

PRIORY BAPTIST CHURCH

Safeguarding Children, Young People and Vulnerable Adults Policy and Procedures

A set of policies and procedures for ensuring a safe environment for children young people and vulnerable adults within the care of our church, in response to the Children's Act 1989

FOR THE PURPOSE OF THIS DOCUMENT THE TERM 'CHILDREN'
REFERS TO ANYONE UNDER THE AGE OF 18 YEARS

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POLICY STATEMENT ON SAFEGUARDING CHILDREN AND VULNERABLE ADULTS

IN PRIORY BAPTIST CHURCH

[Referred to as 'the children' in the Policy Statement]

We are an estate church with a growing congregation. We hold children's activities every Sunday as part of our programme. This includes All Age Services and JAM, Jesus And Me, for ages up to 16 years old. In term time we hold Parent and Toddlers, Girls' Brigade and Priory Pilots for boys. We have pre-school children attending both of our community meetings on Wednesdays and Fridays. We also hold Messy Church for families around six times a year. Our vision is to make our church a safe environment for all that use it. In fulfilling this vision we welcome children into the life of our community and also make our premises available to organisations working with children.

The church recognises its responsibilities for the safeguarding of all 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].

As members of this church we commit ourselves to the nurturing, protection and safekeeping of all associated with the church and will pray for them regularly.

In pursuit of this we commit ourselves to 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 to prevent the physical, sexual and emotional abuse of children, and the duty of each church member to respond to concerns about the well-being of children and to report any 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, whether paid or volunteer. All workers will be provided with the appropriate training, support and supervision to promote the safekeeping of children.

RESPECTING CHILDREN

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

SAFE WORKING PRACTICE

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

A SAFE COMMUNITY

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

PRIORY BAPTIST CHURCH - SAFEGUARDING TEAM

The church has appointed:

Doreen Gothard, Safeguarding Co-ordinator, telephone 01482 508522. She will advise the church on any matters related to the safeguarding of children and take the appropriate action when abuse is disclosed, discovered or suspected.

David Wilkinson, Deputy Safeguarding Co-ordinator, telephone 01482 848908. He will be available if the Co-ordinator cannot be reached or if a complaint involves the Co-ordinator.

If the suspicions are against the Co-ordinator and the Deputy, the report needs to be made to social services, telephone 01482 300300 or out of hours 01482 788080.

The police Child Protection Team can be reached on telephone 0845 60 60 222.

When possible, the Safeguarding Team will work together if and when an issue arises.

POLICY AND PROCEDURES

A copy of the policy statement will be displayed permanently on the noticeboard in the church entrance and in the church office.

Each worker with children will be given a full copy of the policy and procedures and will be asked to sign that they are willing to follow them.

A full copy of the policy and procedures will be made available on request to any member of, or other person associated with the church.

The policy and procedures will be monitored and reviewed annually.

The policy statement will be read annually at the January church meeting with a report on the outcome of the annual review.

DEFINITION OF ABUSE

PHYSICAL ABUSE

Actual or likely injury to a child, or failure to prevent physical injury to a child.

EMOTIONAL ABUSE

The persistent, emotional, ill treatment of a child that effects their emotional and behavioural development. It may involve conveying to the child that they are worthless and unloved, inadequate, or that they are given responsibilities beyond their years.

SEXUAL ABUSE

Involves forcing or enticing a child to take part in sexual activities, whether or not the child is aware of what is happening. This includes no-contact activities, such as involving children looking at, or in the production of, pornographic material or watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

NEGLECT

Where adults fail to care for children and protect them from danger, seriously impairing health and development.

While it is not possible to be prescriptive about 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 [e.g. becoming very quiet, withdrawn or displaying sudden bursts of temper]

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

What to do if abuse is suspected or disclosed?

Everyone has his or her part to play in ensuring the safeguarding of children within the church.

If the behaviour of a child gives cause for concern –

If an allegation is made in any context about a child being harmed –

If the behaviour of any adult [including colleagues and members of the public] towards children causes you concern –

Do not dismiss your concerns

Do not normally confront the adult about whose behaviour you have concerns

Do not take responsibility for deciding whether or not child abuse is actually taking place

Do not investigate allegations

Do not act alone

Do not take sole responsibility for what has been shared or any concerns you may have

Do follow the church's procedure for responding to concerns.

