



**Taunton Baptist Church**

# **SAFEGUARDING POLICY & PROCEDURES**



## TABLE OF CONTENTS

DEFINITIONS OF TERMS.....	4
SECTION 1 - SAFEGUARDING POLICY STATEMENT.....	4
SECTION 2 - SAFEGUARDING PROCEDURES.....	7
2.1 PROCEDURE FOR RECOGNISING, RESPONDING TO AND REPORTING ABUSE.....	7
2.1.1 What to do if Abuse is Suspected or Disclosed.....	7
2.1.2 Responding to Concerns.....	8
2.1.3 Responding to Concerns Raised about Adults at Risk.....	9
2.1.4 Allegations Against Workers.....	9
2.1.5 Abuse of Trust.....	10
2.1.6 Allegations Made Against Children and Adults at Risk.....	11
2.1.7 Pastoral Care.....	11
2.2 SAFER RECRUITMENT.....	12
2.3 SAFER BEHAVIOUR.....	13
SECTION 3 - BEST PRACTICE GUIDELINES.....	15
3.1 – WORKING WITH CHILDREN.....	15
3.1.1 Ratios.....	15
3.1.2 Children with Special Needs.....	15
3.1.3 Visiting Children or Young People at Home.....	15
3.1.4 Children with no adult supervision.....	15
3.1.5 Mentoring.....	16
3.1.6 Peer Group Activities for Young People.....	16
3.1.7 Physical Contact.....	16
3.1.8 Electronic Communications - Cyber Safety.....	16
3.2 WORKING WITH ADULTS AT RISK.....	18
3.2.1 Premises.....	18
3.2.2 Language.....	18
3.2.3 Worship.....	18
3.2.4 Insurance.....	19
3.2.5 Financial integrity.....	19
3.2.6 Photographs.....	19
3.2.7 Computers.....	19
3.2.8 Record keeping.....	19



# Taunton Baptist Church

3.2.9 Pastoral Relationships.....	20
3.3 HEALTH AND SAFETY - Safe Practice and Safe Premises.....	20
3.3.1 Consent forms.....	20
3.3.2 Health and Safety.....	20
3.3.3 Fire.....	20
3.3.4 First Aid.....	20
3.3.5 Supervision of Groups.....	21
3.3.6 Risk Assessment.....	21
3.3.7 Insurance.....	21
3.3.8 Transport.....	21
3.3.9 Outings and Overnight Events involving Children.....	21
3.3.10 Outings and Overnight Events involving Adults at Risk.....	22
3.3.11 Hiring of Church Premises.....	24
3.4 SAFER COMMUNITY.....	24
3.4.1 Bullying.....	24
3.4.2 Working with Alleged or Known Offenders.....	25
3.4.3 Alleged or known offenders who are themselves adults at risk.....	26
SECTION 4 - USEFUL CONTACTS.....	27
APPENDIX 1 - DEFINITIONS OF ABUSE.....	28
APPENDIX 2 - DETAILED GUIDANCE ON REPORTING REQUIREMENTS.....	31
APPENDIX 3 - SAFEGUARDING INCIDENT FORM.....	34
APPENDIX 4 - SAFEGUARDING ROLES AND RESPONSIBILITIES.....	37
FURTHER INFORMATION.....	38



## DEFINITIONS OF TERMS

- i. For the purpose of this policy, the term 'child' refers to anyone under the age of 18 years.
- ii. There is no standard single definition for an adult at risk, so this policy uses the following simple definition taken from Thirtyone:Eight (formerly CCPAS - Churches' Child Protection Advisory Service):

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

## SECTION 1 - SAFEGUARDING POLICY STATEMENT

Taunton Baptist Church (TBC) is committed to protecting and safeguarding the welfare of children and adults at risk of harm entrusted to the church's care. We acknowledge that children and adults at risk can be the victims of neglect, physical, sexual and emotional abuse, therefore the church has created a safeguarding policy (available at [www.tauntonbaptist.org](http://www.tauntonbaptist.org) and on request) and adopted safeguarding procedures in accordance with statutory and Baptist Union guidance. The church recognises the need to build constructive links with the statutory and voluntary agencies involved in safeguarding, and in support of this TBC:

- Welcomes children and adults at risk into the life of our community
- Runs activities that are safe and appropriate for children and adults at risk
- Makes its premises available to organisations working with children and adults at risk

### Safeguarding responsibilities

The church recognises its responsibilities in safeguarding all children, young people and adults at risk, regardless of gender, ethnicity or ability. As members of this church we commit ourselves to the nurturing, protection and safekeeping of all associated with the church and will pray for them regularly. In pursuit of this, we commit ourselves to this policy and to the development of robust procedures to implement this policy.

- **Prevention and reporting of abuse**

It is the duty of each church member to help prevent the abuse of children and adults at risk, and to respond to concerns about the well-being of children and adults at risk. Any abuse disclosed, discovered or suspected will be reported in accordance with the procedures laid out in the Safeguarding policy. The church will fully co-operate with any statutory investigation into any suspected abuse linked with the church.

- **Safer recruitment, support and supervision of workers**

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



# Taunton Baptist Church

- **Respecting children and adults at risk**

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

- **Safer working practices**

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

- **A safer community**

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

## Safeguarding Contacts

The church has appointed the following individuals to form part of the church safeguarding team:

**Designated Person for Safeguarding (DPS)** - advises the church on any matters related to the safeguarding of children and adults at risk and takes the appropriate action when abuse is disclosed, discovered or suspected.

**Janet Gillett**

Telephone: 07713 165503

Email address: [janet.gillett@gmail.com](mailto:janet.gillett@gmail.com)

**Deputy Designated Persons for Safeguarding (DDPS)** - assist the Designated Person for Safeguarding (DPS) on any matters related to the safeguarding of children and adults at risk, including taking the appropriate action when abuse is disclosed, discovered or suspected.

**Julian Morant**

Telephone: 07943 189758

Email address: [julian.morant53@gmail.com](mailto:julian.morant53@gmail.com)

**Karen Maxwell**

Telephone: 07809 411896

Email address: [maxibeeb@btinternet.com](mailto:maxibeeb@btinternet.com)

**Steve Purches**

Telephone: 07762 288165

Email address: [laneylc50@hotmail.co.uk](mailto:laneylc50@hotmail.co.uk)

**Safeguarding Trustee** - maintains the profile of safeguarding within the church, oversees and monitors the implementation of the safeguarding policy and procedures on behalf of the church trustees.

**Janet Gillett**

Telephone: 07713 165503

Email address: [janet.gillett@gmail.com](mailto:janet.gillett@gmail.com)



# Taunton Baptist Church

The church minister is also an important member of the Church Safeguarding Team.

*(Further definitions of these roles can be found in Appendix 4 – Safeguarding Roles and Responsibilities)*

## **Putting the policy into practice**

- A copy of the Safeguarding policy statement (Section 1) will be displayed permanently on the church noticeboard and is available on the church website.
- The Safeguarding policy and procedures will be shared with every person who works with children and/or adults at risk and they will be asked to confirm that they will adhere to both the policy and supporting procedures.
- The Safeguarding policy and procedures will be made available on request to any member of, or other person associated with the church.
- The Safeguarding policy and procedures will be monitored and reviewed annually, and any necessary revisions adopted into the policy and implemented.
- The Safeguarding policy statement will be read annually at the church AGM, together with a report on the outcome of the annual safeguarding review.



## SECTION 2 - SAFEGUARDING PROCEDURES

### 2.1 PROCEDURE FOR RECOGNISING, RESPONDING TO AND REPORTING ABUSE

#### 2.1.1 What to do if Abuse is Suspected or Disclosed

Abuse and neglect are forms of maltreatment of a child or adult at risk. Somebody may abuse or neglect a child or adult by inflicting harm, or by failing to act to prevent harm. Children and adults at risk may be abused in a range of settings, by those known to them or, more rarely, by a stranger. There are many ways in which people suffer abuse. For more information, see Appendix 1.

