

Community Baptist Church

Safeguarding Policy



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Section 1: Church Details

Name of church: **Community Baptist Church**

Main place of worship: **Birch Hill Community Centre, Leppington, Bracknell RG12 7WW**

Tel No: **01344 641334**

General Email address: information@cpcb.co.uk

Senior Leader Name: **Jim Snowden**

Senior Leader Contact Telephone / Email: **07896 301362 / jims@harmonyinformation.com**

Safeguarding Coordinator Name: **Pat Beattie**

Safeguarding Coordinator Contact Telephone / Email: **07867 918087 / pat_beattie@hotmail.co.uk**

Membership of Denomination: **Independent Baptist Church**

Denomination Safeguarding Officer: **None**

Contact Details for Denomination Safeguarding Officer: **None**

Charity Number: **N/A**

Company Number: **N/A**

Regulators: **None.**

Insurance Company: **Awaiting approval of safeguarding policy**

Church Purpose

The following is a brief description of Community Baptist Church and the type of work and activities we undertake that may include children and adults who have care and support needs.

The three main goals of Community Baptist Church are:

- **Exaltation** – To worship God through our Lord Jesus Christ.
- **Edification** – To build up Christians in their faith and equip them to serve Christ in our neighbourhood.
- **Evangelism** – To share the good news of what Christ has done on the cross that we might be forgiven, particularly with those who live in our own neighbourhood.

The church meets in the local Community Centre for morning worship every Sunday. It also holds a midweek prayer and Bible service, currently over Zoom.

Section 2: Introduction

Policy Aims

The following Safeguarding Policy aims to meet the requirements of ensuring a safe environment for those accessing activities at Community Baptist Church, and also to build an open culture where:

- Those who lead do so by example, and are committed to the safeguarding of all.
- Those that work or volunteer are safely recruited and trained for their roles.
- There are accountability structures with codes of conduct.
- The values of the church are embedded in its day to day actions and behaviours of its people.
- There is open communication.

Our commitment

We recognise the need to provide a safe and caring environment for children, young people and adults at risk. We acknowledge that children, young people and adults at risk can be the victims of physical, sexual and emotional abuse, and neglect.

We accept the UN Universal Declaration of Human Rights and the various International rights Conventions, which state that everyone is entitled to “all the rights and freedoms set forth therein, without distinction of any kind, such as race, colour, sex, language, religion, political or other opinion, national or social origin, property, birth or other status”.

We agree with the Convention on the Rights of the Child which states that children should be able to develop their full potential, free from hunger and want, neglect and abuse. They have a right to be protected from “all forms of physical or mental violence, injury or abuse, neglect or negligent treatment or exploitation, including sexual abuse, while in the care of parent(s), legal guardian(s), or any other person who has care of the child.”

We have therefore adopted the procedures set out in this safeguarding policy in accordance with statutory guidance. We are committed to build constructive links with statutory and all other agencies involved in safeguarding.

The policy and appendices are based on the ten safeguarding standards published by the independent safeguarding charity Thirtyone:eight.

We undertake to:

- Endorse and follow all national and local safeguarding legislation and procedures, in addition to the international conventions outlined above.
- Provide on-going safeguarding training for all its workers and will regularly review the operational guidelines attached.
- Ensure that the premises meet the requirements of the Equality Act 2010 and all other relevant legislation, and that it is welcoming and inclusive.
- Support the Safeguarding Coordinator(s) in their work and in any action they may need to take in order to protect children and adults at risk.

Section 3: Prevention

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 at Community Baptist Church 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:

- 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.
- 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.

Also for adults the UN Universal Declaration of Human Rights with particular reference to Article 5:

- No one shall be subjected to torture or to cruel, inhuman or degrading treatment or punishment.

Detailed definitions, and signs and indicators of abuse, as well as how to respond to a disclosure of abuse, are included here in our policy in [APPENDIX 4: Spotting Signs of Child Abuse Or Neglect](#).

Safer recruitment

Community Baptist Church does not employ workers and all roles are fulfilled by volunteers.

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

- There is a written job description / person specification for the post.
- Those applying have completed an application form.
- Those short listed have been interviewed.
- Safeguarding has been discussed at interview.
- Written references have been obtained for external volunteers, and followed up where appropriate.
- A self-declaration form and disclosure and barring check (DBS) has been completed where necessary (we will comply with Code of Practice requirements concerning the fair treatment of applicants and the handling of information).
- Qualifications where relevant have been verified.
- A suitable training programme is provided for the successful applicant.

- The applicant completes a probationary period.
- The applicant has been given a copy of Community Baptist Church's safeguarding policy and knows how to report concerns.

Safeguarding training

The Leadership is committed to on-going safeguarding training and development opportunities for all workers, 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.

New workers in the church will undergo a basic safeguarding course that highlights the procedures in this policy. All workers will have an opportunity to attend a seminar run by thirtyoneeight.

Practice Guidelines

As a church working with children, young people and adults with care and support needs we wish to operate and promote good working practice. This will enable workers to run activities safely, develop good relationships and minimise the risk of false or unfounded accusation.

We will develop specific good practice guidelines for each activity we are involved in and add these to this policy in [APPENDIX 6: Good Practise Guidelines](#).

Specific consent forms may be required for some activities. Templates will be added to this policy when required in [APPENDIX 10: Consent Form Templates](#).