DO	DON'T
Listen and clarify	Minimise what is said
Give support	Show shock, alarm or disapproval
Explain what happens next	Question or push for information
Take action	Offer false reassurances

PROCEDURES FOR RESPONDING TO CONCERNS

STAGE 1

A worker/church attendee has a concern about the welfare of a child or the behaviour of an adult.

The person who has the concern has a duty to

RECORD AND REPORT

A written record must be made of the concern using a standard incident report form and the concern should be reported to the Co-ordinator or their Deputy within 24 hours.

[Standard Incident Forms are kept in the office draw under the photo copier]

STAGE 2

The Co-ordinator/Deputy receives the report of concern

Then as a duty to

REVIEW AND REFER

The report will be reviewed by the Co-ordinator or deputy with any other relevant information and a decision will be taken [often in liaison with others] as to what action should be followed. Any formal referral to Social Services should normally be made within 24 hours of receiving the report.

STAGE 3

After the decision has been made as to what action should be taken

The Co-ordinator/Deputy and the Minister/Moderators/Elders may have a duty to

SUPPORT AND REPORT

Support should be offered to all parties affected by any safeguarding concerns and where formal referrals are made reports may need to be made to the YBA, the Independent Safeguarding Authority and the Charity Commission

If the Co-ordinator is not available any reports or concerns should be passed to the Deputy.

If a child is considered to be in imminent danger of harm a report should be made immediately to the police or Social Services [see final page for relevant numbers.]

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 Co-ordinator. If he/she is not contactable reports should be made to the Deputy.

The report to the co-ordinator should be made within 24 hours of the concern being raised.

The duty to RECORD AND REPORT

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

THE RECORD SHOULD:

Be hand written as soon as possible after the event

Be legible and state facts accurately [when hand-written notes are typed up later the original hand-written ones should be retained]

Include the child's name, address, date of birth [or age if the date of birth is not known]

Include the nature of the concerns/allegation/disclosure

Include a description of any bruising or other injuries that you might of noticed

Include an exact record of what the child has said using the child's words

Including what was said by the person to whom the concerns were reported

Including any action taken as a result of the concerns

Be signed and dated

Be kept secure and confidential and made available only to:

The Co-ordinator/Deputy

The Minister/Moderators/Elders as far as this is consistent with the welfare of the child concerned and possible pastoral responsibilities to any others involved

Representatives of the professional agencies

If such a report is made in an emergency without reference to one of the Safeguarding Team, one of them should be informed as soon as possible after the report has been made.

If concerns arise in the context of a children's group, the worker who has the concern may in the first instance wish to talk through their concerns with their group leader. However, such conversations should not delay a report being made to the Co-ordinator.

It should be clear that the duty remains with the worker to record and report their concerns to the Co-ordinator.

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

If a child is considered to be in imminent danger or harm a report should be made immediately to the police or Social Services [see final page for relevant numbers.]

STAGE 2 – REVIEW AND REFER

The duty of the Co-ordinator/Deputy on receiving a report is to REVIEW the concern that has been reported and to REPORT the concern on to the appropriate people.

THE DUTY TO REVIEW

In reviewing the report that is received the Co-ordinator/Deputy:

- Should take account of their own experience and expertise in assessing risk to children

- Must take account of other reports that may have been received concerning the same child, family or adult

- May speak to others in the church [including the Minister/Moderators/Elders] who may have relevant information and knowledge that would impact on any decision that will be made

- Such conversations should not lead to undue delay in taking any necessary action

- May consult with other agencies to seek guidance and advice in knowing how to respond appropriately to the concerns that have been raised.

THE DUTY TO REFER

The Co-ordinator/Deputy 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 is being harmed, asking for appropriate continued observation

- Refer the concern to others who work with the child/children in question asking for continued observation

- Refer the concern 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's workers. If there is any question at all of possible sexual abuse or serious physical abuse the Co-ordinator/Deputy should never address the adult directly but should refer their concerns to the police or Social Services. To do so may place the child at more risk, or could make any statutory investigation difficult to pursue because the child may be intimidated.

