Community Baptist Church

Safeguarding Policy



Revision History

Version	Date	Summary of changes
1.0	2024	Policy first adopted, based on the Thirtyone:eight model safeguarding policy template.
2.0	September 2026	Updated to conform to the Thirtyone:eight Model Safeguarding Policy template of August 2026. Sections restructured to match the new template (Governance and Culture; Awareness and Prevention; Management of Workers; Partnership Working; Responding to Concerns; Supporting Victim-Survivors). "Safeguarding Co-ordinator" renamed "Safeguarding Lead". Governance section added describing the church's charity trustees, who share oversight of safeguarding. New subsections on Organisational Awareness, Positions of Trust, Whistleblowing / Raising a Concern, Partnership Working and Allegations of Non-Recent Sexual Abuse. England definition of an adult at risk and current legislation added. Safeguarding Statement (Appendix 1) updated to the new wording. Appendix 2 flowcharts replaced with current versions.

This policy should be read alongside:

- APPENDIX 7: Worker Code of Conduct
- APPENDIX 5: Online And Video/Photo Safety Policy
- APPENDIX 6: Good Practise Guidelines
- Thirtyone:eight Knowledge Hub and Safeguarding Helpline guidance (thirtyoneeight.org)

Contents

Revision History 2

Section 1: Church Details 5
Church Purpose 5

Section 2: Governance and Culture 6
Our Commitment 6
Governance 6

Section 3: Awareness and Prevention 8
Understanding Harm, Abuse and Neglect 8
Organisational Awareness 9
Safeguarding Training 10
Safer Recruitment 10
Managing Those Who May Pose a Risk 11

Section 4: Management of Workers 12
Practice Guidelines 12
Code of Conduct 12
Positions of Trust 13
Whistleblowing / Raising a Concern 13

Section 5: Partnership Working 15

Section 6: Responding to Concerns 16
Getting Advice and Making Referrals 17
Detailed Procedures Where There Is a Concern About a Child 18
Detailed Procedures Where There Is a Concern About an Adult at Risk 19

Section 7: Supporting Victim-Survivors 22
Supporting Those Affected by Harm and Abuse 22

Section 8: Adoption of the Policy 23

APPENDIX 1: Public Safeguarding Statement 24

APPENDIX 2: Summary Flowcharts 26
Children and Young People 26
Adults 27
Online Safety 28

APPENDIX 3: Templates To Record Concerns 29
Form 1: Volunteer Record 29
Part 2: Safeguarding Lead Record 31

APPENDIX 4: Spotting Signs of Child Abuse Or Neglect 34
What is abuse? 34
What is neglect? 34

Types and categories of child abuse 34
Signs of abuse and neglect 34
How To Respond To A Child Wishing To Disclose Abuse 35

APPENDIX 5: Online And Video/Photo Safety Policy 36
Online Safety definition: 36
Social Media Policy 37
Consent for photographic images and videos online 37
Acceptable Use Policy 37
Sanctions 38
Parent Carer Agreement 38
Child/Young Person Agreement 38

APPENDIX 6: Good Practise Guidelines 39

APPENDIX 7: Worker Code of Conduct 40
Purpose 40
The role of workers (volunteers) 40
Good practice 40
Unacceptable behaviour 40
Breaching the Code of Conduct 41
Declaration 41

APPENDIX 8: Worker/Volunteer Job Descriptions 42

APPENDIX 9: Activity Risk Assessment 43

APPENDIX 10: Consent Form Templates 44

APPENDIX 11: Considerations In Making A Contract With An Offender 45
Boundaries 45
Pastoral care 46

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@cbcb.co.uk**

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

Safeguarding Lead Name: **Pat Beattie**
Safeguarding Lead Contact Telephone / Email: **07867 918087 / pat_beattie@hotmail.co.uk**

Deputy Safeguarding Lead Name: **Jim Snowden**
Deputy Safeguarding Lead Contact Telephone / Email: **07896 301362 / jims@harmonyinformation.com**

Safeguarding Trustee Name / Contact Telephone / Email: **N/A – as a small church we do not appoint a separate Safeguarding Trustee; all the charity trustees share oversight of safeguarding, and escalation is to Thirtyone:eight (see Section 6)**

Membership of Denomination: **Independent Baptist Church**
Denomination Safeguarding Lead: **None**
Contact Details for Denomination Safeguarding Lead: **None**

Charity Number: **N/A**

Company Number: **N/A**

Regulators: **Charity Commission for England and Wales (the church is excepted from registration but remains subject to charity law)**

Insurance Company: **Access Insurance Services (policy CFW 2431976)**

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 at risk of harm.

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.

Community Baptist Church does not employ any workers. All roles are fulfilled by volunteers, and references to “workers” in this policy mean volunteers.

Section 2: Governance and Culture

Our Commitment

We are committed to providing a safe and caring place for children, young people and adults.

We know that people can experience harm, abuse and neglect.

We believe everyone should be treated fairly and with respect. We support the UN Universal Declaration of Human Rights and the International Covenant on Human Rights. These say that everyone should have equal rights and freedoms, whoever they are and whatever their circumstances.

We also support the Convention on the Rights of the Child. This says that every child should be safe, protected from harm and supported to reach their full potential.

This is why Community Baptist Church follows the safeguarding procedures in this policy, in line with law and guidance.

We are committed to working with statutory and voluntary agencies to help keep children, young people and adults safe.

The policy and its appendices are based on the ten safeguarding standards published by the independent safeguarding charity Thirtyone:eight (Our Ten standards | Thirtyone:eight).

