

North Bradley Baptist Church - Safeguarding Policy (2024)

“What does the Lord require of you but to do justice and to love kindness and to walk humbly with your God?” (Micah 6v8)

Statement of intent

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

We recognise that our work with children, young people and adults with care and support needs is the responsibility of the whole church. 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. 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 and adults with care and support needs.

The church trustees (the elders) 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 Designated Safeguarding Lead (DSL) 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.

Recognising and responding to abuse

Any concern that abuse has occurred (as defined in appendix 6) should be reported to the DSL immediately. Leaders especially should be able to respond correctly if a child or adult with care and support needs 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 or adult with care and support needs may be in immediate danger, contact the police.

A written record by the leader or concerned individual should be made as soon as possible after the disclosure or concern and held securely by the DSL, along with any other relevant information.

In the absence of the DSL or, if the concerns implicate or in any way involve the DSL, then the report should be made to the Deputy DSL or to Social Services or the police.

The allegations or concerns of abuse should not be discussed with anyone other than those nominated above. It is, of course the right of any individual as a citizen to make a referral to children’s or adults’ Social Care and if it is felt that the DSL or Deputy DSL has not responded appropriately then the relevant organisation can be contacted directly.

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

- Contact Children’s Social Services (or Christian Safeguarding Services) for advice.
- Ordinarily parents/carers will be informed before a referral is made to Children's Social Services, however discretion will be used where there is concern that this could threaten a child's safety or wellbeing, for example in cases of deliberate injury or if a child is afraid to return home.
- 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 an adult with care and support needs the DSL 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 the allegation or concern is regarding a person who works with children/young people or adults with care and support needs (whether a volunteer or paid member of staff), the DSL will also liaise with the Children’s Designated Officer for Allegations or Adults’ Social Services in regard to the suspension of the worker or limitation of their duties.

Where this decision is made a referral should be made to the 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. If the person makes their own decision to stop working with children or adults with care and support needs, this referral should still be made.

Provided that the elders are not implicated in any way by the allegations or concerns, the DSL shall inform the elders of the allegations or concerns of abuse that has been notified, and report to them how the matter has been handled. The DSL shall only disclose the allegations or concerns to other people where there is a clear need to know, and in cases of doubt should first seek the advice of Christian Safeguarding Services before making any additional disclosure to that set out in the procedure.

Recruitment and training of workers

The DSL will ensure all workers with children and young people or those undertaking regulated activities with adults with care and support needs 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 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 DSL and any areas of concern have been brought to the attention of the elders who will consider what action will need to be taken under paragraph 4 of 'pastoral care'.
- A blemished DBS check does not necessarily prevent the individual from engaging in regulated activity. A risk assessment would need to be completed to ascertain the applicant's suitability for the role and whether any restrictions on that role need to be put in place.
- Roles that involve regulated activity and which consequently are subject to a DBS check will be clearly identified as exempt from the Rehabilitation of Offenders Act.
- All those who have responsibility for the care of children or adults with care and support needs 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 DSL.
- 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 in youth settings

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 d 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) 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.

d) 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

e) 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.

f) 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.

g) 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.

h) Transporting young people

All vehicles used for transporting children must be registered, taxed, have the appropriate level of insurance and be properly maintained. Drivers should not travel with more passengers than their insurance allows. Seatbelts should be worn and legislation regarding the use of car seats for younger children should be complied with.

Leaders driving minibuses must ensure full compliance with minibus regulations. As well as the driver, another leader should be present.

Leaders using private cars to transport children should have possessed a full driving licence for at least three years. Only those who have gone through the safe recruitment process should transport children. If parents or other suitable adults are asked to help with transport a leader or helper should also travel in the car. All drivers should have read the Risk Assessment for that particular activity or outing and agree to abide by these.

Parental consent should be given and all journeys should be carried out with the knowledge of the leadership. (This does not apply to private arrangements made by the parents themselves.)

Drivers should not spend unnecessary time alone in a car with a child. If a child wants to talk to a driver about something and has waited till other children have been dropped off, the driver should explain that it isn't convenient to talk and then arrange to meet with the child/young person at a location where there can be other adults around. (Remember a child/young person may want to talk to the driver about an abusive situation.)

Having checked drivers (application form, interview, references etc) it is reasonable to expect that they may be alone with children during the journey and with a single child for short periods, eg dropping off the last child. Ensure a discussion takes place as to the most suitable child to be dropped off last and plan routes accordingly. Sit the last child in the back of the car.

At collection or dropping off points do not leave a child on their own. Make sure that an appropriate adult collects children.

Pastoral Care

Church life involves a range of meetings and activities which, whilst not specifically aimed at children, young people or adults with care and support needs, all are welcome to participate as part of the church family. Although there are not specific procedures for such meetings, normal principles of safeguarding will apply and any concerns or support needs identified will be recorded and reported to the DSL in the usual way.