- Make a formal referral to the Social Services Department.

All original reports should be retained safely and securely in the church safe by the Co-ordinator and a written record should be made of the actions taken.

STAGE 3 – REPORT AND SUPPORT

Responsibilities in stage 3 of the process are shared by the Co-ordinator, Deputy and the Minister/Moderators/Elders.

THE DUTY TO REPORT

Whenever a formal referral is made to Social Services the Co-ordinator should

- Report the referral to the Deputy

- Report the referral to the Minister/Moderators/Elders

- Report the referral to the YBA

- Report the referral to the church insurance company

In certain circumstances the Co-ordinator may need to make further reports for example to the Charity Commission.

If an allegation is made against someone who works with children the allegation should be reported to the Local Authority Designated Officer [LADO]. The LADO is located within the Children's Services and should be alerted to all cases in which it is alleged that a person who works with children has:

- Behaved in a way that has harmed, or may have harmed, a child

- Possibly committed a criminal offence against children, or related to a child

- Behaved towards a child or children in a way that indicates s/he is unsuitable to work with children.

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

If the worker has been removed from their post or would be removed from their post because of the risk of harm they pose to children there is a statutory duty to report the incident to the Independent Safeguarding Authority.

If a worker in the church has been accused of causing harm to children this would be classed as a serious incident that should be reported to the Charity Commission in the annual return by those churches that are registered with the Charity Commission.

A record should be kept of all safeguarding incidents and should be considered in the annual review of the church's safeguarding policy.

THE DUTY TO SUPPORT

Once concerns, suspicions and disclosures of abuse have been addressed, the church continues to have a responsibility to offer support to all those who have been affected.

Child, Other Family members, Church Worker/Volunteer, Co-ordinator/Deputy, Minister/Leadership Team.

SAFE RECRUITMENT, SUPPORT AND SUPERVISION OF WORKERS

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

GUIDELINES FOR THE APPOINTMENT OF CHILDREN'S LEADERS AND HELPERS

The church should ensure that the following selection procedures have been followed:

A written role description of each post

All volunteers [both current and new] should complete an application form

Prospective volunteers to be interviewed

Two references will be taken up [at least one should be from outside the church]

DBS will be applied for

The worker will be appointed for a probationary period of 6 months after which a second interview will take place

The volunteer should sign an undertaking to work within the agreed safeguarding policy and procedures

Induction into the relevant procedures and ways of working will be undertaken [to include safeguarding training

Administration of this process will be overseen by the Co-ordinator, but may be carried out by others.

Until this procedure is completed workers must be supervised.

All leaders and helpers must have a calling to work with children, which should, in turn, be recognised by the Church Elders and have the agreement of existing children's leaders and helpers. The first priority of leaders and helpers should be their own spiritual welfare, and, therefore, they should receive teaching and be a part of a worship service or other similar church group.

All leaders and helpers should set a good example for Christ in their personal lifestyle.

Meetings for leaders and helpers will be approximately once per term, for support and planning.

However anyone may raise any concerns or suggestions regarding the ministry amongst children with the Co-ordinator/Deputy or the Elders at any time.

YOUNG LEADERS UNDER 18 YEARS OF AGE

In law young leaders under the age of 18 are children and cannot be treated as adult members of a team.

Training and mentoring will be given to ensure that 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 be given sole responsibility for a group of children.

When considering ratios of staff to children the young leader needs to be counted as a child, not a leader.

The Safeguarding Children Policy applies to a young leader just as much as any other person.

The permission of parents and carers needs to be sought for the young leader just as you would for any person under 18 years of age.

If the young leader accompanies a group on a residential activity ideally they should have separate sleeping accommodation to both the adult team leader and the children they are working with.

Young leaders should not be given leadership responsibility for a group immediately below their own age, to leave a gap of at least two years.

WHEN CONCERNS ARE EXPRESSED ABOUT THE MINISTER

Any safeguarding concerns involving a Minister should always be reported immediately to the Regional Minister of the YBA in addition to following the church's normal procedures.