Governance

Community Baptist Church is an independent church and a charitable organisation under UK law. As a church it is excepted from registration with the Charity Commission, but it has charity trustees as required by its Constitution: those elected as Deacons are automatically charity trustees, and they may appoint other church members as ex officio trustees. The charity trustees are responsible under law for the management and administration of the church, and together with the Pastor form the church's Leadership. The Leadership has overall responsibility for the church, helps make important decisions and makes sure the church follows the law and good practice.

The Leadership also helps create the church's culture. Culture means "the way we do things around here". It includes our values, behaviours and how people treat one another. A good culture helps keep people safe.

The charity trustees and Leadership have overall responsibility for safeguarding. As a small church we do not appoint a separate Safeguarding Trustee: all the charity trustees share oversight of safeguarding, including oversight of the work of the Safeguarding Lead and Deputy, and safeguarding is a standing item at trustees' meetings. This includes making sure:

- safeguarding is taken seriously
- people know how to report concerns
- volunteers are trained
- policies are followed
- risks are managed
- legal duties are met

- serious incidents are reported to our insurers and, where required, to the Charity Commission for England and Wales.

This Safeguarding Policy and Safeguarding Statement are designed to help create a safe environment and a positive culture where:

- leaders set a good example
- safeguarding is everyone's responsibility
- volunteers are recruited safely
- volunteers receive the training they need
- people are accountable for their actions
- volunteers follow the Code of Conduct
- the church's values are seen in everyday actions and behaviour
- people feel able to speak openly about concerns.

Section 3: Awareness and Prevention

Understanding Harm, Abuse and Neglect

Safeguarding means taking steps to prevent and respond to harm, abuse and neglect.

Anyone can experience harm or abuse. It can happen to children, young people and adults. Harm and abuse can happen in many places, including:

- at home
- in the community
- in schools, churches and other organisations
- online
- in places where people live or receive care.

Harm and abuse can be caused by:

- a family member
- a friend
- someone in a Position of Trust
- a carer
- a stranger
- another child or adult.

Everyone has the right to live free from harm, abuse and neglect. UK law gives extra protection to children and some adults who may be at greater risk of harm.

For the purposes of this policy, a child is anyone under 18 years old.

An adult at risk of harm is defined, in line with the Care Act 2014 (England), as a person aged 18 or over who:

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

We follow the UN Convention on the Rights of the Child (UNCRC). Article 19 says that children should be protected from all forms of violence, abuse, neglect and exploitation.

We also support the UN Universal Declaration of Human Rights. Article 5 states that nobody should experience cruel, inhuman or degrading treatment or punishment.

This policy follows the safeguarding laws and statutory guidance that apply in England, including:

- the Children Act 1989 and the Children Act 2004

- Working Together to Safeguard Children 2023
- the Care Act 2014 and its statutory guidance
- the Sexual Offences Act 2003 (as amended in 2022 to include Positions of Trust in faith settings)
- the Safeguarding Vulnerable Groups Act 2006
- the Equality Act 2010
- the Data Protection Act 2018 and UK GDPR.

Further information about types of harm and abuse, signs and indicators of harm and abuse, and how to respond to a disclosure can be found in APPENDIX 4: Spotting Signs of Child Abuse Or Neglect.

Organisational Awareness

We want everyone who comes into contact with Community Baptist Church to know that safeguarding is important. We will make sure people know how to get help, raise concerns and find information about safeguarding.

We will share our safeguarding message in the following ways:

- We will publish this policy on our website.
- We will display our Safeguarding Statement (Appendix 1) in a prominent place whenever the church meets.
- Safeguarding will be discussed at Leadership meetings and at church members' meetings.
- We will include safeguarding information in church notices and other communications.
- We will remind volunteers and those attending our activities how to report concerns.

Community Baptist Church will also make sure that children and adults at risk of harm know where to get help if they are worried about:

- abuse
- harm
- neglect
- bullying
- discrimination
- exploitation
- any other concern affecting their safety or wellbeing.

We believe that safeguarding information should be easy to find, easy to understand and available to everyone who needs it.

Safeguarding Training

Community Baptist Church is committed to providing safeguarding training for all volunteers. Training helps people understand their responsibilities and know what to do if they have a safeguarding concern.

We want everyone in the church to understand:

- what safeguarding is
- how to recognise signs of harm, abuse and neglect
- how to respond to concerns
- how to report concerns
- their role in keeping people safe.

All volunteers will receive safeguarding training that is appropriate for their role. New volunteers will undergo a basic safeguarding course, as part of their induction, that highlights the procedures in this policy. All volunteers will have the opportunity to attend training run by Thirtyone:eight, and will undertake refresher training at the following intervals:

- Charity Trustees and Leadership (Pastor and Deacons) **(Every 3 years)**
- Safeguarding Lead **(Every 3 years)**
- Deputy Safeguarding Lead **(Every 3 years)**
- Children's workers **(Every 3 years)**
- Volunteers who support adults at risk of harm **(Every 3 years)**
- Other volunteers **(Every 3 years)**

The Safeguarding Lead will keep records of safeguarding training and make sure people complete the training needed for their role.

Safeguarding training is an important part of creating a culture where people are aware of safeguarding issues and know how to help keep others safe.

Safer Recruitment

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

Community Baptist Church is committed to recruiting volunteers safely. We will follow government guidance and safer recruitment practices to help protect children, young people and adults at risk of harm.

Before someone starts volunteering with us, we will make sure that:

- there is a written role description or person specification for the role
- applicants complete an application form
- suitable applicants are interviewed
- safeguarding is discussed during the recruitment process

- references are obtained and checked where appropriate (written references will be obtained for external volunteers)
- a self-declaration form is completed and a Disclosure and Barring Service (DBS) check is obtained where required for the role
- qualifications are checked where these are needed for the role
- a suitable induction and training programme is provided
- any probationary period is completed successfully
- the volunteer receives a copy of Community Baptist Church's safeguarding policy and knows how to report concerns.

