



# Tanterton Christian Fellowship

## Safeguarding Children, Young People & Adults at Risk Policy & Procedures 2017

***A set of agreed policies and procedures  
for ensuring a safe environment for  
children, young people & adults at risk  
within the care of our church,  
in response to the Children's Act 1989.***

Tanterton Christian Centre, Kidsgrove, Ingol. Preston. PR2 7BX.  
Tel / Fax: 01772 726627 [church@tanterton.org.uk](mailto:church@tanterton.org.uk) Charity no 518181

**FOR THE PURPOSE OF THIS DOCUMENT THE TERM 'CHILDREN' REFERS TO ANYONE UNDER THE AGE OF 18 YEARS.**

## **Contents**

3. Church Policy Statement (children & young people)
4. Church Policy Statement (adults at risk)
5. Safeguarding Team

### **Procedures**

6. Definitions of Abuse
7. What to do if...
8. Procedure for Responding to Concerns
12. Safe Recruitment of Staff
13. Young Leaders

### **Good Practice Guidance**

14. Respecting Children, Young People & Adults at risk
16. Abuse of Trust  
Electronic Communication
18. Discipline of Children, Young People & Adults at risk  
Working with Colleagues
19. Ratios  
Health & Safety
20. A Safe Community/Working with Offenders

# Policy Statement

## Tanterton Christian Fellowship

### Policy statement on children, young people and the church

This statement was agreed at the church meeting held on Wednesday 5 April 2017.

It will be read again at each Annual General Meeting and progress in carrying it out will be monitored.

1. As members of this church, we commit ourselves to the nurturing, protection and safekeeping of all, especially children and young people up to the age of 18.
2. It is the responsibility of each one of us to prevent the physical, sexual, emotional and spiritual abuse of children and young people and to report any abuse discovered or suspected.
3. We recognise that our work with children and young people is the responsibility of the whole church.
4. We undertake to exercise proper care in the selection and appointment of those working with children and young people whether paid or volunteer.
5. The church is committed to supporting, resourcing and training those who work with the children and young people and to providing supervision.
6. The church is committed to following the Home Office Code of Practice 'Safe from Harm'. It adopts the guidelines and procedures published by the Baptist Union of Great Britain in its booklet 'Safe to Grow', copies of which are available on request.
7. Each worker with children and young people must know the recommendations and undertake to observe them. Each shall be given a copy of the church's agreed procedures and Good Practice guidelines.
8. As part of our commitment to children and young people, the church has appointed Mrs Karen Earnshaw J.P. to be the Designated Person for Safeguarding. She will be assisted by Mrs Carol Hope. Their role will be regularly explained to all groups and their names and phone numbers publicly displayed. The leader overseeing safeguarding issues is Mrs Georgina Marland

Children and young people and are a part of our church today. They have much to give as well as to receive. We will listen to them. As we nurture them in worship, learning and in community life, we will respect the wishes and feelings of children and young people.

**Designated Person for Safeguarding Mrs Karen Earnshaw J.P. 01772 720728**

**Assistant Designated Person for Safeguarding Mrs Carol Hope 01772 721459**

Signed: \_\_\_\_\_

Position: \_\_\_\_\_ Date: 5<sup>th</sup> April 2017

Signed: \_\_\_\_\_

Position: \_\_\_\_\_ Date: 5<sup>th</sup> April 2017

# Policy Statement Tanterton Christian Fellowship

## Policy statement on protection of adults at risk

This statement was agreed at the church meeting held on Wednesday 5 April 2017.

It will be presented to the church at each Annual General Meeting where progress in carrying it out will be monitored.