Everyone has their part to play in helping to safeguard children and adults at risk within the life of the church:

- If the behaviour of a child or adult at risk gives any cause for concern
- If an allegation is made in any context about a child or adult at risk being harmed
- If the behaviour of any individual towards children or adults at risk causes concern

WHAT TO DO	WHAT NOT TO DO
<ul style="list-style-type: none"> <li>• Listen to and acknowledge what is being said.</li> <li>• Try to be reassuring &amp; remain calm.</li> <li>• Explain clearly what you will do and what will happen next.</li> <li>• Try to give them a timescale for when and how you / the DPS will contact them again.</li> <li>• Take action – don't ignore the situation.</li> <li>• Be supportive.</li> <li>• Tell them that:               <ul style="list-style-type: none"> <li>They were right to tell you;</li> <li>You are taking what they have said seriously;</li> <li>It was not their fault;</li> <li>That you would like to pass this information on to the appropriate people, with their permission;</li> </ul> </li> <li>• Be open and honest.</li> <li>• Give contact details for them to report any further details or ask any questions that may arise.</li> </ul>	<ul style="list-style-type: none"> <li>• Do not promise confidentiality.</li> <li>• Do not show shock, alarm, disbelief or disapproval.</li> <li>• Do not minimise what is being said.</li> <li>• Do not ask probing or leading questions, or push for more information.</li> <li>• Do not offer false reassurance.</li> <li>• Do not delay in contacting the DPS.</li> <li>• Do not contact the alleged abuser.</li> <li>• Do not investigate the incident any further.</li> <li>• Never leave a child or adult at risk waiting to hear from someone without any idea of when or where that may be.</li> <li>• Do not pass on information to those who don't need to know; not even for prayer ministry.</li> </ul>



## 2.1.2 Responding to Concerns

When there are concerns that a child, young person or adult is being abused, the following process must be followed. More detailed information can be found in Appendix 2.

### STAGE 1 – The Worker

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

*This person has a duty to:*  
**RECOGNISE, RESPOND AND RECORD**



A hand-written record must be made of the concern using a standard incident report form (Appendix 3) and the concern must be passed on to the church DPS within 24 hours.

The written record should: be made as soon as possible after the event; be legible; include the name, date of birth and address of the child or adult at risk; include the nature of any concerns and description of any bruising or injuries that have been noticed; include an exact record of what the child or adult at risk has said, using their own words where possible; include any action taken; be signed and dated; be kept secure and confidential (available only to the DPS and others responsible for safeguarding).

### STAGE 2 – The Designated Person for Safeguarding (DPS)

*The DPS receives the report of concern and then has a duty to:*

**REVIEW AND REPORT**



The report will be reviewed by the DPS with any other relevant information and a decision will be taken (often in liaison with others) as to what action should follow. See Appendix 2 for examples of possible actions. Any formal referral to the police or Social Services should normally be made within 24 hours of receiving the report.

The Local Baptist Association Safeguarding Contact should be made aware of any referrals to the statutory authorities.

### STAGE 3 – The Next Steps

*After the decision has been made as to what action should be taken, the DPS, 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 (this could be the church as a whole, but more specifically victims; alleged perpetrators; children; adults at risk; other family members; church workers; the DPS; Minister; members of the leadership team.

Where formal referrals are made, reports may need to be made to the Disclosure and Barring Service (DBS) and the Charity Commission.

If the DPS is not available, or is implicated in the situation, any reports or concerns should be passed to another member of the church Safeguarding Team.





# Taunton Baptist Church

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

## 2.1.3 Responding to Concerns Raised about Adults at Risk

When a concern is raised about an adult it should be treated in the same way as a concern about a child ie the church worker (paid or voluntary) should:

- 1) **Recognise** that abuse may be taking place.
- 2) **Respond** to the concern.
- 3) **Record** all the information they have received.
- 4) **Report** the concern to the DPS who may, in turn, report it to the statutory authorities.

It is not your role to decide whether someone has mental capacity and is therefore able to make decisions that impact on their safety and well-being. Decisions on mental capacity are best made by professionals with the relevant background information to hand. Always share your concerns with the DPS even if you do not have the consent of the adult to do so – in this instance, make sure the DPS knows that the person concerned has not given consent for the information to be passed on.

The Care Act 2014 provides helpful guidance on these situations:

*“If the adult has the mental capacity to make informed decisions about their safety and they do not want any action to be taken, this does not preclude the sharing of information with relevant professional colleagues. This is to enable professionals to assess the risk of harm and to be confident that the adult is not being unduly influenced, coerced or intimidated and is aware of all the options. This will also enable professionals to check the safety and validity of decisions made. It is good practice to inform the adult that this action is being taken unless doing so would increase the risk of harm”.*

The DPS will consider all the information to hand and decide whether it is appropriate for the information to be reported to the statutory authorities (see Appendix 2 for further information). If there are any concerns about an adult's mental capacity, the DPS will contact the Local Authority Adult Safeguarding Team for advice.

## 2.1.4 Allegations Against Workers

If you see another worker acting in ways which concerns you or might be misconstrued, speak to the DPS about your concerns as soon as you can. This includes the actions or behaviours of those in leadership positions in the church.

Church workers should encourage an atmosphere of mutual accountability, holding each other to the highest standards of safeguarding practice. The following procedure should be followed:

- 1) When an allegation of abuse has been made, do not approach the alleged perpetrator about it.
- 2) Follow the usual safeguarding procedure: **Recognise, Respond, Record, Report.**
- 3) Once the allegation has been reported to the DPS they will liaise with the relevant statutory authority and with the regional Baptist Association Safeguarding Contact if they need further advice.



# Taunton Baptist Church

- 4) Whilst waiting for an outcome from the statutory authorities, the worker about whom concerns have been raised will be supervised as closely as possible, without raising suspicion.
- 5) Once the statutory authorities are involved, the church will follow their advice with regard to the next steps to take (for example suspension of worker, putting a contract in place).
- 6) A written record of all discussions with statutory authorities or other parties should be maintained by the DPS and stored securely and confidentially, where only those directly involved in safeguarding (DPS, Safeguarding Trustee, Minister) can access them.
- 7) No information about the allegation will be shared with people in the church other than those directly involved in safeguarding; not even for prayer purposes.

The suspension of a worker following an allegation is, by definition, a neutral act. The priority of the church is to protect children and adults at risk from possible further abuse or from being influenced in any way by the alleged perpetrator.

It may be necessary, for the sake of the child / adult at risk or to satisfy the needs of an investigation, for the alleged perpetrator to worship elsewhere. In such cases the new church DPS will be informed of the reasons for this happening.

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

Any safeguarding concerns involving a Minister should always be reported immediately to the local Baptist Association Safeguarding Contact in addition to following the usual procedures. Do not tell the Minister that a concern has been raised about them.

## **When concerns are expressed about the DPS / Safeguarding Trustee**

Any safeguarding concerns involving the DPS or Safeguarding Trustee should be raised with the Minister, who in turn should consult the regional Baptist Association Safeguarding Contact Do not tell the DPS / Safeguarding Trustee that a concern has been raised about them.

### **2.1.5 Abuse of Trust**

Relationships between children and adults at risk and their church workers can be described as 'relationships of trust'. The worker is someone in whom the child or adult at risk has placed a degree of trust. This may be because the worker has an educational role, is a provider of activities, or is even a significant adult friend. It is not acceptable for a church worker to form a romantic relationship with a child 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.



## 2.1.6 Allegations Made Against Children and Adults at Risk

Children and young people are by nature curious about sexual matters. Where a child has responsibility for another child (as in a babysitting arrangement) and abuses that trust through some sexual activity, then this is abusive. Where one child introduces another child to age-inappropriate sexual activity or forces themselves onto a child, this is abusive. Such situations will be taken as seriously as if an adult were involved, because the effects on the child victim can be as great.

When such an instance occurs, this is investigated by the statutory authorities in the same way as if an adult were involved, though it is likely that the perpetrator would also be regarded as a victim in their own right, as they may have also been abused. It cannot be assumed that young people will grow out of this type of behaviour, as most adult sex offenders started abusing in their teens or even younger.

Allegations against adults at risk will be investigated by the statutory authorities. If the alleged perpetrator is unable to understand the significance of questions put to them or their replies, they can access support from an 'appropriate adult' whilst being questioned. This role can be fulfilled by a range of people, such as a family member, carer, social worker, etc. In court, adults at risk may be allowed to be assisted by an intermediary or give evidence through a live link.