When carrying out criminal records checks, we will follow the DBS Code of Practice and handle information fairly, securely and lawfully.

Safer recruitment helps us make informed decisions about who volunteers in our church. It is an important part of our commitment to safeguarding.

Managing Those Who May Pose a Risk

Sometimes a person who attends an activity of Community Baptist Church may be known to have abused children, be under investigation, or be known to pose a risk to children or adults at risk of harm. When this happens, Community Baptist Church will take steps to help keep everyone safe.

The Leadership will:

- assess the risks involved
- seek advice from appropriate agencies and professionals where needed
- put appropriate safeguarding measures in place
- clearly explain any boundaries that must be followed, which the person will be expected to keep
- supervise the individual and monitor the situation to help ensure those boundaries are kept
- offer wellbeing support or pastoral care where appropriate.

Any boundaries or restrictions will be based on:

- a risk assessment
- the needs of those who may be at risk
- advice from relevant external agencies and professionals.

Our priority is to protect children and adults at risk of harm while treating all people fairly and with dignity.

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 4: Management of Workers

Practice Guidelines

As a church that works with children, young people and adults at risk of harm, we are committed to good practice. Good practice helps us:

- keep people safe
- run activities safely
- build positive relationships
- reduce the risk of harm, abuse and neglect
- reduce the risk of misunderstandings or false allegations.

We will develop specific good practice guidelines for each activity we are involved in. These guidelines explain how activities should be planned and delivered safely, and are added to this policy in APPENDIX 6: Good Practise Guidelines.

We will use risk assessments to identify and manage risks. The church will perform an annual risk assessment for each activity using the template in APPENDIX 9: Activity Risk Assessment.

We will also use consent forms when they are needed for an activity. Templates will be added to this policy when required in APPENDIX 10: Consent Form Templates.

All volunteers are expected to follow the practice guidelines that apply to their role and activities.

Good practice helps us create a safe, positive and supportive environment for everyone involved in our church.

Code of Conduct

Community Baptist Church is committed to supporting all volunteers. We will provide support, supervision and training to help people carry out their role safely and well.

All volunteers will receive a Code of Conduct. This explains the standards of behaviour expected when working with children, young people and adults at risk of harm.

The Code of Conduct helps volunteers:

- understand their responsibilities
- act safely and professionally
- maintain appropriate boundaries
- protect the people they work with
- protect themselves from misunderstandings or unfounded allegations.

All volunteers are expected to:

- follow the Code of Conduct
- act in ways that support safeguarding

- treat people with dignity and respect
- follow church policies and procedures
- seek advice if they are unsure what to do.

The Code of Conduct applies both during church activities and, where relevant, outside of those activities when a person's behaviour could affect their role, the safety of others and the reputation of the church.

Additional training and support will be provided where needed to help volunteers understand and follow the Code of Conduct.

The Code of Conduct can be found in APPENDIX 7: Worker Code of Conduct.

Positions of Trust

All adults who work with children, young people or adults at risk are in a **Position of Trust**. This means people place trust in them because of their role and responsibilities.

People in a Position of Trust have a responsibility to use their role safely and appropriately. They must always act in the best interests of the people they support.

Volunteers must:

- maintain professional boundaries
- treat people with dignity and respect
- act in a safe and appropriate way
- avoid behaviour that could be misunderstood
- never misuse their position, influence or authority.

People in Positions of Trust should be aware that the power they hold can affect the people they support. Because of this, they must take extra care in how they behave and interact with others.

Any behaviour that exploits, manipulates or harms another person is unacceptable and may result in safeguarding action being taken.

It is illegal in England for a person in a Position of Trust within a faith setting to engage in sexual activity with a 16- or 17-year-old who is under their care or supervision.

All volunteers are expected to understand the responsibilities that come with being in a Position of Trust and to act in a way that supports safeguarding at all times.

Whistleblowing / Raising a Concern

Community Baptist Church wants people to feel safe speaking up about concerns. We encourage volunteers and others to report anything that may put people at risk or go against our values.

We are committed to:

- promoting an open and honest culture
- creating a safe environment where concerns can be raised
- listening to concerns carefully

- responding fairly and appropriately
- taking concerns seriously
- protecting people who raise concerns from unfair treatment, retaliation or mistreatment.

Volunteers should report concerns if they believe:

- someone may be at risk of harm
- safeguarding procedures are not being followed
- there has been misconduct or poor practice
- behaviour is putting people or the church at risk
- something does not feel right and needs to be checked.

People who raise concerns in good faith will be supported. They will not be treated unfairly because they reported a genuine concern.

All concerns will be considered carefully and managed in line with this policy. Concerns may be raised with the Safeguarding Lead, the Deputy, the Pastor or any member of the Leadership. If a person does not feel able to raise a concern within the church, or feels that a concern has not been dealt with properly, they may contact the Thirtyone:eight Safeguarding Helpline on 0303 003 1111 (option 2), or the statutory agencies listed in Section 6, directly.

Section 5: Partnership Working

We work with a range of organisations and groups. We know that safeguarding practices may differ between organisations, so it is important that everyone understands our safeguarding expectations.

When we work in partnership with others, we will:

- discuss safeguarding arrangements
- share our safeguarding expectations
- agree how concerns will be reported and managed
- work together to help keep people safe.

Community Baptist Church does not own its own premises and does not let premises to other organisations. We meet in Birch Hill Community Centre, which is managed by others, and our activities there are run under this policy.

