



Safeguarding Policy

March 2022

Policy based on the template provided by ThirtyOne:Eight.

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Quick Reference Guide



Safeguarding Coordinator: Ross Evans
01225 976532 Ross.Evans@Widcombe.org

Deputy Safeguarding Coordinator: Kitty Rose
01225 830 860 Kitty.Rose@Widcombe.org

Deputy Safeguarding Coordinator: Lexi Battle
07921000731 Lexi.Battle@Widcombe.org

Thirtyone:eight helpline:
0303 003 1111

?? When and what might I be concerned about ??

At any time you might be concerned about information that suggests a child or vulnerable adult is being neglected or experiencing harm.

You may observe physical signs, notice changes in the individual's behaviour or presentation, pick up signs of emotional distress or have a individual disclose a harmful experience to you.

?? What must I do ??

Share your concerns with the Safeguarding Coordinator or a Deputy Coordinator (or ring the ThirtyOne:eight helpline if they are not available)



Make a safeguarding note on ChurchSuite or make a written record (form 13, Appendix AG)



Ensure Safeguarding Coordinators see the record without delay

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Safeguarding Policy

Section 1: Details of the organisation

Name of Place of Worship / Organisation: Widcombe Baptist Church

Address: Ebenezer Terrace, Pulteney Road, Bath, BA2 4JR

Tel No: 01225 976810

General Email address: office@widcombe.org

Senior Leader Name: Clover Todman

Senior Leader Contact Telephone / Email: 01225 832537 / Clover.Todman@Widcombe.org

Safeguarding Coordinator Name: Ross Evans

Safeguarding Coordinator Contact Telephone / Email: 01225 976532 /
Ross.Evans@Widcombe.org

Safeguarding Deputy Coordinators	Kitty Rose	Lexi Battle
Tel:	07841392260	07921000731
Email:	Kitty.Rose@Widcombe.org	Lexi.Battle@Widcombe.org

Membership of Denomination/Organisation: FIEC

Charity Number: 1118796

Company: Charitable company, registration number 5958521

Insurance Company: Ecclesiastical Insurance Policy No 06/CHA/0345753

The following is a brief description of our place of worship and the type of activities we undertake with children and adults who have care and support needs:

We seek to glorify God through praise, obedience to God's word and Spirit-filled living as we support one another, children and adults alike, and reach out to our communities and to the world with the gospel of Jesus Christ.

This includes, although is not limited to, our:

- Sunday children's and youth work
- Mid week children's and youth work
- Events for older adults
- Pastoral visitation

Our commitment

As a Leadership (defined as the elders for the purpose of this policy) we recognise the need to provide a safe and caring environment for children, young people and adults. We acknowledge that children, young people and adults can be the victims of physical, sexual and emotional abuse, and neglect. We accept the UN Universal Declaration of Human Rights and the International Covenant of Human Rights, which states that everyone is entitled to "all the rights and freedoms set forth therein, without distinction of any kind, such as race, colour, sex, language, religion, political or other opinion, national or social origin, property, birth or other status". We also concur with the Convention on the Rights of the Child which states that children should be able to develop their full potential, free from hunger and want, neglect and abuse. They have a right to be protected from "all forms of physical or mental violence, injury or abuse, neglect or negligent treatment or exploitation, including sexual abuse, while in the care of parent(s), legal guardian(s), or any other person who has care of the child."

As a leadership we seek to adhere to the specific legislation that applies in England:

- Working Together to Safeguard Children 2018
- The Care Act 2014

As a Leadership we have therefore adopted the procedures set out in this safeguarding policy in accordance with statutory guidance. We are committed to build constructive links with statutory and voluntary agencies involved in safeguarding.

The policy and any attached practice guidelines are based on the ten Safe and Secure safeguarding standards published by thirtyone:eight.

The Leadership undertakes to:

- endorse and follow all national and local safeguarding legislation and procedures, in addition to the international conventions outlined above.
- provide on-going safeguarding training for all its workers and will regularly review the operational guidelines attached.
- ensure that the premises meet the requirements of the Equality Act 2010 and all other relevant legislation, and that it is welcoming and inclusive.
- support the Safeguarding Coordinator(s) in their work and in any action they may need to take in order to protect children and adults with care and support needs.
- the Leadership agrees not to allow the document to be copied by other organisations.

Section 2: Prevention

Understanding abuse and neglect

Defining child abuse or abuse against an adult is a difficult and complex issue. A person may abuse by inflicting harm or failing to prevent harm. Children and adults in need of protection may be abused within a family, an institution or a community setting. Very often the abuser is known or in a trusted relationship with the child or adult.

In order to safeguard those in our places of worship we adhere to the UN Convention on the Rights of the Child and have as our starting point as a definition of abuse, Article 19:

1. States Parties shall take all appropriate legislative, administrative, social and educational measures to protect the child from all forms of physical or mental violence, injury or abuse, neglect or negligent treatment, maltreatment or exploitation, including sexual abuse, while in the care of parent(s), legal guardian(s) or any other person who has the care of the child.
2. Such protective measures should, as appropriate, include effective procedures for the establishment of social programmes to provide necessary support for the child and for those who have the care of the child, as well as for other forms of prevention and for identification, reporting, referral, investigation, treatment and follow-up of instances of child maltreatment described heretofore, and, as appropriate, for judicial involvement.

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

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

Detailed definitions, and signs and indicators of abuse, as well as how to respond to a disclosure of abuse, are included here in our policy (see Appendix N to U).

Safer recruitment

The Leadership will ensure all workers will be appointed, trained, supported and supervised in accordance with government guidance on safe recruitment.

For employed staff this includes ensuring that:

- There is a written job description / person specification for the post
- Those applying have completed an application form and a self declaration form
- Those short listed have been interviewed
- Safeguarding has been discussed at interview
- Written references have been obtained when deemed appropriate
- A disclosure and barring check has been completed where necessary (we will comply with Code of Practice requirements concerning the fair treatment of applicants and the handling of information)
- The applicant has completed a probationary period where it is deemed appropriate.
- The applicant has been given a copy of the organisation's safeguarding policy and knows how to report concerns.

For volunteers who work with children and young people, the procedure for recruitment is outlined in Appendix A.

Whilst Widcombe Baptist Church does not currently have any ministries specifically for vulnerable adults, those who hold a formal pastoral role, namely in the Pastoral Resource Group and the Pastoral Visitation Group, are perhaps more likely to meet such adults. Therefore, for volunteers wishing to work within these ministries, the procedure for recruitment is outlined in Appendix B.

Safeguarding training

The Leadership is committed to on-going safeguarding training and development opportunities for all workers, developing a culture of awareness of safeguarding issues to help protect everyone. All our workers will receive induction training and undertake recognised safeguarding training on a regular basis.

The Leadership will also ensure that children and adults with care and support needs are provided with information on where to get help and advice in relation to abuse, discrimination, bullying or any other matter where they have a concern.

Management of Workers – Codes of Conduct

As a Leadership we are committed to supporting all workers and ensuring they receive support and supervision. All workers have been issued with a code of conduct towards children, young people and adults with care and support needs (see Appendix C).

