



Safeguarding children and young people

Policy Statement and procedures

Mutley Baptist Church  
Issue 10  
March 2018

## Revision History

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Issue 1	December 2003	Zoe Badmin
Issue 2	August 2005	Steve Campion/Tim Searle
Issue 3	July 2006	Steve Campion/Di Dymond
Issue 4	June 2007	Steve Campion
Issue 5	January 2009	Steve Campion
Issue 6	October 2012	Steve Campion/Toby Cadenhead
Issue 7	March 2015	Rob Dymond
Issue 8	March 2016	Rob Dymond
Issue 9	March 2017	Rob Dymond
Issue 10	March 2018	Rob Dymond

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## **Terminology**

This edition adopts the term 'safeguarding' which has a broad meaning including the element of prevention, in place of 'child protection'. The definitions of these terms are explained below.

### **Safeguarding**

*Working together to Safeguard Children (2010)* defines safeguarding in the following terms:

- Protecting children from maltreatment
- Preventing impairment or children's health or development, and
- Ensuring that children are growing up in a circumstance consistent with the provision of safe and effective care; and
- Undertaking that role so as to enable those children to have optimum life chances and to enter adulthood successfully.

### **Child protection**

*Working together to Safeguard Children (2010)* defines child protection as:

Child protection is a part of safeguarding and promoting welfare. This refers to the activity that is undertaken to protect specific children.

### **Safeguarding Team**

The safeguarding team will consist of one safeguarding trustee and two designated persons for safeguarding and the safeguarding board (who are responsible for chaperoning and mentoring any known offenders).

### **Amended policy statement**

In the revised policy statement there are six paragraphs which clearly introduce each set of procedures to be adopted by the church.

### **New areas addressed**

Appointment of new designated person

# 1. Policy Statement on Children, Young People and the Church

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The vision/purpose of Mutley Baptist Church (referred to as 'the church' in the policy statement) is: to be a church in the community, for the community. As such our watchwords are love, concern and involvement, in short, following the example of Jesus to put Christian faith into action. Our goals as a church are:

- To build a God glorifying, spirit filled, worshipping, joyful, creative, loving, serving and giving community known as Mutley Baptist Church.
- To present everybody in Plymouth with an opportunity to hear the Good News of Jesus in a way that they can understand and respond to.
- To provide opportunities and encourage members of our community into world mission, (serving at home and overseas) short and long term.

In fulfilling this vision/purpose the church:

- Has a programme of activities for children and young people
- Welcomes children and young people into the life of our community
- Make our premises available to organisations working with children and young people

The church recognises its responsibilities for the safeguarding of all children and young people under the age of 18 (regardless of gender, ethnicity or ability) as set out in The Children Act 1989 and 2004, *Safe from Harm* (HM Government 1994) and *Working Together to Safeguard Children* (HM Government 2010).

Working together to safeguard children. March 2013. A guide to inter agency working to safeguard and promote the welfare of children. A copy for reference held in the church office.

As members of this church we commit ourselves to the nurturing, protection and safeguarding of all children and young people associated with the church and will pray for them regularly. In pursuit of this we commit ourselves to the following policies and to the development of procedures to ensure their implementation.

## **Prevention and reporting of abuse**

It is the duty of each church member and each member of the wider church family to prevent the physical, sexual and emotional abuse of children and young people and the duty of all to respond to concerns about the well-being of children and young people and to report any child abuse disclosed, discovered or suspected. The church will fully co-operate with any statutory investigation into any suspected abuse linked with the church.

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

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

## 1. Policy Statement on Children, Young People and the Church

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### Respecting children and young people

The church will adopt a code of behaviour for those appointed to work with children and young people so that all children and young people will be shown the respect that is due to them.

### Safe working practices

The church is committed to providing a safe environment for activities with children and young people and will adopt ways of working with children and young people that promote their safety and well-being.

### A safe community

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

### Safeguarding Team

The church has appointed **Adrian Sutton** as the Safeguarding Trustee to:

- Oversee and monitor implementation of the policy and procedures on behalf of the church's charity trustees.

The church has appointed **Rob Dymond** and **Jo Siney** as the Designated Persons for Safeguarding to:

- Advise the church on any matters related to the safeguarding of children and young people
- Take the appropriate action when abuse is disclosed, discovered or suspected

The church has appointed a safeguarding board to chaperone and mentor any known offenders.

### Policy and procedures

A copy of the policy statement will be displayed permanently on the noticeboards in; the church foyer, reception and the church office.

Each worker with children and young people, paid or voluntary, will be given a full copy of the policy and procedures and required to follow them. A full copy of the policy and procedures will be made available to anyone on request.

The policy and procedures will be reviewed at least annually. The policy statement will be read annually at the church meeting in November/December, together with a report on the outcome of the annual review.

## **2. Safeguarding Procedures: Prevention and reporting of abuse**

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It is the duty of each church member and each member of the wider church family to prevent the physical, sexual and emotional abuse of children and young people and the duty of all to respond to concerns about the well-being of children and young people and to report any child abuse disclosed, discovered or suspected. The church will fully co-operate with any statutory investigation into any suspected abuse linked with the church.

### **Understanding abuse**

A child may suffer more than one category of abuse, as outlined below.

#### **Physical abuse**

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child.

#### **Emotional abuse**

Emotional abuse is the persistent emotional ill treatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to child that they are worthless or unloved, inadequate, or unvalued. It may feature age or developmentally inappropriate expectations being imposed on children, seeing or hearing the ill treatment of another or the exploitation or corruption of children. It may also be spiritual, if appropriate steps are not taken to ensure voluntary participation is actively encouraged in all activities.