Management of Workers – Codes of Conduct

As a Leadership we are committed to supporting all workers and volunteers and ensuring they receive support and supervision. All workers have been issued with a code of conduct towards children, young people and adults with care and support needs, and will be given clear expectations about what is expected of them both within their job role and out. They will also receive further training as necessary.

The standard worker code of conduct is in [APPENDIX 7: Worker Code of Conduct](#).

Section 4: Process for Responding to Concerns

Further advice is available on the thirtyone:eight website at [Responding to concerns](#).

Standard procedure

Under no circumstances should a volunteer or worker carry out their own investigation into an allegation or suspicion of abuse. Follow the procedure below:

1. The person in receipt of allegations or suspicions of abuse should create a record of concern using the template in [APPENDIX 3: Templates To Record Concerns](#) and report concerns as soon as possible to:

Name: Pat Beattie (hereafter the "Safeguarding Co-ordinator")

Tel: 07867 918087

Email: pat_beattie@hotmail.co.uk

The person above is nominated by the Leadership to act on their behalf in dealing with the allegation or suspicion of neglect or abuse, including referring the matter on to the statutory authorities.

In the absence of the Safeguarding Co-ordinator, or if the suspicions in any way involve the Safeguarding Co-ordinator, then the report should be made to:

Name: Jim Snowden (hereafter the "Deputy")

Tel: 07896 301362

Email: jims@harmonyinformation.com

If the suspicions implicate both the Safeguarding Co-ordinator and the Deputy, then the report should be made in the first instance to:

thirtyone:eight Telephone 0303 003 1111, option 2

(PO Box 133, Swanley, Kent, BR8 7UQ)

Alternatively contact Social Services or the police.

2. The safeguarding co-ordinator/ deputy should collate and clarify the precise details of the allegation or suspicion and pass this information on to statutory agencies that have a legal duty to investigate.

The safeguarding co-ordinator/ deputy should record details and any actions taken using the template in Appendix X.

The Safeguarding Co-ordinator may first ring the thirtyone:eight helpline for advice.

thirtyone:eight Telephone 0303 003 1111, option 2

The safeguarding co-ordinator/ deputy should then contact social services in the area the child or adult lives. For Bracknell Forest, this is:

Name of local authority: Bracknell Forest Borough Council (BFBC)

Local Authority Designated Officer (LADO): Alison Small

Tel: 01344 351572

Children's Social Care (MASH)

Tel (Mon to Friday 8:30am to 5pm): 01344 352005

Out of hours Tel: 01344 351999

Email: mash@bracknell-forest.gov.uk

Website Address: [Protecting children | Bracknell Forest Council \(bracknell-forest.gov.uk\)](#)

Adult Social Care

Tel (Mon to Friday 8:30am to 5pm): 01344 351500

Out of hours Tel: 01344 351999

Website Address: [Protecting adults | Bracknell Forest Council \(bracknell-forest.gov.uk\)](#)

Police Protection Team Tel: 101

The Safeguarding Co-ordinator may need to inform others depending on the circumstances and/or nature of the concern:

- Senior leader or trustee responsible for safeguarding who may need to liaise with the insurance company to report a serious incident.
- Local Authority Designated Officer (LADO) if the allegation concerns a worker or volunteer working with someone under 18.

Suspicions must not be discussed with anyone other than those nominated above. A written record of the concerns should be made in accordance with these procedures and kept in a secure place.

Whilst allegations or suspicions of abuse will normally be reported to the Safeguarding Co-ordinator, the absence of the Safeguarding Co-ordinator or Deputy should not delay referral to Social Services, the Police, or taking advice from Thirtyone:eight.

The Leadership will support the Safeguarding Co-ordinator/Deputy in their role and accept that any information they may have in their possession will be shared in a strictly limited way on a need to know basis.

It is, of course, the right of any individual as a citizen to make a direct referral to the safeguarding agencies or seek advice from Thirtyone:eight, although the Leadership hope that members of Community Baptist Church will use this procedure. If, however, the individual with the concern feels that the Safeguarding Co-ordinator/Deputy has not responded appropriately, or where they have a disagreement with the Safeguarding Co-ordinator(s) as to the appropriateness of a referral they are free to contact an outside agency direct. We hope by making this statement that the Leadership demonstrate its commitment to effective safeguarding and the protection of all those who are vulnerable.

Detailed procedure where there is a concern about a child:

Allegations of physical injury, neglect or emotional abuse.

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

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

Allegations of sexual abuse

In the event of allegations or suspicions of sexual abuse, the Safeguarding Co-ordinator/Deputy will:

- Contact the Children's Social Services Department Duty Social Worker for children and families or Police Child Protection Team direct. They will NOT speak to the parent/carer or anyone else.
- Seek and follow the advice given by Thirtyone:eight if for any reason they are unsure whether or not to contact Children's Social Services/Police. Thirtyone:eight will confirm its advice in writing for future reference.

Detailed procedure where there is a concern that an adult needs protection:

Suspensions or allegations of abuse or harm

This includes; physical, sexual, organisational, financial, discriminatory, neglect, self-neglect, forced marriage, modern slavery, domestic abuse.