We expect all partner organisations to:

- take safeguarding seriously
- follow relevant safeguarding laws and guidance
- respond appropriately to concerns
- provide a safe environment for children and adults at risk of harm.

Community Baptist Church has the following regular partnership arrangements:

- **[To be completed – e.g. mission partners we support, and other churches or organisations we regularly work with.]**

Good partnership working helps us create safer environments and provide better support for children, young people and adults at risk of harm.

Section 6: Responding to Concerns

Further advice is available on the Thirtyone:eight website at Responding to concerns.

Never investigate a safeguarding concern yourself. If someone tells you about harm, abuse or neglect, your role is to listen, record the information and report it.

All safeguarding concerns must be recorded using the church's safeguarding reporting form. A copy of the form can be found in APPENDIX 3: Templates To Record Concerns.

If a volunteer receives a disclosure, allegation or concern about harm, abuse or neglect, they should report it as soon as possible to the Safeguarding Lead:

Safeguarding Lead

Name: **Pat Beattie** (hereafter the "Safeguarding Lead")
Tel: **07867 918087**
Email: **pat_beattie@hotmail.co.uk**

The Safeguarding Lead has been appointed by the Leadership to act on their behalf in managing safeguarding concerns and making referrals to the statutory authorities when needed.

Deputy Safeguarding Lead

If the Safeguarding Lead is unavailable, or if the concern involves the Safeguarding Lead, the concern should be reported to the Deputy Safeguarding Lead:

Name: **Jim Snowden** (hereafter the "Deputy")
Tel: **07896 301362**
Email: **jims@harmonyinformation.com**

If the Safeguarding Lead and the Deputy are both involved

If the concern involves both the Safeguarding Lead and the Deputy, the concern should be reported in the first instance to Thirtyone:eight (below), or directly to Children's Social Care, Adult Social Care or the police (contact details are given later in this section). Another of the charity trustees should also be informed.

Support From Thirtyone:eight

Community Baptist Church is a member of Thirtyone:eight; the Safeguarding Lead, the Deputy or other authorised volunteers may contact the Thirtyone:eight Safeguarding Helpline for advice. Telephone: **0303 003 1111 (Option 2)** (PO Box 133, Swanley, Kent, BR8 7UQ).

Recording Concerns

The volunteer should:

1. listen carefully
2. take the concern seriously
3. record the information accurately
4. complete the safeguarding reporting form (APPENDIX 3: Templates To Record Concerns, Form 1)
5. share the information with the Safeguarding Lead or the Deputy as soon as possible.

Concerns should only be shared with people who need to know. All records must be stored securely.

The Safeguarding Lead or Deputy should collate and clarify the precise details of the allegation or suspicion, and record details and any actions taken using Part 2 of the template in Appendix 3.

Getting Advice and Making Referrals

The Safeguarding Lead may need to seek advice or share information with other organisations.

Depending on the concern, this may include:

- the Pastor or another of the charity trustees
- the church's insurer
- the Charity Commission for England and Wales (serious incident reporting)
- Thirtyone:eight
- local safeguarding professionals
- statutory agencies.

The Safeguarding Lead or Deputy should pass information on to the statutory agencies that have a legal duty to investigate. This may include referrals to social care in the area the child or adult lives. For Bracknell Forest, this is:

> **Name of local authority:** Bracknell Forest Council (BFC)
>
> **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:** 101 (or 999 in an emergency)

If there is an allegation about a person who works with children, the Safeguarding Lead may need to inform the **Local Authority Designated Officer (LADO)**.

The Pastor or another of the charity trustees may need to contact the insurance company, or the Charity Commission for England and Wales, to report a serious incident.

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.

The Leadership will support the Safeguarding Lead and 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.

If the Safeguarding Lead Is Unavailable

The absence of the Safeguarding Lead or Deputy should never delay action to protect someone from harm.

If there is an immediate risk, contact the relevant statutory service, emergency service or the police without delay.

Making a Referral Yourself

Anyone can make a referral to safeguarding agencies as a citizen, or seek advice from Thirtyone:eight. However, we encourage members and volunteers of Community Baptist Church to follow this policy wherever possible.

If someone believes a concern has not been managed appropriately, or disagrees with a decision about a referral, they may contact an external agency directly. We hope by making this statement that the Leadership demonstrates its commitment to effective safeguarding and the protection of all those who are vulnerable.

The Role of the Safeguarding Lead

The Safeguarding Lead and Deputy do not investigate safeguarding concerns themselves.

Their role is to:

- gather information about the concern
- make sure concerns are recorded properly
- seek advice where needed
- share information with relevant agencies
- make referrals when appropriate
- support safe decision-making.

Statutory agencies have the legal responsibility to investigate safeguarding concerns.

Detailed Procedures Where There Is a Concern About a Child

Concerns About Physical Injury, Neglect or Emotional Abuse

If there are concerns that a child may have experienced physical injury, neglect or emotional abuse, the Safeguarding Lead or Deputy will take appropriate action.

They will:

- make sure the concern is recorded
- consider the child's immediate safety
- seek advice from the appropriate safeguarding services where needed
- make referrals when required.

If the child needs urgent medical help, emergency or medical services should be contacted straight away. Medical staff should be told about any safeguarding concerns.

The Safeguarding Lead may contact:

- **Children's Social Care (Bracknell Forest MASH)**
- Thirtyone:eight for advice.

If the concern involves a parent or carer, they should not be informed unless safeguarding professionals advise that it is safe and appropriate to do so.

For lower-level concerns, such as concerns about parenting, families should be encouraged to seek support where this does not place the child at risk. Where the parent or carer is unwilling to seek help, we may offer to accompany them; in cases of real concern, if they still fail to act, Children's Social Care will be contacted directly for advice.