Section 3: Practice Guidelines

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

As well as a general code of conduct for workers, we also have specific good practice guidelines for the activities we are involved in and these are found in the appendices.

Working in Partnership

When letting individuals or organisations use the church premises where they are accompanied by children, or will be present when the church activities with young people are taking place, they should either be provided with a copy of this safeguarding policy and its guidelines and required to adhere to it, or have their own policy that meets equivalent safeguarding standards.

Section 4: Responding to allegations of abuse

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

- Documenting a concern by completing Form 16, preferably on ChurchSuite, or on paper were ChurchSuite not easily accessible in that moment (template of the form in Appendix AJ).

The worker or volunteer should make a report of the concern in the following way:

- The person in receipt of allegations or suspicions of abuse should report concerns as soon as possible to:

Name: (hereafter the "Safeguarding Co-ordinator") Ross Evans

Tel: 07785337659

Email: Ross.Evans@Widcombe.org

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

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

Name: (hereafter the "Deputy") Kitty Rose

Tel: 07841392260

Email: Kitty.Rose@Widcombe.org

Lexi Battle

07921000731

Lexi.Battle@Widcombe.org

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

thirtyone:eight PO Box 133, Swanley, Kent, BR8 7UQ.

Tel: 0303 003 1111.

Alternatively contact Social Services or the police.

- The Safeguarding Co-ordinator should contact the appropriate agency or they may first ring the thirtyone:eight helpline for advice. They should then contact social services in the area the child or adult lives.

Name of local authority: Bath and North East Somerset

Children's Social Services

Tel: 01225 396111 or 01225 477929

Out of hours Tel: 01454 615165

Website Address: <https://bcssp.bathnes.gov.uk/safeguarding-children>

Virgin Care Adult Safeguarding Team

Tel: 0300 247 0201

Out of hours Tel: 01454 61 51 65

Website Address: <https://bcssp.bathnes.gov.uk/safeguarding-adults>

Avon and Somerset Police Tel: 101, or 999 if there is immediate danger

- The Safeguarding Co-ordinator may need to inform others depending on the circumstances and/or nature of the concern
 - Trustee responsible for safeguarding who may need to liaise with the insurance company or the charity commission to report a serious incident.
 - Designated officer or LADO (Local Authority Designated Officer) if the allegation concerns a worker or volunteer working with someone under 18.
- Suspicions must not be discussed with anyone other than those nominated above. A written record of the concerns should be made in accordance with these procedures and kept in a secure place.
- Whilst allegations or suspicions of abuse will normally be reported to the Safeguarding Co-ordinator, the absence of the Safeguarding Co-ordinator or Deputies should not delay referral to Social Services, the Police or taking advice from thirtyone:eight.
- The Leadership will support the Safeguarding Co-ordinator/Deputy in their role and accept that any information they may have in their possession will be shared in a strictly limited way on a need to know basis.
- It is, of course, the right of any individual as a citizen to make a direct referral to the safeguarding agencies or seek advice from thirtyone:eight, although the Leadership hope that members of Widcombe Baptist Church will use this procedure. If, however, the individual with the concern feels that the Safeguarding Co-ordinator/Deputy has not responded appropriately, or where they have a disagreement with the Safeguarding Co-ordinator(s) as to the appropriateness of a referral they are free to contact an outside agency direct. We hope by making this statement that the Leadership demonstrate its commitment to effective safeguarding and the protection of all those who are vulnerable.

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

Detailed procedures where there is a concern about a child:

Allegations of physical injury, neglect or emotional abuse.

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

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

Allegations of sexual abuse

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

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

Detailed procedures where there is a concern that an adult is in need of protection:

Suspicious or allegations of abuse or harm including; physical, sexual, organisational, financial, discriminatory, neglect, self-neglect, forced marriage, modern slavery, domestic abuse.

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

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

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

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

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

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

- Liaise with Children's Social Services in regards to the suspension of the worker
- Make a referral to a designated officer formerly called a Local Authority Designated Officer (LADO) whose function is to handle all allegations against adults who work with children and young people whether in a paid or voluntary capacity.

- Make a referral to Disclosure and Barring Service for consideration of the person being placed on the barred list for working with children or adults with additional care and support needs. This decision should be informed by the LADO if they are involved.

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

The safeguarding co-ordinator will:

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

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

Section 5: Pastoral Care

Supporting those affected by abuse

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

Working with offenders and those who may pose a risk

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

Adoption of the policy

This policy was agreed by the leadership and will be reviewed annually in March 2023:

Signed by:

Position:

Signed by:

Position

Date:

Appointment to work with children and young people

Definitions

Those people involved in running a youth activity, typically having responsibility for planning and executing the programme of activities, will be known as youth workers. This includes those who work with children unsupervised, or who are responsible for the supervision of others. It also includes those who have any responsibility for care or supervision of children overnight - for example in church camps - and all those who provide help (even if only occasionally) in toileting, washing or dressing. These youth workers will be adults, normally in church membership, and on first being appointed will be subject to a probationary period before being confirmed in the post as described below. The youth worker(s) (usually no more than 2) with overall responsibility for a youth group are the group leader(s).

By contrast, adults who participate in a more limited way by assisting in running some aspects of the activities under supervision of a youth worker are known as assistants. Assistants may be giving occasional assistance or helping with practical matters such door-keeping or providing refreshments. The supervision they receive should be regular and reasonable in all the circumstances to ensure protection of children. They should not be left alone with children, and should not provide personal care to children, such as help with toileting, washing or dressing. If their role within the youth or children's work becomes more regular (more than four times a year), they must apply to become a youth worker, completing all the associated forms and checks.

Individuals under the age of 18 who wish to be involved in assisting in the running of children's or youth work are known as Junior Helpers. Junior Helpers may assist youth workers in the running of the youth and children's work. The supervision they receive should be regular and reasonable in all the circumstances to ensure protection of children. They should work alongside two or more adults, not be left alone with children, and should not provide personal care to children, such as help with toileting, washing or dressing. With Junior Helpers it is important to bear in mind that they themselves are children, and therefore they also require safeguarding, alongside the children or young people they are helping.

The appointment of all youth workers (including leaders) and all assistants and junior helpers will be subject to the following procedures. Once the appointment procedure is underway, a prospective youth worker, assistant, or junior helper may, at the discretion of the relevant leader, assist in the running of activities but only under supervision, and must not be left alone with children, or provide personal care to children, such as help with toileting, washing or dressing.