If there is concern about any of the above, Safeguarding Co-ordinator/Deputy will:

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

If there is a concern regarding spiritual abuse, Safeguarding Co-ordinator will:

- Identify support services for the victim i.e., counselling or other pastoral support
- Contact Thirtyone:eight and in discussion with them will consider appropriate action with regards to the scale of the concern.

Allegations of abuse against a person who works with children/young people

If an accusation is made against a worker (whether a volunteer or paid member of staff) whilst following the procedure outlined above, the Safeguarding Co-ordinator, in accordance with Local Safeguarding Children Board (LSCB) procedures will:

- Liaise with Children's Social Services regarding the suspension of the worker
- 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 whether in a paid or voluntary capacity.
- 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.

Allegations of abuse against a person who works with adults with care and support needs

The safeguarding co-ordinator will:

- Liaise with Adult Social Services in regards the suspension of the worker
- Make a referral to the DBS following the advice of Adult Social Services

The Care Act places the duty upon Adult Services to investigate situations of harm to adults with care and support needs. This may result in a range of options including action against the person or organisation causing the harm, increasing the support for the carers or no further action if the 'victim' chooses for no further action and they have the capacity to communicate their decision. However, this is a decision for Adult Services to decide not the church.

Section 5: Pastoral Care

Supporting those affected by abuse

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

Working with offenders and those who may pose a risk

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

Guidelines for what to consider when setting boundaries are in [APPENDIX 11: Considerations In Making A Contract With An Offender](#).

Further advice can be found on the thirtyone:eight website at [Those who pose a risk](#).

Section 6: Adoption of the policy

This policy was agreed by the leadership and will be reviewed annually in April.

Pastor

Name:

Signature:

Date:

Deacon

Name:

Signature:

Date:

A copy of this policy will be lodged with: **Bracknell Forest Council**.

APPENDIX I: Public Safeguarding Statement

The following will be displayed in a prominent place whenever Community Baptist church meets.

PROTECTION OF CHILDREN AND ADULTS POLICY STATEMENT

COMMUNITY BAPTIST CHURCH

The following statement was agreed by the leadership of Community Baptist Church on:

April 28th, 2024

- **Community Baptist Church** is committed to the safeguarding of children and adults with care and support needs and ensuring their well-being.
- We recognise that we all have a responsibility to help prevent harm or abuse to children and adults with care and support needs in all their recognised forms.
- We recognise that the personal dignity and rights of adults and children and will ensure all our policies and procedures will reflect this.
- We believe all people should enjoy and have access to every aspect of the life of Community Baptist Church.
- We undertake to exercise proper care in the appointment and selection of those who will work with children and adults with care and support needs.
- We believe every child and adult should be valued, safe and happy. We want to make sure that all those we have contact with know this and are empowered to tell us if they are experiencing significant harm.

We are committed to:

- Following statutory guidelines in relation to safeguarding children and adults and will ensure that all workers will work within the agreed procedure of our safeguarding policy.
- Implementing the requirements of all relevant legislation including, but not limited to; Working Together to Safeguard Children 2018, the Disability Discrimination Acts 1995 and 2005, Equality Act 2010 and referring concerns about adults with care and support needs to the local authority under the Care Act 2014.
- Supporting, resourcing and training those who undertake this work.
- Ensuring that we are keeping up to date with national and local developments relating to safeguarding.
- Ensuring that everyone agrees to abide by these recommendations and the guidelines established by Community Baptist Church.
- Supporting all who are part of Community Baptist Church who have been affected by abuse.

We recognise:

- Children's Social Services has lead responsibility for investigating all allegations or suspicions of abuse where there are concerns about a child. Adult Social Care has lead responsibility for

investigating all allegations or suspicions of abuse where there are concerns about an adult with care and support needs.

- Where an allegation suggests that a criminal offence may have been committed then the police should be contacted as a matter of urgency.
- Safeguarding is everyone’s responsibility.

We review this statement and our policy annually.

If you have any concerns for a child or adult, then speak to one of the following who have been approved as safeguarding co-ordinators for Community Baptist Church.

Safeguarding Co-Ordinator

Name: Pat Beattie (hereafter the "Safeguarding Co-ordinator")

Tel: 07867 918087

Email: pat_beattie@hotmail.co.uk

Deputy Safeguarding Co-Ordinator

Name: Jim Snowden (hereafter the "Deputy")

Tel: 07896 301362

Email: jims@harmonyinformation.com

A copy of the full policy can be seen on the church website at

<http://www.cbcb.co.uk/safeguarding>

Signed _____ (Pastor)