If there is uncertainty about whether a referral is needed, advice should be sought from safeguarding professionals or Thirtyone:eight (who will confirm their advice in writing).

Concerns About Sexual Abuse

If there is a disclosure, allegation or concern about sexual abuse, the Safeguarding Lead or Deputy will act without delay.

They will:

- contact Children's Social Care
- contact the police, where appropriate
- seek advice from Thirtyone:eight if needed.

The child's safety and wellbeing will always be the main priority.

The Safeguarding Lead will not speak to the parent or carer, or anyone else, until they have considered whether parents or carers should be informed, and will seek advice if they are unsure.

Detailed Procedures Where There Is a Concern About an Adult at Risk

Concerns may involve:

- physical harm or abuse
- sexual harm or abuse
- organisational abuse
- financial harm or abuse
- discriminatory abuse
- neglect
- self-neglect
- exploitation
- forced marriage
- modern slavery and human trafficking
- domestic abuse

- other forms of harm.

If there are concerns about an adult at risk, the Safeguarding Lead or Deputy will take action to help protect them from harm.

If the person is in immediate danger or has been seriously injured, emergency services should be contacted on **999**.

Where possible, the adult should be involved in decisions about safeguarding concerns. Their views, wishes and consent should be considered before making a referral.

However, a referral may still be made without consent if:

- the person cannot understand the risk
- the person cannot protect themselves
- others may also be at risk
- there is a legal duty to share information.

Referrals for Adults at Risk

The Safeguarding Lead may contact:

- **Adult Social Care (Bracknell Forest Council)**, who have responsibility under the Care Act 2014 to investigate allegations of abuse
- Thirtyone:eight for advice.

The Care Act places the duty upon Adult Social Care to investigate situations of harm to adults at risk. 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 adult chooses this and has the capacity to communicate their decision. However, this is a decision for Adult Social Care, not the church.

Concerns About Spiritual Abuse

If there is a concern about spiritual abuse, the Safeguarding Lead will:

- make sure the concern is recorded
- identify appropriate support for the victim-survivor
- consider counselling, wellbeing support or pastoral support
- seek advice from Thirtyone:eight
- consider what safeguarding action may be needed.

Allegations Against Volunteers Who Work With Children

If a concern involves a volunteer who works with children or young people, the Safeguarding Lead will:

- make a referral to the **Local Authority Designated Officer (LADO)**, whose function is to handle all allegations against adults who work with children and young people
- liaise with Children's Social Care regarding the suspension of the volunteer

- share information with safeguarding agencies as required
- contact the police when appropriate
- consider whether a referral should be made to the Disclosure and Barring Service (DBS) for consideration of the person being placed on the barred list. This decision should be informed by the LADO if they are involved.

The church will cooperate fully with any safeguarding investigation.

Allegations Against Volunteers Who Work With Adults at Risk

If a concern involves a volunteer who works with adults at risk, the Safeguarding Lead will:

- liaise with Adult Social Care, including regarding the suspension of the volunteer
- follow safeguarding advice received
- consider making a referral to the DBS
- share information with the police where appropriate.

Safeguarding investigations are the responsibility of the relevant statutory agencies, not the church.

Allegations of Non-Recent Sexual Abuse

If an adult discloses non-recent sexual abuse, the Safeguarding Lead will:

- listen carefully and take the disclosure seriously
- offer support to the victim-survivor
- explain their options
- offer the opportunity to report the matter to the police.

If the person does not wish to report the abuse, information about the alleged perpetrator may still be shared where there are safeguarding concerns, but the identity of the victim-survivor should be protected wherever possible.

If the alleged perpetrator currently works with children or adults at risk, the Safeguarding Lead will contact the relevant safeguarding agencies and seek advice about further action.

Section 7: Supporting Victim-Survivors

Supporting Those Affected by Harm and Abuse

Community Baptist Church is committed to supporting people who have experienced harm, abuse or neglect, whether they are part of the church or have contact with it. We recognise that abuse can have a lasting impact on people and those around them.

We will treat all victim-survivors with:

- dignity
- respect
- compassion
- sensitivity
- fairness.

Where appropriate, we will:

- listen to people and take their concerns seriously
- provide wellbeing support or pastoral care
- help people access specialist support services
- work alongside statutory agencies
- support people through safeguarding processes where appropriate.

We understand that every person's experience is different. Support will be offered in a way that respects the person's wishes, needs and circumstances wherever possible.

Support should never replace the work of safeguarding agencies, healthcare professionals or other specialist services. However, we will do what we can to help people feel safe, supported and listened to.

The person responsible for wellbeing support or pastoral care is the Pastor:

Name: Jim Snowden
Tel: 07896 301362
Email: jims@harmonyinformation.com

Section 8: Adoption of the Policy

This policy has been approved by the Leadership of Community Baptist Church.

The policy will be reviewed every year to make sure it:

- remains up to date
- reflects current safeguarding guidance
- reflects changes in legislation
- continues to meet the needs of the church.

Review Date: 11/10/2026

Pastor

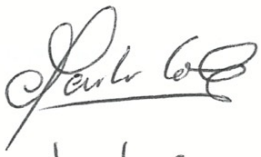
Name: JIM SNOWDEN

Signature: 

Date: 11/10/26

Deacon

Name: MARTIN COLE

Signature: 

Date: 11/10/26

A copy of this policy is also available on the church website at http://www.cbcb.co.uk/safeguarding.

APPENDIX 1: 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:

October 11th, 2026

Our Commitment

Community Baptist Church is committed to safeguarding children and adults at risk of harm and promoting their wellbeing.