Procedure

Procedure for youth workers

In appointing youth workers to ministry with children, the following procedure is to be followed:

- 1) Those considered as prospective youth workers would normally have been known to the Church for at least two years and be Church members. Where this is not the case, the procedure for the appointment will involve investigating a potential worker to find out about their past and talking to others who may know the person, e.g. from a previous church, and/or taking up formal references. An interview will also be conducted by either an elder, a church staff member, or a youth group leader, to get to know the individual. The elders will be consulted independently of whether the potential worker has been with the Church for two years and is a member.
- 2) The potential worker will be invited to attend the youth group and experience a few trial sessions. During this time, the potential worker is not to be left alone with any child and will be under the supervision of a more experienced youth worker
- 3) Following successful trial sessions, the potential youth worker will be asked to complete a DBS check and Form 2 on ChurchSuite, as well as any other screening checks as required by law or by the Church's insurers (for the template of Form 2 see Appendix V).
- 4) The Safeguarding Policy will be discussed in detail with all wishing to become youth workers.
- 5) A new youth worker who has not previously worked with children and young people in the Church would operate under supervision of a more experienced youth worker for an initial period of time e.g., three months, after which, feedback from other youth workers will be considered before confirming the appointment – subject to regular review and/or an extended probationary period where there are particular concerns.

If following successful completion of all necessary checks a decision is made to appoint, all youth workers will be asked to complete a contract (Form 3) on ChurchSuite, indicating acceptance of the Safeguarding Policy, the associated guidelines on safe conduct, the code of discipline, and the code of conduct (a template of the contract is found in Appendix W).

Procedure for assistants

As assistants provide only infrequent and supervised support to children, the following will be required:

- 1) Their details are to be available on ChurchSuite (Name, address, contact details)
- 2) They are to have been attending Widcombe Baptist Church for a minimum of two years.
- 3) If they wish to be involved in the children's work more than four times in a year, they must apply to become a youth worker, including completing all the associated forms and checks.

Procedure for junior helpers

In appointing junior helpers to ministry with children, the following procedure is to be followed:

- 1) Those considered as prospective Junior Helpers would normally have been known to the Church for at least two years. Where this is not the case, the procedure for the appointment will involve investigating a potential junior worker to get to know them and talking to others who may know the person, e.g. from a previous church, teachers, youth workers and/or taking up formal references. An interview will also be conducted by an appropriate person, such as an elder, a church staff member, or a youth group leader, to get to know the individual, their skills and needs. The elders will be consulted independently of whether the junior helper has been with the Church for two years.
- 2) The potential junior helper will be invited to attend the youth group and experience a few trial sessions. During this time, the potential junior helper is not to be left alone with any child and will be under the supervision of a youth worker
- 3) Following successful trial sessions, the potential junior helper will be asked to complete a DBS check, if 16 years or over, and Form 4 on ChurchSuite, as well as any other screening checks as required by law or by the Church's insurers (for the template of Form 4 see Appendix X). Parental consent will also be gained for the junior helper to take part (Form 6, Appendix Z).

4) The Safeguarding Policy will be discussed in detail with all wishing to become a junior helper

5) If following successful completion of all necessary checks a decision is made to appoint, all junior helpers will be asked to complete a contract (Form 5) on ChurchSuite, indicating acceptance of the Safeguarding Policy, the associated guidelines on safe conduct, the code of discipline, and the code of conduct (a template of the contract is found in Appendix Y).

6) A new junior helper will always work under the supervision of a youth worker. They will work alongside at least two adults and will not be left alone with the children. They will be assigned a 'mentor' and will be informed of who they can speak to should they have any concerns.

7) Their involvement will be reviewed with their mentor and youth leaders after a previously agreed length of time (e.g. once they have completed the hours required for their Duke of Edinburgh award, helped for an academic year, or turned 18 years old).

Appointment to work in pastoral care

Definitions

Widcombe Baptist Church does not currently have any ministries specifically for vulnerable adults, as defined by an adult over 18 who

- Has care and support needs and;
- Is experiencing, or at risk of, abuse or neglect; and
- As a result of those care and support needs is unable to protect themselves from either the risk of, or the experience of abuse.

However, we recognise that those who hold a formal pastoral role, namely in the Pastoral Resource Group and the Pastoral Care Visitation Team, may at some point meet such adults through their role. Therefore, for volunteers wishing to work within these ministries, the procedure for recruitment is outlined below.

Procedure

In appointing people to pastoral ministry, the following procedure is to be followed:

- 1) All prospective pastoral workers will be asked to complete a registration form (Form 7) on ChurchSuite (a template of the form can be found in Appendix AA).
- 2) Those considered as prospective pastoral workers would normally have been known to the Church for at least two years and be Church members. Where this is not the case, the procedure for the appointment will involve investigating a potential worker to find out about their past and talking to others who may know the person, e.g. from a previous church, and/or taking up formal references. The elders will be consulted independent of whether the potential worker has been with the Church for two years and is a member.
- 3) All those whose role would involve undertaking Regulated Activities, as defined by the Safeguarding Vulnerable Groups Act 2006 (https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/216900/Regulated-Activity-Adults-Dec-2012.pdf) would be asked to give consent to such Disclosure and Barring Service (DBS) and other screening checks as required by law or by the Church's insurers.
- 4) The Safeguarding Policy will be discussed in detail with all wishing to become pastoral workers.
- 5) If following successful completion of all necessary checks a decision is made to appoint, all pastoral workers will be asked to complete a contract (Form 8) on ChurchSuite, indicating acceptance of the Safeguarding Policy and associated guidelines and code of conduct (a template of the contract is found in Appendix AB).

Code of Conduct

Widcombe Baptist Church behaviour code for working with children, young people and adults at risk of harm

Purpose

This behaviour code outlines the conduct expected of all workers (staff and volunteers).

The code of conduct aims to help protect adults at risk of harm, children and young people from abuse and inappropriate behaviour from those in positions of trust, and to reduce the risk of unfounded allegations of abuse being made.

The role of workers (staff and volunteers)

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

Good practice

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

Unacceptable behaviour

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

Guidelines for Children and Young People's Group Activities

Risk Assessments

Risk Assessments form a vital part of the Church's ability to demonstrate that reasonable precautions have been taken to protect and safeguard the welfare of our youth activities. They are required by the Church's insurers, and could also provide evidence if a claim were to be made against the Church.

The Risk Assessment completed for the church building should cover all normal youth activities. A copy is available to each Youth group from the Church Office.

If an activity is planned which is not covered by the existing Risk Assessment, a separate Risk assessment should be completed before that activity takes place.

Activities and visits outside Church premises

For any such activity or visit a separate Risk Assessment should be completed (to the extent that risks are known) sufficiently in advance to allow youth workers to be briefed about potential risks and to allow appropriate action to be taken to reduce risk.

If during an external activity or visit a potential risk is identified that has not been considered in advance, then a Risk Assessment should be carried out, and documented as soon as possible.

Record retention

A copy of all Risk Assessments must be submitted to the Church Office as soon as possible after the completion of the activity or visit.

Safety matters

The Church should operate within its Health and Safety Policy in providing facilities for work with children.

Consent forms

A consent form should be completed on ChurchSuite for each attendee at a youth group by a parent or person with parental responsibility (template of consent form found in Form 10, Appendix AD). Additional consent forms should be completed on ChurchSuite before a child /young person may participate in an online activity, an unusual activity or day trip (template found in Form 11, Appendix AE) or where ability to swim is required (template found in Form 12, Appendix AF).