_____ (Deacon)

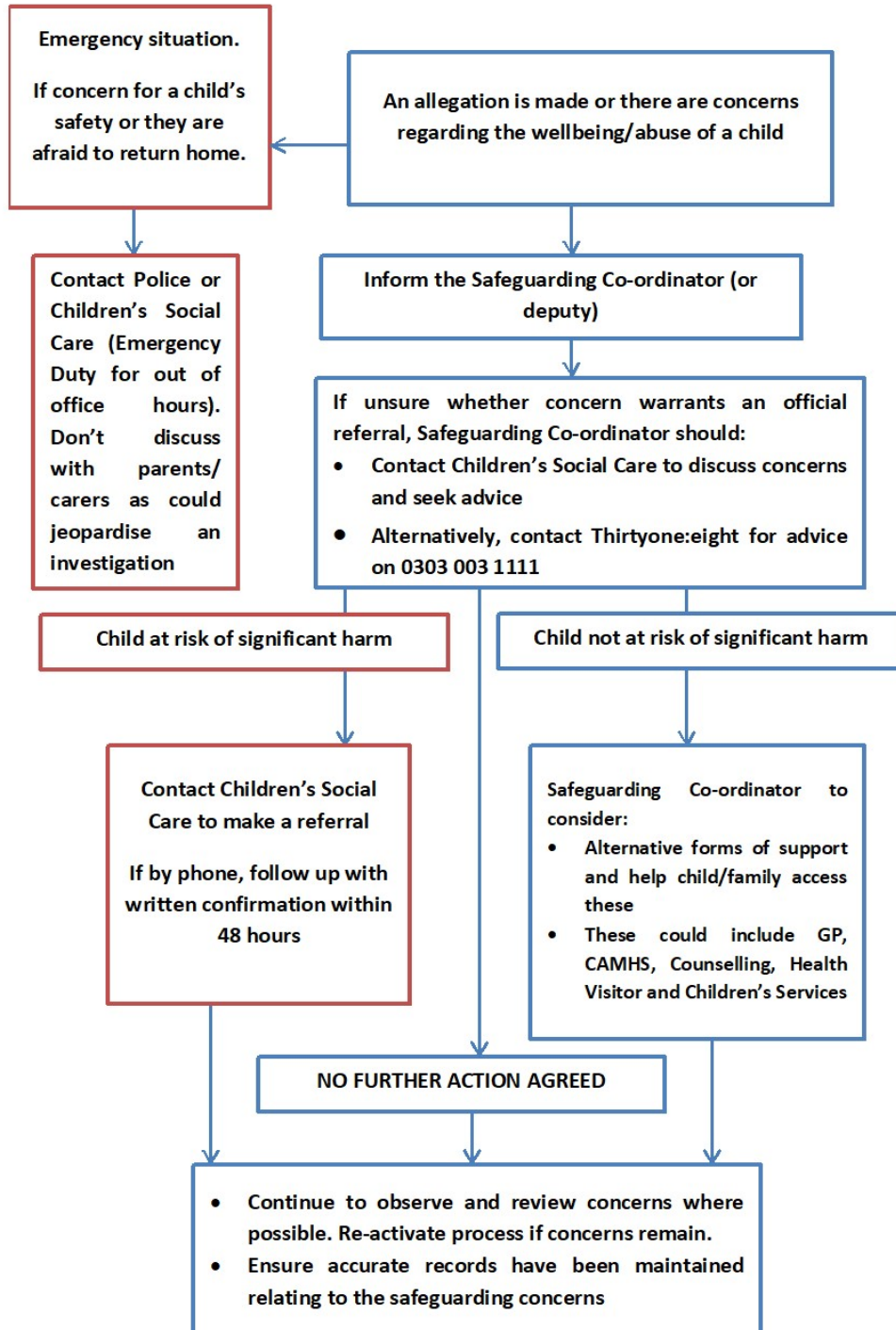
Date _____

APPENDIX 2: Summary Flowcharts

These flowcharts summarise the procedure described in [Section 4:](#).