When an allegation is made against a child or adult at risk the following procedure should be followed:

- 1) Do not approach the person about whom the allegation has been made or their parents / carers.
- 2) Follow the usual safeguarding procedure: **Recognise, Respond, Record, Report.**
- 3) Seek advice from the DPS, who will speak to the police or social services about when to inform a parent. The DPS will also seek advice about what steps need to be taken to ensure the needs of both the victim and alleged perpetrator are met; this may include placing the child or adult at risk on a Safeguarding Contract or equivalent (see section 3.4: Safer Community / Working with Alleged or Known Offenders).
- 4) Make sure there is pastoral support in place for the child or adult at risk throughout the process involved.

## 2.1.7 Pastoral Care

### Following an allegation / suspicion

When an allegation/suspicion arises, a period of investigation will follow, which will be stressful for all involved. The church will ensure that one person is responsible for dealing with the authorities, another offers support to the victim/s and their family, and another gives pastoral care to the alleged perpetrator, without compromising the alleged victims or their families. It may be necessary to appoint other people to support the families involved.

Where a statutory investigation is under way, this support will be provided with the knowledge of the statutory authority involved.

Where the perpetrator accepts some responsibility, they will be encouraged to seek specialised interventions/treatment to reduce the risk of re-offending. This may only be appropriate once the investigation and legal processes have been completed.



# Taunton Baptist Church

## Supporting those who have experienced abuse

Taunton Baptist Church is committed to caring for those who have experienced abuse and will refer to the Baptist Union of Great Britain **Supporting Those who have Experienced Abuse** guide to ensure that best practice is followed.

It is important that those who have experienced abuse:

- Are accepted for who they are, without being made to forgive or being put into a position of feeling guilty and responsible for what happened to them.
- Know that God loves them unconditionally, and that nothing can or will change this truth.
- Can be confident that those in the church community who know about the abuse are with them on their journey – no matter how long or difficult that journey may be.

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

## 2.2 SAFER RECRUITMENT

Taunton Baptist Church is committed to safer recruitment practices. When recruiting both paid and volunteer church workers, the following process will be applied:

- 1) A clear role profile and person specification will be developed and provided to potential applicants;
- 2) When advertising a role which involves working with children or adults at risk it will be made clear that any appointment is subject to a DBS check;
- 3) All applicants for paid roles will be asked to complete an application form and provide the details of two referees;
- 4) All applicants for voluntary roles will be asked to provide the details of at least one referee who can provide a character reference;
- 5) Shortlisting of applicants will be carried out by at least two people, including the line manager or group leader directly involved;
- 6) Those shortlisted (for both paid and voluntary roles) will be interviewed by at least two people, including the line manager or group leader;
- 7) References, a Self Disclosure Form and an enhanced DBS check must be completed satisfactorily before the appointed person starts in their role.

Note: Under the Criminal Justice and Court Services Act 2000, it is an offence for anyone disqualified from working with children or adults at risk to knowingly apply, accept or offer to work with children or adults at risk. It is also a criminal offence to knowingly offer work with children or adults at risk to an individual who is so disqualified or to knowingly allow such an individual to continue to work with children or adults at risk.

### Additional requirements for paid workers

In addition to the above checks completed for both paid and volunteer church workers:

- An applicant's UK residency status and/ or right to work in the UK will be checked when recruiting for a paid role.
- Formal written references will be requested, at least one professional and one personal reference.
- The Safeguarding policy and procedures will be discussed and written agreement to adhere to them obtained.



# Taunton Baptist Church

- Permanent appointment will be subject to a probationary period of six months.
- Clear lines of accountability to a leader and the trustees will be established and a supervisor appointed with whom they will meet regularly to discuss work and address any issues or areas of concern.
- There will also be regular team meetings to review procedures, share concerns and identify any other matters that may need clarification and guidance.

## Training

All workers (paid and voluntary) must undertake safeguarding training (recognised by BUGB) at least once every four years. Where a worker is successfully recruited but has not yet been able to attend in person training, they will be expected to complete the relevant sections of the Baptist Union of Great Britain's **Gateway to Level 2 Excellence in Safeguarding** booklet.

## Young helpers under 18 years of age

In law, young under the age of 18 are children and cannot be treated as adult members of a team. Training and mentoring will be given to ensure that they are helped to develop and hone their skills, attitudes and experience. Young helpers must always be closely supervised by an adult leader and never given sole responsibility for a group of children. When considering ratios of staff to children, young helpers need to be counted as children, not leaders. The safeguarding procedures apply to a young helper just as they do to any other person. Parent / carer permission must be sought for young helpers to attend an event or help with a children's group in the same way as any other person under 18 years of age.

## 2.3 SAFER BEHAVIOUR

All those working with children and/or adults at risk must adhere to the following:

- Treat everyone with dignity and respect.
- Use age and ability appropriate language and tone of voice. Be aware of your body language and the effect you are having on the child or adult at risk.
- Listen carefully to everyone. Do not to assume you know what a child or adult at risk is thinking or feeling. Listen to what is being spoken and how it is said. At the same time, observe the individual's body language to better understand what is being said.
- Be aware of any physical contact you may have with a child or adult at risk and record it when necessary; i.e. if you need to stop a fight, administer First Aid, give a hug to someone in distress, or protect yourself or others from danger.
- Do not make sexually suggestive comments about or to a child or adult at risk, even in 'fun'.
- Do not scapegoat, belittle, ridicule or reject a child or adult at risk.
- Keep a record of any significant incidents or concerns on a Safeguarding Incident Form (see Appendix 3). Enter the names of all those present and anything of note which you observe, e.g. details of any fights broken up by the workers, allegations made, etc. All workers who witnessed the incident, overheard it or responded in any way should record the details and sign and date the form.

Specific considerations when working with children:

- Do not invade the privacy of children when they are using the toilet or showering.
- The level of assistance with personal care (e.g. toileting) must be appropriate and related to the age of



# Taunton Baptist Church

the child, whilst also accepting that some children have special needs.

- Avoid rough games involving physical contact between a worker and a child.
- Avoid sexually provocative games.
- When it is necessary to discipline children, this should be done without using physical punishment. There may, however, on the rare occasion be circumstances where a child needs to be restrained in order to protect them or another person.
- Only invite children and young people to your home or on trips in groups and always make sure that another worker is present.
- Notify the DPS of any children's trips which take place in the name of the church. Parental permission must always be sought.
- Do not give lifts to children or young people on your own. Ensure that if transporting children as part of your church role, you have the correct insurance cover in place as well as parental permission.
- No person under 18 years of age should be left in sole charge of any children of any age. Nor should children or young people attending a group be left alone at any time.

## **Lone working**

No one should be left working alone with children, young people or adults at risk, but should instead work as part of a team. At least two people should be present before external doors are opened for an event.

If there are insufficient leaders for groups:

- Leave internal doors open.
- Consider combining groups together or rearranging planned activities.
- Conduct a Risk Assessment to ascertain if the group can still be run safely and record your findings.
- Train additional leaders as soon as possible.

If you unexpectedly find yourself on your own with children or adults at risk, you should:

- Assess the risk of sending the child or adult at risk home.
- Phone another team member and let them know the situation.

If a child or adult at risk wants to talk on a one-to-one basis you should make sure that:

- You try to hold the conversation in a corner of a room where other people are present.
- You leave the door open if you are in a room on your own.
- Another team member knows where you are.

Consideration should be given to how many workers should be involved with the group and whether they should be male or female workers, or both (see section 3.11 for recommended ratios).

The only adults allowed to participate in activities for children and adults at risk are those safely appointed and appropriately trained. The leader of the activity should be aware of any other adults who are in the building whilst the activity is running.



## SECTION 3 - BEST PRACTICE GUIDELINES

### 3.1 – WORKING WITH CHILDREN

#### 3.1.1 Ratios

When working with children the following recommended minimum ratios of workers to children apply:

Age range	Recommended minimum ratio
0 - 2 years	1:3 (minimum 2)
2 - 3 years	1:4 (minimum 2)
4 - 8 years	1:6 (minimum 2)
9 - 12 years	1:8 (minimum 2) - preferably one of each gender if a mixed group
13 - 17 years	1:10 (minimum 2) - preferably one of each gender if a mixed group

This does not take into account special circumstances such as behavioural issues, developmental issues, disability and the nature of the activity being provided – any of which may require an increase to the recommended ratios. In calculating the ratios of workers to children, young helpers who are under the age of 18 should be counted as one of the children, not one of the workers.