#### **Neglect**

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of a child's health or development. Neglect may involve a parent or carer failing to provide adequate food and clothing shelter (including exclusion from home or abandonment), failing to protect a child from physical harm or danger, failure to ensure adequate supervision including the use of inadequate care-takers, or the failure to ensure access to appropriate medical care or treatment.

#### **Sexual abuse**

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities including prostitution, whether or not the child is aware of what is happening. These activities may involve physical contact, including penetrative acts or non-penetrative acts. They may include non-

contact activities involving children looking at, or participating in the production of pornographic material or watching sexual activity, or encouraging children to behave in sexually inappropriate ways.

## **2. Safeguarding Procedures: Prevention and reporting of abuse**

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### **Signs of abuse**

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

- Unexplained injuries on areas of the body not usually prone to such injuries
- An injury that has not been treated/received medical attention
- An injury for which the explanation seems inconsistent
- A child discloses behaviour that is harmful to them
- Unexplained changes in behaviour or mood (eg quiet, withdrawn or angry)
- Inappropriate sexual awareness
- Signs of neglect, such as under-nourished, untreated illness, inadequate care.

It should be recognised that this list is not exhaustive and the presence of one or more indicators is not in itself proof that abuse is actually taking place. It is also important to remember that there might be other reasons why most of the above are occurring.

### **Responding to concerns**

#### **How can children express their concerns?**

Children and young people are to be regularly informed of who the safeguarding trustee is and who the designated persons are. The people's names, pictures and contact details are to be displayed alongside the details of childline.

#### **How should adult leaders respond to concerns?**

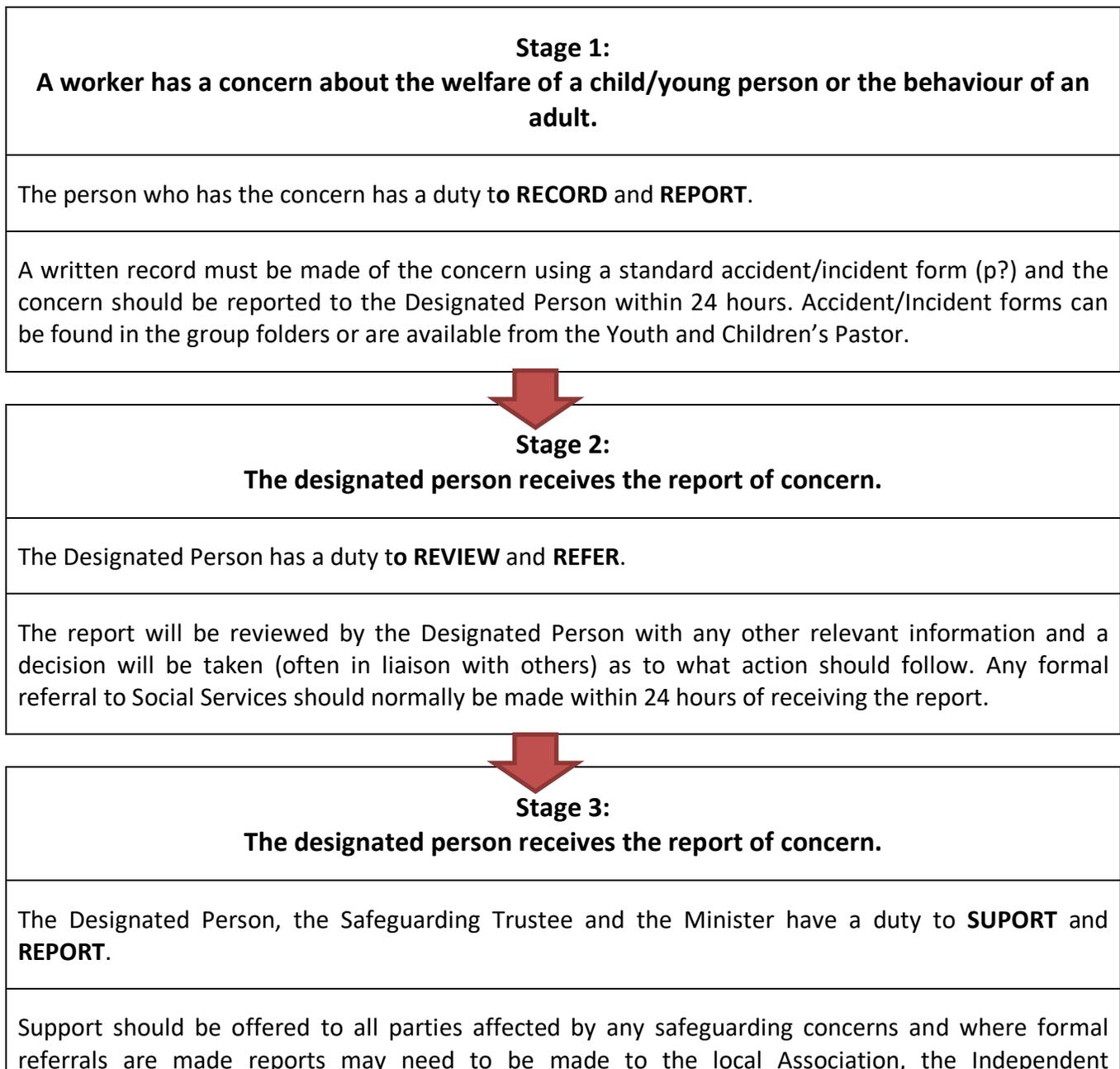
- React calmly so as not to further distress the child or young person
- Do not act alone, so find help at the most appropriate moment
- Give them time and listen carefully to their concerns. Don't dismiss their concerns
- Ask clarifying questions where necessary
- Explain what will happen next, that you will need to pass on this information to someone in the church who will be able to help further
- Never promise confidentiality
- Reassure the child or young person
- Make notes as soon as possible afterwards, writing as much as you can remember
- Follow the church's recommended procedure for responding to a concern

## 2. Safeguarding Procedures: Prevention and reporting of abuse

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### Procedure for responding to a concern

If a child is in imminent danger of harm a referral should be made to the police or social services without delay.



