



Woodford Baptist Church

HANDBOOK

Safeguarding Policy and Procedures

Key Personnel and Contact Details

ROLE	NAME	CONTACT
Designated Person for Safeguarding Children and Adults at Risk.	Kevin Farmer	07815 685144
Deputy Designated Person for Safeguarding & Adults at Risk	Rosie Mathison	07815 685144
Safeguarding Trustee	Philip Woolley	07414 630 906
Contact email address for the Safeguarding Team:	Safeguarding@woodfordbaptist.org	
Regional Minister	Lucy Wright Lucy.wright@london-baptists.org.uk	
Thirtyone:eight (Christian safeguarding organisation)	0303 003 1111 option 2 https://thirtyoneeight.org/	
Redbridge Children's Social Care:	Tel: 020 8708 3885 E-mail: CPAT.referrals@redbridge.gov.uk During the evening or at weekends, call the Emergency Duty Team on 020 8708 5897.	

Index

Section	Title	Page
Introduction	WBC Safeguarding Policy	4
Part 1	Responding to Concern	8
Part 2	Safe Recruitment, Support and Supervision of workers	15
Part 3	Safe Behaviour: A code of behaviour for workers	18
Part 4	Safe Practice and Safe Premises	25
Part 5	A Safe Community	29
Appendix 1	Attending Groups Child Consent Form	32
Appendix 2	Attending Groups Youth Consent Form (7-13)	33
Appendix 3	Accident Form	34
Appendix 4	Incident Form	36
Appendix 5	Body Chart	37-38
Appendix 6	Flow Diagram & Record of Concern (Part 1 & 2)	39
Appendix 7	Behavior Policies	44
Appendix 8	Consent Forms (Transporting Children / Activities & Day Visits)	47

INTRODUCTION

Safeguarding Policy

Why do we need this policy?

As Christians we are to be blameless in all that we do so there is no place to point the finger (2 Cor. 8:21). Our church should hold a trusted position in this community.

Whilst this policy and its procedures will not apply to non-church groups using the premises, it is a requirement of use that they agree to have in place a safeguarding policy.

1. Introduction: Understanding abuse and neglect

Defining child abuse or abuse against an adult is a difficult and complex issue. A person may abuse by inflicting harm or failing to prevent harm. Children and adults in need of protection may be abused within a family, an institution or a community setting. Very often the abuser is known or in a trusted relationship with the child or adult.

To safeguard those in our places of worship and organisations, we adhere to the UN Convention on the Rights of the Child and have as our starting point as a definition of abuse Article 19 and for adults the UN Universal Declaration of Human Rights (with particular reference to Article 5):

2. Parties shall take all appropriate legislative, administrative, social and educational measures to protect the child from all forms of physical or mental violence, injury or abuse, neglect or negligent treatment, maltreatment or exploitation, including sexual abuse, while in the care of parent(s), legal guardian(s) or any other person who has the care of the child.
3. Such protective measures should, as appropriate, include effective procedures for the establishment of social programmes to provide necessary support for the child and for those who have the care of the child, as well as for other forms of prevention and for identification, reporting, referral, investigation, treatment and follow-up of instances of child maltreatment described heretofore, and, as appropriate, for judicial involvement.

3.1 It is a reality that some children and young people may be subject to neglect, exploitation, physical, sexual, spiritual and emotional abuse, including within the context of church and the church family.

3.2 Woodford Baptist Church ('the Church') runs a programme of regular activities for children and young people. The Church should hold a trusted position in the community and through this policy, which is based on the Baptist Union's safeguarding policy and that of thirtyone:eight we seek to:

- Protect our children and young people
- Act responsibly if abuse is discovered or disclosed
- Enable our Church and its leaders to encourage our children and young people to grow in safety

- Be alert to and aware of unsafe practices; and respond appropriately

3.3 The Church welcomes children and young people into the life of its community and makes its premises available to organisations working with children and young people.

3.4 The Church recognises its responsibilities for the safeguarding of all children and young people under the age of 18, as set out in The Children Act 1989 and 2004, Safe from Harm (HM Government 1994) and Working Together to Safeguard Children (HM Government 2023).

3.5 The Church recognises its responsibilities for the safeguarding of adults. The UN Universal Declaration of Human Rights details: No one shall be subjected to torture or to cruel, inhuman or degrading treatment or punishment.

3.6 As members of this Church, we commit ourselves to the nurturing, protection and safeguarding of all children and adults associated with the Church and will pray for them regularly.

3.7 We commit ourselves to this policy and to the continual development of procedures to ensure its implementation.

3.8 Copies of this policy statement will be displayed permanently on notice boards in the Church building.

4. Prevention, reporting of abuse and responding to concern

4.1 It is the duty of each Church member and each member of the wider church family to prevent the any other form of abuse or exploitation of children, young people and adults at risk; and the duty of all to respond to concerns and report any abuse disclosed, discovered or suspected.

4.2 The Church will fully co-operate with any statutory investigation into any suspected abuse linked with the Church.

5. Safe recruitment, support and supervision of workers

5.1 The Church will exercise proper care in the selection and appointment of those working with children, young people and adults at risk, whether in paid or voluntary capacity.

5.2 All workers will be provided with appropriate training, support and supervision to promote safeguarding.

5.3 The Church will adopt a code of behaviour for all who are appointed to ensure all individuals are given the protection and respect that is due to them.

6. Safe practice and safe premises

6.1 The Church is committed to providing a safe environment for activities with children, young people and adults at risk and will adopt ways of working with them that promote their safety and well-being.

6.2 The Church is committed to the prevention of bullying. The Church will seek to ensure that the behaviour of any individual who may pose a risk to children, young people and adults at risk is managed appropriately.

7. Responsible people and their responsibilities

7.1 Trustees and Deacons

- 7.1.1 **Trustees** hold ultimate responsibility for safeguarding the implementation of the policy and procedures and ensuring that the relevant people have received the appropriate training. Trustees will be held responsible by the Charity Commission if things go wrong.
- 7.1.2 As part of the Church leadership, **Deacons** also have responsibilities in enacting the safeguarding policy and procedures.
- 7.1.3 **Trustees and Deacons** are responsible for supporting the Church workers and for raising awareness about best practice within the Church.

7.2 Safeguarding Trustee

The Safeguarding Trustee is selected from within the Board of Trustees and is responsible for taking a lead on safeguarding matters on behalf of the Trustees, within the Board. They act as the point of contact with the Diaconate for safeguarding issues and should ensure Church policy and procedure are regularly reviewed.

7.3 Designated Person for Safeguarding for children (/Deputy)

- 7.3.1 The Designated Person, or Deputy in their absence, receives all reports of safeguarding concerns. They should listen, observe and act on those concerns appropriately, following Church procedures and having taken advice from relevant agencies e.g. Thirynone:eight, Baptist Union Safeguarding Team or Social Services.
- 7.3.2 The Designated Person should ensure relevant safeguarding issues are communicated with the Safeguarding Trustee.

7.4 DBS Verifier

The DBS (Disclosure and Barring Scheme) verifier is responsible for all aspects of processing DBS checks for Church staff and volunteers, apart from accredited ministers¹.

7.5 Ministers

- 7.5.1 Ministers share with the trustees the general responsibility for the adoption and implementation of the Church safeguarding policy and should be made aware of any safeguarding issues within the Church.
- 7.5.2 Ministers should take responsibility for ensuring the pastoral needs of all are met.
- 7.5.3 Ministers should not be the designated lead for safeguarding.

¹ Accredited ministers apply for DBS checks through the National Safeguarding Team of the Baptist Union

7.6 Workers & Volunteers

- 7.6.1 All those working with children, young people and adults at risk should be given a copy of the Church safeguarding procedures/guidelines.
- 7.6.2 In addition to the responsibilities of all Church members set out below in section 7.7, leaders need to know how to appoint new staff and volunteers, the principles of good supervision, and what to do if one of their workers shares with them a safeguarding concern.
- 7.6.3 All who work with children, young people and adults at risk should take personal responsibility for implementing this policy. They should each be informed of and implement the guidelines for good practice. They should be aware of ways in which children, young people and adults at risk are harmed and possible signs of abuse and know what to do if an individual discloses abuse. They should know who to speak to if they have suspicions or concerns, i.e., the Designated Person for Safeguarding for children (/Deputy).

7.7 Every Church Member

- 7.7.1 All Church members have a responsibility to ensure all feel welcome and there is an intolerance of all that brings them harm.
- 7.7.2 This policy is a whole Church concern and should be adopted and reaffirmed annually at the AGM as a positive affirmation of the Church's commitment to safeguarding individuals.
- 7.7.3 All Church members should be alert to situations where children, young people and adults may be vulnerable and should know to whom they should speak if they have safeguarding concerns i.e., the Designated Person or Deputy in their absence.