#### 3.1.2 Children with Special Needs

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

#### 3.1.3 Visiting Children or Young People at Home

Should it be necessary for a worker (paid or voluntary) to make a pastoral visit to children and their families at home on behalf of the church, this should be done in pairs, and with the prior agreement of the Minister.

#### 3.1.4 Children with no adult supervision

When children turn up to and want to join in with church activities without the knowledge of their parents/carers, workers will:

- Welcome the child and try to establish their name, age, address and telephone number.
- Record their visit in a register.
- Ask the child if a parent/carer is aware of where they are. Where possible, phone and make contact.
- Without interrogating the child, find out as soon as possible whether they have any specific needs (eg. medication) so that the appropriate response can be made in an emergency.



# Taunton Baptist Church

- Give the child a consent form and explain it needs to be filled in and brought back next time.

### 3.1.5 Mentoring

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

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

### 3.1.6 Peer Group Activities for Young People

All youth activities will be overseen by named adults who have been selected in accordance with safer 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 present to oversee any peer-led activities taking place.

### 3.1.7 Physical Contact

- Keep everything public. A hug within a group context is very different from one behind closed doors.
- Touch should be related to the child's needs, not the worker's.
- Touch should be age-appropriate and generally initiated by the child rather than the worker.
- Workers should avoid any physical activity that is, or may be thought to be, sexually stimulating to the adult or the child.
- Children are entitled to privacy to ensure their personal dignity.
- Children have the right to decide how much physical contact they have with others, except in exceptional circumstances such as when they need medical attention.
- When giving first aid (or applying sun cream, etc), workers should encourage the child to do what they can manage themselves but consider the child's best interests and give appropriate help where necessary.
- Team members should monitor one another in the area of physical contact. They should help each other by constructively challenging anything which could be misunderstood or misconstrued.
- If a team member is unsure about whether the actions of another volunteer or worker constitutes a concern, they should raise this with the Designated Person for Safeguarding.

### 3.1.8 Electronic Communications - Cyber Safety

A worker's role description will include the expectations of the church in relation to the use of technologies such as email, social networking and mobile phone communications as a legitimate means of





# Taunton Baptist Church

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

Young people also need to be aware of the protocols that workers follow in relation to electronic communications. It is important to remember that as well as the parent/carer, young people have a right to decide whether they want a worker to have their contact details and should not be pressurised otherwise.

It is not appropriate to use electronic communication methods with children aged 11 years and younger.

Further information on cyber safety is available in the BUGB *Cyber Safety Guide*, and the BUGB *Guide to using Social Media to Communicate with Young People*, both available on the [BUGB website](#).

## **Email**

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

## **Communicating using Instant Messaging (e.g. Snapchat, WhatsApp, Instagram)**

Instant messaging should be kept to an absolute minimum. Workers should save significant conversations and keep a log stating with whom and when they communicated.

## **Mobile Phones**

- Mobile phone use should primarily be for the purposes of information sharing.
- Workers should keep a log of significant conversations/texts.
- Any texts or conversations that raise concerns should be passed on to the worker's supervisor.
- Workers should use clear language and should not use abbreviations like 'lol' which could mean 'laugh out loud' or 'lots of love'.
- Paid workers will be issued with a mobile phone under a contract that provides itemised billing.
- Workers should not take photos of children, young people or adults at risk unless permission is sought in advance and should not store such photos on personal phones.

## **Social Networking**

- To ensure that all communication with children and young people is kept within public domains, any children / youth work communications must be via TBC accounts, not via personal accounts.
- Church workers must not send private messages to children on social networks and should ensure that all communications are transparent and open to scrutiny.
- Workers should not accept 'friend' or 'following' requests from children on their personal site, nor seek to be a 'friend' or a 'follower' of any child known to them in a church context.



## **Taking Videos and Photographs of Children**

This must be undertaken with due regard to the Data Protection Act 1998 and the General Data Protection Regulation (GDPR) 2018. In particular note:

- 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 it is being used for and who will have access to the images.
- 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.
- Children and young people under the age of 18 should not be identified by surname or other personal details, including email, postal address or telephone number.
- When using photographs of children and young people, it is preferable to use group pictures.
- Many uses of photographs are not covered by the Data Protection Act 1998, including all photographs and video recordings made for personal use, such as a parent/carer taking photographs at school sports days or videoing a church nativity play.

## **3.2 WORKING WITH ADULTS AT RISK**

### **3.2.1 Premises**

The church building has been made as accessible as possible to all people. Any issues relating to access, visibility, audibility, toilet facilities, lighting or heating will be addressed wherever possible, and reasonable adjustments made.

### **3.2.2 Language**

Every effort will be taken to use appropriate language and suitable vocabulary, enabling the greatest level of inclusivity and accessibility for church activities. This includes the language used to describe people (for example, avoiding offensive or derogatory words focusing on someone's disability, race or sexuality).

### **3.2.3 Worship**

Worship services will aim to be as inclusive as possible and the requirements of children and adults at risk will be considered by:

- Providing copies of any printed materials in large print
- Ensuring speakers face the congregation and don't cover their mouths when talking, for the benefit of those who rely on lip-reading
- Describing what is being presented on a screen for those who cannot see it clearly
- Using inclusive language
- Using a variety of liturgy and resources to cater for different levels of understanding
- Using a public address system suitable for those with hearing difficulties
- Holding a service which specifically caters for certain groups of adults at risk, such as those with learning disabilities, the deaf or the visually impaired if the demand justifies it.



# Taunton Baptist Church

## 3.2.4 Insurance

To safeguard adults at risk any specific safeguarding requirements specified by the church's insurance company will be followed.

## 3.2.5 Financial integrity

- Those who work with adults at risk may become involved in some aspects of personal finance - collecting pensions or benefits, shopping or banking, etc. If handling money for someone else, always obtain receipts or other evidence of what has been done.
- Workers must not seek personal financial gain from their position beyond any salary or recognised allowances or expenses.
- Workers should not be influenced by offers of money; any gifts received should be reported to the church trustees, who will decide whether or not the gift can be accepted.
- Any money received by the church should be handled by two unrelated church workers.
- Care should be taken not to canvass for church donations from those adults who may be at risk, such as the recently bereaved.
- Workers should ensure that church and personal finances are kept apart to avoid any conflict of interest.
- If someone alters their will in favour of an individual known to them because of their church work or pastoral relationship, it should be reported to the trustees. Workers should not act as Executors for someone they know through their work or pastoral role, as this may lead to a conflict of interest.
- Expert legal advice should be sought on matters such as Power of Attorney and Appointeeship to ensure that the situation is clearly understood and is the most appropriate course of action for the adult at risk.

## 3.2.6 Photographs

Workers should make sure that they have the person's permission to take a picture, and that the subject is happy with the intended use of the pictures. When taking group pictures, workers should remember to get permission from everyone who will be photographed.

## 3.2.7 Computers

All church computers will be installed with web content filtering/parental control software – see TBC Information Technology policy.

## 3.2.8 Record keeping

A record of pastoral visits or meetings will be kept, noting the date, time and location. Any record of these meetings should stick to facts and try to avoid opinion. Any records of safeguarding allegations, concerns or disclosures should be passed on to the DPS and stored in a safe and secure manner for at least 75 years.



# Taunton Baptist Church

## 3.2.9 Pastoral Relationships

All those involved in pastoral ministry should work in a way that follows clearly defined procedures, which set out the boundaries to protect those carrying out the pastoral ministry as well as those receiving it:

- Workers should be aware of the power imbalance within pastoral relationships and the potential for abuse of trust.
- Behaviour that suggests favouritism or gives the impression of a special relationship, should be avoided.
- Workers should be aware of the dangers of dependency within a pastoral relationship.
- Workers should never take advantage of their role and engage in sexual activity with someone with whom they have a pastoral relationship.
- All people receiving pastoral ministry should be treated with respect and should be encouraged to make their own decisions about any actions or outcomes.
- Workers should not pastorally minister to anyone whilst under the influence of alcohol or drugs.
- Workers need to recognise the limits of their own abilities and competencies and get further help when working with situations outside of their expertise or role.

## 3.3 HEALTH AND SAFETY - Safe Practice and Safe Premises

### 3.3.1 Consent forms

It is essential to have important information about all children and young people involved in any activities at the church recorded on consent forms. **At the first attendance** the child's name, medical emergency information and a contact name and number must be recorded and the consent form signed by parent/carer (in the absence of parent/carer at the first attendance, the consent form can be sent home for signing and returned at the next attendance). Contact details and emergency medical information will be gathered for adults at risk.