## 2. Safeguarding Procedures: Prevention and reporting of abuse

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### Procedure for responding to a concern Stage 1 - RECORD and REPORT

The duty of the person who receives information or who has a concern about the welfare of a child or young person is to RECORD their concerns in writing and to REPORT their concerns to the Designated Person. The report should be made within 24 hours of the concern being raised.

#### The duty to RECORD

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

The record should:

- Be legible and state the facts accurately (if hand-written notes are typed up later, the original hand-written notes should be retained)
- Include the child's full name, address, date of birth (or age if date of birth is not known)
- Include the nature of the concerns/allegation/disclosure
- Include a description of any bruising or other injuries that you may have noticed and the demeanour of the child
- Include an exact record of what the child has said, using the child's words
- Include what was said by the person to whom the concerns were reported including any questions asked
- Include any action taken as a result of the concerns
- Be signed and dated
- Be kept secure and confidential and made available only to:
  1. The Safeguarding Team (Safeguarding Trustee, Designated Persons and Minister)
  2. Representatives of other appropriate professional agencies

#### The duty to REPORT

All concerns should be reported to the Safeguarding Team without delay (within 24 hours). The report could be initially made by phone or face-to-face, but should always be followed up with a written report.

If circumstances arise and an emergency referral is made by a team member whilst members of the Safeguarding Team are unavailable, the team should be informed as soon as possible.

**If a child or young person is considered to be in imminent danger or harm, a report should be made immediately to the Police or Social Services (See page 28 for relevant numbers)**

## **2. Safeguarding Procedures: Prevention and reporting of abuse**

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### **Procedure for responding to a concern Stage 2 - REVIEW and REFER**

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

#### **The duty to REVIEW**

In reviewing the report that is received the Safeguarding Team, led by the Designated Person:

- Should take account of their own experience and expertise in assessing risk to children and young people
- Must take account of other reports that may have been received concerning the same child, family or adult
- May speak with others in the church (including the Minister) who may have relevant information and knowledge that would impact on any decision made
  - Such conversations should not delay necessary action being taken
- May consult with their Regional Minister in order to seek guidance from their association
- May seek advice from the local Social Services department or police in knowing how to respond appropriately to the concerns that have been raised

#### **The duty to REFER**

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

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

A written report of all actions taken should be retained securely by the Designated Person.

See Appendix C

**If a child or young person is considered to be in imminent danger or harm, a report should be made immediately to the Police or Social Services (See page 28 for relevant numbers)**

## **2. Safeguarding Procedures: Prevention and reporting of abuse**

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### **Procedure for responding to a concern Stage 3 - REPORT and SUPPORT**

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

#### **The duty to REPORT**

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

- Report the referral to the Safeguarding Trustee
- Report the referral to the Minister
- Report the referral to the SWBA Regional Minister
- Report the referral to the Elders

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

If an allegation is made against someone who works with children or young people the allegation should be reported to the Local Authority Designated Officer (LADO) (Safe to Grow, 2011: 13). The LADO is located within Social Services and should be alerted to all cases in which it is alleged that a person who works with children or young people has;

- Behaved in a way that has harmed, or may have harmed, a child or young person
- Possibly committed a criminal offence against a child or young person, or related to a child or young person
- Behaved towards a child or young person in a way that indicates they are unsuitable to work with children or young people

#### **Church workers (voluntary or paid)**

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

**LEGAL DUTY:** If a worker has been removed from their post or would have been removed from their post (had they not resigned or left the church) because of the risk of harm that they pose to children and young people there is a statutory duty to report the incident to the Independent Safeguarding Authority (ISA). Referral forms are available from the ISA website: [www.isa.gov.org](http://www.isa.gov.org)

#### **The duty to SUPPORT**

Once concerns, suspicions and disclosures of abuse have been addressed, the church continues to have a responsibility to support the; child/young person, other family members, church worker, safeguarding team, minister and leadership team.

### **3. Safeguarding Procedures: Safe recruitment, support and supervision**

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

#### **Guidelines for the appointment of Youth and Children's Leaders (18 and over) and Helpers (under 18)**

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

- A written role description for each post given to anyone interested
- All perspective volunteers should complete an application form, signing a declaration that there is no reason why they should not be working with children and young people
- Perspective volunteers to be interviewed, face to face.
- Two references taken up (at least one should be from outside the church)
- Apply for a DBS
- If the above process is followed and the candidate is suitable, the new leader is appointed for a probationary period of 3 months, after which they meet again with a member of the church leadership team.
- Induction (page 14) to be given to leader completed and returned to Youth and Children's Pastor.

Administration of this process will be overseen by the Youth and Children's Pastor, but may be carried out by others. A check list (page 15) is to be completed for every youth and children's leader and helper.

Until this procedure is complete, workers must be supervised.