8. Support to those affected by abuse

The Church leadership is committed to offering pastoral care, working with statutory agencies as appropriate, and supporting those in Church who have been affected by abuse.

9. Working with offenders

- 9.1 Anyone known to present a risk to children, young people and/or adults will not be permitted to participate in specific activities i.e. the children's and youth work. The Church leadership will set boundaries to and supervise the individual's participation in the life of the Church.
- 9.2 Offenders/ those known to present a risk to children, young people and/or adults will be excluded from pastoral care within the Church.
- 9.3 Those providing pastoral care should not offer confidentiality in the case of disclosures of the abuse of children or young people and should follow the policy and procedures for reporting safeguarding concerns. The welfare of children and young people should take priority over any other concerns.

10. Procedures

- 10.1 Each worker with children and young people whether paid or voluntary will be given a full copy of the policy and procedures/guidelines and will be required to follow them.

- 10.2 A full copy of the policy and procedures will be made available on request to any member of the church, the parents or carers of any child or young person from the Church or any other person associated with the Church.

PROCEDURES

PART 1: Responding to Concern

A. Responding to concern

1) Understanding, Recognising and Responding to Abuse

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 a stranger.

They may be abused by an adult or adults or another child or children.

Adults similarly can be abused by a range of individuals.

2) How to respond when someone talks about harm or abuse

- Try to remain calm.
- Listen - and keep listening.
- Avoid asking leading questions.
- Avoid passing judgement on what you are told.
- Do not investigate yourself.
- Never promise confidentiality.
- Explain what you intend to do and do not delay in taking the next step (detailed below)
- Contact the **Designated Person for Safeguarding**, or **Deputy** in their absence, as soon as possible. If neither is available, contact the **Trustee responsible for Safeguarding**, or **another Trustee** in their absence.

3) Actions to take:

- Reassure the person that they have done the right thing in telling someone and that the information will be taken seriously.
- Ensure the immediate safety of the person. Seek medical help if needed, advising the medical professionals of any concerns.
- If it is a child, do not discuss with Parents/Carers until after you have reported your concerns and have got and received advice about what should happen next.
- Make detailed written notes (further details below).

Make a careful written record of what has been observed in the 'Cause for Concern' form, which can be found in the church office or can be obtained by speaking to the Designated Person for Safeguarding.

The person receiving the information should:

- Make notes as soon as possible (preferably within one hour) including a description of any injury, its size and a drawing of its location and shape on the body (template provided).
- If photographic evidence is necessary, this should be printed immediately with a date stamp using a secure printer and the image removed from the device – the individual's consent should be sought before taking any photographs
- Write down exactly what has been said and when s/he said it, what was said in reply and what was happening immediately beforehand (e.g. a description of the activity).
- Write down dates and times of these events and when the record was made.
- Write down any action taken and keep all handwritten notes even if subsequently typed up.

These notes will be passed on to the Designated Person for Safeguarding, or Deputy Designated Person for Safeguarding to assist them, should the matter need to be referred to a Social Care Team.

Any referral to Redbridge Children's Social Care Team should be made by the designated Person for Safeguarding and confirmed in **writing** within 48 hours.

Tel: 020 8708 3885 E-mail: CPAT.referrals@redbridge.gov.uk

During the evening or at weekends, please call the Emergency Duty Team on 020 8708 5897.

All documents including copies of everything sent to Children's Social Care Team, should be signed, dated, and kept securely at the office in Woodford Baptist Church.

4) Responding to concerns for a child or an allegation of abuse

Concerns should be passed to the Designated Person for Safeguarding (**Kelly McNeil**) in the first instance, or to the Deputy Designated Person for Safeguarding (**Kevin Farmer**) in their absence. Any difficulty in contacting these individual(s) **should not delay** action being taken. – if neither is available, contact the Trustee responsible for Safeguarding, **Philip Woolley; and in his absence, any Trustee.**

If there is a concern that a child may have been harmed or abused, the Designated Person for Safeguarding or Deputy Designated Person for Safeguarding (Deputy) should act as follows.

- i. Where a child has a physical injury or symptoms of neglect:
 - If immediate medical assistance is required, call an ambulance or other medical assistance as appropriate e.g., the NHS 111 helpline. Medical staff should be informed of any safeguarding concerns.
 - Contact Children's Social Care Team if there are concerns that a child has experienced 'significant harm' or is afraid to return home. The Designated Person may be advised by the Social Care Team not to immediately tell the parents, or other people involved.

- ii. Where there are allegations or concerns of **sexual abuse**:
 - Contact Children's Social Care Team. The Designated Person must not try to investigate the matter themselves.
 - Contact the Police in cases of sexual offences, such as rape, sexual assault, sexual harassment, indecent exposure, 'upskirting' etc, sexual touching which may have occurred over the last few days, and where it has not been possible to get an immediate response from the Children's Social Care Team,
 - Do not touch or tamper with any materials or possessions that could be evidence, such as stained clothing.
 - Do not tell other people except on a strictly needs to know basis or unless they are advised to do so by Children's Services or the Police.
 - Keep information on a need-to-know basis

Should the Designated Person for Safeguarding (or Deputy) feel it not necessary to refer the matter to the Children's Social Care Team, but you (or anyone else) have serious concerns for the child's safety, then you should express your concerns to the Designated Person for Safeguarding to seek clarification for their decision. If, after speaking with the Designated Person for Safeguarding, you remain dissatisfied with their response, you should approach the Safeguarding Trustee to share this concern.

In recognition that safeguarding is every individual's responsibility, this WBC Safeguarding document is intended to provide clear instructions to respond to concerns and to provide clarity on the roles and duties of the church. Similarly, the Designated Person for Safeguarding has taken on a role to offer a named individual to liaise with external agencies and to provide a joined-up approach to safeguarding. Despite this intention, if after speaking with the Designated Safeguarding Person and Safeguarding Deacon you remain concerned for the safety of a child, you as an individual would be able to consider directly contacting an external safeguarding agency such as the Police.

If the allegation is against anyone within the church who holds a safeguarding role, namely Pastor, Designated/Deputy Designated Person for Safeguarding, Safeguarding Deacon, or anyone linked to that individual (such as a spouse/partner or other family member) you may feel concerned about discussing this concern with another member of the church. If you therefore have any concerns about approaching any of the church members in safeguarding roles, you should contact the regional minister (whose details are at the start of this document).

Should you feel uncomfortable about approaching the Regional Minister, you could contact an external safeguarding agency such as:

- **thirtyone:eight on 0303 003 11 11**
- **Redbridge Children's Social Care on 020 8708 3885** (Evening & Weekends) **020 8708 5897**
- or the Police on 999, If a child is in immediate danger.

B. Third Party Allegations and Referrals

Where a third party discloses to you an allegation of abuse, your role is to document the information you are told but not to investigate the allegation. The third party should be advised that the information they have provided will be shared with the Designated Person for Safeguarding (or Deputy) and may result in a referral to Social Services. The third party should also be informed their details will be passed on, however, can be kept confidential by Children Services i.e., information on who has raised the concerns will not be shared with the family. This also means that Children's Social Care Team can contact them if necessary.

Allegations against Workers

Should an allegation be made against an employed worker or volunteer, or should you observe any behaviour which raises safeguarding concerns, they should be reported to the Designated Person for Safeguarding. The following steps will then follow:

- The Designated Person for Safeguarding should review the need to report the concerns to the Children's Social Care Team and the Police. Advice will be sought about what action should be taken, such as suspension of employment/volunteering.
- The suspension of a worker following an allegation is a neutral act but may be necessary because the priority is to protect individuals from possible further abuse or from being influenced in any way by the alleged perpetrator. The decision will be agreed Trustees.
- Make a referral to a designated officer formerly called a Local Authority Designated Officer (LADO) whose function is to handle all allegations against adults who work with children and young people.

- 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 LADO if they are involved.

During an enquiry, and if the worker/volunteer is not immediately suspended from duties, the worker/volunteer will be closely supervised whilst inquiry goes on, by the Safeguarding Trustee.

It may be necessary for the alleged perpetrator to worship somewhere else (either in the interim or the long term). In such cases the church leaders of the new church that the worker attends will be informed of the reasons on a strict need to know basis by the Senior Pastor.

It would be prudent to take advice from the LADO as to what actions to take, what information to share and with whom.

C. Pastoral care

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

Support will be offered by an appointed person, agreed with the Safeguarding Leads and Trustees, to the alleged perpetrator.

