication should be through the parents. In situations where it is necessary to contact under 18's or other vulnerable persons, caution is recommended. Any contact by email or message boards, etc should be done in one of the following three ways:

- a) In the public sphere
- b) With another leader or helper copied in
- c) Recorded and stored for accountability.

Where possible, emails should be sent from an official church email address.

It is recommended that phone calls and texts between leaders and young people are kept brief and functional.

i) Pastoral Care

The Leadership is committed to offering pastoral care, working with statutory agencies as appropriate, and support to all those who have been affected by abuse who have contact with or are part of the church.

When someone attending the church is known to have abused children, is under investigation, or is known to be a risk to adults with care and support needs; the Leadership will supervise the individual concerned and offer pastoral care, but in its safeguarding commitment to the protection of children and adults with care and support needs, set boundaries for that person, which they will be expected to keep. These boundaries will be based on an appropriate risk assessment and through consultation with appropriate parties.

When there is concern that someone is at risk of taking their life, the priority is to keep them safe. This is best done by taking them to A&E or calling 999 and asking for an ambulance if they will not go. The police can also be contacted if someone is believed to be in danger. Paramedics will assess them for safety and the person is likely to be referred to the local mental health care services. Where there are less immediate concerns about the emotional wellbeing or mental health of a child, young person or vulnerable adult, advice can be sought from Wiltshire Council Multi-Agency Safeguarding Hub (for children) 0300 456 0108, Advice and Contact Team (for adults) 0300 456 0111 or the Emergency Duty Service (outside of office hours) 0300 456 0100.

Appendix 1 – Adoption of the Care and Safety Policy

- This document was discussed and approved at the church meeting held
- This policy is displayed on church premises and is available for inspection.
- This policy has been given to all leaders and helpers of the church groups for guidance and implementation.
- This policy will be reviewed annually and reissued when changes are made.

Signed

Position in the church

Date

Signed

Position in the church

Date

Appendix 2 – Adoption of Care and Safety Policy

LEADERS & HELPERS DECLARATION

Please complete and return to the Church Secretary.

I have read the Church’s Care and Safety Policy.

I agree to abide by the sections that apply to my role within the Church.

I will notify the Safeguarding Officer of any incidents that put the Care and Safety of the attenders of the group or their leaders at risk.

Additional statements relevant to Group / Activity leaders:

I shall make sure that those assisting me are aware of their care and safety responsibilities.

I will notify the church of any change in personnel.

I will discuss any potential appointment of further helpers or leaders for the group / activity with the elders prior to approaching the candidate.

Name

Address

.....

.....

Tel: Email:

Name of Group

Signed

Dated.....

Position in the Group

Appendix 3 – Permission Form for Church Group

The form below shows an example of a Permission form previously used for a youth activity at North Bradley Baptist Church. The template is available in word format from the Church Secretary.

Contact Details:

Full name of young person: _____ Date of Birth: ____ / ____ / ____

Address: _____

Name of parent/ carer: _____

Tel no: Day _____ Eve _____ Mobile _____

Additional emergency contact: Name _____ Tel no: _____

If you do not have parental responsibility (e.g. you are a foster carer/grandparent etc) please give details of those with parental responsibility

Name(s): _____ Tel no: _____

Address: _____

Medical Details:

Name of GP: _____ GP Tel No: _____

GP Address: _____

NHS No: _____ Date of last anti-tetanus injection: _____

Details of any regular medication, medical problem (e.g. asthma, epilepsy, diabetes, allergies, dietary needs, etc.) or disability which may affect normal activity:

If it becomes necessary for my child to receive emergency medical treatment and I cannot be contacted by telephone or by any reasonable means in order to authorise such treatment, I hereby give my general consent to any treatment advised by the medical authorities as being necessary and authorise the leader in charge to sign any document required by the hospital authorities .

Arriving and Departing:

I understand that the group leaders are only responsible for my child during the agreed times of the club, and not outside of these times regardless of whether my child is on the church premises before the club starts, or after it finishes.

If I am not able to collect my child from the activity, I **(do)** / **(do not)** give permission for them to make their own way home **(and)** / **(or)** leave with parents of their friends (delete as appropriate).

Photography / Publicity

I **(do)** / **(do not)** give permission for leaders to take photographs of my child during group activities and to use these images when deemed appropriate for church publicity (eg. church website or posters advertising the youth clubs) (delete as appropriate)

I give permission for my child to take part in the normal activities of this group. I understand that separate permission will be sought for certain activities, including swimming and outings lasting longer than the normal meeting times of the group.

I understand that while involved he/she will be under the control and care of the group leaders and that, while the staff in charge of the group will take all reasonable care of the children, they cannot necessarily be held responsible for any loss, damage or injury suffered by my child during, or as a result of, the activity.

Signed: (parent or adult with parental responsibility) _____

Date: _____

Appendix 4 – Risk Assessment Form

The form below is a template which may be useful when completing Risk Assessment forms for activities within church. Guidance on completing a Risk Assessment form is available in Appendix 5. The template is available in word format from the Church Secretary

North Bradley Baptist Church - Risk Assessment Form

Name of Group / Activity.....

Venue.....

Date of Activity or Frequency (e.g. weekly during term time)

Assessment Carried out by

Date of Assessment.....

What is the hazard?	Who might be harmed?	Action required	Person Responsible	Is the risk adequately controlled?

Appendix 5 – Avoiding Accidents and Running Safe Activities and Events

You should complete a risk assessment form (as per Appendix 4) for your regular activity and review it regularly. Once every 6 months is a good guide. Risk assessments should also be completed for any special one-off events or activities which may have different hazards associated with them.

What is the Hazard?

Think about the physical environment, the activities that take place, the equipment used and the different types of possible accidents.

The physical environment might include:

- Roads
- Car park area
- Steps and stairs
- Uneven surfaces
- Windows, balconies and landings
- Gates and doors, walls and fences
- Cupboards that are too high to reach or that are very low
- Hazardous litter
- Seasonal changes to the physical environment e.g. snow and ice, water, dark nights

Equipment might include:

- Children's large play or climbing equipment
- Office equipment
- Electrical equipment
- Sharp objects
- Cooking and cleaning equipment and substances

Possible types of accident could include:

- Slips, trips or falls
- Traffic accidents
- Electric shocks
- Burns and scalds
- Fire

Who might be Harmed?

Think about the people who use the venue. They might include adults, small children, teenagers and people with disabilities. The risks will be different for different groups. Think about how people of different sizes, mobility or level of understanding may be affected differently by the potential hazards in the environment.

Action required?

It is worth thinking about all the things you are already doing to make the venue safer. This might include physical things like lighting or notices, or it could be procedures and training for staff.

List the things that you are not already doing but that you are going to do to manage the risk effectively.

Person Responsible?

Write the name of the person responsible and his / her position, and if necessary insert a realistic date for completing the things that need to be done.

Appendix 6 – Definitions of Abuse

These are the different types of abuse defined by Working Together to Safeguard Children, 2018.

Abuse Types

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others. Abuse can take place wholly online, or technology may be used to facilitate offline abuse. Children may be abused by an adult or adults, or another child or children.

Emotional abuse

Is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyberbullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

Neglect

Is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

- provide adequate food, clothing and shelter (including exclusion from home or abandonment);
- protect a child from physical and emotional harm or danger;
- ensure adequate supervision (including the use of inadequate care-givers);
- ensure access to appropriate medical care or treatment.

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Physical Abuse

May involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

Sexual Abuse

Involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse. Sexual abuse can take place online, and technology can be used to facilitate offline abuse. Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.