All leaders and helpers should have a calling to work with children and young people, which should be recognised by the church leadership and have the agreement of the existing leaders and helpers.

### 3. Safeguarding Procedures: Safe recruitment, support and supervision

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#### Young leaders

Young leaders are hugely valued, and these leadership opportunities have exceptional potential for the personal growth of the young person. However, in law, young leaders under the age of 18 are children and cannot be treated as adult members of a team. However, neither should they be managed in the same way as the children and young people with whom they are working.

- Training and mentoring will be given to ensure that the young leader is helped to develop and hone skills, attitudes and experience.
- A young leader must be closely supervised by an adult leader at all times, and never given sole responsibility for a group of children.
- The permission of parents or carers needs to be sought for the young leader just as you would for any other young person under 18 years of age.
- If the young leader accompanies a group on a residential activity they should have separate sleeping accommodation to both the adult leadership team and the children they are working with.
- Young leaders should not be given leadership responsibility for a group immediately below their own age. There should be a gap of at least three years between any leader and group member.

**Table 1: Safe recruitment, support and supervision of young leaders**

	Increased leadership responsibility in a group in which they are a member	Part of a peer led group and emerge as a leader within it	Appointed to work in a regulated activity with children and young people in a group to which they do not belong
Safeguarding recruitment procedures followed	No	No	Yes
Enhanced DBS required	No	No	Yes
Adult supervision required	Yes	Yes	Yes

### 3. Safeguarding Procedures: Safe recruitment, support and supervision



Name: _____
Group: _____
Date started: _____

#### Youth and Children’s Leader Induction Form

As a leader in the youth and children’s work you will have the opportunity to receive training and support throughout the time you are involved. Before you begin serving in this capacity, we ask that you complete the induction form below. A child protection training course will be run within your first year and we ask that you would attend this. We are here to help you serve and to protect everyone involved in the youth and children’s work.

Many thanks, The Safeguarding Team

Area	How you can access	Completed (sign)	Date
Read Job Description	Youth/Church Office		
Complete application form (including references)	Youth/Church Office		
Introductory meeting/interview with Youth and Children’s Pastor	Youth & Children’s Pastor /Church Office		
Complete a DBS check	Church Office		
<b>Read Child Protection Policy &amp; sign off when you understand the following:</b>	Church Office		
Know who the safeguarding team is	Child Protection Policy		
Know what the church procedures for preventing and reporting abuse are	Child Protection Policy		
Know what the code of behavior is	Child Protection Policy		
Know the safe working practices	Child Protection Policy		
I understand the Child Protection Policy and agree to work within all safeguarding policies and procedures	Child Protection Policy		
Read the Leaders Pack	Youth Office		

Signed when completed \_\_\_\_\_ (Youth / Children’s work leader)

Signed when completed \_\_\_\_\_ (Youth and Children’s Pastor)

### 3. Safeguarding Procedures: Safe recruitment, support and supervision

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<b>Checklist for appointing volunteers</b>		
Post:		
Name of candidate:		
	By whom	Date
Given copy of role description		
Received signed application form		
References requested		
Interview	1.	
	2.	
Reference 1 received		
Reference 2 received		
DBS Enhanced Disclosure applied for		
DBS Enhanced Disclosure received		
Induction form complete		
Probationary period complete		

## 4. Safeguarding Procedures: Respecting children and young people

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The church will adopt a code of behaviour for those appointed to work with children and young people so that all children and young people will be shown the respect that is due to them.

### Code of behaviour

#### 1. General

- Treat all children and young people with respect and dignity
- Use appropriate language and tone of voice. Be aware of your own body language and the effect you are having on the individual child or young person.
- Listen well to all children and young people.
- Do not engage in any of the following:
  - Invading the privacy of children or young people when they are using the toilet or showering.
  - Rough games involving physical contact between a leader and a child
  - Sexually provocative games
  - Making sexually suggestive comments about or to a child or young person, even in 'fun'
  - Scapegoating, belittling, ridiculing, or rejecting a child.
- When it is necessary to control and discipline children, this should be done without using physical punishment.
- Make sure another adult is present if, for example, a young child has soiled their underclothes and needs to be thoroughly washed. If possible, the child's own parent or carer should be called in to carry out such a task.
- Do not respond to or encourage excessive attention-seeking that is overtly sexual or physical in nature.
- Workers should not normally plan to be alone with children or young people.

## 4. Safeguarding Procedures: Respecting children and young people

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### Code of behaviour (cont.)

#### 2. Avoiding being alone with children and young people

All workers should plan their work in such a way that they will not normally be alone with children or young people, where their activity cannot be seen by others. This will mean:

- Action should be taken to ensure that one worker is never left alone with a child or young person on church premises.
- Two adults are required to facilitate children or young people in any one room at any time.

#### Unplanned occasions when a worker is alone with children or young people

There may be situations where, despite careful planning, a worker finds themselves in sole charge of children or young people. In these situations a worker should:

- Assess the risks involved in sending the child or young person home against the risks and vulnerability of being left alone with them.
- If possible, immediately phone a member of the safeguarding team to report the situation. If they are not available, phone a member of the group's leadership team.
- Make a written report (on the accident and incident report form) immediately after the event and give a copy to a member of the safeguarding team.

There may be situations where, a child or young person asks to speak to a worker on their own. In these situations a worker should:

- If the worker believes this action would place them in a vulnerable position, they should insist that another worker be present.
- If this is not possible, the conversation should be held in full view of other adults (in a quiet corner of a room in use, or in an adjacent room with the doors open).
- Another team member should be made fully aware of the unfolding situation.
- A time limit should be agreed and stuck to. A follow up appointment could be arranged if necessary.
- A worker should not invite a child or young person to their home alone, nor go to the child or young person's home if they are alone.