This is one reason for limiting information in relation to allegations of abuse on a need-to-know basis. In this way, leaders not privy to the detail are free to offer support to other parties, including the suspected perpetrator.

Where an investigation is under way, this support will be provided with the knowledge of the child protection authorities.

The Church will ensure that one person is responsible for dealing with the authorities, another offers support to the victim and their family, and another gives pastoral care to the alleged perpetrator. It may be necessary to appoint another person to support the perpetrator's family.

Once an investigation and legal processes have been completed, and where the perpetrator accepts some responsibility, they will be encouraged to seek specialised interventions/treatment by the appointed person to reduce the risk of re-offending.

D. False Allegations

False allegations are possible: all allegations will be properly investigated in an endeavour to establish the truth.

E. Allegations concerning children and young people

Children and young people are curious about sex. However, where a child is in a position of power, has responsibility over another child (as in a babysitting arrangement or where they are Junior Leaders in youth groups) and abuses that trust, be that emotionally, physically, or sexually, - **then this is abuse.**

Similarly, even in situations where children are not in positions of trust roles but are encountering other children within a church setting, abusive situations can arise. Any allegations of abuse will be taken as seriously as if an adult were involved, because the effects on the child victim can be as great.

Instances such as these will be investigated by the child protection agencies in the same way as if an adult were involved, although the alleged perpetrator may also be regarded as a victim, due to their age and comparative immaturity.

Upon concerns being raised about a child who is in a position of trust, the Designated Person for Safeguarding should follow the same procedures as when concerns are raised about an adult worker/volunteer,

In situations where an allegation is made against a child (who is not in a position of trust), the Designated Person for Safeguarding should:

- Consider the need to refer the matter to Children Services or the Police.
- Consider any further measures necessary for any occasions when the children may have contact within a church setting.
- Consider what information or advice needs to be shared with the parents/guardians of the children.

PART 2: Safe Recruitment, Support and Supervision

A. Applications

Under the Criminal Justice and Court Services Act 2000, it is an offence for anyone disqualified from working with children and young people to knowingly apply, accept or offer to work with children. The Act specifically includes trustees of charities working with children.

This means that a person banned from working with children cannot serve as a trustee of a church. It is also a criminal offence to knowingly offer work to an individual who is so disqualified or to knowingly allow such an individual to continue to work with children.

It should be made clear in job advertisements, at interview and on application forms that all those having contact with children, young people and adults at risk will be required to complete an enhanced Disclosure and Barring Service (DBS) check being carried out before the position is confirmed.

All prospective paid workers will be interviewed by the Senior Pastor, plus members of the Leadership Team and Trustee Board, and members from the congregation.

As part of the recruitment process applicants are asked to provide four references. Two from people they know to be mature Christians, who know them and can provide a personal reference, comment on their character and competence to work with children, young people and adults at risk. At least one of those referees should be a colleague with whom they have worked. The third reference should be from a church leader and the fourth, if applicable, from a current or past employer.

Where applicable an applicant's UK residency status and/or right to work in the UK will be checked.

All volunteers that will potentially be working with children, young people and adults at risk should have an interview.

It is expected that all people who wish to work with children, young people and adults at risk will have gone through the membership process before acceptance in a volunteer role.

B. Appointment and Supervision

The Church's Safeguarding Policy, as along with the practical expectations, should be discussed with all applicant/s. The worker will be required to agree to the procedures and will do this by signing a contract (this includes volunteers).

Any appointee/volunteer should receive a written agreement which includes a clear role description, lines of accountability to the Church leadership and an assigned supervisor with regular opportunities for review so that work can be discussed, issues aired, and areas of concern dealt with.

Paid workers will have a six-month probationary period before the appointment is confirmed.

Volunteers will also have a six-month trial, and at the end of that period, will be interviewed to determine their suitability for the position, skills learned, their enjoyment and if they wish to continue in the role.

There should be regular team meetings to review procedures to ensure a common approach, sharing of concerns and identifying other matters that may need clarification and guidance.

C. Training

The Leadership is committed to on-going safeguarding training and development opportunities for all workers/volunteers, developing a culture of awareness of safeguarding issues to help protect everyone. All our workers will receive induction training and undertake recognised safeguarding training on a regular basis.

The Leadership will also ensure that children and adults with care and support needs are provided with information on where to get help and advice in relation to abuse, discrimination, bullying or any other matter where they have a concern.

It is important that all workers/volunteers understand the agreed procedures for protecting children. Child protection training must be attended at least once every 3 years.

Safeguarding training is a vital part of equipping all those working with children and adults at risk, as well as those who have leadership responsibility in the church.

- Level 1 is a film suitable for showing in an all-age service and is designed to raise awareness of safeguarding.
- Level 2 is a half day course focused on the basics of good safeguarding practice.
- Level 3 is a half day course for those with leadership responsibilities

Training for workers/volunteers in relevant areas should also be arranged, e.g., first aid, food hygiene.

D. Young People

Young people under 18 may be volunteer junior helpers but such helpers will be responsible to a named adult worker and should never be in a position where they are providing unsupervised care of children. Those under 18 years old will be required to provide a reference from an unrelated adult who has known them for 2 years and DBS checks can be issued from age 16.

When a young helper reaches the age of 18 the full recruitment process should be applied.

Part 3 – Safe behaviour: a code of behaviour for workers

A. Overview/code of behaviour

The aim of these general guidelines is to prevent children, young people and adults at risk from possible abuse and workers from false accusation. As such:

- Workers should treat all children, young people and adults at risk with dignity and respect in attitude, language and actions.
- Use age-appropriate language and tone of voice.
- **Do not** engage in any of the following:
 - Invading the privacy of children or young people when they are using the toilet or shower. Workers/volunteers should (unless for very specific reason) use separate toilets to children/young people during all activities. Exceptions include using the same service station toilet if on organised trips etc; however, when an activity is occurring in the church building, alternative toilets should always be used.
 - Rough games including contact between a leader and a child or young person.
 - Sexually provocative games or behaviour.
 - Making sexually suggestive comments, including anything that could be considered as flirtatious.
 - Scapegoating, ridiculing or rejecting a child or young person.
- When it is necessary to manage and discipline children and young people, it **MUST NOT** be done using physical punishment. A situation may arise where a child or young person needs to be restrained to protect them or a third person. If such a situation arises, this should be formally recorded after the event, detailing the time, place and reason for the occurrence. The report should also be signed by any other workers/volunteers who observed the event. Where a parent/carer/family member is one of the workers/leaders, they may feel it appropriate to discipline the child or young person; however, this should be done with discretion away from the rest of the group.
- No one should be left working alone with children and young people, but as part of a team showing mutual responsibility for each team member.
 - If there are insufficient leaders for groups, then internal doors should be left open, while consideration should be given to either reducing the number of rooms used, limiting the number of children in attendance, or cancelling/delaying the event.
 - At least two people are present before external doors are opened for event/ participants are allowed in.
- If workers do find themselves on their own, they should
 - Assess the risk of sending child/young person home.
 - Phone another team member and let them know the situation.
 - Get a second trained leader as soon as possible.
 - Write down a record of what happened, including an explanation for how the situation arose that there were no other leaders present and pass to the Youth

Pastor/ Designated Person for Safeguarding, who will keep it securely.

- If a child or young person wants to talk on a one-to-one basis you should make sure that:
 - You try to hold the conversation in a corner of a room where other people are.
 - Or if you are in a room on your own, leaving the door open.
 - Or you make sure another team member knows and can come and 'check in' on you.
- Consideration should be given to how many workers should be involved with the group and whether they should be male or female workers or both.
- The only adults allowed to participate in children's and young people's activities will be those appointed and trained as children's/youth workers/ volunteers. The leader of the activity should be aware of any other adults who are in the building.
- The parents/carers may or may not attend church and it is therefore important they have been given information about the group, including contact telephone numbers. All workers/volunteers should be issued with identification lanyards to be worn when engaged in activities.

While there is no specific guidance about supervision ratios for organisations that are not in the education or early years sectors, the NSPCC recommends having at least two adults present when working with or supervising children and young people.

The following table is the recommended adult to child ratios as the minimum numbers to help keep children safe:

Age group	Adult Leaders	Number of Children
2 years and under	1	3
2 to 3 years	1	4
4 to 8 years	1	6
9 to 12 years	1	8
13 to 18 years	1	10

- No person under 18 years of age should be left in sole charge of any children of any age. Nor should children or young people attending a group be left alone at any time.