### 3.3.2 Health and Safety

All activities for children, young people and adults at risk will be conducted with due regard to health and safety, with particular attention paid to Fire Action, First Aid, PAT testing and Kitchen and Food Hygiene - see TBC Health and safety policy

### 3.3.3 Fire

It is the responsibility of all group leaders of activities involving children or adults at risk to ensure the safety of themselves and those who are in their care. In addition, it is a legal requirement that all group leaders/responsible persons are familiar with the emergency procedures in the event of a fire.

### 3.3.4 First Aid

The church has First Aids kits for both children and adults and a number of trained First Aiders and there is a list showing who they are on the church noticeboard. All church groups will ensure that they have sufficient trained first aiders on their regular team so that there is always a first aider present at events and activities and follow the procedures regarding accident reporting in the Health and Safety policy.



# Taunton Baptist Church

### 3.3.5 Supervision of Groups

A record will be held in the church office of every group/activity involving children or adults at risk and who the 'responsible person' (leader) for that activity is. The leader must also keep a register of attendees during each session so that it is known who is on the premises.

### 3.3.6 Risk Assessment

Before undertaking any activity with children or adults at risk, the leader will ensure that a risk assessment is carried out. It is advisable to appoint someone specifically for this task.

### 3.3.7 Insurance

Residential activity organisers will check that there is adequate insurance cover for any activities planned. If the trip is at a centre it is also important to establish that there is appropriate public liability insurance in place.

### 3.3.8 Transport

The following guidelines apply to all drivers involved in the transportation of children, young people and adults at risk on behalf of the church, not to private arrangements made between friends:

- Only those who have gone through the church safer recruitment procedures for workers will transport children and adults at risk (within the DBS eligibility criteria).
- All drivers will have read the church's Safeguarding Policy and agree to abide by it.
- Drivers will be aged 21 or over and have held a full driving licence for at least two years.
- Drivers will have adequate insurance cover and will ensure that the vehicle being used is road worthy.
- All hired minibuses will have a small bus permit, the necessary insurance and a driver with a valid driving licence that entitles them to drive a minibus.

The following guidelines apply to the transportation of children on behalf of the church:

- Parental consent will be given for all journeys.
- All children and young people should be returned to an agreed drop off point where children should not be left on their own, but arrangements made for collection by an appropriate adult.
- At least two workers should be present when transporting children as part of a church role.

### 3.3.9 Outings and Overnight Events involving Children

Specific considerations need to be made for outings and overnight events involving children:

- A risk assessment must be carried out beforehand.
- Parents will be informed in writing of all the arrangements.
- Consent forms will be obtained for the specific activities involved.
- There will be workers with first aid and food hygiene certificates with the group.

### Sleeping Arrangements

Sleeping arrangements for overnight events will be carefully risk assessed. It may be appropriate 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 and there is more than one worker per room.



# Taunton Baptist Church

Workers will not share sleeping accommodation with fewer than three children. Arrangements will be age-appropriate, provide security for the child/young person and be safe for everyone involved. The event leader will ensure that parents understand what the arrangements will be and are happy with them.

## **Adventurous Activities**

No child will participate in adventurous activities without the written consent of the parent /carer. The activity leader will ensure that the staff engaged in such activities are properly trained and qualified and that the correct ratio of staff to children is met. Activities provided by an external activity centre or organisation will be undertaken within the Adventure Activities Licensing Regulations 2004 where relevant.

## **Fire Safety**

The event leader will have a fire safety procedure in place, which will include the following:

- Everyone will be warned of the danger of fire. If the overnight event is in a building, then everyone must be made aware of the fire exits. A fire drill will be practised on the first day.
- When using a building as a residential facility, ensure that the fire alarm is audible throughout the accommodation and that all signs and exits are clearly visible. The building will also need to comply with fire regulations.
- In the case of an emergency, ensure measures are in place to alert children and young people with disabilities (e.g. a child who is hard of hearing).

## **Safety**

It is the responsibility of the event leaders to always know the whereabouts of every child/young person participating in an overnight event, and this may include monitoring access on and off the site.

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

## **Swimming Trips**

There will be an increased adult to child ratio for swimming trips. Prior to the trip, leaders will establish the swimming ability of the children attending and obtain specific consent. Leaders should never change in front of the children.

### **3.3.10 Outings and Overnight Events involving Adults at Risk**

Specific considerations need to be made for outings and overnight events involving adults with additional needs, such as learning difficulties or mental health needs:

- A risk assessment must be carried out beforehand.
- Planning for the trip should consider specific medical, physical and support needs of each group member, bearing in mind that there may be people in the group who have individual care needs that will have to be met (including personal care).
- Where possible, adults at risk should be included in the planning of trips and events.
- Consideration should be given to the suitability and accessibility of the venue and accommodation, travel time and mode of transport, and the affordability of the event.



# Taunton Baptist Church

- Adults at risk should be given all the information about the trip beforehand so that they know where they are going, how long it will take to get there and what type of activities they will be taking part in.
- There should be a minimum of two leaders with each group; the individual needs of those attending will determine the additional number of people required.

## **Sleeping Arrangements**

Consideration should be given to the individual needs of those staying overnight. If there is a need for personal care or additional support during the night, it would be preferable for the person's usual caregiver to also attend the event and share a room with them.

## **Personal Care**

It is not appropriate for church workers to perform personal care for adults at risk unless they already do so as part of a private/family arrangement.

## **Activities**

Leaders should consider the mobility needs of the group when deciding on activities or events. For example, if members of the group have difficulty walking, then including a walking tour around a town may be inaccessible to some who are attending. If you have members of the group who use wheelchairs then consideration needs to be given as to whether you have sufficient workers to support those who may need pushing.

## **Safety**

It is the responsibility of the leaders to always know the whereabouts of every person in the group; this may include monitoring access on and off the site.

General safety rules will be applied as appropriate and advice sought from the event organiser / venue about the fire evacuation procedures. A copy of the event / venue risk assessment should be included with the group leader's risk assessment.

## **Consent and Medical Information**

It is important to recognise that adults at risk are mostly able to give consent for their own involvement in activities, inclusion in photographs and medical treatment. However, in some situations the question of capacity may arise. The guidelines clearly state that an adult at risk should have a say in their care and any arrangements made for them, however, there may be occasions when you need to involve others in decision making. In these situations, seek advice from the DPS with regard to who should be involved.

A medical consent form should be completed by each member of the group and held by the leader. This will include any health concerns, emergency contact information and GP details. This will allow emergency medical personnel to have access to information should the need arise.

## **Holding and Dispensing of Medication**

Church workers should never agree to hold or dispense medication for those on an event. If someone is unable to manage their own medication then consideration should be given as to whether their usual carer could attend with them or whether they will not be able to attend the event.



# Taunton Baptist Church

### 3.3.11 Hiring of Church Premises

Any organisation or individual hiring premises at Taunton Baptist Church for activities involving children or adults at risk will be asked to confirm that it has a Safeguarding policy in place and uses the criminal records Disclosure and Barring Service. The group/activity leader will be encouraged to attend a training session based on the Baptist Union of Great Britain **Guidance Leaflet PC10: Hiring of Church Premises**.

## 3.4 SAFER COMMUNITY

### 3.4.1 Bullying

Bullying is another form of abuse, and it can be verbal or physical. Bullying doesn't just happen to children, often adults can be victims too. There is no legal definition of bullying, but it is usually defined as a repeated pattern of behaviour intended to cause emotional or physical harm to another person, or exert power over them. The effect of bullying on the victim can be profound, both emotionally and physically, regardless of their age, ability or status.

It is important to recognise that bullying happens within churches, and it is not isolated to the children and young people. Anyone in the church can be a victim of bullying, just as anyone in the church can be the bully, including those in leadership.

Some examples of bullying that could arise in the church context are:

- Being verbally or physically abusive towards another person
- Isolating or deliberately ignoring someone, or excluding them from group activities
- Spreading rumours and malicious untruths about another person in the church
- Use of email, phone or social media to publicly challenge or undermine someone
- Name calling and personal insults
- Making false accusations
- Sending abusive messages or degrading images via phone, email or social media

Bullying will always cause a great deal of pain and harm for those on the receiving end. Many people affected by bullying, both children and adults, believe they have nowhere to turn. They are scared to speak out and often blame themselves. They can become fearful and reclusive. It is important that churches are able to recognise when bullying is occurring and are prepared to take action to resolve the situation.