These conversations are often vital and should not be ignored. Workers should respond to the need of the child or young person in a safe and appropriate manner.

## 4. Safeguarding Procedures: Respecting children and young people

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### Code of behaviour (cont.)

#### Working one to one

One to one work with young people (11 - 18 years) is recognised as a necessary part of youth work provision. It may arise out of on-going support and advice, mentoring, crises or discipleship. The following points provide guidelines to safeguarding both the worker and the young person

- **Recognition:** Anyone working one to one should be a recognised youth leader within the church. Specific permission for working one to one is required from the youth pastor.
- **Accountability:** The worker should keep a log sheet of when they met, where they met, the essence of the conversation and any advice that was given. Young people should be made aware that these notes exist and they are free to view them at any time.
- **Supervision:** Workers engaging in one to one work should be supervised.
- **Maintaining distance:** Workers need to maintain a professional distance, and not be at the beck and call of the individual young person. Workers need to have adequate knowledge of where to refer a young person, if necessary. It is the worker's responsibility to know what to do with the information given to them and when to involve other agencies.
- **Confidentiality:** Appropriate confidentiality is necessary. However, workers must understand that if they believe the young person they are talking to, or other young people, are at risk of harm then they have a responsibility to pass that information on. Great care should therefore be taken before promising confidentiality. It is vital the young person knows the boundaries of confidentiality.

**Confidentiality Statement** *(This statement applies to anyone under the age of 18)*

*Because of the value we place on you as a person, as youth and children's leaders we will not gossip or spread personal information you tell us amongst ourselves, other young people, the wider church or anyone outside the church family. Equally, because you are valuable, if to not inform an appropriate person of a situation you have shared with us, will in our honest opinion, bring further harm to you or others; we will do so quietly and discreetly.*

- **Venue:** Any contact with young people should be in a public place, at an appropriate time and in view of another adult. For example you could meet with a young person in a one to one situation;
  - at the end of a youth group event whilst others are clearing up
  - during a youth group session, in a side room with the door open and others knowing that the meeting is taking place
  - at a coffee shop after school.
- **Resources**
  - Rise up is a mentoring scheme run by Urban Saints and SWYM. This is considered to be a safe route for youth workers to engage in a one to one mentoring relationship with young people.

- Can We Have a Chat? Working safely with young people one to one, John Langford, Grove Publications, 2006

## **4. Safeguarding Procedures: Respecting children and young people**

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### **Code of behaviour (cont.)**

#### **Offering transport to children and young people**

Vulnerable situations can be created when workers offer lifts to children and young people. Some practices can be adopted to mitigate the risks involved:

- Whenever possible two adults should be present in a car with children and young people.
- Parents should give permission for their child to be given transport.
- Workers should avoid giving regular lifts to children or young people on their own.
- If the same group of children is regularly given a lift, consideration should be given to picking them up or dropping them off in a different order each week.
- If a child young person is travelling alone in the car with a worker, the child or young person should be asked to sit in the back seat of the car.
- Workers should not spend unnecessary time alone in a vehicle with a child or young person.
- Workers should avoid being alone in a car with a child or young person who is particularly vulnerable; for example, crush on a leader, or behavior is difficult to manage.

### **3. Guidelines for appropriate physical contact with children and young people**

It is hard to conceive how you can be a nurturing, caring worker with children and young people without some physical contact happening at least occasionally. It could even be thought of as abusive not to respond with touch in extreme circumstances. However, we must be conscious that what to most is an innocent touch may have another, more sinister meaning for children who have experienced abuse. Considering the following in any given situation;

- For whose benefit is this taking place?
  - Is it for the sake of the child or young person or is it for your own benefit?
- If no-one else is present it is always advisable to avoid physical contact.
- Use physical contact in a way that conveys appropriate concern but in a way that is least likely to be misconstrued. For example, an arm around the shoulder standing by the side of a child or young person may be more appropriate than a full 'hug'.
- Remember that not all express friendship or affection in the same way.
- If you find that the child or young person is cringing or responding in a negative way to being touched, then stop immediately and find an alternative, non-tactile way to convey concern.
- Workers should be prepared to be accountable to fellow workers for their use of touch and physical contact and should listen to the concerns of others if it is felt that boundaries are being crossed.

## 4. Safeguarding Procedures: Respecting children and young people

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### Code of behaviour (cont.)

#### 4. Abuse of trust

Relationships between children or young people and their leaders take many different forms, but all of them can be described as 'relationships of trust'. The leader is someone in whom the child or young person has placed a degree of trust. The trust may be because the leader has an educational role, is a provider of leisure activities, or even is a significant adult friend.

In every case, however, that relationship is not one of equal partners and there is the potential for the trust to be abused by the leader, who is in a position of power over the child or young person.

It is always wrong for a leader to enter into a sexual relationship with a young person.

It is also not acceptable for a leader to form a romantic relationship with a young person with whom they have a relationship of trust. Such a romantic relationship (even if consensual) would not be a relationship of equal partners - the leader is always in a position of power over the young person and exploitation is almost inevitable, even if unintentional.

#### 5. Electronic communication

Social networking and communication technology is a huge part of our world and culture and we as youth leaders need to be wise in how we use it. There are amazing positives to Facebook, email etc. and some serious negatives as well. Here are some guidelines for how to use social networking and technology so that you and the young person are safe.