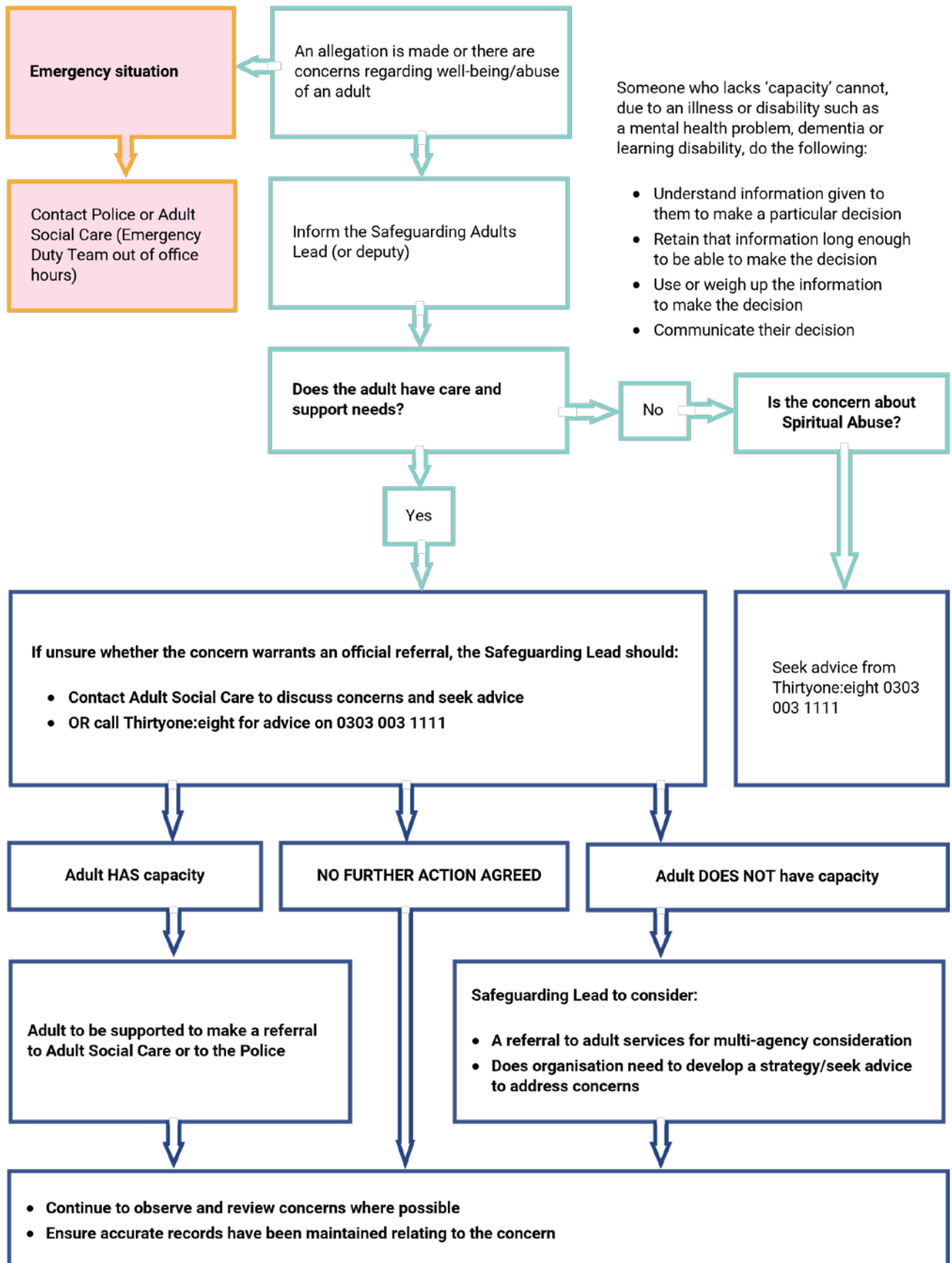
Children and Young People

This flow chart provides an overview of action to be taken when concerned about the welfare of a child. It is to be used in conjunction the rest of this policy.



Working Together to Safeguard Children defines significant harm as: “... any Physical, Sexual, or Emotional Abuse, Neglect, accident or injury that is sufficiently serious to adversely affect progress and enjoyment of life. Harm is defined as the ill treatment or impairment of health and development.”