Some signs that can indicate a person is being bullied are as follows:

- Withdrawal from group or church activities; appearing anxious, tearful or more reticent than usual, particularly in a certain context; development of mental health difficulties, such as depression or anxiety disorders; drop in performance relating to any church roles; physical injuries.

In order to help prevent bullying, the following procedures will be adopted:

- The children and young people will be involved in agreeing a code of behaviour for their groups, which makes it clear that bullying is unacceptable. This should then be displayed somewhere visible to the group.
- The church will display signs stating the importance of valuing and respecting each other even in disagreements and this will be practically embedded into the leadership approach to others.





# Taunton Baptist Church

- Everyone in the church, whether children or adults, should know how they can report any incidents of bullying.
- All allegations of bullying will be treated seriously and details will be carefully checked before action is taken.
- The bullying behaviour will be investigated and bullying will be stopped as quickly as possible.
- An attempt will be made to help bullies change their behaviour.
- All allegations and incidents of bullying will be recorded, together with the actions that are taken.
- Where an allegation of bullying is made against a church or group leader, advice will be sought from the local Baptist Association Safeguarding Contact.
- Incidents of bullying may be reported to the statutory authorities in line with the church safeguarding procedures.

It is important to distinguish bullying from other behaviour, such as respectfully challenging or disagreeing with someone else's beliefs or behaviours, setting reasonable expectations with regard to work deadlines and activities or taking legitimate disciplinary action.

### 3.4.2 Working with Alleged or Known Offenders

When someone attending the church is known to have abused children or adults at risk, or a serious allegation has been made, the church safeguarding team will supervise the individual concerned and offer pastoral care, but in its commitment to protect vulnerable groups, will set boundaries for that person which they shall be expected to keep. These will be set out in a Safeguarding Contract.

When it is known that a person who has been convicted of abusing children, young people or adults is attending the 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 allegations of abuse, but has not been convicted.

In determining the details of the contract:

- The DPS will inform and take advice from the local Baptist Association Safeguarding Contact.
- A risk assessment will be undertaken with the help of the local Baptist Association Safeguarding Contact to determine the contents of the Safeguarding Contract.
- There will be a discussion about who should be informed about the nature of the offence and the details of the contract.
- The rights of the offender to re-build their life without people knowing the details of their past offence should be balanced against the need to protect children, young people and adults at risk.
- The members of the church Safeguarding Team will always be informed.
- The DPS should determine whether the person is subject to supervision or is on the Sex Offenders' Register. If so, the DPS should contact the offender's specialist probation officer (SPO) who will inform the church of any relevant information or restrictions.

An open discussion will be held with the person concerned which will contribute to the risk assessment and in which clear boundaries are established for their involvement in the life of the church. A written contract



will be drawn up which identifies appropriate behaviour. The person will be required to sign the contract and it will be monitored and enforced. If the contract is broken, sanctions will be discussed and considered with the local Baptist Association Safeguarding Contact.

### **3.4.3 Alleged or known offenders who are themselves adults at risk**

A risk assessment and formal contract may be quite a daunting process for someone with learning difficulties or a young person yet having safeguards in place is still necessary. A meeting with the individual in question may be arranged where they can be taken through the main elements of a formal contract in a way that is non-threatening and easy to understand. A written record of the meeting must be made and the individual must verbally agree to the requirements laid out in the meeting.

Rather than signing a formal 'contract', the individual would instead sign to say that they agree with the minutes or meeting notes, and that they will adhere to the requirements set out. The agreed requirements will need to be reviewed regularly to make sure that the individual is complying, exactly as a formal contract would be. The church will work with the Association Safeguarding Contact throughout this process.



# Taunton Baptist Church

## SECTION 4 - USEFUL CONTACTS

<b>Local Authority Designated Officer (LADO)</b> <a href="https://sscb.safeguardingsomerset.org.uk/">https://sscb.safeguardingsomerset.org.uk/</a> To notify the LADO of an allegation, an Allegations Reporting Form (ARF) will need to be completed and forwarded to Somerset Direct: <a href="mailto:sdinputters@somerset.gov.uk">sdinputters@somerset.gov.uk</a> Or call 0300 123 2224 to request a form	
<b>Police</b> Contact 101, or 999 in an emergency	
<b>Adult Social Services</b>	
9.00am - 5.00pm weekdays	0300 123 2224
Out of hours	0300 123 2327
<b>Children's Social Services</b>	
9.00am – 5.00pm weekdays	0300 123 2224
Out of hours	0300 123 2327
<b>South West Baptist Association Safeguarding Contact</b>	
Rob Dymond	01392 433533 (option 1) <a href="mailto:safeguarding@swbaptists.org.uk">safeguarding@swbaptists.org.uk</a>
<b>Thirtyone:eight</b> (formerly CCPAS, an independent Christian charity providing safeguarding advice) 0303 003 1111	



## APPENDIX 1 - DEFINITIONS OF ABUSE

### Understanding, Recognising and Responding to Abuse

Abuse and neglect are forms of maltreatment of a child or adult at risk. Somebody may abuse or neglect a child or adult by inflicting harm, or by failing to act to prevent harm. Children and adults at risk may be abused in a family, or in an institutional or community setting; by those known to them or, more rarely, by a stranger. They may be abused by an adult or adults or a child or children. There are many different ways in which people suffer abuse. The list below is, sadly, not exhaustive.

Type of abuse	Child	Adult at risk
<i>Physical</i>	Actual or likely physical injury to a child, or failure to prevent physical injury to a child.	To inflict pain, physical injury or suffering to an adult at risk.
<i>Emotional</i>	The persistent, emotional, ill treatment of a child that affects their emotional and behavioural development. It may involve conveying to the child that they are worthless and unloved, inadequate, or that they are given responsibilities beyond their years.	The use of threats, fear or power gained by another adult's position, to invalidate the person's independent wishes. Such behaviour can create very real emotional and psychological distress. All forms of abuse have an emotional component.
<i>Sexual</i>	Forcing or enticing a child to take part in sexual activities, whether or not the child is aware of what is happening. Includes non-contact activities, such as involving children in looking at, or in the production of, pornographic material or watching sexual activities, or encouraging children to behave in sexually inappropriate ways.	Any non-consenting sexual act or behaviour.  No one should enter into a sexual relationship with someone for whom they have pastoral responsibility or hold a position of trust.
<i>Neglect</i>	Where adults fail to care for children and protect them from danger, seriously impairing health and development.	A person's wellbeing is impaired and their care needs are not met. Neglect can be deliberate or can occur as a result of not understanding someone's needs.
<b>Additional Definitions</b>		
<i>Financial</i>	The inappropriate use, misappropriation, embezzlement or theft of money, property or possessions.	
<i>Spiritual</i>	The inappropriate use of religious belief or practice; coercion and control of one individual by another in a spiritual context; the abuse of trust by someone in a position of spiritual authority (e.g. minister). The person experiences spiritual abuse as a deeply emotional personal attack.	