Attending a group for the first time

When a child/young person attends a group for the first time, he/she may want to visit for a few weeks before deciding to commit to the group. To ensure we have relevant medical and contact details before the consent form has been completed, the group leader should take a parent/carer's mobile number when the child arrives; for older attendees who may come to the group without an adult, they should be able to give this number themselves. The group leader should then send a text to this number saying "this is [leader's name] from [group name] at Widcombe Baptist Church", thereby ensuring that the parent/carer also has contact details for the group leader. The group leader should also ask about medical/dietary requirements either in person or via text if the young person has arrived unaccompanied.

After an initial visit and an expression of interest in returning to the group, all the relevant group information and consent form should be emailed to the parent/carer.

Arrangements For Supervision Of Group/Children's Activities Child supervision

Number of adults who should be present for a specific indoor/outdoor activity or holiday event. The ratios required in regulations governing day care for under 8's are:

Adults : Children	
0 to 2 years	1:3
2 to 3 years	1:4
3 to 8 years	1:8

These should be a guideline for our own activities with under 8's.

For older groups it is recommended to have at least 1 adult to 8 children/young people, subject to there being a minimum of 2 adults.

Junior helpers are NOT counted in determining these ratios.

For Sunday School this overall ratio should be applied. For an individual class within an adequately staffed Sunday School there may be a single teacher.

With groups of both sexes, where possible the supervising youth workers should include male and female workers. If changing clothes will be a part of any activity - for example, swimming or sports activities - a mixed groups must have male and female youth workers.

Where possible, a youth worker should not be alone with a child. Realistically there may be circumstances when this might happen briefly. Sensible precautions should be taken in such circumstances - e.g. leaving a door open.

Where a confidential meeting is requested by a child (eg seeking counselling) attempt to obtain the child's agreement to a second person being present. If this is not possible and it is

judged essential to proceed with the meeting alone with the young person, then ensure that others know the interview is taking place and that someone else is around in the building.

No person under 18 years of age should be left in charge of any children of any age. Nor should children or young people attending a group be left alone during the group activities.

Register and log book

The Church uses ChurchSuite to record a register of children attending a group. The Register can be taken using the Connect module of ChurchSuite or it may be taken by hand and then entered in to ChurchSuite later.

The register should indicate the youth workers, assistants, and junior helpers present. This should include times of departure if any individual does not attend the whole session. Any unusual people present in the building at the time (i.e. other than other youth groups or those known to be dropping off or collecting their children) should be recorded in ChurchSuite. If people, other than workers assigned to a youth group, need to be there for a specific reason (eg guest speaker), their presence will be recorded in ChurchSuite, with their name and the time they came/left.

Sensitive matters should be recorded within ChurchSuite with each leader recording what they witnessed. This can be very helpful as a difficult young person may subsequently make accusations of assault. A young person who constantly makes throwaway sexual comments about church workers may later make an allegation of actual abuse. Records of previous examples of this behaviour will enable any allegation to be seen in context. Of course, if a number of young people all make similar comments about one worker, this should warn the leadership that they may have a problem with that person. Recording details in ChurchSuite can protect both children and workers.

Workers should also record incidents requiring disciplinary action and details of the action taken in ChurchSuite. When recording sensitive information in ChurchSuite, ChurchSuite Users should take steps to ensure that the information is only available to the Safeguarding team. ChurchSuite Users will be trained by the central office in how to do so. Any ChurchSuite User unsure on how to enter sensitive information should contact the Church office.

Because accusations of abuse may be made many years later, ChurchSuite records should be preserved. Old logbooks that predate the ChurchSuite system should be kept in a confidential filing system, indefinitely, in the church office.

Children from the street

Sometimes children playing outside or wandering the streets with no adult supervision will try to join in church organised activities without the knowledge of their parents. We recommend that they be given information on the group with an invitation to attend when

they have parental permission, but they should be encouraged to return home rather than letting them participate.

Toileting

When going to the toilet, younger children should be supervised and, where appropriate, assisted by a youth worker (i.e. someone who has been DBS checked and completed Forms 2 & 3). Wherever possible, the youth worker should be the same sex as the child.

Touch

Touch – e.g. physical contact between adults and children – can be quite healthy and acceptable in public places, but is to be avoided in circumstances where an adult/child is on his own. Our guidelines are outlined below:

- Keep everything public. A hug in the context of a group is very different from a hug behind closed doors.
- Touch should be related to the child's needs, not the worker's.
- Touch should be age-appropriate and generally initiated by the child rather than the worker.
- Questionable activity, eg rough/sexually provocative games and comments, should be avoided. Avoid any physical activity that is, or may be thought to be, sexually stimulating to the adult or the child.
- Children have the right to decide how much physical contact they have with others, except in exceptional circumstances when they need medical attention or restraint for safety reasons.

Youth team members should monitor one another in the area of physical contact. They should be free to help each other by pointing out anything which could be misunderstood.

Concerns about abuse should always be reported.

Transportation of children

Arrangements for transporting children are made with the knowledge of the group leaders and have parental approval. In some circumstances it may be unwise to carry a particular child on their own.

The following guidelines are intended to supplement the church safeguarding policy, and drivers must at all times act in accordance with the latter.

These guidelines should apply to all drivers involved in the transportation of children and young people, which is organised by or on behalf of your church. Private arrangements for

transport made directly between those with parental responsibility and others should not be covered by these guidelines.

Our advice on transporting children is as follows:

- All drivers should have read the safeguarding policy and agree to abide by this.
- Parental consent should be given and all journeys should be carried out with the knowledge of the leadership.
- Seat belts should be worn, the driver should have adequate insurance and the vehicle should be road worthy.
- Drivers should not spend unnecessary time alone in a car with a child. If a child wants to talk to a driver about something and has waited till other children have been dropped off, the driver should explain that it isn't convenient to talk and then arrange to meet with the child / young person at a location where there can be other adults around. (Remember a child / young person may want to talk to the driver about an abusive situation).
- It is reasonable to expect that drivers may be alone with a child for short periods e.g. dropping off the last child. Consideration must be given as to the most suitable child to be dropped off last and plan routes accordingly.
- At collection or dropping off points do not leave a child on their own. Make sure that children are received by an appropriate adult.
- Leaders are responsible for avoiding instances where it may be unwise for a particular driver to transport a child (e.g. where they have had a disagreement that evening, where a child / young person has a 'crush' on a driver).

Arrangements when using mini buses

In addition to the above:

- Ensure full compliance with mini bus regulations. Further details can be found at <https://www.gov.uk/driving-a-minibus>
- Ensure adequate supervision. As well as a driver, another responsible adult sitting with the children/ young people will be needed.
- Ensure the driver and the other adult have appointed as workers in accordance with the church's procedures.

Swimming Trips

Swimming in the sea or other natural waters

Swimming in the sea or other natural waters are potentially dangerous activities. This should only be allowed as formal and supervised activities, preferably in recognised bathing areas which have official surveillance e.g. where there is a qualified lifeguard present.

Even with lifeguard cover all children and young people should always be in the sight of the group leader and team.