When children are present at meetings where childcare is not provided and their parents are present, children remain the responsibility of their parents, who are responsible for their safety and care. When children, young people and adults with care and support needs are attending in their own right, where individuals are not believed to be competent to consent to attendance, consent will be sought from their parents/carers. If the individual is thought to be competent to consent to attendance, they will be encouraged to be open and transparent with their parents/carers and consent will be sought for the church to contact them and establish open communication and transparency. Leaders of the church or of the meeting in question will be vigilant to ensure that the young person or adult with care and support needs is adequately protected.

The Leadership is committed to offering pastoral care and support to all who have contact with or are part of the church, including working with statutory agencies as appropriate, and offering support to all those who have been affected by abuse. Ministry leaders must be aware of when the general care offered to anyone in need becomes a regulated activity carried out on behalf of the church, in which case, safe recruitment and DBS checks will be completed in line with the section on the recruitment and training of workers.

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 adult with care and support needs, advice can be sought from Wiltshire Council Social Care using contact details found in Appendix 2.

Appendix 1 – Adoption of Safeguarding Policy

- This document was discussed and approved at the meeting of trustees 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 – Key safeguarding contacts

Organisational

Designated Safeguarding Lead: Hana Taylor

Phone: 07830441649

E-mail: hana@nbbc.org.uk

Deputy Designated Safeguarding Lead: Richard Haddow (also trustee responsible for safeguarding)

Phone: 07802501968

E-mail: richard@nbbc.org.uk

Christian Safeguarding Services

Phone: 0116 2184717

E-mail: contact@thecss.co.uk

Statutory services

The Local Authority in which the church is located is Wiltshire Council

Safeguarding children

Children's Multi-Agency Safeguarding Hub (MASH)

Phone: 0300 456 0108

Email: mash@wiltshire.gov.uk *(Please remember that e-mail is NOT secure so confidential or sensitive data should not be included)*

Emergency out-of-hours: 0300 456 0100

Local interagency referral forms can be found at: <https://www.wiltshire.gov.uk/article/1436/Child-protection>

Allegations against staff or volunteers should be reported to the Designated Officer for Allegations (DOFA)

Phone: 0300 456 0108 (Option 6)

Email: dofaservice@wiltshire.gov.uk *(Please remember that e-mail is NOT secure so confidential or sensitive data should not be included)*

Local interagency referral forms can be found at: <https://www.wiltshire.gov.uk/children-young-people-contact>

Safeguarding adults

Adult's Multi-Agency Safeguarding Hub (MASH)

Phone: 0300 456 0111

Email: adviceandcontact@wiltshire.gov.uk *(Please remember that e-mail is NOT secure so confidential or sensitive data should not be included)*

Emergency out-of-hours: 0845 607 0888

Local interagency referral forms can be found at: <https://adults.wiltshire.gov.uk/Information/referrals-and-forms>

You can contact Wiltshire Police by calling: 101

If a child or an adult is in immediate danger you should always dial 999

Appendix 3 – Code of conduct for working with children and young people

Those working with children and young people will

- Ensure that they understand the policies, procedures, systems, guidelines, and risk assessments etc that are provided and that they are implemented
- Attend safeguarding training on the frequency stipulated in this policy
- Work in a transparent and responsible manner that ensures that they are accountable to the church leaders and that they are open to discussion with and challenge from parents
- Ensure that their conduct embraces their responsibility for the safety of the children in their care
- Maintain a state of vigilance to identify and report any safeguarding concerns, including concerns about adults who may pose a risk to children
- Refrain from any abuse of their power or authority as adults and leaders within the group
- Only take responsibility for children if they are physically and mentally fit and able to do so
- Treat them with respect and dignity
- Treat them in an age-appropriate way that recognises their developmental stage and ability
- Provide them with appropriate levels of choice
- Treat them as individuals
- Respect their views and wishes
- Promote and ensure appropriate behaviour towards one-another
- Ensure that age-appropriate boundaries are clearly explained and consistently implemented in accordance with this policy
- Ensure that any age-appropriate physical contact is child led
- Ensure that physical intervention is only used as a last resort to ensure the safety of an individual child or the group
- Refrain from any physical chastisement
- Refrain from making any private social media connections with them. Child-initiated public connections are ok with parent's permission.
- Will not engage in any sexualised, aggressive, humiliating, demeaning or discriminatory (etc) language or behaviour with them
- Act with fairness and treat children equitably, avoiding discrimination or favouritism
- Seek to avoid any language or behaviour or adopting any attitude that could lead to misunderstanding
- 2022 Position of Trust law now states that is a church leader/youth leader engages in an inappropriate relationship with a 16-17 year old, this is now illegal and carries a 5 year prison sentence.