1. As members  
of this church we commit ourselves to the safeguarding of adults at risk and ensuring their well-being in the life of this church.
2. It is the responsibility of each of us to prevent the physical, emotional, sexual, financial and spiritual abuse of adults at risk and to report any such abuse that we discover or suspect.
3. We are dedicated in the pastoral care and support of those who have experienced abuse.
4. We undertake to exercise proper care in the appointment and selection of those who will work with adults at risk.
5. The church is committed to supporting, resourcing and training those who undertake this work.
6. The church adopts the guidelines of the Baptist Union of Great Britain published in *Safe To Belong 2015*.
7. Each person who works with adults at risk will agree to abide by these recommendations and the guidelines established by this church.
8. As part of our commitment to adults at risk, the church has appointed Mrs Karen Earnshaw J.P. to be the Designated Person for Safeguarding. She will be assisted by Mrs Carol Hope. The leader overseeing safeguarding issues is Mrs Georgina Marland

Mrs Earnshaw and Mrs Hope are responsible for representing the concerns and views of adults at risk in church meetings and to outside bodies. They are the persons to contact for any concerns or questions regarding the protection of adults at risk.

**Designated Person for Safeguarding Mrs Karen Earnshaw J.P. 01772 720728**

**Assistant Designated Person for Safeguarding Mrs Carol Hope 01772 721459**

Signed: \_\_\_\_\_

Position: \_\_\_\_\_ Date: 5<sup>th</sup> April 2017

Signed: \_\_\_\_\_

Position: \_\_\_\_\_ Date: 5<sup>th</sup> April 2017

## **Tanterton Christian Fellowship Safeguarding Team**

The church has appointed:

**Mrs Karen Earnshaw J.P., Designated Person for Safeguarding (01772 720728)**

**Mrs Carol Hope, Assistant Designated Person for Safeguarding (01772 721459)**

Together the above will advise the church on any matters related to safeguarding and take the appropriate action when abuse is disclosed, discovered or suspected

**Mrs Georgina Marland, Safeguarding Trustee (01772 719784)**

Mrs Marland will oversee and monitor the implementation of the policy and procedures on behalf of the church's charity trustees

When possible, the Safeguarding Team will work together if and when issues arise.

(further definitions of these roles can also be found in Safe To Grow 2011 & Safe To Belong 2015)

### **Policy and Procedures**

A copy of the policy statements will be displayed permanently on the noticeboard in the main hall and church office.

Each worker with children, young people or adults at risk will be given a full copy of the policy and procedures and will be asked to sign that they are willing to 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 the church.

The policy and procedures will be monitored and reviewed annually.

The policy statements will be read annually at the church AGM in March/April together with a report on the outcome of the annual review.

## **Definitions of Abuse**

### **Physical Abuse**

Actual or likely physical injury to a child, young person or adult at risk or failure to prevent physical injury to a child, young person or adult at risk.

### **Emotional Abuse**

The persistent, emotional, ill treatment of a child, young person or adult at risk that affects their emotional and behavioural development. It may involve conveying to the child, young person or adult at risk that they are worthless and unloved, inadequate, or that they are given responsibilities beyond their years.

### **Sexual Abuse**

Involves forcing or enticing a child, young person or adult at risk to take part in sexual activities, whether or not the child, young person or adult at risk is aware of what is happening. This includes no-contact activities, such as involving children, young person or adult at risk in looking at, or in the production of, pornographic material or watching sexual activities, or encouraging children, young people or adults at risk to behave in sexually inappropriate ways.

### **Neglect**

Where adults fail to care for children, young people or adults at risk and protect them from danger, seriously impairing health and development.

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 that 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, young person 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

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

## Responding to Concerns

### ***What do we do if abuse is suspected or disclosed?***

Everyone has his or her part to play in ensuring the safeguarding of children, young people or adults at risk within the church.