One worker should always stay out of the water for better surveillance.

Increase ratios of adults to children to 1:3, with workers of both sexes for a mixed sex group of children.

Swimming Pools

Ascertain before any visit to a swimming pool:

- Is there an adequate level of supervision provided by those qualified in life saving?
- Is the depth of water appropriate for those who will be swimming?
- Does the deep end allow for safe diving? (if the depth is less than 1.5 metres diving should not be permitted)
- Are the changing and showering facilities appropriate for each sex, safe and hygienic?

The children and young people who will be swimming need to be given clear instructions on how to behave in and around water.

You should ensure that children and young people have not eaten (at least half an hour) before swimming.

One worker should always stay out of the water for better surveillance.

Increase ratios of adults to children to 1:5, with workers of both sexes for a mixed sex group of children.

Residential holidays

Arrangements for residential holidays should be carefully considered, and particularly whether adults should share sleeping accommodation with children. This might be an unwise practice generally, but appropriate, say, with very young children or in a large dormitory situation or on an activity such as youth hostelling where it is the custom.

Church-based young persons' peer group activities

All youth activities (for those aged up to 18) should be overseen by youth workers who have been selected in accordance with the agreed recruitment procedures. Whilst there may be more informal peer groups of age 14+ (such as after-church meetings of the T2 age group) arranged by youth members, an adult should be readily available, ie in the same building.

Use of ChurchSuite for under 18s

The Church uses an online platform called 'ChurchSuite' ([Home — ChurchSuite](#)). ChurchSuite functions as both an online database and an administrative manager for Church ministries. This database includes the details of children including personal information as well as consent form settings.

A ChurchSuite 'User' account is given to any individual who runs a ministry and requires access to the administrative side of ChurchSuite. As part of the Church's commitment to ensuring the protection of children, only select Users are given access to the section of ChurchSuite that allows access to the personal details of children.

These Users are:

Church Staff (Pastors, Church manager, Church administrator, Ministry trainees)

Safeguarding Co-ordinators

Creche leader (1 User)

Beginners leader (1 User)

Sunday School leader (1 User)

Engage leader (1 User)

Rooted leader (1 User)

Toddlers leader (1 User)

Noah's Ark leader (1 User)

Lighthouse leader (1 User)

Transformed leader (1 User)

T2 leader (1 User)

Online Safeguarding with under 18s

Online Safeguarding applies to the use of all electronic devices and applications to communicate and access the internet, frequently referred to as Information and Communications Technology.

By observing this policy it is our goal to ensure the continued wellbeing and safety of all children, young people and adults.

All youth workers participating in online meetings and chats must have current DBS clearance.

To enable online youth work and support to take place, all youth workers must observe the following protocols:

1. Young people must obtain parental consent before they can be present at online meetings or chats. This permission is included in the general youth group consent form, completed on ChurchSuite. Note: siblings may not join a meeting or conversation unless consent has been given by the parent.
2. Personal details (surnames, addresses, phone numbers and email addresses) must never be posted or given out online.
3. Where a 1-to-1 is taking place, the guidelines (Appendix H) and procedures (Appendix I) relating to this must be followed.
4. Avoid using emoji or icons, they can be misleading.
5. Avoid meetings and chats continuing outside 'sensible hours', and where necessary, consult with parents.
6. Where photographs may be shared, additional caution should be exercised in regard to the appropriate content of the photographs and how shared.
7. For accountability, the details of each meeting / chat must be recorded using the attendance function on ChurchSuite. Each record must include all participants (youth workers and young people, date and time and content covered. Any concerns must also be logged).
8. Ensure a link to CEOP (Child Exploitation Online Protection) agencies is provided at the beginning of any online meeting (e.g. posted in the chat box, along with the code of practice below). This enables young people to report anything which concerns them, including the behaviour or a worker towards them.
9. Ensure that children and young people are only using apps and programmes that they are legally entitled to use, and are age appropriate.
10. It is helpful to agree a simple code of practice for all meetings and chats:

- a. Ensure that a parent / carer is aware that the meeting is happening
- b. Encourage one person to speak at a time, and respect each other
- c. Encourage transparency, and do one another good
- d. Ensure all participants know that the meeting will be logged afterwards
- e. Follow the youth leaders' instructions

Electronic communications with under 18s

General points applying to all forms of communication:

- Keep communication within sensible hours (9am - 8pm)
- Take screenshots of text/WhatsApp messages and save in SharePoint/send to the safeguarding team (safeguarding@widcombe.org@idcombe.org) if you don't have access to SharePoint
- Keep messages direct and clear
- Avoid emojis and abbreviations - these can lead to ambiguity and misunderstanding
- If any message from a young person gives you cause for concern, or you are concerned that a message from you may be misinterpreted, share it with the Safeguarding co-ordinator or deputy co-ordinator

If a young person uses text/WhatsApp to initiate a conversation seeking greater interaction than a simple logistical question, seek to transfer this to email or book in a phone call	Notes
Method Email	<ul style="list-style-type: none"> • Preferred method of communication • Copy another leader in for transparency
Text message	<ul style="list-style-type: none"> • Ideally only used for practical arrangements e.g. to organise a 1:1 which has already been agreed with parents/carers
Video/phone call	<ul style="list-style-type: none"> • Keep a log of all calls and save in SharePoint • Include date, time and summary of content; note any concerns • Encourage young person to make call in shared space in house
WhatsApp	<ul style="list-style-type: none"> • Only with over 16s (as per WhatsApp's terms and conditions) • Can make a group including another leader, for transparency • If a young person under 16 sends a message via WhatsApp, respond via email/text, including a reminder that we are required not to use WhatsApp with under 16s

Chat on Zoom

- Ideally only use direct messaging with the whole group
- Sometimes a private DM is required for an activity (e.g. sending an idea for charades)
- Zoom host to save chat record at the end of the meeting

Working One to One with Young People

It is a safeguarding myth that meeting a young person on your own is not allowed.

Effective discipleship and excellent pastoral care are made easier by being able to relate on a one to one basis with a young person. Young people are often more open to sharing without their peers around as they feel safer in the context of speaking to someone they trust to handle what they say maturely.

There are, however, significant risks inherent with one to one work that can leave both a young person and the worker vulnerable to abuse and allegations of abuse.

This guide will take you through some of the ways we recommend doing one to one work both in person and also in a digital world.

Agreeing it's the right thing

Discuss your plan to meet with young person one to one at a senior level in church before you begin.

Action 1: Ensure that working one to one with this young person is agreed by your youth group leader. If you are the youth group leader, discuss it with one of the elders.

Keeping it clear

It is important that the boundaries of the relationship are recognised at the beginning of a one to one arrangement between youth workers/mentors and young people. Sharing personal information appropriately can exist between someone offering pastoral care and the person receiving it, however there is always a purpose to the conversation as the relationship is clearly understood.

Mixed feelings are a danger in one to one work of any age, however it is a higher risk for young people to become attached to youth workers who are closer in age to them.

The defining of relationships at the outset of working one to one is important for both sides.