- We are trying to create **authentic** not virtual community. If technology is used to facilitate authentic community then it's good (i.e. arranging meeting up) if it's used to replace authentic community (i.e. pastoral conversations over technology) then it can be dangerous, and is not recommended.
- Create relationships of **interdependence** not dependence. Youth leaders (and all church members) shouldn't be a 24/7 support line for young people. There are other supportive relationships in their lives that we should be pointing them towards (Parent/carers, friends, God, school). Being there for young people through technology all the time can create an unhealthy relationship of dependence.
- Always make sure the communication is **recordable and public**. If a conversation can be seen by others or is recorded (i.e. saved e-mails, Facebook wall) then this is the safest way to communicate through technology. Hidden communication (instant chat, Facebook "pokes", Skype) are not safe ways to communicate with young people.

- Mobile phones should be used for informational purpose not pastoral purposes. Text language and text conversations should be avoided and photo's/videos should only be used by someone appointed by youth pastor or team leader.
- Sexting: If an illicit, explicit, illegal image or video is shared with a leader it must be reported to the safeguarding team and reported to CEOP, the Child Exploitation and Online Protection Centre. CEOP are the national policing lead for online child sexual exploitation.
- Specific guidance for youth leaders (and all Church Members) is provided in Appendix B of this document.

## 5. Safeguarding Procedures: Safe working practices

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The church is committed to providing a safe environment for activities with children and young people and will adopt ways of working with children and young people that promote their safety and well-being.

We are not trying to create the illusion of a risk-free world for children and young people. Indeed that would be unhealthy for children's development. Some degree of risk in life is unavoidable. Part of a child's development is in learning to live in a world that can sometimes be threatening and harmful. However, we should seek to minimize the occasions for unnecessary risk. The law does not expect us to eliminate all risk, but under our duty of care churches are required to protect people as far as is 'reasonably practicable'.

### 1. Parental Consent

- Anyone attending weekly groups should have completed a general consent form.
- Consent forms should be completed annually.
- Additional consent forms are required for; Any overnight or overseas activity/activities outside of Plymouth or outside of normal hours

### 2. Health and Safety

The church has adopted a health and safety policy. This is located in the church office.

### 3. Risk assessments

- A general risk assessment should be completed for each youth and children's group and reviewed termly
- Separate risk assessments are required for; trips out, holidays and activities not covered under the general risk assessment

## 5. Safeguarding Procedures: Safe working practices

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### 4. Ratios

An important aspect of any risk assessment is ensuring that you have a suitable ratio of staff to children and young people. The following minimum recommendations do not take into account; special needs, behavioural issues or disabilities that may be present within the group.

Age Range	Recommended minimum ratio for INDOOR activities	Recommended minimum ratio for OUTDOOR activities
0 – 2 years	1:3 (minimum 2)	1:3 (minimum 2)
3 years	1:4 (minimum 2)	1:4 (minimum 2)
4 – 7 years	1:8 (minimum 2)	1:6 (minimum 2)
8 – 12 years	2 adults for up to 20 children (preferably one of each gender) with an extra adult for every 10 additional children	2 adults for up to 15 children (preferably one of each gender) with an extra adult for every 10 additional children
13 years and over	2 adults for up to 20 children (preferably one of each gender) with an extra adult for every 10 additional children	2 adults for up to 20 children (preferably one of each gender) with an extra adult for every 10 additional children

### What happens when ratios fall below the required level?

#### The one-off situation

- Determine whether it is safe to continue with the planned programme
- Are there ways of working that would reduce the risks?
- If this is a week when additional staff were required because of the nature of the planned activities should the activities be changed?
- If children's and young people's safety is being put at unacceptable risk then the event should be cancelled
- Write a report detailing:
  - The circumstances that led to the reduced staffing levels the actions that were taken to reduce the risk to the children and young people.
  - Give a copy of the report to the Designated Person for Safeguarding.

#### The on-going situation

- Are there ways of adapting the programme that would reduce the level of risk?
- Could the group meet at the same time as another group so that in the event of an emergency additional staff cover is available on the premises?
- Could a cap be placed on the number of children or young people attending the group to keep the ratio within manageable limits?

Any decision to run a group with staff ratios that are below the recommended level should be taken by the charity trustees of the church. In no circumstances should the trustees plan to continue running a group where only one adult will be present with children and young people.

## **5. Safeguarding Procedures: Safe working practices**

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### **5. Transporting Children and young people**

Note, this section should be read in conjunction with the code of behaviour (p17-23) for transporting children and young people.

#### **When children are transported in cars or self-drive mini-bus**

- Written permission from the parent/carer should be obtained.
- The driver should understand and agree to the church's code of behaviour when transporting children or young people.
- The driver should have fully comprehensive insurance which covers voluntary work (or in the case of a paid youth worker or children's worker, insurance that covers them for transporting others in the course of their employment).
- Seat belts should always be worn and the proper child seats and child restraints should be used for young children in accordance with the law
- If a volunteer driver who has not been appointed as a children's or young people's worker is used to transport children and young people on church activities, the driver should be appointed following the procedures outlined under the church's Safeguarding Children Policy.

Churches should not use people as drivers for children and young people when their criminal record shows a record of driving offences that suggests that the person may not be a safe driver.