**If** the behaviour of a child, young person or adult at risk gives any cause for concern –

**If** an allegation is made in any context about a child, young person or adult at risk being harmed –

**If** the behaviour of any adult (including colleagues and members of the public) towards children, young people or adults at risk causes you concern –

**Do not** dismiss your concerns

**Do not** normally confront the adult about whose behaviour you have concerns

**Do not** take responsibility for deciding whether or not abuse to a child, young person or adult at risk is actually taking place

**Do not** investigate allegations

**Do not** act alone

**Do not** take sole responsibility for what has been shared or any concerns you may have

**Do** follow the church's procedures for responding to concerns.

<b>Do</b>	<b>Don't</b>
Listen and Clarify	Minimise what is said
Give Support	Show shock, alarm or disapproval
Explain What happens next	Question or push for information
Take Action	Offer false reassurance

# Procedures for Responding to Concerns

## STAGE 1

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

*The person who has the concern has a duty to*

### RECORD AND REPORT

*A written record must be made of the concern using a standard incident report form and the concern should be reported to the Designated Person within 24 hours.*

*(Standard Incident Forms are kept in the church office)*

## STAGE 2

*The Designated Person receives the report of concern*

*then has a duty to*

### REVIEW AND REFER

*The report will be reviewed by the Designated Person with any other relevant information and a decision will be taken (often in liaison with others) as to what action should follow. Any formal referral to Social Services or other agency should normally be made within 24 hours of receiving the report.*

## STAGE 3

*After the decision has been made as to what action should be taken*

*The Designated Person, the Safeguarding Trustee,  
and the Minister may have a duty to*

### SUPPORT AND REPORT

*Support should be offered to all parties affected by any safeguarding concerns and where formal referrals are made reports may need to be made to the North West Baptist Association, the Independent Safeguarding Authority and the Charity Commission.*

If the Designated Person for Safeguarding is not available, any reports or concerns should be passed to another member of the Safeguarding Team.

**If a child, young person or adult at risk is considered to be in imminent danger of harm a report should be made immediately to the police or Social Services.**

## **STAGE 1 – RECORD AND REPORT**

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 RECORD their concerns in writing and to REPORT their concerns to the Designated Person. If he/she is not contactable reports should be made to the Safeguarding Trustee.

The report to the Designated Person should be made within 24 hours of the concern being raised.

### The duty to RECORD & REPORT

As soon as possible after a child, young person or adult at risk tells you about harmful behaviour, or an incident takes place that gives cause for concern, a written record should be made.

- **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 name, address, date of birth (or age if the date of birth is not known) of the child, young person or adult at risk
- 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, young person or adult at risk has said using the person's own words
- include what was said by the person to whom the concerns were reported
- include any action taken as a result of the concerns
- be signed and dated
- be kept secure and confidential and made available only to:
  - the Safeguarding Team, the church minister as far as this is consistent with the welfare of the child concerned and possible pastoral responsibilities to any others involved, representatives of the professional agencies

If such a report is made, in an emergency without reference to one of the Safeguarding Team, one of the Safeguarding Team should be informed as soon as possible after the report has been made.

If concerns arise in the context of a children's group, the worker who has the concern may in the first instance wish to talk through their concern with their group leader. However, such conversations should not delay a report being made to the Designated Person.

It should be clear that the duty remains with the worker to record and report their concerns to the Designated Person.

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 report the concern to the Designated Person.

**If a child, young person or adult at risk is considered to be in imminent danger of harm a report should be made immediately to the police or Social Services.**

## **STAGE 2 – REVIEW AND REFER**

The duty of the Designated Person on receiving a report is to REVIEW the concern that has been reported and to REFER the concern on to the appropriate people.

### **The duty to REVIEW**

In reviewing the report that is received the Safeguarding Team:

- should take account of their own experience and expertise in assessing risk to children, young people or adults at risk
- must take account of other reports that may have been received concerning the same child, family or adult
- may speak with others in the church (including the Minister) who may have relevant information and knowledge that would impact on any decision that will be 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 REFER**

The Safeguarding Team will make a decision about who the report should be referred on to.