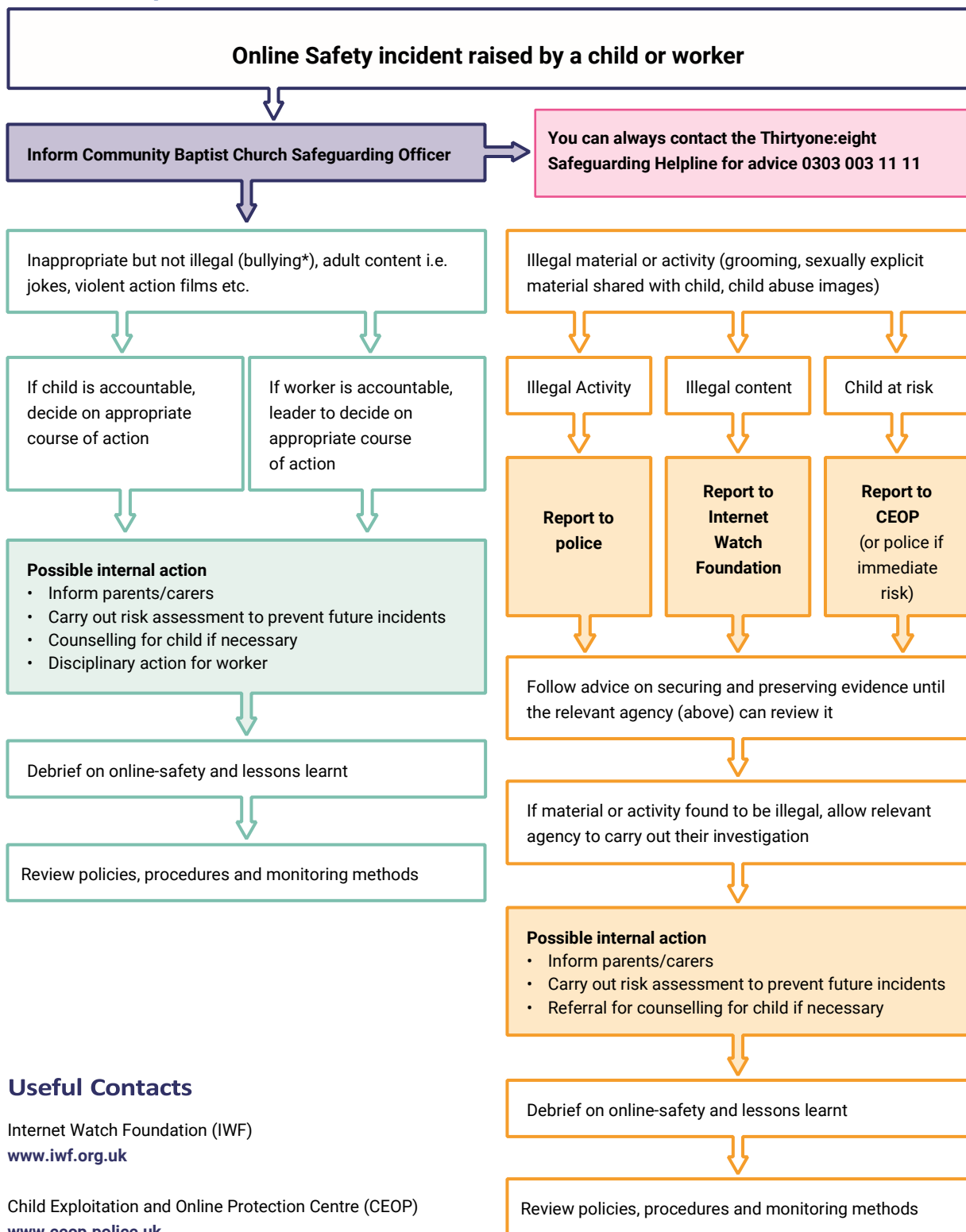
Adults



Someone who lacks 'capacity' cannot, due to an illness or disability such as a mental health problem, dementia or learning disability, do the following:

- Understand information given to them to make a particular decision
- Retain that information long enough to be able to make the decision
- Use or weigh up the information to make the decision
- Communicate their decision

Online Safety



Useful Contacts

Internet Watch Foundation (IWF)
www.iwf.org.uk

Child Exploitation and Online Protection Centre (CEOP)
www.ceop.police.uk

APPENDIX 3: Templates To Record Concerns

Form 1: Volunteer / Worker Record

An electronic version of this form is available from the Safeguarding Coordinator/Deputy. If the form is handwritten, take care it is legible.

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

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 Safeguarding Co-ordinator ⁵ : _____		

Please pass this form to the Safeguarding Coordinator without delay

Guidance Notes For Form 1 (Volunteers/Worker):

Following are some helpful pointers in completing Form 1:

1. As a registered body, Community Baptist Church 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 and in the church's own safeguarding policy.
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 coordinator in the first instance. 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 Safeguarding co-ordinator** – Your safeguarding co-ordinator holds ultimate responsibility in responding to any safeguarding concerns within Community Baptist Church 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 church and external agencies.

Part 2: Safeguarding Coordinator Record

If the form is handwritten, take care it 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: 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:	

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 4: Spotting Signs of Child Abuse Or Neglect

If you feel that something isn't right and are concerned about a child or young person in your care, recognising the signs will help you respond well. Upsetting as it is, you'll know that you've done the right thing. If you have an uneasy feeling that won't go away when you see or hear things from a child or young person, don't ignore it.

What is abuse?

Abuse is an act which causes harm or injury to another person.

- Over time or a one-off traumatic event.
- In person or online.

What is neglect?

Neglect is the persistent failure to meet a person's basic needs.

- A lack of the love, care and attention needed to thrive in life.

Types and categories of child abuse

- **Physical abuse.** This can take the form of hitting, punching, burning, shaking and other forms of physical harm.
- **Emotional abuse.** This includes belittling behaviour, insults, name-calling, degrading and humiliating behaviour, and withholding love and affection. A child will be made to feel that they're worthless, inadequate or unloved. Intimidation, coercion and harassment can also be involved.
- **Sexual abuse.** Where a child or young person is forced or enticed into sexual activity, whether the child is aware of what's happening or not. This may involve physical contact, looking at sexual content online, having their photo taken or being filmed to produce indecent images, or being groomed for these activities – online or in person.
- **Neglect.** This is the ongoing failure to meet basic physical or psychological needs, which is likely to result in harm to a child or young person's health or development. It includes not providing adequate food, clothing or shelter, or failing to protect a child from harm.

Signs of abuse and neglect

The signs of child abuse aren't always obvious. The signs will vary depending on the type of abuse happening, and there are many. Common signs to look out for include:

- A pattern of unexplained bruises or marks. However, a child who has lots of bruises on their lower legs isn't necessarily being harmed – they could just be out having childhood fun. Accidents happen. Accidental injuries are more likely to happen on areas like knees and elbows, but consistent marks together with unusual behaviour or other physical signs can give you a fuller picture of what could be happening to that child.
- Using sexualised language you wouldn't expect a child of their age to know.
- Poor hygiene or always asking for food.
- Changes in behaviour and personality, especially if these are unexplained – for example becoming uncharacteristically aggressive, quiet or upset.

- Being withdrawn, having few or no friends.
- Being anxious or worried about things.
- Difficult relationship with parents/carers
- You might also see unusual behaviour in an adult caregiver that makes you concerned for the safety of a child.

How To Respond To A Child Wishing To Disclose Abuse

Ensure the physical environment is welcoming, giving opportunity for the person to talk in private but making sure others are aware the conversation is taking place.

All the time and space for the person to talk.

Listen without interrupting.

Be attentive and look at them while they are speaking.

Show acceptance of what they say (however unlikely the story may sound) by reflecting back words or short phrases they have used.

Try to remain calm, even if on the inside you are feeling something different.

Be honest and don't make promises you can't keep regarding confidentiality.

If they decided not to tell you after all, accept their decision but let them know that you are always ready to listen.

Use language that is age appropriate and, for those with disabilities, ensure there is someone available who understands sign language, Braille, etc.