# Taunton Baptist Church

<i>Discrimination</i>	The inappropriate treatment of a person because of their age, gender, race, religion, cultural background, sexuality or disability.
<i>Institutional</i>	The mistreatment or abuse of a person by a regime or individuals within an institution. It can occur through repeated acts of poor or inadequate care and neglect, or poor professional practice or ill-treatment. The church as an institution is not exempt from perpetrating institutional abuse.
<i>Domestic Abuse</i>	Any threatening behaviour, violence or abuse between adults who are or have been in a relationship, or between family members. It can affect anybody regardless of their age, gender, sexuality or social status. Domestic abuse can be physical, sexual or psychological, and whatever form it takes, it is rarely a one-off incident. Usually there is a pattern of abusive and controlling behaviour where an abuser seeks to exert power over a family member or partner.
<i>Cyber Abuse</i>	The use of information technology (email, mobile phones, websites, social media, instant messaging, chatrooms, etc.) to repeatedly harm or harass other people in a deliberate manner.
<i>Self-harm</i>	The intentional damage or injury to a person's own body. It is used as a way of coping with or expressing overwhelming emotional distress. An individual may also be neglecting themselves, which can result in harm to themselves.
<i>Mate crime</i>	When people (particularly those with learning disabilities) are befriended by members of the community, who go on to exploit and take advantage of them.
<i>Modern Slavery</i>	The practice of treating people as property; it includes bonded labour, child labour, sex slavery and trafficking. It is illegal in every country of the world.
<i>Human Trafficking</i>	When people are bought and sold for financial gain and/or abuse. Men, women and children can be trafficked, both within their own countries and over international borders. The traffickers will trick, coerce, lure or force these vulnerable individuals into sexual exploitation, forced labour, street crime, domestic servitude or even the sale of organs and human sacrifice.
<i>Radicalisation</i>	The process by which people come to support any form of extremism and, in some cases, join terrorist groups. Some individuals are more vulnerable to the risk of being groomed into terrorism than others.
<i>Honour / Forced Marriage</i>	When one or both of the spouses do not, or cannot, consent to the marriage. There may be physical, psychological, financial, sexual and emotional pressure exerted in order to make the marriage go ahead. The motivation may include the desire to control unwanted behaviour or sexuality.
<i>Female Genital Mutilation</i>	All procedures involving partial or total removal of the female external genitalia or other injury to the female genital organs for non-medical reasons as defined by the World Health Organisation (WHO). FGM is a cultural practice common around the world, largely performed on girls aged between 10 and 18. It is illegal in the UK as is arranging for a child to travel abroad for FGM to be carried out.
<i>Historic Abuse</i>	The term used to describe disclosures of abuse that were perpetrated in the past. Many disclosures are not made until years later, with around one third of people abused in childhood waiting until adulthood before they share their experience.



# Taunton Baptist Church

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

- unexplained injuries on areas of the body not usually prone to such injuries
- an injury that has not been treated/received medical attention
- an injury for which the explanation seems inconsistent
- a child or adult at risk discloses behaviour that is harmful to them
- unexplained changes in behaviour or mood (e.g. becoming very quiet, withdrawn or displaying sudden bursts of temper)
- inappropriate sexual awareness in children
- signs of neglect, such as under-nourished, untreated illnesses, inadequate care.

**This list is not exhaustive and the presence of one or more indicators is not in itself proof that abuse is actually taking place; there might be other reasons why most of the above are occurring.**



## APPENDIX 2 - DETAILED GUIDANCE ON REPORTING REQUIREMENTS

### STAGE 1 – THE WORKER

The duty of the person who receives information or who has a concern about the welfare of a child, young person or adult at risk is to **RECOGNISE** the concerns, make a **RECORD** in writing and **RESPOND** by passing on their concerns to the DPS. If he/she is not contactable, or they are implicated in the situation, another member of the church Safeguarding Team should be contacted instead.

Concerns should be passed on to the DPS within 24 hours of the concern being raised. If anyone is considered to be in imminent danger of harm, a report should be made immediately to the police by calling 999. If such a report is made without reference to the DPS, they should be informed as soon as possible afterwards.

A written record using the standard incident report form should be made as soon as possible after a child or adult at risk tells you about harmful behaviour, or an incident takes place that gives cause for concern.

#### The record should:

- be hand-written as soon as possible after the event
- be legible and state the facts accurately (when hand-written notes are typed up later the original hand-written notes should be retained)
- include the child or adult at risk's name, address, date of birth (or age if the date of birth is not known)
- include the nature of the concerns/allegation/disclosure
- include a description of any bruising or other injuries noticed
- include an exact record of what the child or adult at risk has said, using their own words where possible
- include what was said by the person to whom the concerns were reported
- include any action taken as a result of the concerns
- be signed and dated
- be kept secure and confidential and made available only to the church Safeguarding Team (including the church minister), representatives of any statutory authorities involved and the local Baptist Association.

If concerns arise in the context of children's or adult at risk work, the worker who has the concern may wish to talk it through with their group leader in the first instance. However, such conversations should not delay concerns being passed on to the DPS. It should be clear that the duty remains with the worker to record and pass on their concerns to the DPS.

If an issue concerns an adult at risk who does not give permission to pass on the information to anyone else, the worker should explain that they will need to speak with the DPS, who will have greater expertise in dealing with the issue at hand.

If a concern is brought to the attention of a group leader by one of the workers, the leader should remind the worker of their duty to record and report, and will also themselves have a duty to pass on the concern to the DPS.



# Taunton Baptist Church

## STAGE 2 – THE DESIGNATED PERSON FOR SAFEGUARDING (DPS)

The duty of the DPS on receiving a report is to **REVIEW** the concern that they have received and **REPORT** the concern on to the appropriate people, where necessary.

### The duty to REVIEW

In reviewing the report that is received, the DPS:

- should take into account their level of experience and expertise in assessing risk to children or adults at risk.
- must take into account any other reports that have been received concerning the same individual or family.
- may speak with others in the church where appropriate (including the Minister and church Safeguarding Team, unless allegations involve them) who may have relevant information and knowledge that would impact on any decision being made. Such conversations should not lead to undue delay in taking any necessary action.
- may consult with other agencies to seek guidance and advice in knowing how to respond appropriately to the concerns that have been raised.

### The duty to REPORT

The DPS will decide who the report should be referred on to, working in conjunction with the church Safeguarding Team where appropriate. They may:

- Refer back to the worker who made the initial report if there is little evidence that a child or adult at risk is being harmed, asking for appropriate continued observation.
- Refer the concern to others who work with the child or adult at risk in question, asking for continued observation where appropriate.
- Inform parents / carers under certain circumstances, where doing so would not present any further risk of harm.
- Make a formal referral to the police or local Social Services team. With adults at risk, confidentiality means that someone's personal business is not discussed with others, except with their permission. This is not always possible when considering passing relevant information about abuse or concerns to the statutory authorities, however, it is possible to keep the information confidential to the relevant parties. This means not telling or hinting to others what has been disclosed, not even for prayer ministry purposes. For adults at risk, concerns will only be referred to the police or Social Services without consent where:
  - the person lacks the mental capacity to make such a choice;
  - there is a risk of harm to others;
  - in order to prevent a crime.
- If an allegation is made against someone who works with **children** the allegation should be reported to the Local Authority Designated Officer (LADO) or equivalent within 1 working day. The LADO is located within Children's Services and should be alerted to all cases in which it is alleged that a person who works with children has:
  - behaved in a way that has harmed, or may have harmed, a child





# Taunton Baptist Church

- possibly committed a criminal offence against children, or related to a child
- behaved towards a child or children in a way that indicates s/he is unsuitable to work with children.
- If an allegation is made against someone who works with **adults at risk**, it should be reported to the police or Adult Social Services.
- Where a worker has an allegation made against them, they must step down from all church duties until the incident has been investigated by the statutory authorities. It may also be appropriate to put a Safeguarding Contract in place; this should be discussed with the local Baptist Association Safeguarding Contact.
- Whenever a formal referral is made to the police, Social Services or LADO, the DPS should report the referral to:
  - The Safeguarding Trustee
  - The Minister
  - The local Baptist Association Safeguarding Contact

A record should be kept of all safeguarding incidents and should be considered in the annual review of the church's safeguarding policy. All original reports should be retained safely and securely by the DPS and a written record should be made of the actions taken.

## STAGE 3 – THE NEXT STEPS

Responsibilities to **REPORT** and **SUPPORT** in stage 3 of the process are shared by the church Safeguarding Team and the Minister.

### 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, including:

Victims; Alleged perpetrators; Children; Adults at risk; Other family members; Church workers; Church Safeguarding Team; Minister; Trustees.

### The duty to REPORT

If a church worker has been accused of causing harm to children, young people or adults at risk this would be classed as a serious incident that should be reported to the Charity Commission.

If a worker has been removed from their post or would have been removed from their post because of the risk of harm that they pose to children, young people or adults at risk, there is also a statutory duty to report the incident to the Disclosure and Barring Service (DBS).