### **6. Outings and Overnight events**

For all events when children and young people are taken off the church premises:

- A specific Risk assessment should be carried out, including an assessment of the appropriate ratio of adults to children.
- Separate parental consent should be gained.
- Parents should be informed in writing of the arrangements.
- The children and young people should be divided into groups, each with a responsible adult, even if the whole group is to remain together.
- Males and females should sleep separately
- If it is a mixed group of both boys and girls, there must be a mix of male and female adult workers
- Come to a measured judgement based on the circumstances of the group you are taking away as to whether it is wise for adults to share sleeping accommodation with children or young people. If adults share sleeping accommodation with children and young people, children and

young people should always be able to dress and undress separately from adults. An adult should never sleep alone in a room with children or young people.

## 5. Safeguarding Procedures: Safe working practices

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The following checklist will help to identify a number of important issues that should be considered for the safety and well-being of the children and young people when planning residential events:

- At least one of the workers/leaders should be responsible for First Aid and should hold an appropriate, valid certificate
- The person responsible for catering should hold a Basic Food Hygiene Certificate
- Check the insurance cover of any building in which you will be sleeping. There may be a limit on numbers it accommodates. If you exceed these, insurance can be invalid.
- Check the building and know where water, electricity and gas can be turned off.
- Fire safety
  - Know the fire drill for the building, and make sure you have a fire drill as soon as possible after entering the premises.
  - Know where the fire extinguishers are.
  - A Location Specific Plan should be displayed alongside the Fire Notice in each room.
  - Church halls and rooms used for sleeping larger numbers of people must have two means of exit.
- Know where the nearest hospital and doctor are. It is good practice to make contact with a local doctor prior to the event.
- It is a good idea to notify the local police. This applies if you are sleeping in any building, even if only for one night, and even if it is your own church. Also it is helpful to inform the fire brigade.
- Residential activities must have safety rules for the children and young people
- Make sure the children have correct clothing for whatever activity they are taking part in.
- Where outdoor activities are concerned, either leaders should have the appropriate qualification, or if the activity is being provided by an outside organisation, then you should check that this organisation is registered with the Adventure Activities Licensing Authority and has appropriate insurance.

## 7. All age community

- If, at any time the church has a known offender attending, a contract is drawn up and the conditions of the offender's contract are strictly enforced and adhered to.

### Before and after church services

- All children under the age of 8 should be dropped off at their groups and collected after the service.

- All children and young people remain in the care of their parent/carer until the group starts and are returned to their care at the end of the group. Group leaders duty of care does not extend into coffee time, aside from the duty of care adopted by every church member.
- Children under the age of 8 must be accompanied by a parent/carer (or another adult identified by the parent/carer) when not part of an organised children's group.

## **5. Safeguarding Procedures: Safe working practices**

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### **Family or all-age services and social events that are open to the whole church family**

- The church does not take responsibility for the care of children and young people who attend all-age services or social events (unless specific permission has been organised). All children and young people are deemed to be in the care of their parents/carers or an adult to whom the parent/carer has entrusted their child.
- If a child under the age of 8 arrive at church unaccompanied.
  - a. Their parents are called.
  - b. Code of behaviour for 'Unplanned occasions when a worker is alone with children or young people' followed.
  - c. The church understands its duty of care and will act under the guidance of the safeguarding team.

### **Rehearsals for productions that might include children, young people and adults**

- Named people are responsible for the care and welfare of children and young people during the rehearsals and production
- These people will be appointed under the procedures laid down under the church's Safeguarding Children Policy and will be fully conversant with the church's policy and procedures
- At least two of these named people will be present whenever children and young people are involved in rehearsals and for the production itself
- These named people will be responsible for ensuring the welfare of children and young people and in particular will be vigilant to ensure that all interaction between adults and children is appropriate and does not pose a risk of harm to children and young people.

## 5. Safeguarding Procedures: Safe working practices

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### 8. Photography

It is not illegal to take photographs of children. However when taking photographs or video footage we must comply with the Data Protection Act 1998. As a Church, we need to be responsible without being over-restrictive. We believe that the following policy will achieve such a common-sense balance.

#### Taking photos

- Signed consent must be obtained from parents/carers for photographs to be taken at church activities. The consent form should clarify where those photographs are likely to be used (display board, website, press etc).
- Photographing children and young people should be conducted with sensitivity and courtesy. Consent of the child or young person is just as important as parental permission.

#### Storage and Use of Photo's.

- Photographic material should be stored safely.
- Leaders must not store images of children and young people on their mobile phones.
- Copies must not be distributed to other individuals without parental permission.
- Any material displayed or sent to the press must not give any personal identification.
- Images of children or young people must not be placed on any website without;
  1. Written, parental/carer permission has been obtained, specifically for that photograph to be used.
  2. The youth and children's pastor's approval

### 9. Other user groups

- To hire the building to work with children or young people, an organisation is required to produce a copy of their safeguarding children policy and accompanying procedures.
- 'One-off' private hirers are not expected to have a safeguarding policy, but they would still need to show due care and attention.

## 6. Safeguarding Procedures: A safe community

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

### **Bullying**

In order to prevent bullying the following procedures have been adopted:

- The children and young people themselves should be involved in agreeing a code of behaviour which makes it clear that bullying is unacceptable.
- A poster will be displayed informing children and young people who they can talk to if they are being bullied inside or outside the group.
- All allegations of bullying are recorded and reported to the Safeguarding Team.
  - Details will be checked carefully before action is taken.
- The parents of the bully and of the bullied will be informed.
- The church is committed to work sensitively with both the bully and the bullied.

### **Known offenders**

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

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

**The contract is written by the Safeguarding Team, Senior Pastor and Youth and Children's Pastor. This process will include working with the South West Baptist Association, Baptist Union and Probation Service.**

Attendance at church is wholly dependent on the individual's willingness to abide by the contract and on-going commitment to the process. If the contract is broken, sanctions will be enforced.