They may:

- refer back to the worker who made the initial report if there is little evidence that a child, young person or adult at risk is being harmed, asking for appropriate continued observation
- refer the concern to others who work with the child/children, young person or adult at risk in question asking for continued observation
- refer to the adult about whom the concern has been raised.
  - This may be the parent/carer of the child, young person or adult at risk or it may be one of the children's workers. If there is any question at all of possible sexual abuse or serious physical abuse the Designated Person should never address the adult directly but should refer their concerns to the police or Social Services. To do so may place the child, young person or adult at risk at more risk, or could make any statutory investigation difficult to pursue because the child may be intimidated.
- Make a formal referral to the local Social Services Department

All original reports should be retained safely and securely by the Designated Person and a written record should be made of the actions taken.

## **STAGE 3 – REPORT AND SUPPORT**

Responsibilities in stage 3 of the process are shared by the Safeguarding Team and the Minister.

### **The duty to REPORT**

Whenever a formal referral is made to Social Services the Designated Person should

- report the referral to the Safeguarding Trustee
- report the referral to the Minister
- report the referral to the Regional Minister of the North West Baptist Association

In certain circumstances the Safeguarding Trustee acting on behalf of the trustees may also need to make further reports for example to Charity Commission

If an allegation is made against someone who works with children, young people or adults at risk the allegation should be reported to the Local Authority Designated Officer (LADO). 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, young person or adult at risk has:

- behaved in a way that has harmed, or may have harmed, a child, young person or adult at risk possibly committed a criminal offence against children, young people or adults at risk
- behaved towards a child or children, young person or adult at risk in a way that indicates s/he is unsuitable to work with children, young people or adults at risk.

If a worker has an allegation made against them they should step down from all church duties until the incident has been investigated.

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 a statutory duty to report the incident to the Independent Safeguarding Authority.

If a worker in the church 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 in the annual return by those churches that are registered with the Charity Commission.

A record should be kept of all safeguarding incidents and should be considered in the annual review of the church's safeguarding policy.

### **The duty to SUPPORT**

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

Child, Other Family Members, Church Worker/Volunteer, Safeguarding Team, Ministers/  
Leadership Team

## **Safe recruitment, support and supervision of workers**

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

### **Guidelines for the Appointment of Children's Leaders and Helpers**

The Church should ensure that the following selection procedures have been followed:

- A written role description for each post provided by the leader of the group.
- All volunteers (both current and new) should complete an application form
- Prospective volunteers to be interviewed by the leader of the relevant group and a member of the safeguarding team.
- Two references will be taken up (at least one should be from outside of the church).
- DBS will be applied for.
- The worker will be appointed for a probationary period of 6 months after which a second interview will take place.
- The volunteer should sign an undertaking to work within the agreed safeguarding policy and procedures.
- Induction into the relevant procedures and ways of working will be undertaken (to include safeguarding training).
- Administration of this process will be overseen by the Designated Person, but may be carried out by others.

Until this procedure is completed workers must be supervised by other leaders within the group.

All leaders and helpers should have a calling to work with children, young people or adults at risk which should, in turn, be recognised by the Church Leadership Team and have the agreement of existing group leaders and helpers.

The first priority of leaders and helpers should be their own spiritual welfare, and, therefore, they should receive teaching and be part of a worship service or home group regularly.

All leaders and helpers should set a good example for Christ in their personal lifestyle.

Meetings for leaders and helpers will be held approximately once per term, for support and planning.

However anyone may raise any concerns or suggestions regarding the ministry amongst children, young people or adults at risk with any of the Safeguarding Team or Leadership Team at any time.

## **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 the young leader is helped to develop and hone skills, attitudes and experience.
- A young leader must be closely supervised by an adult leader at all times, and never given sole responsibility for a group of children, young people or adults at risk.
- When considering ratios of staff to children the young leader needs to be counted as a child, not a leader.
- The Safeguarding Policy applies to a young leader just as it does to any other person.
- The permission of parents or carers needs to be sought for the young leader just as for any other person under 18 years of age
- If the young leader accompanies a group on a residential activity ideally they should have separate sleeping accommodation to the adult leadership team and the children, young people or adults at risk they are working with.
- Young Leaders should not be given leadership responsibility for a group immediately below their own age, there should be a gap of at least two years.