B. Taking Care of Touching

Having contact with others can be a very normal part of life, however some helpful principles that all leaders are expected to consider are:

- Keep everything public. A hug in the context of a group is very different from a hug

behind closed doors.

- Touch should be related to the other person's needs, not the workers.
- Touch should be age-appropriate and generally initiated by the child rather than the worker.
- Avoid any physical activity that is, or may be thought to be, sexually stimulating to the adult or the child.
- All individuals are entitled to privacy to ensure personal dignity.
- Children have the right to decide how much physical contact they have with others, except in exceptional circumstances when they need medical attention.
- In circumstances where a child requires help, like when administering first aid (or applying sun cream etc), encourage the child to do what they can manage themselves, but consider the child's best interests and give appropriate help where necessary.
- Team members are free to help each other by constructively challenging anything which could be misunderstood or misconstrued.
- Consider how you engage with children who you are familiar with, while you are in the role of a leader. While it may be common to hug a God child or friends' children when in your homes, consider how other children may get confused by you displaying such behaviours to selected children, whilst in your role as a leader of a group of children.

Personal care

- The level of personal care (e.g. toileting) must be appropriate and related to the age/need of the child/adult.
- If a child requires personal care e.g. because they have soiled themselves, their parent/carer should be called in to take care of this. Children and parents should generally use the toilets in the rear of the church building on a Sunday.

C. Mentoring

At times mentoring is required as part of discipleship within the Youth ministry. This may mean leaders and young people may need to meet in order to hold a meeting.

- The parents of all young people engaging in discipleship/mentoring will receive a letter stipulating the format of discipleship meetings. Parents are required to sign and return a letter confirming the details of the meetings, and who the mentor will be. The letter will also include details of the duration of sessions (i.e. weeks/months etc), Youth Pastor's contact details, and information on the parents' rights to cease mentoring/discipleship meetings.
- Meeting spaces: Mentoring/discipling meeting should take place in a public space i.e. coffee or tea shops, cafes, and fast-food restaurants.
- All mentoring meeting should have an agreed start and end time. Each meeting should be documented (even if only noting time and place of meeting) and forwarded to the Youth Pastor on a regular basis. The Youth Pastor will keep details of all meeting in a secure location/folder. The child's parents (and ideally another nominated individual) should be aware of each meeting.
- Keep a basic record of dates of significant meetings, text messages and emails.
- Appropriate boundaries should be maintained at all times, i.e. no contact via phones, including text messages, after 9pm.
- A written record should be kept of issues/decisions discussed at meetings.

D. Visiting Children or Young People at Home

It is unlikely that workers will need to make a pastoral visit to a family home on behalf of Woodford Baptist Church, and pastoral visits with young people will usually take place in a public venue. If a visit is required, a conversation with either Senior Pastor or Youth Pastor is essential prior to meeting taking place.

E. Children with disabilities

Children and young people who have a disability can be at greater risk of abuse, as well as discrimination and exclusion. They may require more help with personal care, such as washing, dressing, toileting, feeding, mobility etc, may have limited understanding and behave in a non-age-appropriate way.

It is good practice to speak with children/young people with disabilities and special needs and their parents/carers to find out how their needs can be met and ensure all workers are aware of the expectations.

For further resources on inclusion in the church, see:

<https://additionalneedsalliance.org.uk/>
<https://churchesforall.org.uk/>

F. Children with no adult supervision

When children under the age of 12 turn up to and want to join in with church activities without the knowledge of their parents, we should:

- Welcome the child and establish their name, age, address and telephone number, and record their visit in a register.
- Ask the child if a parent/carer is aware of where they are. Phone and make contact.
- On leaving, give the child a consent form and explain it needs to be filled in and brought back next time.
- Without interrogating the child, you will need to find out as soon as possible whether they have any special needs (e.g. medical conditions, allergies and relevant medication) so that you can respond appropriately in an emergency.

Children who are primary school age and younger should have a nominated responsible adult present at church during the Sunday morning service. This would usually be a parent or carer of the child. As a church we want to enable all children who want to attend to come to Woodford Baptist Church and so special arrangements can be made to nominate an adult with DBS clearance to be the responsible adult for a child whose parent may find it difficult to accompany their child to church. Such arrangements would need to be made in advance with the agreement of the parent/ carer of the child.

G. Peer Group Activities for Young People

All youth activities will be overseen by named adults who have been selected in accordance with agreed recruitment procedures. It is accepted that groups aged 16+ may benefit from being led and run by peers. In this situation adult leaders will contribute to programme planning and reviews and will always be readily available on the premises when peer-led activities take place.

H. Electronic Communication

1) Modern Technologies and Safe Communication

A worker's role description will include an acknowledgement and approval of these technologies as a legitimate means of communicating with young people but should also include the expectations of the Church in relation to their use.

It is not appropriate to use these communication methods with primary school aged children, (year 6 and under) 11 years and younger.

On the general consent form parents/carers sign to agree that the young person can receive such communications.

2) Workers' Communication with Young People

All young people need to be aware of the protocols that workers follow in relation to email, messenger services, social networks and mobile phones including texting. It is important to remember that as well as the parent/carer, young people will have a right to decide whether they want a worker to have their email address or mobile telephone number and should not be pressurised into divulging information they would rather keep to themselves.

3) Mobile Phones

Diligence needs to be applied when workers use mobile phones to communicate with young people:

- All mobile phone use will be primarily about information sharing.
- Workers should keep a log of significant conversations/texts.
- Any texts or conversations that raise concerns should be passed on/shown to the worker's supervisor or Designated Person for Safeguarding.
- Workers should use clear language, particularly when texting, and should not use words such as 'luv' or abbreviations like 'lol' which could mean 'laugh out loud' or 'lots of love'.
- Paid children's/young people's workers are issued with a mobile phone under a contract that provides itemised billing.
- Workers should not take photos on their personal equipment.

4) Messaging Apps

Groups text messaging is often used as a vehicle to communicate with youth groups to share information on meetings, to send encouraging texts/videos and to engage the group on a social level. Each messaging group should have two leaders; messages should be backed up and 'delete messages' function should be disabled. Clear and unambiguous language must be used to reduce the risk of misinterpretation, avoid using terms such as 'luv' to end communication.

5) Social Media

- All social media interaction between workers, paid or voluntary, and children under 18 shall be limited to monitored/administrated groups.
- Text and any other media posted shall be subject to the acceptable use policy.
- All interaction on social media groups shall be recorded for safeguarding purposes.
- Any private messages shall be recorded for safeguarding purposes.
- Any safeguarding concerns/allegations arising from social media shall be referred onto the safeguarding leads.
- All users of social media must be above the minimum age limit of 13 for Facebook, Snapchat, Twitter, Instagram etc., and below 16 for WhatsApp.

- Workers should ensure their privacy settings ensure the highest levels of security to restrict children being able to see any more than what is relevant to communication within the group.
- All social media groups should provide links to statutory authorities such as CEOP (Child Exploitation and Online Protection), to enable children to report online abuse.

6) Social Networks

It is strongly discouraged to allow any child, for whom you are a leader in any group, to have access to your personal accounts in terms of being connected to you e.g. a friend on Facebook or having access to your log in details e.g. for Spotify or YouTube. It is recognised however that there may be some children who you have pre-existing relationships with i.e., children of close friends etc. If a personal site is accessed by young people, it is essential that:

- All content including photos are suitable.
- Workers are aware of age limits on social network sites.
- All communication should be kept in the public domain.
- Copy other workers into communication if needed to keep transparency.

7) Taking Video and Photographs of Children

Since the introduction of the Data Protection Act in 1998, churches must be very careful if they use still or moving images of clearly identifiable people. There are several issues to be aware of:

- Permission must be obtained, via the consent form, of all children who will appear in a photograph or video before the photograph is taken or footage recorded.
- It must be made clear why that person's image is being used, what you will be using it for, and who might want to look at the pictures.
- If images are being taken at an event attended by large crowds, such as a sports event, this is regarded as a public area and permission from a crowd is not necessary.
- Many uses of photographs are not covered by the Data Protection Act 1998, including all photographs and video recordings for personal use, such as a parent/carer taking photographs at school sports days for the family photo album, or videoing a church nativity play.
- Children and young people under the age of 18 should not be identified by surname or other personal details, including e-mail or postal addresses, telephone number or social media handles/details
- When using photographs of children and young people, it is preferable to use group pictures.

Part 4 – Safe practice and safe premises

A. Safe practice and safe premises

1) Consent forms

It is essential that we have essential information about all children and young people involved in any activities at the church. This information is recorded on our consent forms (appendices 1 and 2). The first week someone attends we must have name, medical emergency information and a contact name and number. Then they must bring their form back with them.