Helpful responses

- You have done the right thing in telling
- I am glad you have told me
- I will try to help you

Don't say

- Why didn't you tell anyone before?
- I can't believe it
- Are you sure this is true?
- Why, how, when, who, where
- I am shocked
- Don't tell anyone else

APPENDIX 5: Online And Video/Photo Safety Policy

Online Safety definition:

Online safety is the collective term for safeguarding involving the use of electronic devices and applications to communicate and access the Internet; often referred to as Information and Communications Technology. This policy covers all communications between church workers and children (those under 18 years of age).

Policy guidelines for Church Workers/Volunteers

- Generally, maintain good and open relationships with parents and carers regarding communication with them and their children.
- Use an appropriate tone: friendly, but not over-familiar or personal.
- Be warm and friendly, but do not suggest or offer a special relationship.
- Be clear and explicit about information that you need to share; don't abbreviate or short-cut your communications.
- Be circumspect in your communications with children to avoid any possible misinterpretation of your motives or any behaviour which could be construed as grooming.
- Do not share any personal information with children, or request or respond to any personal information from a child other than that which might be appropriate as part of your role.
- Only give personal contact details to children that are within the public domain of Community Baptist Church, including your mobile telephone number.
- If children want you to have their mobile phone numbers, e-mail addresses or similar, and communicate with them this way, make sure that their parents know and have agreed.
- Only make contact with children for reasons related to the work of Community Baptist Church and maintain a log of all electronic contact with individuals or groups including messaging and texting.
- Where possible only use equipment provided by Community Baptist Church to communicate with children.
- Respect a child's right to confidentiality unless abuse/harm is suspected or disclosed.
- Ensure the Community Baptist Church domain name/logo appears with every Internet post made by a church computer user. Any user may thus be viewed as a representative of Community Baptist Church while conducting business on the Internet.
- Email should only be used to communicate specific information. (e.g. times and dates of events). It should not be used as a relationship building tool.
- Email History should be kept and dated.
- When using email/internet for communication with children, it is advised that it should take place between the hours of 9am-5pm. Where working with children outside normal office hours workers should seek advice from their leader but there should be no email communication after 9pm.

- Use of skype, zoom and any other web camera or visual communication via the internet is generally not permitted.
- Workers should refrain from using such methods on a one to one basis as they cannot be recorded. (It can be used for conference calls and is considered appropriate if a project or group uses a web camera in a group environment for project purposes, and has clear aims and objectives for its use).

Social Media Policy

- 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 co-ordinator.
- All users of social media must be above the minimum age limit. For example, 13 for Facebook.
- Workers should ensure their privacy setting ensure the highest levels of security in order 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, to enable children to report online abuse.

Consent for photographic images and videos online

- Photographs that include children will be selected carefully and will endeavour to prevent children from being easily identified.
- Children's full names will not be used on the website in association with their photographs.
- Permission will be sought before any images are taken or displayed and images will only be used for the specific purpose for which permission was sought for and how the image will be stored if not destroyed. If the intention is to use an image on the internet this must be clearly stated and further permission must be acquired if an image is to be used in a way not originally stated.
- Use of images will reflect diversity of age, ethnicity and gender of the activity.
- Live streaming of events must be clearly advertised in advance and where children are involved permission should be sought in line with the photographic guidelines.

Acceptable Use Policy

- Where access to the internet is provided on Community Baptist Church devices or devices owned by an individual via WIFI, we will exercise our right to monitor usage which includes access to websites, interception and deletion of inappropriate or criminal material or unlawfully copied text, video, images or sound.

- WIFI Access will be via a secure password that will be changed quarterly.
- Social media groups must be used in compliance with **Community Baptist Church's** policy on social media.

Children and Workers should not

- Search for or download pornographic, racist or hate motivated content.
- Illegally copy or play copyrighted content where permission has not been given.
- Send, request or display offensive messages or pictures.
- Harass, insult or bully others.
- Access the internet using another person's login details.
- Access, download, send or receive any data (including images), which **Community Baptist Church** considers offensive in any way, including sexually explicit, discriminatory, defamatory or libellous material.

Sanctions

Sanctions for violating the acceptable use policy in the opinion of Community Baptist Church may result in:

- A temporary or permanent ban on internet use.
- Additional disciplinary action in line with existing practice on inappropriate language or behaviour.
- Where applicable, police or local authorities may be involved.
-

Parent Carer Agreement

As the parent/guardian of _____ I declare that I have read and understood the Online Safety acceptable use policy for **Community Baptist Church** and that my child will be held accountable for their own actions. I understand that it is my responsibility to set standards for my child when selecting, sharing and exploring online information and media.

Child/Young Person Agreement

I understand the importance of safety online and the church guidelines on acceptable use.

I will share any concerns, where I or another person may be at risk of harm with the safeguarding coordinator or a trusted adult.

Child Name (Please print)	Child Signature	Date
Parent/Guardian (Please print)	Parent/Guardian Signature	Date

APPENDIX 6: Good Practise Guidelines

Good practise guidelines will be added to this appendix as required.

APPENDIX 7: Worker Code of Conduct

Community Baptist Church's code of conduct for working with children, young people and adults at risk of harm.

Purpose

This behaviour code outlines the conduct expected of all workers (staff and volunteers). The code of conduct aims to help protect adults at risk of harm, children and young people from abuse and inappropriate behaviour from those in positions of trust, and to reduce the risk of unfounded allegations of abuse being made.