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



Risk Assessment

Activity:

Name of person completing the risk assessment					Date	
What are the hazards?	Who might be harmed and how?	What control measures are already in place? Are they sufficient?	What additional control measures are needed?	Action by whom?	Action by when?	Completed? Yes / No

Risk assessment approved by trustees: Yes / No

Date:

Next review date:

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

Children

These are the different types of abuse defined by Working Together to Safeguard Children, 2023.

Abuse Types

Abuse is a form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Harm can include ill treatment that is not physical as well as the impact of witnessing ill treatment of others. This can be particularly relevant, for example, in relation to the impact on children of all forms of domestic abuse, including where they see, hear, or experience its effects. Children may be abused in a family or in an institutional or extra-familial contexts 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

The persistent emotional maltreatment of a child so as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to a child 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 a 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 cyber bullying), 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.
- provide suitable education

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.

Adults with care and support needs

The Care and Support Statutory Guidance states that safeguarding duties apply to an adult who:

- has needs for care and support (whether or not the local authority is meeting any of those needs)
- is experiencing, or at risk of, abuse or neglect
- as a result of those care and support needs is unable to protect themselves from either the risk of, or the experience of abuse or neglect

The guidance states that abuse or neglect can take many forms such as:

Physical abuse including:

- assault
- hitting
- slapping
- pushing
- misuse of medication
- restraint
- inappropriate physical sanctions

Domestic violence including:

- psychological
- physical
- sexual
- financial
- emotional abuse
- so called 'honour' based violence

Sexual abuse including:

- rape
- indecent exposure
- sexual harassment
- inappropriate looking or touching
- sexual teasing or innuendo
- sexual photography
- subjection to pornography or witnessing sexual acts
- sexual assault

- sexual acts to which the adult has not consented or was pressured into consenting

Psychological abuse including:

- emotional abuse
- threats of harm or abandonment
- deprivation of contact
- humiliation
- blaming
- controlling
- intimidation
- coercion
- harassment
- verbal abuse
- cyber bullying
- isolation
- unreasonable and unjustified withdrawal of services or supportive networks

Financial or material abuse including:

- theft
- fraud
- internet scamming
- coercion in relation to an adult's financial affairs or arrangements, including in connection with wills, property, inheritance or financial transactions
- the misuse or misappropriation of property, possessions or benefits

Modern slavery encompasses:

- slavery
- human trafficking
- forced labour and domestic servitude.
- traffickers and slave masters using whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment

Discriminatory abuse including forms of:

- harassment
- slurs or similar treatment:
 - because of race
 - gender and gender identity
 - age
 - disability
 - sexual orientation
 - religion

Organisational abuse

Including neglect and poor care practice within an institution or specific care setting such as a hospital or care home, for example, or in relation to care provided in one's own home. This may range from one off incidents to on-going ill-treatment. It can be through neglect or poor professional practice as a result of the structure, policies, processes and practices within an organisation.

Neglect and acts of omission including:

- ignoring medical, emotional or physical care needs
- failure to provide access to appropriate health, care and support or educational services
- the withholding of the necessities of life, such as medication, adequate nutrition and heating

Appendix 7 – Regulated activity

Anyone who is looking after a child on behalf of the church in place of their parents is likely to be undertaking a regulated activity and as such will require a DBS check. This will be outlined in the job description.

The situation regarding the care of adults with care and support needs is sometimes less clear and ministry leaders need to be aware of situations where regulated activities may be being carried out and therefore a DBS check is required. Some situations where regulated activity may be carried out on behalf of the church are:

- Providing health care by, or under the direction or supervision of, a regulated health care professional
- Providing personal care made up of:
 - physical assistance with eating, drinking, toileting, washing, bathing, dressing, oral care or the care of skin, hair or nails for adults who can't carry this out themselves because age, illness or disability
 - prompting and then supervising with eating, drinking, toileting, washing, bathing, dressing, oral care or the care of skin, hair or nails for adults who can't decide to do this for themselves because of age, illness or disability
 - training, instructing, providing advice or providing guidance on how to physically assist an adult with eating, drinking, toileting, washing, bathing, dressing, oral care or the care of skin, hair or nails for adults who can't carry this out themselves because age, illness or disability
- Assisting an adult who can't manage themselves because of their age, illness or disability with the day-to-day running of their household relating to:
 - managing the adult's cash;
 - paying the adult's bills;
 - shopping.
- Conveying adults to, from or between health care, personal care and/or social work services who can't convey themselves because of their age, illness or disability (this does not include transport to church)
- Day to day management or supervision of anyone carrying out the above activities.

This list is not exhaustive and further information can be found at <https://www.gov.uk/find-out-dbs-check>