Action 2: Define the role of the youth worker and the young person so that both are aware of the boundaries that exist in the relationship

Keeping others in the loop

Accountability is key in any active one to one relationship.

Confidentiality can be maintained when a young person shares about their life with a youth worker, however the fact that the meetings are taking place should be made known to both parents/guardians and senior colleagues or supervisors in church.

Although one-off or emergency meetings might be asked for by the young person, where possible the plan of meetings which involve a day, time and location should be shared with the relevant people so that someone knows where you are and who you're with.

Action 3: Make a plan of meetings and share it with those who need it such as parents, colleagues or senior leaders.

Keeping it public

We will address the issue of electronic contact later on, however when meeting in person it should be kept public where possible.

Coffee Shops are a good place to meet as they are usually accessible venues for the young person. Even though some conversations may be sensitive or about personal matters the atmosphere of a coffee shop is usually one where people get on with their own business.

If there is a need to talk about things in a more confidential setting then any room used in a church building should have a window for others to be able to see in and there should be someone else in close proximity to the room. It's good practice to consider the layout of the room and to have the young person sit on the side of the room where the exit is.

Meetings can also take place in the young person's home when parents are in the house. They should never take place in a young person's room.

If a youth worker uses their home for these purposes there would still need to be another safely recruited person present. The youth worker should also have the appropriate level of DBS check which covers home working.

Action 4: Choose an appropriate venue that is public or in near proximity to others who are aware the meeting is taking place

Keeping it necessary

If you decide that one to one meetings are part of your regular structure then that's great. If your one to one work is based on a need, however, then it's good to anticipate how many sessions are required for this and when they should finish. This should be agreed either before or after the first meeting. At the time it's due to finish you should review whether further work is required and agree this with the young person, colleagues and parents.

Equally, if the young person is requesting too much of a youth worker's time it can become unhealthy and create a dependency. The one to one relationship should be reviewed with supervisors to ensure that the continued meeting is necessary.

Action 5: Ensure regular reviews and timescales to determine whether or not the meetings still need to happen.

Keeping a record

Good practice for working one to one will require a record to be kept of the meetings and correspondence that takes place with a young person.

It can be helpful to keep brief notes of what is discussed, however you should be careful to keep these secure.

Action 6: Complete on ChurchSuite the form for working one to one with young people (Form 15, template found in Appendix A1).

Social Media and Online Communication

Under Action 2 you should outline the aspects of the relationship which relate to how you will communicate with the young person.

We discourage the use of social media for one to one communication. There is no hard and fast rule that demands this, however there are concerns that social media and digital communications are and can be open to abuse.

If you believe it is a good rule to meet in public places then the rule should also extend to online spaces.

Chatting one to one via a social media platform is the equivalent to being in a room along with a young person. Whilst you may not be there physically you are still able to share images and talk over video and write anything you wish without anyone there to see it.

We suggest that any digital communication via text or social media on a one to one basis be kept to practical and organisational boundaries where possible. For example: "Hi Chris. This is just to check that you're still ok to meet at Costa on Monday 10?"

Here's some helpful action points when it comes to youth workers communicating via social media on a one to one basis:

- Keep a log stating with whom and they communicated
- Keep a log of significant instant message or text conversations
- Save IM conversations and text messages as text files where possible and make the young person aware that they are doing this
- Use technology at appropriate hours of the day, agreeing lengths of time and curfews with young people

- Pass on or show any texts or conversations that raise concerns to their line manager or supervisor
- Use clear language, avoiding words like 'luv' or abbreviations like 'lol' which could be misinterpreted²

Added to this is our advice that you need to consider and agree what platforms you can use. Apps such as Snapchat are not suitable for communicating with young people as no log is kept. Whatsapp has a minimum age of 16 and so would not be suitable for younger people.

We recommend sticking to basic email and text which can be kept and recorded for the sake of integrity.

Appendix I

Procedure for arranging a one to one with a young person

1. Offer 1:1 to young person
2. Allocate mentor of the same sex (ensure mentor has already completed forms 2 & 3 on ChurchSuite, and has a DBS check)
3. Mentor and young person to read 1:1 expectations notes
4. Mentor to fill out 1:1 with young person form on ChurchSuite (template of form found in Form 15, Appendix A1) and share with parent and youth group leader/elder
5. 1:1 meetings take place - following guidance for meeting in person and communicating electronically; make a record of all meetings
6. Review 1:1 at predetermined point (date or after number of sessions)
7. Arrange to finish or continue the 1:1. If continuing, repeat from step 4

Discipline

The Church's discipline guidelines are set out below. It shall be provided to parent(s) of each attendee at a church group. In signing the consent form the parent is indicating an understanding and acceptance of the discipline policy in those guidelines.

DISCIPLINE GUIDELINES FOR YOUTH WORKERS

The Context of Discipline

Discipline should always arise from love and care for the group and the individual concerned.

The Health and Safety of young people in a group should be the paramount concern, followed closely by the maintenance of good order so that God's word can be effectively proclaimed in a conducive atmosphere.

We want the children to come to a knowledge of the Lord and to apply their faith. We want them to listen and learn and respect one another as well as to enjoy themselves. But with large number of children we are also concerned that all should feel welcome and accepted, and these guidelines are intended to assist leaders in ensuring that the few do not spoil it for the many.

Discipline should never result in a young person being put into a situation that adversely affects their own personal safety.

The maintenance of good discipline should be possible without the need to create a harsh environment; equally discipline should not be avoided in order to avoid upsetting a child who needs careful control.

Discipline of an individual should be a matter between the individual and the leader(s), and not a matter in which other young people become involved.

Discipline should provide a way of repentance, but should also be seen to bring with it punishment when that is appropriate.

The rules leading to discipline should be clearly explained, at an individual level if necessary, and should be communicated to parents.

Discipline, in severe cases, should seek to gain parental support where possible.

The Leaders of the group are responsible for training workers in the behaviour policy and discipline procedures of the group and for ensuring that all workers of the group apply consistent and appropriate discipline in an attitude of love, patience and care.

The Process of Discipline

Discipline will normally be through warnings, withdrawing children from activities, and (exceptionally) exclusion. Discipline should never involve physical or "psychological" punishment.

In the event of a child's behaviour being inappropriate the following escalating series of steps should be considered to resolve the problem.

The youth worker will point out to the child what is wrong with their behaviour, where possible on a one-to-one basis.

If there is a recurrence

The leader will warn the child directly that further repetition will lead to a sanction, identifying what that will be - for example, in Sunday School returning the child to their parents or at a youth group withdrawing the child from activities.

If the trouble persists

The teacher and leader concerned will apply the sanction. If the matter is not resolved after this, exclusion for a defined period from the youth group, clearly indicating an opportunity for continued participation at the end of this period subject to appropriate behaviour.

In specific circumstances

For example, when there is any question as to safety of any of the children it may be appropriate to take a misbehaving child out of an activity before following this entire process.

See Appendix K for dealing with disruptive behaviour, rather than simple misbehaviour.