WHEN CONCERNS ARE EXPRESSED ABOUT THE CO-ORDINATOR

Any safeguarding concerns involving the Co-ordinator for safeguarding the concerns should be raised with the Deputy and/or the Minister/Moderators/Elders.

RESPECTING CHILDREN AND YOUNG PEOPLE

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

RESPECTING CHILDREN

Leaders and helpers should:

Treat all children with respect and dignity, use age appropriate language and tone of voice. Be aware of your own body language and invading a person's personal space.

Be aware of your own body language and the effect you are having on the individual child.

Listen well to children. Be careful not to assume you know what a child is thinking or feeling. Listen to what is spoken and how it is said. At the same time, observe the body language to better understand what is being said.

Do not encourage the following:

Invading the privacy of children when they are using the toilet or shower

Rough games involving physical contact between a leader and a child

Sexually provocative games

Making sexually suggestive comments about or to a child, 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, [a situation may, however, arise where a child needs to be restrained in order to protect them or a third person.]

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, on church premises this may mean leaving doors open, or two groups working in the same room.

On occasions when one to one work with a child is required this should take place with appropriate supervision and accountability structures in place.

LEADERS AND HELPERS SHOULD:

Only invite young people to your home, or on trips, in groups, and always make sure another adult is present. The Co-ordinator should be notified of any trips for children which take place in the name of Priory Baptist Church. Parental permission must always be sought for such an event.

Not give lifts to young people on their own, other than for short journeys. Ensure that if transporting children that you have the correct insurance cover for passengers. When possible, ensure you have parental permission.

Not share sleeping accommodation with children if you take a group away.

Be aware of any physical contact they may have with young people and record it when necessary. For instance, if they need to stop a fight, administer First Aid, give a hug to a child who is distressed, remove a child from danger, or protect themselves or others from attack.

Not use physical punishment when controlling or disciplining children.

Keep a log book; If any significant incidents take place a record should be kept in the Church Incident Book. Enter the names of both children and adults present and anything of note which you observe, e.g. details of any fights broken up by workers, allegations made by young people or vulnerable adults, incidents where a child is asked to leave. All workers who witnessed, heard or responded in any way should record details, and sign and date the entry.

ABUSE OF TRUST

Relationships between children and their leaders/helpers can be described as 'relationships of trust'. The leader is someone in whom the child has placed a degree of trust, this may be because the leader has an educational role, is a provider of leisure activities, or even is a significant adult friend.

It is also not acceptable for a leader/helper to form a romantic relationship with a child with whom they have a relationship of trust.

While by no means restricted to young leaders, those who are in their early adult years will need to be particularly aware of the need not to abuse their position of trust in their relationship with other young people who are not much younger than themselves.

ELECTRONIC COMMUNICATION

Electronic communication has become enormously important and popular over the past ten years. It is an easy way to communicate with young people in particular. However, there are dangers associated with electronic communication that call for vigilance:

Electronic communication is an extremely informal mode of communication which can create the potential for communication to be misunderstood

Because of the informal style of electronic communication workers can easily cross appropriate boundaries in their relationships with young people

Some adults who are intent on harming children, young people or vulnerable adults choose to use electronic communications as a way to meet and 'groom' children.

These guidelines are written to try to maintain healthy and safe relationships between adults and children.

Electronic communications must never become a substitute for face to face contact with young people.

Parents or carers and children, young adults and vulnerable adults themselves have the right to decide if a worker is to have email addresses or mobile phone numbers etc.

Workers should only use electronic means of communication with those children, young people or vulnerable adults from whom appropriate consent has been given.

Direct electronic communication with children of primary school age is inappropriate and should be avoided.

Only workers who have been appointed under the church's agreed procedures should use any electronic means to communication to contact children, young people or vulnerable adults on behalf of the church or one of the church's organisations.

Contact with children, young people or vulnerable adults by electronic communication should generally be for information-giving purposes only and not general chatter.

Workers should not share any personal information and should not request or respond to any personal information received other than that which is necessary and appropriate as part of their role.

Workers should be careful in their communications so as to avoid any possible misinterpretation of their motives, clear, unambiguous language should be used of unnecessary abbreviations should be avoided.