2) Guidelines for Use of all sites of Woodford Baptist Church

The responsible adult for an activity at Woodford Baptist church must attend Safeguarding Level 2 training and be familiar with the conditions of hire for Woodford Baptist Church.

3) Health and Safety

All activities for children and young people must comply with the Church's current health and safety policy and should be conducted in accordance with conditions of hire for Woodford Baptist Church with particular attention paid to the sections on Fire Action, First Aid, PAT testing, Health and Safety and Kitchen and Food Hygiene.

Whenever possible at all events involving preparation of food at least one worker should hold a valid Basic Food Hygiene Certificate.

Buildings being used for children's groups should be properly maintained. At Woodford Baptist Church, this is the responsibility of the Trustees. A representative from the children's/ young people's work teams will take part in the annual health and safety review in order to consider all aspects of safety for all children and young people using the premises.

4) Fire

It is the responsibility of all group leaders/responsible persons within the building to ensure the safety of themselves and those who are in their control. In addition, it is a legal requirement that all group leaders/responsible persons are familiar with the emergency procedures in the event of fire.

5) First Aid

Woodford Baptist Church have several trained First Aiders. There is a list showing who they are on the Facilities Manager boards. First Aid Kits are located in the kitchen. Incident reporting books are located on the right-hand corner worksurface in kitchen and must be completed in the event of any accidents, injuries or incidents.

All Woodford Baptist Church groups endeavour to ensure there are sufficiently trained first aiders regularly on team during events and activities.

6) Supervision of groups

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

7) Outside group meetings:

It is essential that other groups do not meet on site whilst youth/children's clubs are taking place.

8) Food Hygiene /Health and Hygiene

The Food Safety (General Food Hygiene) Regulations 1995 state that anyone who handles food or whose actions could affect its safety must comply with the regulations. It follows therefore that those in overall responsibility for food will need to possess the Basic Food Hygiene Certificate and be aware of food safety (preparation, handling and storage, disposal of waste, etc.)

9) Transporting Children

These guidelines will apply to all drivers involved in the transportation of children and young people, on trips organised by or on behalf of the Church. They do not apply to private arrangements for transportation made, for example, between parties with parental responsibility.

Our practice on transporting children is as follows:

- Drivers must make sure that children are collected by an appropriate adult. If for any reason, a parent is unable to collect their child on time, measures should be taken to ensure a worker is not left alone with a child/young person at any time. Two leaders must remain with the child until the parent collects.
- Usually only those who have gone through the Church recruitment procedures for workers will transport children. When this is not possible drivers will pick up and drop off at pre-arranged places, whilst not taking any detours; and when possible, accompanied by a second adult
- All drivers will have read the Church's Child Protection Policy and agree to abide by it.
- Drivers must be 21 or over and have held a full driving licence for at least two years. The driver must ensure that they have adequate insurance cover. and should declare to their insurers that they are participating in the activity of transporting people for the church. Certain insurers may insist on 'Business use' which is usually no more expensive. Drivers should also check with their insurers on public liability cover.
- The vehicle must be road worthy.
- Parental consent will be given for all journeys.
- At collection or dropping off points, do not leave a child on their own.
- Workers may be alone with a child for short periods, for example when dropping off the last child. Consideration needs to be given to dropping off the least vulnerable child last and routes planned accordingly. Consideration should also be given to whether it is possible to combine the same drop off point for the last 2 children, hence negating the need for an adult to be left alone with a child.
- Drivers will not spend unnecessary time alone in a car with a child.
- Make sure young people are present for collection and are returned to pick up point.
- All hired minibuses used to transport children will have a small bus permit, the necessary insurance, and a driver with a valid driving licence that entitles them to drive a minibus.
-

- If parents transport each other's children around other than trips organised by the Church, for example to and from activities, such arrangements are the responsibility of the parents involved and not the responsibility of the Church.

10) Risk Assessment

Before undertaking any new activity, the activity leader must ensure that a risk assessment is carried out and it is advisable to appoint someone specifically for this task.

11) Insurance

Residential activity/camp organisers must ensure with the Church Treasurer that there is adequate insurance cover for the event activity. If the trip is at a centre, it is also important to establish that there is appropriate public liability insurance.

B. Outings and overnight events

- Before undertaking any outing or overnight activity a special risk assessment must be carried out.
- Parents must be informed in writing of all the arrangements.
- Consent forms must be obtained for each overnight activity.
- There must be leaders with first aid and food hygiene certificates with the group.

1) Sleeping Arrangements (Outings and overnight events)

Arrangements for residential holidays will be considered carefully. Workers will not share sleeping accommodation with fewer than three children. It may be acceptable for workers to share sleeping accommodation with children/young people in a large dormitory or on an activity such as youth hostelling where it is customary practice. Arrangements will be age-appropriate, provide security for the child/young person and be safe for children/young people and workers. The activity leader will ensure that parents understand what the arrangements will be in advance.

2) Adventurous Activities (Outings and overnight events)

No child will participate in adventurous activities without the written consent of the parent/carer. The residential activity/camp organisers will ensure that the staff engaged in such activities are properly trained and qualified and that the correct ratio of staff to children is met. At an activity centre or for an organisation whose own staff undertake such activities, if the activities come within the scope of the Adventure Activities Licensing Regulations 1996, the residential activity/camp organisers need to ensure that the premises are licensed.

3) Fire Safety (Outings and overnight events)

The residential activity/camp organisers will have a fire safety procedure, which will include the following:

- Everyone should be warned of the danger of fire. If the residential activity/camp is in a building, then everyone must be made aware of the fire exits. A fire drill should be practised on the first day of the residential activity/camp.
- In the case of an emergency, ensure measures are in place to alert children and young people with disabilities (e.g., a child who is hard of hearing).

4) Safety (Outings and overnight events)

At all times, it is the responsibility of the workers to know the whereabouts of every child/young person participating in a residential activity/camp and this may include monitoring access on and off the site.

General safety rules will be applied as appropriate (e.g., no running round tents due to the risk of injury from tripping over guy lines).

5) Swimming Trips

There will be an increased adult to child ratio for all swimming trips and prior to the trip the swimming ability of a child/young person will be established. A swimming consent form for each child (or a copy) will be taken by the group leader on the trip.

Part 5 – Safe Community

A. Bullying

Bullying is another way in which children (or adults) abuse others, and it can be verbal or physical. Bullying includes teasing, making unkind comments, demanding money, "ganging up" on a child or physically assaulting a child. You might see evidence of torn clothes, bruising, burns, or scratches. A child might be afraid to attend school or other activities if they think the bully will be present.

The effect of bullying on the victim can be profound, both emotionally and physically.

Bullying can take many forms including:

- Name-calling, taunting, teasing, mocking
- Kicking, hitting, pushing, intimidating
- Unwanted physical contact of a sexual nature or sexually abusive comments
- Taking belongings
- Inappropriate text-messaging and emailing
- Sending offensive or degrading images by phone or over the internet
- Gossiping, spreading hurtful and untruthful rumours
- Excluding people from groups
- 'Unofficial' activities such as initiation ceremonies or practical jokes which may cause physical or emotional harm.

Bullies will often pick on a particular feature of a person's appearance or character as a supposed 'reason' for bullying, for example racial difference; disability; sexuality; hair colour; gender

Bullies can be:

- Children or young people bullying others in their peer group, or other children and young people either older or younger
- Adults bullying children and young people
- Children and young people bullying adults.

Bullying will always cause a great deal of pain and harm for those on the receiving end. Many children and young people affected by bullying believe they have nowhere to turn. They are scared to speak out and often blame themselves. They can become fearful and reclusive.

Some signs that can indicate that a child or young person is being bullied include:

- Withdrawal
- lack of desire to join activities with certain individuals
- drop in school marks
- torn clothing, bruises and other signs of physical harm
- loss of friends
- avoidance of church groups and other activities;
- need for extra money or supplies.

To prevent bullying:

- Involve the children and young people themselves in agreeing a code of behaviour which makes it clear that bullying is unacceptable.
- Assist children and young people to know how they can report any incidents of bullying. Examples will include being spoken to about who they can speak to and the strategic placing of posters with relevant information and contact details.
- Treat all allegations of bullying seriously
- Check details carefully before taking action
- Bullying behaviour will be investigated, and bullying will be stopped as quickly as possible
- The parents of the bully and of the bullied will be informed
- An attempt will be made to help bullies change their behaviour
- All allegations and incidents of bullying will be recorded, together with actions that are taken.