**For more information see appendix A**

### **And finally!**

It is impossible in a policy such as this to cover every scenario and 'what if'. Further guidance will be taken by the Safeguarding Team from Safe to grow (BU guidelines on Safeguarding), this is available from Designated Person or Safeguarding Trustee for anyone to read if they so desire.

The Safeguarding Team will take further advice and guidance from the BUGB (Baptist Union Great Britain), and other agencies if and when necessary.

## Useful resources and contacts

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### Children's Social Care Plymouth

- Multi-Agency Hub  
01752 305200

### National emergency helplines

- NSPCC Child Protection helpline (free 24 hour service)  
0808 800 5000
- Childline (free 24 hour helpline for children)  
0800 1111

### Vetting and Barring Scheme contacts

- Criminal Records Bureau  
0870 9090 811 / [www.gov.uk/government/organisations/disclosure-and-barring-service](http://www.gov.uk/government/organisations/disclosure-and-barring-service)
- Churches' Agency for Safeguarding  
020 7467 5216 / [www.churchsafe.org.uk](http://www.churchsafe.org.uk)

### General safeguarding advice and guidance

- Churches Child Protection Advisory Service (CCPAS)  
0845 120 4550 / [www.ccpas.co.uk](http://www.ccpas.co.uk)  
CCPAS has a range of resources and publications available for download and purchase.
- Kidscape  
020 7730 3300 / [www.kidscape.org.uk](http://www.kidscape.org.uk)  
Kidscape works to provide individuals and organisations with practical skills and resources to keep children safe from harm. - Parents helpline 08451 205204
- NSPCC  
020 7825 2500 / [www.nspcc.org.uk](http://www.nspcc.org.uk)  
The NSPCC offers advice and a range of resources to safeguard children and young people.
- Safe to Grow  
[www.safetogrow.org.uk](http://www.safetogrow.org.uk).  
The website includes updates on safeguarding procedure and practice.
- Sanctuary  
0844 357 6573 / [www.ccpas.org.uk/sanctuary/index.html](http://www.ccpas.org.uk/sanctuary/index.html)  
Sanctuary was an independent charity which is now a project of CCPAS and exists to help churches safely to support sexual offenders.

## Appendix A

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

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

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

In determining the details of the contract:

- There will be a discussion about who should be informed of the nature of the offence and the details of the contract
  - The rights of the offender to re-build their lives without everyone knowing the details of their past offence should be balanced against the need to protect children and young people
  - The Safeguarding Trustee, the Designated Person for Safeguarding and the Pastor should always be informed
- The Designated Person or the Safeguarding Trustee should determine whether the person is subject to supervision or is on the Sex Offenders' Register
  - if so, the Designated Person or the Safeguarding Trustee should make contact with the offender's specialist probation officer (SPO) who will inform the church of any relevant information or restrictions that the church should be aware of
- The Designated Person or the Safeguarding Trustee should inform and take advice from the Regional Minister in the local Baptist Association.

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

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

The contract should be monitored and enforced. Those who offend against children and young people can often be manipulative. If the contract is broken certain sanctions should be considered.

## Appendix B

### Guidance for Youth Leaders (and all church members) using Social Media

This guideline recognises that social media is a very popular form of communication with young people.

**All contact must be by visible communication**, this removes the possibility of any misunderstanding and provides accountability, as best as possible within the confines of the various devices used.

No pastoral support should occur via e-mail or social media. Youth leaders can inform the young person that they can meet up in an open area e.g. coffee shop. The Youth Pastor must be made aware of any such meeting.

If youth leaders are required to email young people individually, the Youth Pastor should be copied into the e-mail. The Youth Pastor should copy in one of the other youth leaders. Do not delete e-mails.

**The following forms of social media are not to be used as a form of communication between youth and leaders.**

#### **Snap Chat; Instagram; WhatsApp**

Facebook is acceptable as it is a visible form of social media but should only be used within the following guidelines:

- Youth Leaders (and all church members) can if they wish accept young people as friends, but they do not have to.
- Youth Leaders can only be friends with young people in their group.
- Youth Leaders (and all church members) cannot ask young people to be their friends.
- If they are unsure about the request they should discuss this with the Youth Pastor/Team Leader.
- If leaders (and all church members) have young people as friends, they should ensure that their posts are respectable and that the language used is appropriate.
- If leaders (and all church members) have young people as their friends, they will need to ensure that their settings are secure, not open to the public or “friends of friends”.
- Leaders (and all church members) should check with the Youth Pastor/Team Leader prior to posting any pictures of young people on their personal pages.
- Sexting: If a leader or church member becomes aware or is informed by a child that the child has received illicit, explicit, illegal images on their phone or other device on no account must the leader or church member ask the child to forward the image to them. This will implicate the leader or church member; the receipt of child pornography/illicit images is a prosecutable offence. Also if the child does forwards the image they will be committing a criminal offence. The incident must be reported to the safeguarding team and reported to CEOP, the Child Exploitation and Online Protection Centre. CEOP are the national policing lead for online child sexual exploitation. The child's device that contains the images should be passed directly to the authorities, no attempt to copy or forward the material should be made

It is recognised that there are leaders (or church members) who have been part of the youth groups in the past and now are in a leadership role. They still may have contact with their friends on different forms of social media. Again, we ask that all posts are respectable.

All communication should be of a nature that could be shared with another leader and is recordable: e.g. Facebook. If there are any concerns, they should be shared with another leader.

Appendix C

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