We recognise that everyone has a responsibility to help prevent harm, abuse and neglect.

We respect the dignity, rights and wellbeing of every child and adult. Our policies and procedures reflect this commitment.

We believe everyone should be able to take part in the life and activities of Community Baptist Church in a safe and welcoming environment.

We are committed to recruiting volunteers safely and responsibly.

We believe that every child and adult should be:

- valued
- safe
- respected
- supported.

We want everyone who comes into contact with our church to know they can speak up if they are worried about harm, abuse or neglect.

We Are Committed To:

- following statutory and specialist safeguarding guidance
- following the procedures in our safeguarding policy
- meeting the requirements of all relevant legislation, including but not limited to the Children Act 1989 and 2004, Working Together to Safeguard Children 2023, the Care Act 2014, the Sexual Offences Act 2003 and the Equality Act 2010
- providing training and support for volunteers
- keeping up to date with national and local safeguarding developments
- making sure volunteers understand their safeguarding responsibilities
- supporting people affected by abuse.

We Recognise:

- Children's Social Care has responsibility for investigating concerns about children.
- Adult Social Care has responsibility for investigating concerns about adults at risk of harm.
- The police should be contacted if a concern may involve a criminal offence.
- Safeguarding is everyone's responsibility.

Review

We will review this safeguarding statement and our safeguarding policy every year.

Safeguarding Contacts

If you are worried about a child or an adult, contact one of the people below, who have been appointed by the charity trustees and Leadership of Community Baptist Church.

Safeguarding Lead

Name: **Pat Beattie** (hereafter the "Safeguarding Lead")
Tel: **07867 918087**
Email: **pat_beattie@hotmail.co.uk**

Deputy Safeguarding Lead

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 on behalf of the Leadership

Signed _____ (Pastor)

Signed _____ (Deacon)

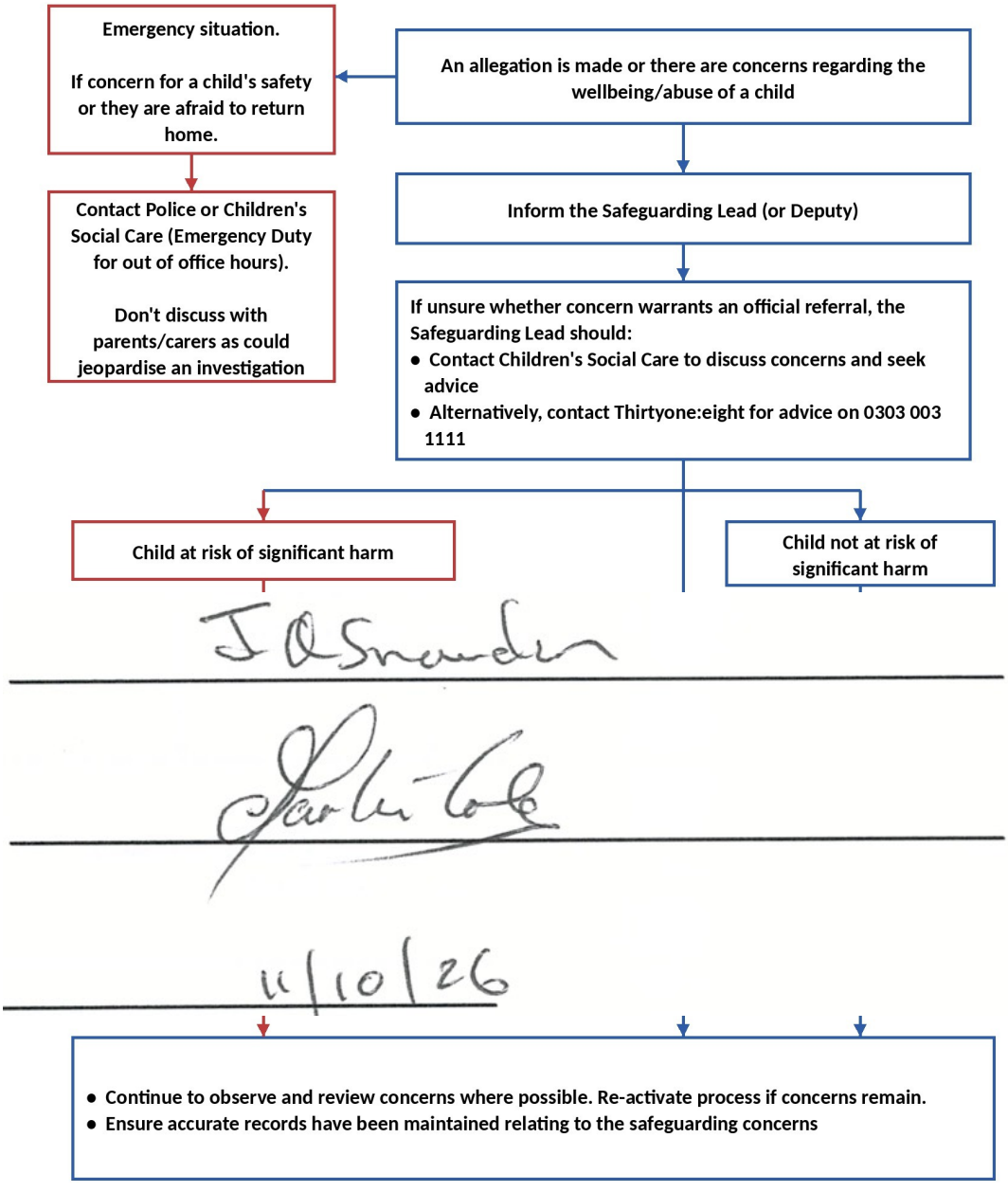
Date _____

APPENDIX 2: Summary Flowcharts

These flowcharts summarise the procedures described in Section 6: Responding to Concerns.