### **When concerns are expressed about the Minister**

Any safeguarding concerns involving a Minister should always be reported immediately to the Regional Minister of the North West Baptist Association in addition to following the church's normal procedures.

### **When concerns are expressed about the Designated Person**

Any safeguarding concerns involving the Designated Person for safeguarding the concern should be raised with the Safeguarding trustee & or the Minister

## **Respecting children, young people or adults at risk**

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

### ***Respecting children, young people or adults at risk***

The following are guidelines for a code of behaviour.

Leaders and Helpers should:

- Treat all children, young people or adults at risk with respect and dignity. Use age appropriate language and tone of voice. Be aware of their own body language and invading a person's personal space.
- Use age appropriate language and tone of voice. Be aware of their own body language and the effect you are having on the individual child, young person or adult at risk
- Listen well to children, young people or adults at risk. Be careful not to assume you know what a child, young person or adult at risk is thinking or feeling. Listen to what is spoken and how it is said. At the same time, observe the body language to better understand what is being said.

Leaders and Helpers should not engage in any of the following:

- invading the privacy of children, young people or adults at risk when they are using the toilet or showering
- rough games involving physical contact between a leader and a child, young person or adult at risk
- sexually provocative games
- making sexually suggestive comments about or to a child, young person or adult at risk even in 'fun'
- scapegoating, belittling, ridiculing, or rejecting a child, young person or adult at risk.

When it is necessary to control and discipline children, young people or adults at risk, this should be done without using physical punishment. (A situation may, however, arise where a child, young person or adult at risk needs to be restrained in order to protect them or a third person.)

Make sure another adult is present if, for example, a young child, young person or adult at risk has soiled their underclothes and needs to be thoroughly washed. If possible, the child's, young person or adult at risk's own parent or carer should be called in to carry out such a task.

Do not respond to or encourage excessive attention seeking that is overtly sexual or physical in nature.

Workers should not normally plan to be alone with children, young people or adults at risk, on church premises this may mean leaving doors open, or two groups working in the same room.

On occasions when one to one work with a child, young person or adult at risk is required this should take place with appropriate supervision and accountability structures in place.

## **Leaders and Helpers should:**

Only invite young people, or adults at risk to their home or on trips, in groups, and always make sure another adult is present. The Designated Person should be notified of any trips for children, young people or adults at risk which take place in the name of Tanterton Christian Fellowship. Parental or carer permission must always be sought for such an event.

Not give lifts to children, young people or adults at risk on their own, other than for short journeys. Ensure that if transporting children, young persons or adults at risk that you have the correct insurance cover for passengers. When possible, ensure you have parental or carer permission.

Not share sleeping accommodation with children, young persons or adults at risk if during a residential activity.

Be aware of any physical contact they may have with children, young persons or adults at risk and record it in the group's logbook when necessary. For instance, if they need to stop a fight, administer First Aid, give a hug to a child, young person or adult at risk who is distressed, remove a child, young person or adult at risk from danger, or protect themselves or others from attack.

Not use physical punishment when controlling or disciplining children, young persons or adults at risk.

Keep a logbook; if any significant incidents take place a record should be kept in the individual group's logbook. Enter the names of both children, young persons or adults at risk and other adults present and anything of note which is observed, e.g. details of any fights broken up by the workers, allegations made by children, young persons or adults at risk, incidences where a child, young person or adult at risk is asked to leave. All workers who witnessed, heard or responded in any way should record details, and sign and date the entry.

## **Abuse of Trust**

Relationships between children, young persons or adults at risk and their leaders/helpers can be described as 'relationships of trust'. The leader is someone in whom the child, young person or adult at risk has placed a degree of trust, this may be because the leader has an educational role, is a provider of leisure activities, or even is a significant adult friend.

It is not acceptable for a leader/helper to form a romantic relationship with a child, young person or adult at risk with whom they have a relationship of trust.

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

## **Electronic Communication**

Electronic communication has become enormously important and popular over the past ten years. It is an easy way to communicate with young people in particular. However, there are dangers associated with electronic communication that call for vigilance:

Electronic communication is often an extremely informal mode of communication which can create the potential for communication to be misunderstood.