Electronic communication should only be used between the hours of 8.00 a.m. and 10.00 p.m.

Official church emails to young people/vulnerable adults should be sent out with a church header and footer indicating to the person receiving it that this is an official communication; this should also be copied to the church email address.

Any photos or video taken on personal mobile phones should not be uploaded to social networking sites without parental permission.

Workers should not retain images of children, young people and vulnerable adults on their mobile phones.

INSTANT MESSAGING SERVICES [IMS]

The use of instant messaging services should be kept to a minimum.

Where a person in need or at a point of crises uses this as a way of communicating with a worker:

- significant conversations should be saved as a text file if possible and
- a log kept of who and when they communicate.

SOCIAL NETWORKING SITES

If adults are intending to add young people/vulnerable adults to their social networking sites they must first have permission of the parents/carer.

Adults should not normally make 'friend requests' of young people/vulnerable adults.

It should not become expected behaviour that adults say yes to young people/vulnerable adults when a friend request is received.

It is the adult's responsibility to ensure that all contact on their site is appropriate for everyone to see [including contents of photos uploaded]

All communication with young people/vulnerable adults should be kept within public domains, transparent and open to scrutiny.

Remember – never alone or unseen is the basic rule of thumb in Safeguarding young people/vulnerable adults, what does this mean for your activity with electronic communication?

GOOD PRACTICE GUIDELINES FOR DISCIPLINE

A policy based upon the following guidelines should be agreed upon by each different section of children's work if and when necessary. It should reflect the age group and general activities of the children.

Children should be disciplined without the use of physical punishment, shouting or name calling. Discipline is about our relationship with children not our mastery of them.

Good discipline is built on respect between leaders and children. [This does not imply equality but does have an implication for leaders' attitudes towards children].

Minor incidents/offences should be dealt with immediately on the spot. This prevents escalation and enables major offences to be seen as major.

Ways of dealing with discipline:

- Chastise the individual/group – criticise the behaviour not the person
- Move the offender to a less volatile situation – change the group activity
- Remove the child to a calm space away from others. Stay with them until they have cooled down, but keep the time short.

If the above mentioned procedures fail to bring about the desired result, refer the issue to the Co-ordinator.

Bullying: 'Behaviour of an individual or group, usually repeated over time that intentionally hurts another individual or group either physically or emotionally'.

Allegations and incidents of bullying should be reported to the Co-ordinator.

GOOD PRACTICE GUIDELINES WITH COLLEAGUES

If you see another member of staff acting in ways, which might be misconstrued, be prepared to speak to them or to the Co-ordinator about your concerns. Leaders/helpers should encourage an atmosphere of mutual support and care which allows all workers to be comfortable enough to discuss inappropriate attitudes or behaviour.

RATIO'S

When working with children the following recommended minimum ratios apply:

Age range	Recommended minimum ratio for INDOOR activities	Recommended minimum ratio for OUTDOOR activities
0 – 2 years	1:3 [minimum2]	1:3 [minimum 2]
3 years	1:4 [minimum 2]	1;4 [minimum2]
4 – 7	1:8 [minimum2]	1:6 [minimum2]
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

This does not take into account any special circumstances such as behavioural issues, development issues, disability and so on, which may mean an increase to the recommended ratio.

In calculation the ratios of workers to children young leaders who are under the age of 18 should be counted as one of the children, not one of the leaders/helpers.

GOOD PRACTICE GUIDELINES REGARDING HEALTH AND SAFETY

All leaders and helpers are responsible for been observant for any health and safety issues which may affect their group, for example:

- Access to the building should be safe and well lit.
- There should be adequate heating and lighting in the venue.
- Ensure there is enough space and appropriate activities for all children.
- Have First Aid and phone available.
- Check the premises for hazards [e.g. piles of chairs etc.].
- Check equipment for sharp edges or missing parts.
- No smoking should be permitted including E- Cigarettes.
- Fire drills should be carried out at least annually.
- Any food should be prepared carefully and hygienically.

RISK ASSESSMENTS

A generic written risk assessment will be carried out by the head of JAM at the beginning of each academic year. This will cover the general week to week Sunday morning activities.