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.



Based on the Thirtyone:eight Flowchart for Action – Children and Young People, adapted for Community Baptist Church.

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."*

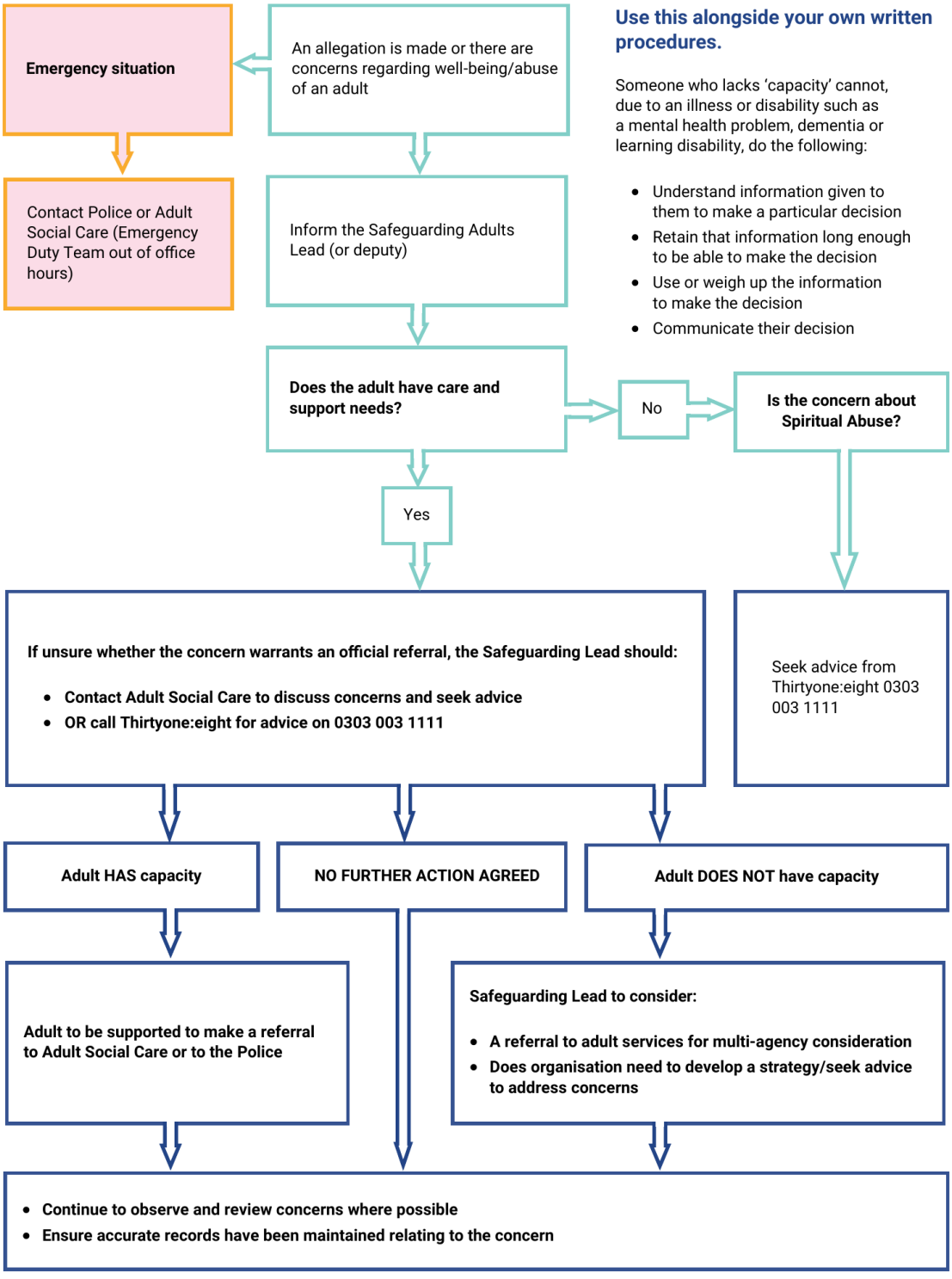
Adults

Action for Adults at risk flowchart

This flowchart gives an overview of action to be taken when concerned about the welfare of an adult at risk. Use this alongside your own written procedures.