A. Working with Offenders

When someone attending the Church is known to have abused children, the Leadership Team will supervise the individual concerned and offer pastoral care, but in its commitment to the protection of children, will set boundaries for that person which they will be expected to keep.

When it is known that a person, who has been convicted of sexually abusing children or young people, is attending Woodford Baptist Church, it is important that their behaviour within the church community is properly managed and that a contract is put in place. There are also times when it will be appropriate to take such measures with a person who has faced a series of allegations about the sexual abuse of children and young people but has never been convicted (such allegations may be revealed on an Enhanced DBS Disclosure under relevant non-conviction information).

If an offender is on the Sex Offenders' Register, they will be monitored under guidelines known as the Multi-Agency Public Protection Arrangements (MAPPA). In the latest guidance there is provision to require a written contract to be in place if the offender wishes to attend a place of worship.

- In determining the details of the contract: there will be a discussion about who should be informed of the nature of the offence and the details of the contract.
- The rights of the offender to re-build their lives without everyone knowing the details of their past offence should be balanced against the need to protect children and young people
- The Safeguarding Trustee, the Designated Person for Safeguarding and the Pastor should always be informed.
- The Designated Person or the Safeguarding Trustee should find out whether the person is subject to supervision or is on the Sex Offenders' Register. If so, the Designated Person or the Safeguarding Trustee should contact the offender's specialist probation officer (SPO) who will inform the church of any relevant information or restrictions that the church should be aware of.

- The Designated Person or the Safeguarding Trustee should inform and take advice from the Regional Minister in the local Baptist Association.

An open discussion must be held with the person concerned in which clear boundaries are established for their involvement in the life of the church. A written contract should be drawn up which identifies appropriate behaviour. The person should be required to sign the contract. The contract:

- Will identify the meetings the person may attend
- Will specify that they will always sit apart from children and young people
- 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 or young people are present
- Will require that the person declines hospitality where there are children or young people
- Will state that the person will never be alone with children or young people while attending church functions
- Will require the person to stay away from areas of the building where children or young people meet.

The contract should be monitored and enforced. If the contract is broken, a meeting of the leadership and trustees will determine actions needed, which may involve the person being asked to leave the church. (1 Corinthians 5:9-12).

APPENDIX 1



Child Consent Form

GROUP/S ATTENDING:			
CONTACT DETAILS & INFORMATION			
Name of child		Date of Birth	
Address		Home phone	
		Mobile phone (parent/guardian)	
		Other emergency contact number	
preferred E-mail contact			
MEDICAL INFORMATION			
Please provide details of any:			
<input type="checkbox"/> Medical condition or disability <input type="checkbox"/> Allergies <input type="checkbox"/> Dietary needs <input type="checkbox"/> Special needs			
CONSENT			
Do you consent to photos being taken of your child for local display or publicity?			Yes No
Do you consent to un-named photos being used on the church website?			Yes No
In an emergency, if I cannot be contacted, I give permission for my child to receive first aid or necessary hospital treatment, including anaesthetic.			
Parent/Guardian to sign and print name:			
Date			

APPENDIX 2



Youth Consent Form (Years 7-13)

GROUP ATTENDING:				
CONTACT DETAILS & INFORMATION				
Name of young person		Date of Birth		
Address		Home phone		
		Mobile phone (parent/carer)		
		Other emergency contact number		
preferred E-mail contact				
MEDICAL INFORMATION				
Please provide details of any: <input type="checkbox"/> Medical condition or disability <input type="checkbox"/> Allergies <input type="checkbox"/> Dietary needs <input type="checkbox"/> Special needs				
CONSENT				
Do you consent to photos being taken of your child for local display or publicity?			Yes	No
Do you consent to un-named photos being used on the church website?			Yes	No
In an emergency, if I cannot be contacted, I give permission for my child to receive first aid or necessary hospital treatment, including anaesthetic.			Yes	No
I give permission for my child to take part in organised trips to activities off site and to travel with a driver deemed responsible according to child protection guidelines.			Yes	No
I give permission for recognised youth leaders to use electronic means of communication with my child (eg mobile phones, e-mail)			Yes	No
Parent/Guardian to sign and print name:				
Date:				

APPENDIX 3



Accident Form

Full name of injured person and age if under 18:	Date/Time of accident:
Did the accident occur within a structured activity/meeting? If so, which meeting?	
Give details of how the accident occurred, where it occurred, what supervision was being given at the time and the nature of the injury sustained. Continue on the back of the form if necessary – diagrams may be helpful.	
Names of any witnesses to the accident:	
	Name of First Aider:
What treatment or advice was given?	
	Items used from First Aid Kit:
Was it necessary to call the Emergency Services or take or send them for further treatment? Give details:	
Health and Safety recommendations considering this accident:	

Signed - Injured Person
 First Aider
 Parent/Guardian **(If injured person is under 18)**

When completed, this form must be signed by parent/guardian of injured person (if under 18). They may wish to have a copy. The form should then be passed to the Facilities Manager and logged in the accident book.

APPENDIX 4



Incident Form

Activity/Event	
Date and time	
Leaders present	
Any other activities or people in the building or at the event?	
DETAILS OF INCIDENT (i.e. what happened; when did it happen; who was involved; who witnessed it?)	
RESPONSE TO INCIDENT (i.e. what did you do; who did you tell; how else did you or will you follow up?)	
Sign and print name:	
Date:	