# Taunton Baptist Church

## APPENDIX 3 - SAFEGUARDING INCIDENT FORM

*This form should be completed by the Designated Person for Safeguarding*

<b>Name of church / organisation</b>	
<b>Contact details of church / organisation</b>	

<b>Name of Designated Person for Safeguarding (DPS)</b>	
<b>Contact details of Designated Person for Safeguarding</b>	

<b>Name of concerned person or to whom disclosure was given</b>	
<b>Contact details of concerned person or whom disclosure was given</b>	

### INDIVIDUAL OF CONCERN - CONTACT DETAILS

Name	
Date of birth	
Address	
Phone number / Email address	

### THE INCIDENT

What happened? (Nature of concern / disclosure made - use the person's own words if known)

When did it happen? (date, time)

Where did it happen? (specific location)

Who was allegedly involved and in what way? (includes witnesses)



# Taunton Baptist Church

## ACTION TAKEN

Have the carers or parents / guardians been informed? (Please tick)  
If so, when and by whom?

Yes		No	
-----	--	----	--

Have the statutory authorities been informed?  
If so, please complete the table:

Yes		No	
-----	--	----	--

*Example:*

Authority	Police				
Name	Bobby				
Position	Child abuse officer				
Email contact	bobby@police.co m				
Phone contact	077999				
Contacted by	Minister				
Date & time of contact	1.30pm 1/4/15				

Has the Local Association been informed?  
(Please do so if the statutory authorities are involved)

Yes		No	
-----	--	----	--

If so, when and by whom?  
Any other action taken:

## FUTURE ACTION

What action needs to be taken?

Who is responsible for this?

## SIGNATURES

Signature of DPS		Signature of minister, or Church Safeguarding Team member	
Date & time		Date & time	



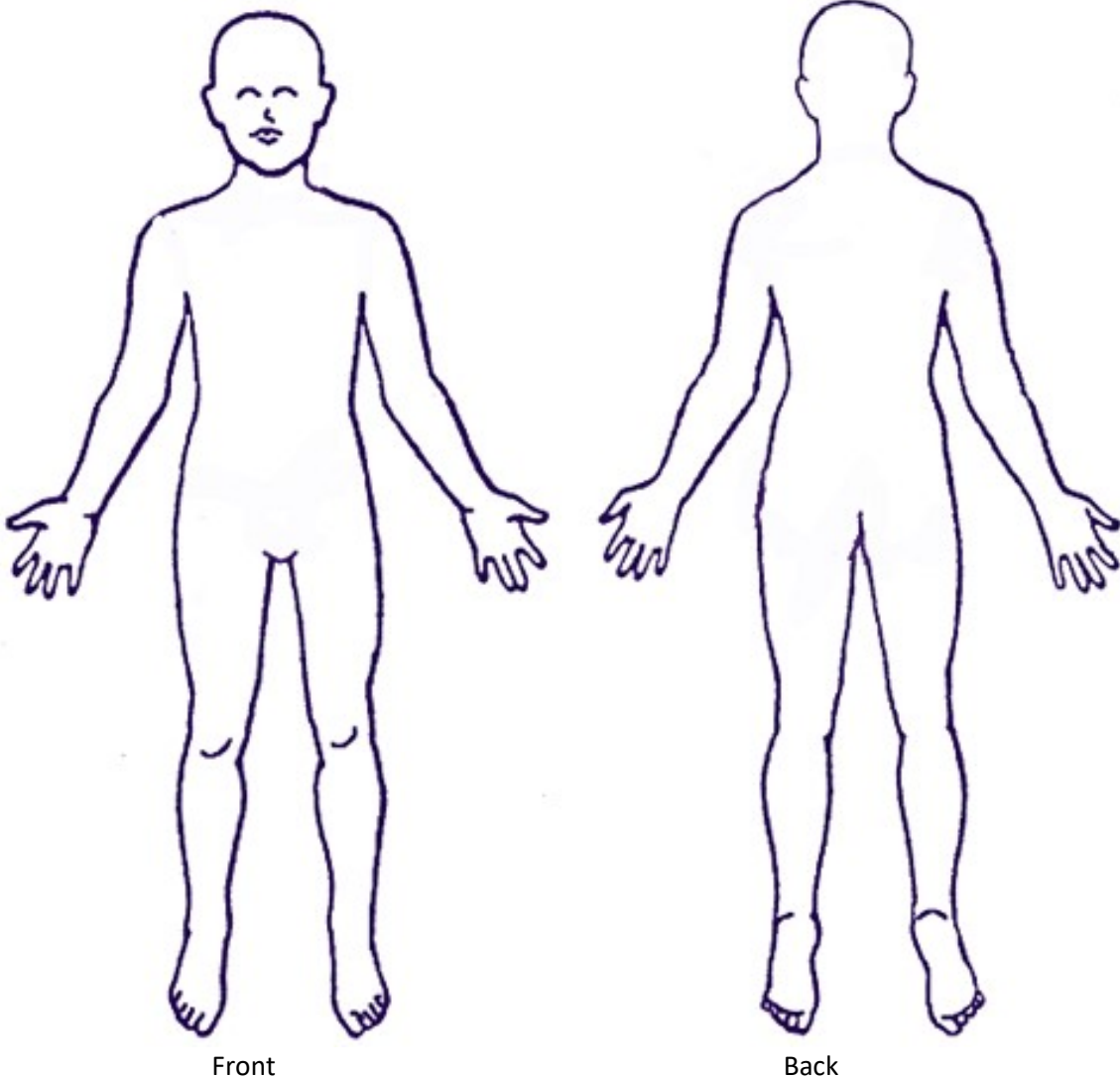
# Taunton Baptist Church

## BODY MAP

Name of Individual of Concern: \_\_\_\_\_

Name of person completing this form: \_\_\_\_\_

These diagrams are designed for the recording of any observable bodily injuries that may appear on the person. Where bruises, burns, cuts, or other injuries occur, shade and label them clearly on the diagram. **Remember it's not your job to investigate or to decide if an injury or mark is non-accidental. Listen, observe and pass it on.**



Signature: \_\_\_\_\_

Date and time: \_\_\_\_\_



## APPENDIX 4 - SAFEGUARDING ROLES AND RESPONSIBILITIES

Each church needs to identify and fill several important posts that underpin effective safeguarding in the church. These notes outline the main responsibilities relating to safeguarding connected with key leadership roles.

### Trustees

- Ultimately responsible for safeguarding
- Responsible for the implementation of policy and procedures
- Responsible for supporting the church workers
- Responsible for raising awareness about best practice within the church
- Responsible for ensuring that the relevant people have received the appropriate training

### Safeguarding Trustee

Not necessarily the person who heads up safeguarding in the church – could be a trustee with an interest and willingness to learn.

- Takes a lead on safeguarding matters for the trustees
- Is the point of contact with trustees for safeguarding issues
- Ensures church policy and procedures are reviewed annually

### Designated Person for Safeguarding (DPS)

- Receives all reports of concerns regarding the safeguarding of children, young people and adults at risk
- Listens, observes and passes on those concerns appropriately, having taken advice from the relevant people
- Acts as a link between the church and other agencies or bodies on safeguarding matters

### Disclosure and Barring Service (DBS) Verifier

- Responsible for all aspects of processing DBS checks for church staff and volunteers (with the exception of the accredited minister who is checked by the regional association)

### The Minister

- Shares with the trustees the general responsibility for the adoption and implementation of the church's safeguarding policy
- Takes responsibility for ensuring that the pastoral needs of all are being met
- May need to be made aware of safeguarding issues outlined in section 2.1.4.



# Taunton Baptist Church

## FURTHER INFORMATION

Please see [www.baptist.org.uk](http://www.baptist.org.uk) for more information about safeguarding in Baptist churches, including a range of specialist guides and a library of free downloadable resources.

### **BUGB Excellence in Safeguarding training**

Information and booking arrangements for the BUGB Levels 2 and Level 3 Excellence in Safeguarding training can be made through the local Baptist Association team - see website for details:

[www.swbaptists.org.uk](http://www.swbaptists.org.uk)

### **In an emergency:**

If you find yourself facing an emergency situation, where you believe that someone attending your church is being harmed or is at imminent risk of harm, please ring the police on 999 and ask to speak to an officer in the child or adult protection teams. Always keep records and let your DPS know that you have made this call.

*This policy and procedures are based on a template developed by the Safeguarding Team, Baptist Union of Great Britain, Baptist House, PO Box 44, 129 Broadway, Didcot OX11 8RT*

*Tel: 01235 517700 Email: [safeguarding@baptist.org.uk](mailto:safeguarding@baptist.org.uk) Website: [www.baptist.org.uk](http://www.baptist.org.uk)*

*BUGB operates as a CIO with registered charity number 1181392*