The role of workers (staff and volunteers)

When working with children and young people or adults at risk of harm, you are acting in a position of trust for Community Baptist Church. You will be seen as a role model and must act appropriately.

Good practice

- Treat everyone with dignity, respect and fairness, and have proper regard for individuals' interests, rights, safety and welfare
- Work in a responsible, transparent and accountable way
- Be prepared to challenge unacceptable behaviour or to be challenged
- Listen carefully to those you are supporting
- Avoid any behaviour that could be perceived as bullying, emotional abuse, harassment, physical abuse, spiritual abuse or sexual abuse (including inappropriate physical contact such as rough play and inappropriate language or gestures)
- Seek advice from someone with greater experience when necessary
- Work in an open environment – avoid private or unobserved situations
- Follow policies, procedures and guidelines and report all disclosures, concerns, allegations, and suspicions to the safeguarding co-ordinator
- Don't make inappropriate promises particularly in relation to confidentiality
- Do explain to the individual what you intend to do and don't delay taking action

Unacceptable behaviour

- Not reporting concerns or delaying reporting concerns
- Taking unnecessary risks
- Any behaviour that is or may be perceived as threatening or abusive in any way
- Passing on your personal and/or social media contact details and any contact that breaches Community Baptist Church's social media policy
- Developing inappropriate relationships
- Smoking and consuming alcohol or illegal substances
- Favouritism/exclusion – all people should be equally supported and encouraged

Breaching the Code of Conduct

If you have behaved inappropriately you will be subject to disciplinary procedures. Depending on the seriousness of the situation, you may be asked to leave Community Baptist Church. We may also make a referral to statutory agencies such as the police and/or the local authority children's or adult's social care departments or DBS. If you become aware of a breach of this code, you should escalate your concerns to the safeguarding coordinator or line manager (in the case of a paid staff member).

Declaration

I agree to abide by the expectations outlined in this document and confirm that I have read the relevant policies that assist my work with vulnerable groups.

Name:

Signature:

Date:

APPENDIX 8: Worker/Volunteer Job Descriptions

Job descriptions will be added to this appendix as required.

APPENDIX 9: Activity Risk Assessment

The church will perform an annual risk assessment for each activity using the template below.

Church / Organisation Name			
Activity		Location	
Date of Risk Assessment		Frequency	
Responsible Leader			

What are the hazards?	Who might be harmed and how?	What are you doing already?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Date Completed

APPENDIX IO: Consent Form Templates

Specific consent forms may be required for some activities. Templates will be added to this appendix when required.

APPENDIX II: Considerations In Making A Contract With An Offender

Boundaries

Here are some examples of sorts of clauses we will consider when drawing up a contract or agreement with an offender. This is not an exhaustive list and we will always take into account the particular circumstances of the individual and the church activity involved.

- I will never allow myself to be in a situation where I am alone with children, young people or vulnerable adults.
- I will attend meetings and activities as directed by the leadership.
- I will sit where directed at activities (e.g. religious meetings, social gatherings) and will not place myself near children, young people and vulnerable adults.
- I will not enter certain parts of the building designated by the leadership, nor any area where activities for children, young people and vulnerable adults are in progress.
- I will decline invitations of hospitality where there are children, young people or vulnerable adults in the home.
- I accept that "x" and "y" will sit with me during activities (e.g. religious meetings, social gatherings) and accompany me when I need to use other facilities. They will know I am a sex offender.
- I accept there are certain people who will need to be told of my circumstances in order for them to protect the children, young people or adults at risk for whom they care.
- I accept that contact will need to be made with my probation officer, who will meet with leaders as and when necessary (where appropriate).
- I accept that "z" will provide me with pastoral care.
- I understand that if I do not keep to these conditions, I may be barred from attending activities of Community Baptist Church. In such circumstances the leadership may choose to inform the statutory agencies (e.g. police, probation, Adult Services, Children's Social Services), and any other relevant organisations, as well as members of Community Baptist Church.
- I understand that any other concerns will be taken seriously and reported.
- I understand that this contract will be reviewed regularly every _____ months and will remain for an indefinite period.

Pastoral care

As well as outlining the boundaries a sex offender would be expected to keep, we will also outline the types of pastoral care and support the church can offer. For example:

'X' and 'Y' and 'Z' have agreed to provide you with pastoral care and support; as part of that undertaking, they and the leadership of Community Baptist Church agree to:

- Support you in finding suitable employment opportunity which will not bring you into contact with children or vulnerable adults.
- Support you in seeking any specialist help e.g. attendance on any Sex Offender Treatment Programmes, drug or alcohol or psychiatric rehabilitation or any counselling appointments.
- Liaise with any previous Places of Worship you have attended, with the Prison Chaplaincy Team, or any other organisation you have worked with prior to joining us.
- Work closely with any statutory authorities with responsibility for you, such as your probation officer, police public protection team or children's social services, cooperating with them in helping and supporting you.
- Where appropriate, ask for any risk assessment in order to determine how best we can meet your needs while protecting children and vulnerable adults.
- Attempt to meet any practical needs you may have, including assisting with options for accommodation.
- Support you in joining Circles of Support or any other similar programme.
- Provide pastoral care and support to anyone with whom you are living with. We recognise that partners of know sex offenders need pastoral care, and 'space' to share without judgement.
- Be there for you and will support you.