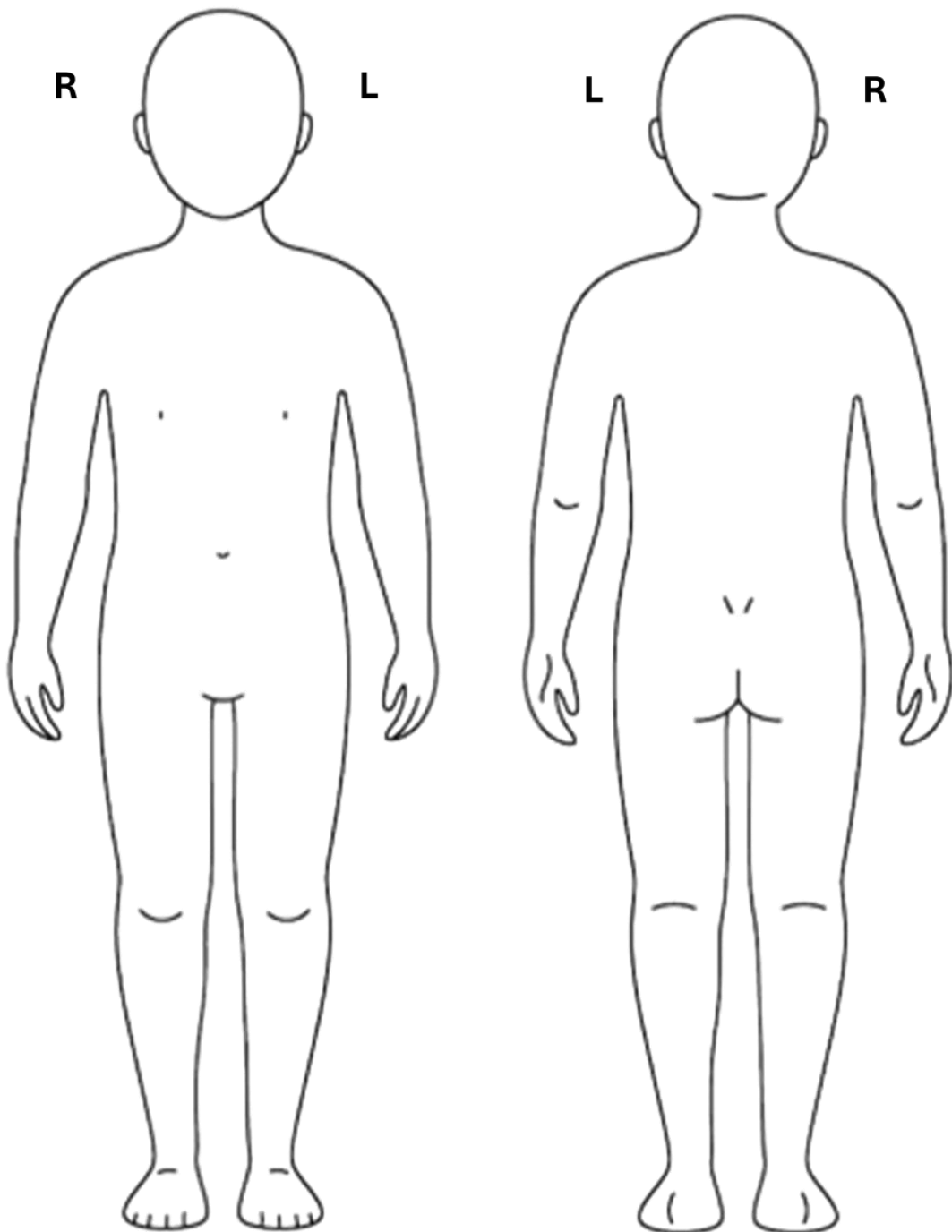
APPENDIX 5

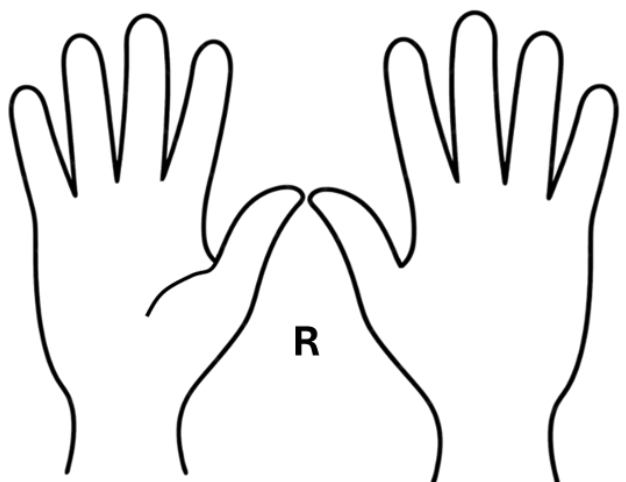
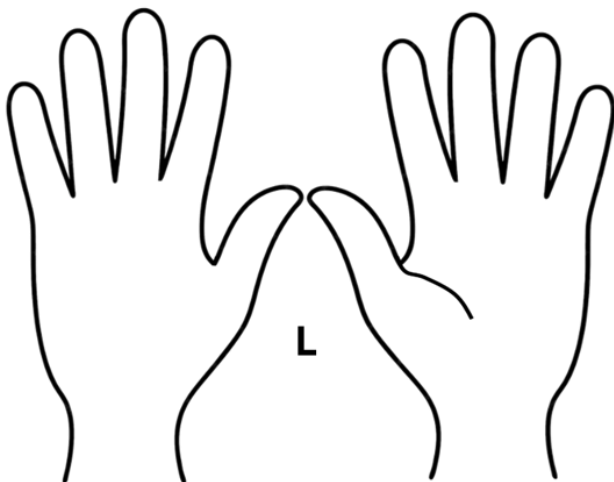
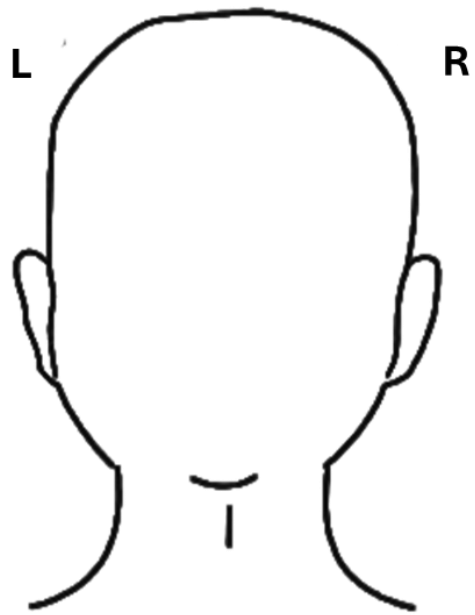
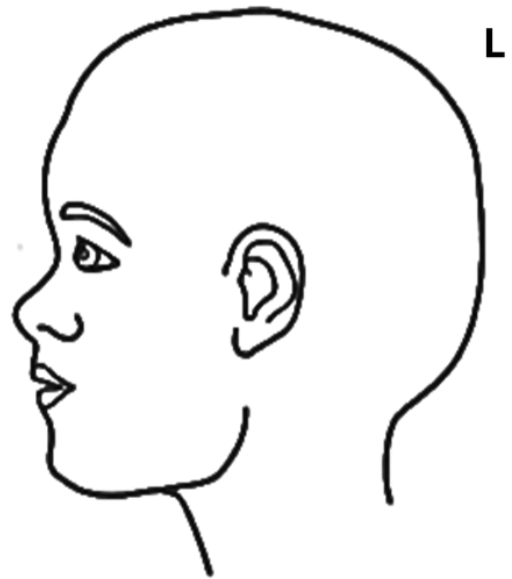
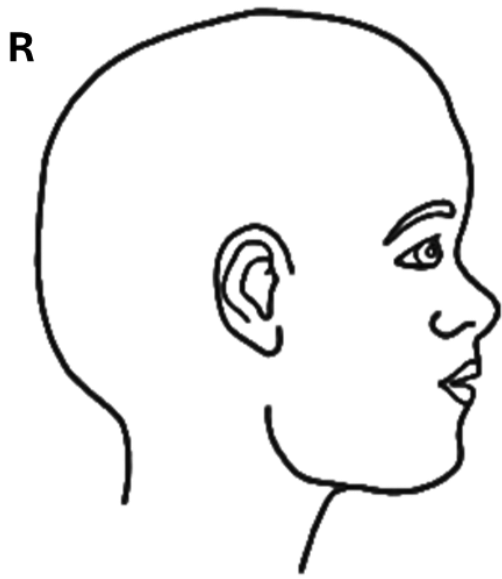
Body Chart

KEY: Bruises  Marks / Burns 
Scratches  Cuts 

FRONT

BACK





APPENDIX 6

Flow Diagram & Record of Concern (Part 1 & 2)

Stage 1

A worker has concern about the welfare of a child/young person 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 Safeguarding Person within 24 hours.

If a child is in imminent danger of harm a referral should be made to the Police or Social Care Team without delay.



Stage 2

The Designated Safeguarding Person receives the report of concern.

The Designated Person 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 Care Team should normally be made within 24 hours of receiving the report.

If a child is in imminent danger of harm, a referral should be made to the Police or Social Care Team without delay.



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 local Association, the Independent Safeguarding Authority or the Charity Commission.

Part 1: Record of concern about a child/adult's safety and welfare

(for use by any staff/volunteers– This form can be filled in electronically. If the form is handwritten care should be taken to ensure that the form is legible)^{1, 2, 3}

Child/Adult's name (subject of concern):	Date of birth/age: Child/Adult:	Address:
Date & time of incident:	Date & time (of writing):	
Your Name (print): Role/Job title:		
Signature:		
Other members of the household ⁴ :		
Record the following factually: Nature of concern, e.g. disclosure, change in behaviour, demeanour, appearance, injury, witnesses etc. <i>(please include as much detail in this section as possible. Remember – the quality of your information will inform the level of intervention initiated. Attach additional sheets if necessary.)</i>		
How did the concern come to light?		
What is the child/adult saying about what has happened ⁴ ?		
Any other relevant information. Previous concerns etc.		
Date and time of discussion with Designated Safeguarding Lead/Deputy ⁵ : _____		

Check to make sure your report is clear to someone else reading it.

Please pass this form to your Designated Safeguarding Lead/Deputy without delay⁶

Guidance notes for Form 1 (volunteers/staff only):

Following are some helpful pointers in completing the above form:

1. As a registered body the church/charitable organisation is required to ensure that its duty of care towards its beneficiaries is carried out in line with the principles enshrined within the Working together to safeguard children and young people, 2018 and the Care Act, 2014. (Refer to your own church's/organisation's safeguarding policy at this point too).
2. Essential principles of recording the information received/disclosed/observed:
 - a. Remember: do not investigate or ask any leading questions
 - b. make notes within the first one hour of receiving the disclosure or observing the incident
 - c. be clear and factual in your recording of the incident or disclosure
 - d. avoid giving your opinion or feelings on the matter
 - e. aim to record using the 4 W's and 1 H: When, where, what, why and how
 - f. do not share this information with anyone else except your safeguarding co-ordinator in the first instance and they will advise on who else will need to be informed, how and when.
 - g. make use of the additional information section to add any other relevant information regarding the child/adult/ family that you may be aware of. This can include any historic concerns or observations.
3. **What constitutes a safeguarding concern?** – any incident that has caused or likely to cause significant harm to a child can be classed as a safeguarding concern. Abuse is classified under four different categories (with regards to children) as already stated within the safeguarding policy (physical, sexual, emotional, neglect). With regards to adults there are 6 further categorisations. Whilst it may be helpful to record a specific category in the above form, if possible, this may not always be the case. Therefore, it is important to seek advice from your safeguarding co-ordinator or thirtyone:eight at this stage.
4. **Why do you need information regarding 'other household members'?** – It has been demonstrated as important to include information about significant adults in the household especially when concerns relate to children as this has been a recurrent risk factor in several serious case reviews.
5. **Why is the view of the child/adult significant?** It is important to give whatever detail is available of the child or adult's explanation (or verbatim) of the matter to help ascertain if it is plausible and to help offer a context to the concern identified.
6. **Passing information to the Designated Safeguarding Lead/Deputy** – Your safeguarding Lead/Deputy holds ultimate responsibility in responding to any safeguarding concerns within the church/organisation and therefore it is important that they have oversight of the actions being taken and make relevant and appropriate contact with statutory agencies if required. They will remain the most appropriate link between the Organisation and external agencies.