Guidance on dealing with certain specific situations

Swearing, Insults and Bad language

Swearing, insults and bad language should be prohibited in all youth groups

It is recognised that some children will have been brought up in an environment where swearing is commonplace. "Instinctive" swearing (e.g. when a child hurts themselves) should be dealt with through a quiet encouragement not to swear. Deliberate and/or continuous swearing should lead to a clear individual warning that swearing is not acceptable.

An insult or abusive language to a child can be as hurtful as physical violence and should normally result in an immediate warning. Where a child persists in insulting a leader or other child the situation should normally be treated with the same response as physical misbehaviour.

Physical Misbehaviour

This may take many forms, from continually "bumping" in order to intimidate an individual or group to a single deliberate act of violence against an individual. All such misbehaviour should be prohibited in all youth groups.

Physical misbehaviour should always be treated seriously. See Appendix K for dealing with persistent physical misbehaviour.

Restraint

A child may be restrained only where the child is acting in a manner that is dangerous to themselves or dangerous to others and where the child has not responded to the normal application of the discipline procedures.

Restraint, when applied, must be applied with the minimum force and so as to cause the least stress to the child. However, where necessary, reasonable force may be used to ensure the safety of the child or well being of the group.

Working with disruptive behaviour

The following guidelines are intended to supplement the church safeguarding policy and those participating must, of course, at all times act in accordance with the terms of the policy.

Sometimes children and young people can become very upset and disruptive and occasionally their behaviour may be assessed as possibly dangerous to themselves or others.

If a child/young person has disruptive behaviour, an attempt should be made to speak to the individual following the normal disciplinary approach:

- 1) Request that the behaviour stops;
- 2) Speak with the child to find out the cause(s) of upset;
- 3) Warn the child that they will be asked to leave if the behaviour continues;
- 4) Warn the child that continued disruptive behaviour might result in longer term exclusion from the activity.

If a child/young person is harming him/herself or another person or property, other children/young people should be escorted to vacate the place/area where the disruption is occurring. At the same time, and with a second worker present, request the child/young person to STOP.

If your request is ignored, you might need to warn that you might have to call for additional help e.g. Police.

In exceptional circumstances and with the help of another, whilst police help is awaited, you might need to prevent the child/young person from harming themselves by using careful and appropriate restraint.

In all circumstances, workers involved should record as soon as possible, i.e. once the situation is resolved/or immediately after the activity, details of:

- What activity was taking place;
- What might have caused the disruptive behaviour;
- The child's/young person's behaviour;
- What you said/how you responded
- Others present who might have witnessed the event.
- This should be recorded on the accident and incident form on ChurchSuite.

Supporting young people who self harm

What is self-harm?

The phrase 'self-harm' is used to describe a wide range of behaviours, the most common of which are cutting, scratching, bruising, burning or overdosing oneself, or intentionally putting oneself in risky situations. Self-harm also includes behaviour that is quite common such as abusing alcohol and drugs or having an eating disorder. The phrase is used when a person injures or harms themselves on purpose rather than accidentally. Self-harm can be understood as a physical response to emotional distress and it can be very addictive. Once a young person starts self-harming it can become a compulsion and that's why it's important to notice it as soon as possible and do everything you can to help. Self-harm is always a sign that something is seriously wrong.

Why do young people self-harm?

Young people harm themselves for all sorts of reasons but the need to self-harm usually comes from strong emotions that have become difficult to manage. Young people who self-harm give different reasons for why they do it. Self-harming behaviour is often associated with feelings of anger. Some young people who self-harm say that they feel desperate about a problem and they don't know what to do or who to turn to. Self-harm makes them feel more in control. For some young people who are experiencing unbearable feelings of shame, self-harm is a way of punishing themselves. Some young people who have experienced trauma or abuse cope with this by dissociation (that is they cut themselves off mentally from their experiences and become emotionally numb) and so, for these young people, inflicting pain on themselves is a way of making themselves feel more connected and alive. Self-harm is not usually a suicide attempt or a cry for help.

The majority of self-harm happens within the community and doesn't reach the attention of mental health services but a small proportion (usually overdosing) results in a hospital admission. Paracetamol is the most common medicine taken as an overdose and this can cause serious liver damage; even small overdoses can sometimes be fatal. Individuals who have self-harmed are at higher risk of suicide than other young people, but the risk is still low. Young people who harm themselves with a wish to commit suicide usually also have mental health problems or other serious issues in their lives. It's more helpful to see self-harm for most young people as their way of coping, a survival strategy in the face of emotional distress. There are, however, always risks with self-harm and it should never be ignored.

Assessing risk

Decisions about what to do next can be based on the level of risk involved in the self-harm. There is generally a scale of risk when looking at self-harm behaviour.

Low risk

Individuals whose self-harm results in superficial tissue damage, who have some positive coping skills, and external support are those whose behaviour poses less of a risk. Parents may or may not need to be notified in this case depending on your confidence that the self-harm is transient and not likely to cause unintended injury. Mentoring or befriending a young person in these circumstances can be helpful, whilst also encouraging them to use safer coping strategies to help release their feelings, such as writing, drawing, physical exercise. It is important to remember that self-harm usually stems from a sense of internal or external stress, it is therefore helpful to encourage the individual who is self-harming to seek a trusted adult to talk to when they feel like they may be at risk of self-harm or other unhealthy behaviours. This could be a youth worker, relative, school nurse, or a counsellor.

Higher risk

If a young person is frequently reporting self-injury practices or is using high-risk methods, ie. deep cutting, ingesting caustic substances. If this is coupled with experiencing severe internal and external stress with few positive support or coping skills, they are likely to require more intense intervention, such as GP, and/or Child and Adolescent Mental Health Services (CAMHS). Higher risk self-harmers usually have a more established self-harm routine, report a degree of dependence, often hurt themselves more than intended, and report life interference as a result of their self-injury. Where under 18, parental involvement is likely to be advised in such cases. It is important to note that the young person should be respectfully and actively involved even where there is resistance. Ideally, the young person should be encouraged to speak to their parent/s about the harming, however, if reluctant, a responsible adult may need to alert parents that their child may be in danger of harming him or herself in the future.

Helpful responses

Notice when the young person seems upset, withdrawn or irritable. Self-injury is often kept secret but there may be clues, such as refusing to wear short sleeves or to take off clothing for sports. Encourage them to talk about their worries and take them seriously. Show them you care by listening, offer sympathy and understanding, and help them to solve any problems. Buy blister packs of medicine in small amounts. This helps prevent impulsive overdoses. Getting pills out of a blister pack takes longer than swallowing them straight from a bottle. It may be long enough to make someone stop and think about what they are doing. Keep medicines locked away. Get help if family problems or arguments keep upsetting you or the young person. If a young person has injured themselves, you can help practically by checking to see if injuries (cuts or burns for example) need hospital treatment and if not, by providing them with clean dressings to cover their wounds.

As a minister/youth worker, it is important to encourage young people to let you know if one of their friends is in trouble, upset or shows signs of harming themselves. Friends often worry about betraying a confidence and you may need to explain that self-harm is very serious and can be life-threatening. For this reason, it should never be kept secret.