A specific risk assessment will be carried out by the leader of any other weekly children's groups. This will include any one off activities which may take place throughout the year.

Risk assessments will be made available to the Elders.

A SAFE COMMUNITY

SAFE PREMISES

The church takes seriously its responsibility to ensure that the premises are safe for all who use them. The following check list identifies guidelines to ensure the safety of all, especially, children.

All doors and passages to be clear at all times

Emergency Exits to be clearly shown at all times

The kitchen is out of bounds to children unless supervised by a parent or carer

A First Aid Kit will be kept in the kitchen with a Report Book for all usage

Special care with safety will be taken when the baptistery is open

Any hazards noticed should be notified to the CoOrdinator/Elders.

WHEN A KNOWN OFFENDER IS PRESENT

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 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 must be paramount.

When someone attending the church is known to have abused children, then whilst extending friendship to the individual, the church in its commitment to the protection of all children will meet with the individual and discuss boundaries that the person will be expected to keep. It may be appropriate to draw up a formal contract between the church and the person who has abused. This might also state that the abuser or alleged abuser [until such time as the allegation has been cleared or proven] must decline offers of hospitality from church members where there are children present in the home.

When necessary this will include working with other agencies such as The Yorkshire Baptist Association, Baptist Union, Probation Services and so on.

A contract would consider the following:

Will identify the meetings the person will attend

Will specify that they will always sit apart from children

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 are present

Will require that the person declines hospitality where there are children

Will state that the person will never be alone with children while attending church

Will require the person to stay away from the area of the building where children meet.

The Co-ordinator and Deputy along with the Minister, Moderators and Elders should be notified if an offender joins the congregation.

It is impossible in a policy such as this to cover every scenario and 'what if'.

Further guidance will be taken by the Co-ordinator or Deputy from the Safe to Grow [BU guidelines on Safeguarding]. This is available from the Co-ordinator for anyone to read if they so desire

The Co-ordinator and Elders will take further advice and guidance from the BU, and other agencies if and when necessary.

LEADERSHIP SAFEGUARDING STATEMENT

The Leadership recognise the importance of its work with children, young people and adults in need of protection and its responsibility to protect everyone entrusted to our care.

The following statement was agreed by the church on 25 January 2015.

This place of worship is committed to the safeguarding of children and vulnerable adults and ensuring their well-being.

Specifically:

- We recognise that we all have a responsibility to help prevent the physical, sexual, emotional abuse and neglect of children and young people [those under 18 years of age] and to report any such abuse that we discover or suspect.
- We believe every child should be valued, safe and happy. We want to make sure that children we have contact with know this and are empowered to tell us if they are suffering harm.
- All children and young people have the right to be treated with respect, to be listened to and to be protected from all forms of abuse.

- We recognise that we all have a responsibility to help prevent the physical, sexual, psychological, financial and discriminatory abuse and neglect of vulnerable adults and to report any such abuse that we discover or suspect.
- We recognise the personal dignity and rights of vulnerable adults and will ensure all our policies and procedures reflect this.
- We believe all adults should enjoy and have access to every aspect of the life of Priory Baptist Church unless they pose a risk to the safety of those we serve.
- We undertake to exercise proper care in appointment and selection of all those who will work with children and vulnerable adults.

We are committed to:

- Following the requirements for UK legislation in relation to safeguarding children and vulnerable adults and good practise recommendations.
- Respect the rights of children as described in the UN Convention on the Rights of the Child.
- Implementing the requirements of legislation in regard to people with disabilities.
- Ensuring that workers adhere to the agreed procedures of our safeguarding policy.
- Keep up to date with national and local developments relating to safeguarding.
- Following any denominational or organisational guidelines in relation to safeguarding children and adults in need of protection.
- Supporting the safeguarding co-ordinator/deputy in their work and in any action they may need to take in order to protect children/vulnerable adults.
- Ensuring that everyone agrees to abide by these recommendations and the guidelines established by Priory Baptist Church.
- Supporting parents and families.
- Nurturing, protecting and safeguarding of children and young people.
- Supporting, resourcing, training, monitoring and providing supervision to all those who undertake this work.
- Supporting all in Priory Baptist Church affected by abuse.
- Adopting and following the safeguarding standers developed by the Yorkshire Baptist association.