Part 2: Record of concern about a child/adult's safety and welfare

(for use by Safeguarding Coordinator - This form can be filled in electronically. If the form is handwritten care should be taken to ensure that the form is legible)

Information received by SC:	Date:	Time completed:	From whom:		
Any advice sought, if applicable	Date:	Time completed:	Source of advice: name/organisation:		
	Advice received about informing parents or in the case of adults, seeking consent/capacity ¹ :				
Initial Assessment of concern following advice ²					
Action taken with reasons recorded <i>(e.g. Referral completed, monitoring advice given to appropriate staff, CAF etc)</i>	Date:	Time completed:	By whom:		
	Referral		To whom		
	Signposting to other community resources				
	Pastoral Care and other support from church				
	Ongoing Monitoring				
Parent/carer informed?	Y	Who spoken to:	Date:	Time:	By whom:
	N	Detail reason:			
Any other relevant information					

Name of Safeguarding Coordinator:		Signature:	
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OVERVIEW OF ACTIONS³:

S.No.	Date	Outcome (if known)	Service currently involved	Ongoing support offered by church (this can include monitoring)- include dates
1.				

Guidance notes for Form 2:

Following are some helpful pointers in completing the above form(s)

1. **Importance of consent from parents/carer or adults (in the light of mental capacity)** – With regards to children, consent of the parents is considered important before a referral is made to external agencies, unless of course doing so will place the child(ren) at greater risk of harm. With regards to adults, it is important to be aware that their consent is crucial before reporting concerns onto statutory agencies. The individual's mental capacity will also be a significant factor to consider at this stage. You can always seek the advice of local authority social services.
2. **Initial assessment-** Based on the advice you may have received from relevant individuals/agencies (i.e. this could be school/thirtyone:eight/CEOP etc), what are the concerns categorised as?
3. **Overview of actions** - Includes a summary of the actions taken so far and who holds responsibility for it. You can use this section to add on information gathered when monitoring the situation or offering pastoral care over a defined period of time.

APPENDIX 7

Jesus And Me - Behavioural Policy

Our Aim

Our aim is for the children to have fun and enjoy learning about Jesus and develop their faith and relationship with God in a personal way. We use discussion, drama, storytelling, art, craft, singing and games to get the themes across in an age-appropriate way.

Policy

We have a positive approach to behaviour in Space 4 Kids at Woodford Baptist Church. We respect and nurture the children in our care and in return expect the children to treat each other and the leaders with respect.

We have drawn up these rules for Space 4 Kids together with the children.

- Treat others as you would like to be treated yourself
- Be polite.
- Listen when leaders are talking.
- Listen when it is someone's turn in your group talk.
- Put up your hand and don't shout out.
- Keep your hands and feet to yourself and don't fight.
- Be Kind.
- Try hard.
- Be helpful, take care of equipment and tidy up.
- Leave toys and cards with your parents/carers during S4K . You can play with them afterwards.
- Help others in your group to do their best.
- Include everyone.
- Have fun.

If there is inappropriate behaviour, we have a three warnings rule. The child will be warned three times about their behaviour, but if it persists, they will be returned to their parents/carers in the main service with an explanation of our action.

Stay and Play Safeguarding/Behaviour Policy

Our Aim

Our aim is to offer a safe and stimulating play group to parents/carers/guardians with their babies and toddlers. We encourage them to interact with their children and other parents in a safe and supportive environment. We provide a free service to the local community supported by and working with the local Children's Centre.

We offer a range of activities for the children and a variety of learning opportunities covering physical play, creative play and imaginative play. Parents are encouraged to play with their children whether it be in the ball pool, on the slides or at the tables doing craft. There are opportunities for individual and corporate play, singing and story time as well as physical play with the bikes or tunnels.

Policy

Upon arrival, parents are asked to sign the weekly sheet identifying children, parents/guardians and their names and addresses. The outside door of the church hall is always locked for safety and parents ring the bell upon arrival to gain access. The door is always opened to visitors by members of the team. The fire doors are always kept closed so children must be with their parents to move from one room to the ball pool room or the toilets.

All safety aspects are considered with the children's welfare, which is our priority. Toys are checked for damage regularly and deep cleansed once a year. Parents are encouraged to sit with their children at different play tables and guide them on the slide. If disputes arise, parents are on hand to resolve them, but workers will offer support if needed.

Workers are all DBS checked and work as a team to interact safely according to safeguarding guidelines to ensure a safe, supportive environment.



MIX and Encounter Behaviour policy

Our groups are for 11–18-year-olds. The groups meet on a Friday evening and Sunday morning and is always staffed by two leaders for Encounter and four leaders for MIX, all are DBS checked. Occasional trips are also organised.

All activities are risk assessed and carefully supervised with the wellbeing of our young people in mind

All our young people are registered on a database to inform us about specific needs and medical needs for safeguarding purposes. Photographs are only taken and used with permission of parents by DBS checked adults.

The group is founded on three principles of respect

- Respect for God and His Church
- Respect for leaders
- Respect for one another

A varied programme of topics is covered in Encounter, and once a month the group stays in the service.

APPENDIX 8

Consent For Transporting Children

This place of worship/organisation can provide transport for children to and from their homes and/or for specific activities. This transport will be in a minibus/car/other (state all modes of transport) and the following principles will be adhered to:

All drivers will be safely recruited following national government guidelines and our safeguarding policy.

Transport will be provided in vehicles that are roadworthy i.e. MOT and appropriate insurance.

All minibus drivers are over _____ years of age and have held a full driving licence for at least _____ years.

Seat belts will be worn at all times by all occupants of the vehicle.

Escort support [if appropriate and agreed by parents]

I give permission for my child(ren) to be transported to and from the activity/I understand that my child(ren) will be transported to/from the address on this form (delete where appropriate).

I have been advised whom I need to contact to report any concerns.

Name of Child: _____

Date of Birth: _____

Address:

Signature: _____ Printed Name: _____

Date: _____

Activities and Day Visits

Name of Place of Worship/Group

Proposed Visit or Activity

Design your own form to include the following:

- Name of visit or activity
- Date
- Venue/destination
- Departure place and time
- Return place and time
- Cost (Inc. cheques payable to)
- Transport arrangements
- Items to be brought (coat, swimming kit, packed lunch, money etc.)
- Date by which reply is to be made, and person to whom it should be sent
- Details of contact for safeguarding concerns and emergency contact

Include the reply slip below in your form

This form should be taken with the worker on the activity or visit. A photocopy should be kept securely at the place of worship/organisation.

Reply Slip

One form per person

Full name of child/young person

Address

Please give details of any medical conditions (e.g. asthma, epilepsy, diabetes, allergies, dietary needs) or disability that may be affected by this activity)

Telephone number for emergencies

Day: _____ Evening: _____

**I have read the above information, and I give permission for _____
to take part in this activity.**

Whenever medical advice or treatment is needed, the assistance of a GP or A&E Department of a hospital should be sought. The Children Act 1989 allows a doctor to provide any necessary treatment by doing 'what is reasonable in all the circumstances of the case for the purpose of safeguarding or promoting the child's welfare'.

However, the parent/carer should be contacted and advised of the situation as soon as possible. It is important, however that those caring for children and young people on day trips, outings and residential activities obtain in advance from the parent/carer:

1. All necessary information concerning the child/young person's health, allergies, medication etc.
2. Written agreement as follows:

I understand:

- My child will receive medication as instructed before or during the event.
- Every effort will be made to contact me as soon as possible should my child become ill or have an accident.
- My child will be given medical/dental treatment as necessary.

Payment should be made to:

**Woodford Baptist Church
Sort Code 20-52-74
Account Number 80977675**

Please speak or email the organiser of the event for the bank reference to quote on payments. This is to ensure it is allocated to the correct activity.

Signed (parent/or adult with parental responsibility) _____

Date ____/____/____

The information requested on this form can be completed by a Carer, but only those with parental responsibility can sign the consent (NB: This may not include a foster carer).