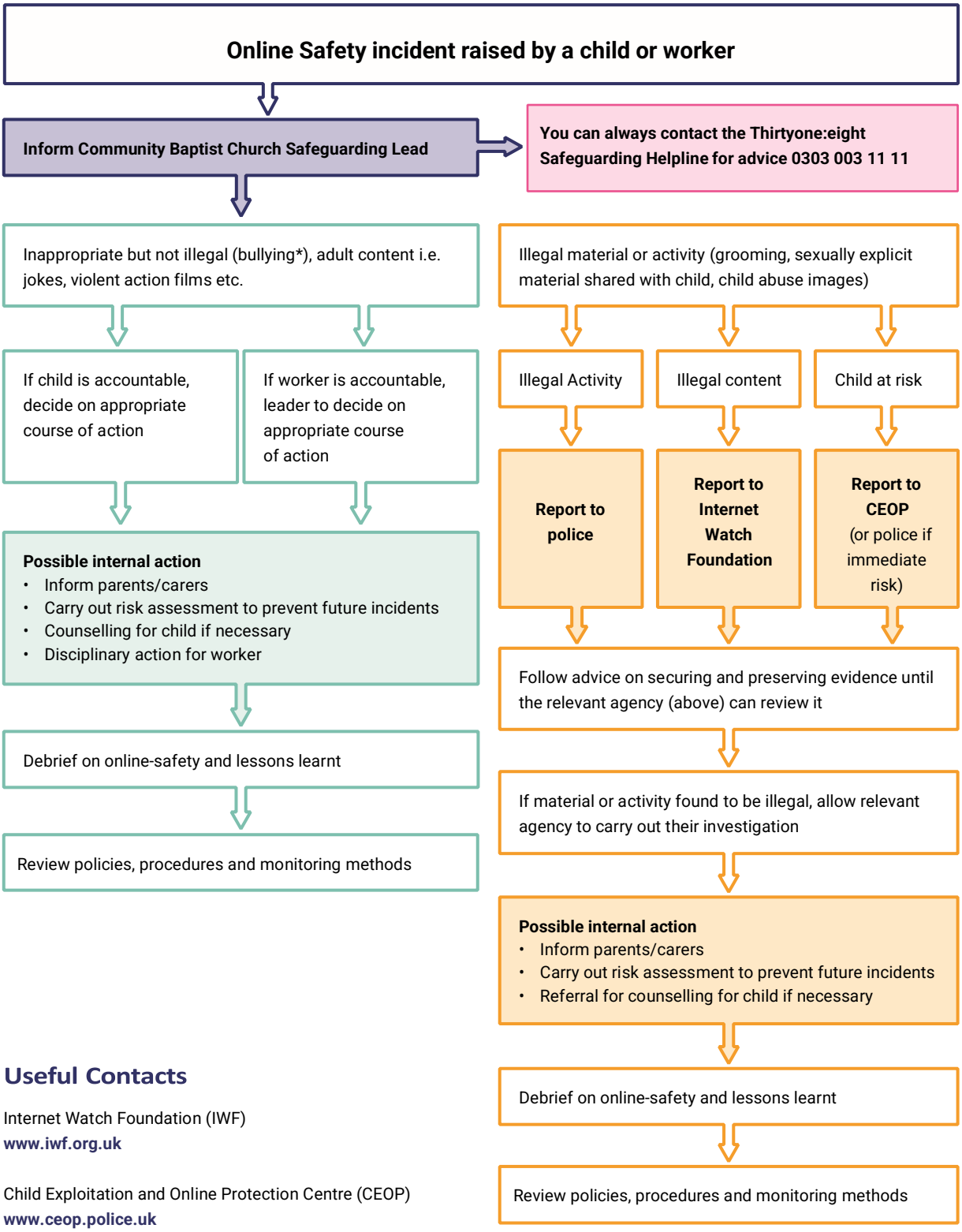
Someone who lacks 'capacity' cannot, due to an illness or disability such as a mental health problem, dementia or learning disability, do the following:

- 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



©Thirtyone:eight 2023 thirtyoneeight.org

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 Record

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

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

<table>
<tr><td>Child/Adult's name (subject of concern):</td><td>Date of birth/age:

Child/Adult:</td><td>Address:</td></tr>
<tr><td>Date & time of incident:</td><td colspan="2">Date & time
(of writing):</td></tr>
<tr><td colspan="3">Your Name (print): ..... Role/Job title:

Signature: .....</td></tr>
<tr><td colspan="3">Other members of the household[4]:</td></tr>
<tr><td>Record the following factually: Nature of concern, e.g. disclosure, change in behaviour, demeanour, appearance, injury, witnesses etc. (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.)</td><td colspan="2"></td></tr>
<tr><td>How did the concern come to light?</td><td colspan="2"></td></tr>
<tr><td>What is the child/adult saying about what has happened[4]?</td><td colspan="2"></td></tr>
<tr><td>Any other relevant information. Previous concerns etc.</td><td colspan="2"></td></tr>
<tr><td colspan="3">Date and time of discussion with Safeguarding Lead[5]: _____</td></tr>
</table>

Please pass this form to the Safeguarding Lead 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 2023 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 lead 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 lead 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 Lead*** – Your safeguarding lead 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 Lead Record

If the form is handwritten, take care it is legible.

<table>
<tr><td>Information received by Safeguarding Lead:</td><td>Date:</td><td>Time completed:</td><td>From whom:</td></tr>
<tr><td rowspan="2">Any advice sought, if applicable</td><td>Date:</td><td>Time completed:</td><td>Source of advice: name/organisation:</td></tr>
<tr><td colspan="3">Advice received:

Advice received about informing parents or in the case of adults, seeking consent/capacity[1]:</td></tr>
<tr><td>Initial Assessment of concern following advice[2]</td><td colspan="3"></td></tr>
<tr><td rowspan="5">Action taken with reasons recorded

(e.g. Referral completed, monitoring advice given to appropriate staff, CAF etc)</td><td>Date:</td><td>Time completed:</td><td>By whom:</td></tr>
<tr><td colspan="2">Referral</td><td>To whom</td></tr>
<tr><td colspan="3">Signposting to other community resources</td></tr>
<tr><td colspan="3">Pastoral Care and other support from church</td></tr>
<tr><td colspan="3">Ongoing Monitoring</td></tr>
</table>

Parent/carer informed?	**Y**	Who spoken to:	Date:	Time:	By whom:
	N	Detail reason:			
Any other relevant information					
Name of Safeguarding Lead:			Signature:		

OVERVIEW OF ACTIONS[3]:

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 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 lead.
- 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 lead 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 (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 (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 lead
- 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 lead.

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 10: Consent Form Templates

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

APPENDIX 11: 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 known sex offenders need pastoral care, and 'space' to share without judgement.
- Be there for you and will support you.