Because of the informal style of electronic communication workers can easily cross appropriate boundaries in their relationships with young people

Some adults who are intent on harming children and young people choose to use electronic communication as a way to meet and 'groom' children and young people.

These are guidelines written to try to maintain healthy and safe relationships between adults and children.

- Electronic communication must never become a substitute for face-to-face contact with children, young people or adults at risk.
- Parents or carers and children, young people or adults at risk themselves have the right to decide if a worker is to have email addresses or mobile phone numbers etc.
- Workers should only use electronic means of communication with those children, young people or adults at risk from whom appropriate consent has been given.
- Direct electronic communication with children of primary school age is inappropriate and should be avoided
- Only workers who have been appointed under the church's agreed procedures should use any electronic means of communication to contact children, young people or adults at risk on behalf of the church or one of the church's organisations
- Contact with children, young people or adults at risk by electronic communication should generally be for information-giving purposes only and not for general chatter
- Workers should not share any personal information with children, young people or adults at risk and should not request or respond to any personal information from the child, young person or adult at risk other than that which is necessary and appropriate as part of their role
- Workers should be careful in their communications with children, young people or adults at risk so as to avoid any possible misinterpretation of their motives, clear, unambiguous language should be used and the use of unnecessary abbreviations should be avoided

Electronic communication should only be used between the hours of 8.00 am and 10.00 pm

- Official church e-mails to children, young people or adults at risk should be sent out with a church header and footer indicating to the children, young person or adult at risk that this is an official communication; this should also be copied to the church e-mail address.
- Any photos or video taken on personal mobile phones should not be uploaded to social networking sites without parental or carer permission
- Workers should not retain images of children, young people or adults at risk on their mobile phone.

### Instant Messaging Services (IMS)

- the use of instant messenger services should be kept to a minimum.
- where a child, young person or adult at risk is in need or at a point of crisis uses this as a way of communicating with a worker:
  - significant conversations should be saved as a text file if possible, and
  - a log kept of who and when they communicated.

### Social Networking sites

If adults are intending to add children, young people or adults at risk to their social networking sites they must first have the permission of the parents or carer of the young person, child or adult at risk

Adults should not normally make 'friend requests' of young people or children

It should not become expected behaviour that adults say yes to a young person or child when a friend request is received

It is the adult's responsibility to ensure that all of the content on their site is appropriate for young people and children to see (including contents of photos uploaded)

All communication with young people and children should be kept within public domains

All communications with young people and children should be transparent and open to scrutiny

**Remember** – never alone and unseen is the basic rule of thumb in Safeguarding children, young person or adult at risk, what does this mean for your activity with electronic communication?

## **Good Practice Guidelines for Discipline**

A policy based upon the following guidelines should be agreed upon by each different section of youth work if and when necessary. It should reflect the age group and general activities of the children.

Children and young people should be disciplined without the use of physical punishment, shouting or name-calling. Discipline is about our relationship with children and young people not our mastery of them.

Good discipline is built on respect between leaders, children and young people. (This does not imply equality but does have an implication for leaders' attitudes towards children and young people).

Minor incidents/offences should be dealt with immediately on the spot. This prevents escalation and enables major offences to be seen as major.

Ways of dealing with discipline:

- Chastise the individual/group – criticise the behaviour not the person
- Move the offender to a less volatile situation - change the group activity
- Remove the child or young person to a calm space away from others. Stay with them until they have cooled down, but keep the time out short.

If the above-mentioned procedures fail to bring about the desired result, refer the issue to the Designated Person or Safeguarding Trustee

Bullying: "Behaviour by an individual or group, usually repeated over time, that intentionally hurts another individual or group either physically or emotionally

Allegations and incidents of bullying should be reported to Designated Person or Safeguarding Trustee

## **Good Practice Guidelines with Colleagues**

If you see another member of staff acting in ways which might be misconstrued, be prepared to speak to them or to one of the Safeguarding Team about your concerns. Leaders & helpers should encourage an atmosphere of mutual support and care which allows all workers to be comfortable enough to discuss inappropriate attitudes or behaviour.