We recognise:

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

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

PRACTICE GUIDELINES

As a place of worship working with children, young people and vulnerable adults we wish to operate and promote good working practice. This will enable workers to run activities safely, develop good relationships and minimise the risk of false accusation.

As well as a general code of conduct for workers we also have specific practice guidelines for every activity we are involved in and these are as follows:

Good practice guidelines for our activities involving children under the age of 10 [this includes the Sunday morning children's group – JAM – and any other children's activities during the week.]

- Ensure that everyone is treated with dignity and respect in attitude, language and actions.
- There should always be two people out together [male or female] even when there are only one or two children. When groups meet a maximum of 20 there should be at least three workers out with children. All groups should assess the number of children attending and the appropriate number of workers needed.
- If at any time additional help is needed [i.e. if a worker finds themselves working alone] then the worker should approach the group leader to arrange additional help or if the group leader is unavailable they should approach one of the children's workers who are free that day.
- When possible children should be encouraged to see to themselves when visiting the toilet. When supervision is needed [at times when the building is open to members of the public i.e. Sunday services] the adult should, if at all possible, remain in the washroom section of the toilets. If very young children need assistance then it is advisable to talk this over with the parents/carer and come to some arrangement.
- Remember to keep in mind when working with children the need to avoid any questionable activity such as rough games, tickling etc.
- Do not allow anyone under 16 years of age to be left in charge of children or those attending the group to be left unsupervised.
- Only workers assigned to the group are allowed to participate in the activities. Other adults should not be allowed free access. [Parents who come in with young children should only be allowed to relate to their own child and not allowed free access to the other children.] On a Sunday morning any other adult who goes into JAM from the worship area should not be allowed to stay and any problems with this should be reported immediately to the church Elders.

Good practice guidelines for our activities involving young people aged 10 – 18 and vulnerable adults [this includes Sunday worship and mid-week meetings.]

- Ensure that everyone is treated with dignity and respect in attitude, language and actions.

- There should always be two people out together [preferably one male and one female] even when there are only one or two in the group. All groups should assess the number in their group and the appropriate number of workers needed.
- If at any time additional workers are needed [i.e. if a worker finds themselves working alone] then the worker should approach the group leader to arrange for additional help or if the group leader is unavailable they should approach one of the youth workers who are free that day.
- Remember to keep in mind when working with young people or vulnerable adults the need to avoid any questionable activity such as rough games or sexually provocative games and comments.
- Do not allow anyone under 16 years of age to be left in charge of these groups or those attending the group to be left unsupervised.
- Only workers assigned to the groups are allowed to participate in the activities. Other adults should not be allowed free access. Any other adult who comes should not be allowed to stay and any problems with this should be reported immediately to the Elders.

A consent form MUST be filled in and signed before taking any of the young people or vulnerable adults to an event or on a day trip.

Good practice guidelines for our Parent and Toddler Group on Monday afternoons, at which the parents /carers are responsible for their own children.

- Ensure that everyone is treated with dignity and respect in attitude, language and actions.
- Only workers assigned to the group are allowed to participate in the activities. No other adults should be allowed free access to the group.

Signed by: _____

Dated: _____

HELPFUL NUMBERS

SAFEGUARDING CO-ORDINATOR: DOREEN GOTHARD – 01482 508533/07805 508435

DEPUTY: DAVID WILKINSON – 01482 848908

SOCIAL SERVICES – 300300. Out of hours – 01482 788080

POLICE CHILD PROTECTION TEAM – 101

HULL SAFEGUARDING CHILDREN BOARD – 01482 379090

ACCESS AND ASSESSMENT TEAM – 01482 448879

OUT OF HOURS IMMEDIATE HELP TEAM – 01482 788080

CHID IN IMMEDIATE DANGER - 999

Y.B.A. OFFICE – 01132 784954 Regional Minister: REV. MARY TAYLOR.

INDEPENDENT SAFEGUARDING AUTHORITY, DISCLOSURE SERVICE – 0870 909 0811