## Ratio's

When working with children and young people the following recommended minimum ratios 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 any special circumstances such as behavioural issues, developmental issues, disability and so on, which may mean an increase to the recommended ratio.

In calculating the ratios of workers to children and young people leaders who are under the age of 18 should be counted as one of the children, not one of the leaders/helpers...

## Good Practice Guidelines Regarding Health & Safety

All leaders and helpers are responsible for being observant for any health and safety issues which may affect their group, for example:

- Access to the building should be safe and well lit.
- There should be adequate heating and lighting in the venue.
- Ensure there is enough space and appropriate activities for all children and young people.
- Have a First Aid kit and phone available.
- Check the premises for hazards (e.g. piles of chairs etc).
- Check equipment for sharp edges or missing parts.
- Smoking should not be permitted.
- Fire drills should be carried out at least annually
- Any food should be prepared carefully and hygienically.

## Risk Assessments

A generic written risk assessment will be carried out by the group leader in charge at the beginning of each academic year. This will cover the general week-to-week group activities. A specific risk assessment will be carried out by the group leader in charge for any other one-off youth activities which may take place throughout the year.

Risk assessments will be made available to the Leadership Team.

## **A safe community**

### **Safe Premises**

The church takes seriously its responsibility to ensure that the premises are safe for all who use them. The following checklist identifies guidelines to ensure the safety of all, especially, children, young people and adults at risk

- All doorways and passages to be kept clear at all times
- Emergency Exits to be clearly shown at all times
- The kitchen is normally out of bounds to children, young people and adults at risk unless supervised by a parent or carer, if an activity requires kitchen use there should not be less than 2 leaders present
- A First Aid Kit will be kept at the rear of the minor hall and another upstairs with an accident book in the office for all usage.
- Special care with safety will be taken when the baptistry is open
- Any hazards noticed should be notified to the trustees for action to be taken

### **When a known offender is present, or a person against whom an allegation has been made.**

The church should be a community that is welcoming and open to all. It is a place for people who have failed and for people in need. Those who have abused children, young people and adults at risk in the past are to be included in this welcome. However, the gospel imperative to welcome the sinner needs to be set alongside the gospel imperative that the protection of children, young people and adults at risk must be paramount.

Where someone attending the church is known to have abused children, young people or adults at risk, then whilst extending friendship to the individual, the church in its commitment to the protection of all children, young people and adults at risk will meet with the individual and discuss boundaries that the person will be expected to keep. It may be appropriate to draw up a formal contract between the church and the person who has abused. This might also state that the abuser or alleged abuser (until such time as the allegation has been cleared or proven) must decline offers of hospitality from church members where there are children, young people or adults at risk present in the home

Where necessary this will include working with other agencies such as Baptist Association, Baptist Union, Probation Service and so on.

### **A contract would consider the following:**

- will identify the meetings the person will attend
- will specify that they will always sit apart from children, young people and adults at risk
- may ask that they are always accompanied by a befriender on church premises
- will require the person not to attend small group meetings where children, young people or adults at risk are present
- will require that the person declines hospitality where there are children, young people or adults at risk
- will state that the person will never be alone with children, young people or adults at risk whilst attending church functions
- will require the person to stay away from areas of the building where children, young people and adults at risk meet.

Guidance will be sought on whom within the church can and should be notified if an offender joins the congregation.

It is impossible in a policy such as this to cover every scenario and 'what if'.

Further guidance will be taken by the Safeguarding Team from Safe to Grow 2011 and Safe to Belong 2015 (BU guidelines on Safeguarding), this is available from Designated Person or Safeguarding Trustee for anyone to read if they so desire.

The Safeguarding Team will take further advice and guidance from the Baptist Union and other agencies if and when necessary.