Supporting/supervising workers

Youth workers should act as a team and accept mutual accountability.

In considering the level of supervision that is reasonable, the following factors should be taken into account:

- The age of the children
- The number of children
- Whether other workers are helping to look after the children
- The degree of contact with the children
- How vulnerable the children are
- Whether there are other assistants or junior helpers also requiring supervision.

Anyone seeing another youth worker, assistant, or junior helper acting in a way which could be misinterpreted should speak to the individual about the concern.

For each group there should be regular workers' meetings to review procedures to ensure common approach, sharing of concerns and identifying other matters which may need clarification and guidance.

Following the safeguarding policy and its guidelines should be paramount, and if circumstances make it necessary to depart from agreed procedures, say in an emergency or for some valid reason (perhaps to protect a child), permission should be sought in advance from the group leader or reported immediately afterwards where this is not possible.

Any event during which the safeguarding policy and/or guidelines have not been adhered to must be reported to the group leader in the first instance, and safeguarding co-ordinators when needed, to enable them to consider whether:

- Action needs to be taken to prevent the situation arising again, or
- The policy and/or guidelines need revision.

This provides protection to the individual and draws attention quickly to shortcomings and problem areas.

Key issues/decisions discussed at group meetings should be reported to the safeguarding co-ordinators.

Definitions of Abuse: Children

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm.

Children may be abused in a family or in an institutional or community setting; by those known to them or, more rarely, by a stranger. They may be abused by an adult or adults or another child or children.

Child protection legislation throughout the UK is based on the United Nations Convention on the Rights of the Child. Each nation within the UK has incorporated the convention within its legislation and guidance.

The four definitions (and a few additional categories) of abuse below operate in England based on the government guidance 'Working Together to Safeguard Children (2018)'.

What is abuse and neglect?

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting, by those known to them or, more rarely, by a stranger for example, via the internet. They may be abused by an adult or adults, or another child or children.

Physical abuse: Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

Emotional abuse: Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and

learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyberbullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

Sexual abuse: Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

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 the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to

- Provide adequate food, clothing and shelter (including exclusion from home or abandonment);
- protect a child from physical and emotional harm or danger;
- ensure adequate supervision (including the use of inadequate care-givers); or
- ensure access to appropriate medical care or treatment.

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Child sexual exploitation: Child sexual exploitation is a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology

Extremism: Extremism goes beyond terrorism and includes people who target the vulnerable – including the young – by seeking to sow division between communities on the basis of race, faith or denomination; justify discrimination towards women and girls; persuade others that minorities are inferior; or argue against the primacy of democracy and the rule of law in our society.

Further Definitions of Abuse: Children

Significant Harm: This relates to the degree of harm that triggers statutory action to protect a child. It is based on the individual child's health or development compared to that which could reasonably be expected of a similar child. E.g. severity of ill treatment, degree and extent of physical harm, duration and frequency of abuse and neglect, premeditation. Department of Health guidance suggests that 'significant' means 'considerable, noteworthy or important.'

Children in Whom Illness is Fabricated or Induced (formerly known as Munchausen's Syndrome By Proxy): This is a form of child abuse in which the parents or carers give false accounts of symptoms in their children and may fake signs of illness (to draw attention to themselves). They seek repeated medical investigations and needless treatment for their children. The government guidance on this is found in 'Safeguarding Children in whom Illness is Fabricated or Induced' (2002).

Spiritual Abuse: Linked with emotional abuse, spiritual abuse could be defined as an abuse of power, often done in the name of God or religion, which involves manipulating or coercing someone into thinking, saying or doing things without respecting their right to choose for themselves. Some indicators of spiritual abuse might be a leader who is intimidating and imposes his/her will on other people, perhaps threatening dire consequences or the wrath of God if disobeyed. He or she may say that God has revealed certain things to them and so they know what is right. Those under their leadership are fearful to challenge or disagree, believing they will lose the leader's (or more seriously God's) acceptance and approval.

Domestic Violence: The shared Association of Chief Police Officers (ACPO), Crown Prosecution Service (CPS) and government definition of domestic violence is: 'any incident of threatening behaviour, violence or abuse (psychological, physical, sexual, financial or emotional) between adults, aged 18 and over, who are or have been intimate partners or family members, regardless of gender and sexuality.' (Family members are defined as mother, father, son, daughter, brother, sister and grandparents, whether directly related, in-laws or step-family).

Complex (organised or multiple) abuse: This abuse may be defined as abuse involving one or more abusers and a number of children. The abusers concerned may be acting in concert to abuse children, sometimes acting in isolation, or may be using an institutional framework or position of authority to recruit children for abuse. Complex abuse occurs both as part of a network of abuse across a family or community, and within institutions such as residential homes or schools. Such abuse is profoundly traumatic for the children who become involved.

Sexually exploited children and young people: The Sexual Offences Act 2003 introduced a number of new offences to deal with those who sexually exploit children and young people. The offences protect children up to the age of 18 and can attract tough penalties. They include:

- paying for the sexual services of a child;

- causing or inciting child prostitution;
- arranging or facilitating child prostitution; and
- controlling a child prostitute.

Female Genital Mutilation (FGM): The World Health Organization defined FGM as all procedures involving partial or total removal or stitching up of the female genitalia or other injury to the female genital organs whether for cultural or other non-therapeutic reasons. It is an offence for UK nationals or permanent UK residents to carry out FGM abroad, or to aid, abet, counsel or procure the carrying out of FGM abroad, even in countries where the practice is legal. A mandatory reporting duty for FGM requires regulated health and social care professionals and teachers in England and Wales to report known cases of FGM in under 18-year-olds to the police.

Signs of Possible Abuse: children & young people

The following signs could be indicators that abuse has taken place but should be considered in context of the child's whole life.

Physical

- Injuries not consistent with the explanation given for them
- Injuries that occur in places not normally exposed to falls, rough games, etc
- Injuries that have not received medical attention
- Reluctance to change for, or participate in, games or swimming
- Repeated urinary infections or unexplained tummy pains
- Bruises on babies, bites, burns, fractures etc which do not have an accidental explanation*
- Cuts/scratches/substance abuse*

Sexual

- Any allegations made concerning sexual abuse
- Excessive preoccupation with sexual matters and detailed knowledge of adult sexual behaviour
- Age-inappropriate sexual activity through words, play or drawing
- Child who is sexually provocative or seductive with adults
- Inappropriate bed-sharing arrangements at home
- Severe sleep disturbances with fears, phobias, vivid dreams or nightmares, sometimes with overt or veiled sexual connotations
- Eating disorders - anorexia, bulimia*

Emotional

- Changes or regression in mood or behaviour, particularly where a child withdraws or becomes clinging.
- Depression, aggression, extreme anxiety.
- Nervousness, frozen watchfulness
- Obsessions or phobias
- Sudden under-achievement or lack of concentration
- Inappropriate relationships with peers and/or adults
- Attention-seeking behaviour
- Persistent tiredness
- Running away/stealing/lying

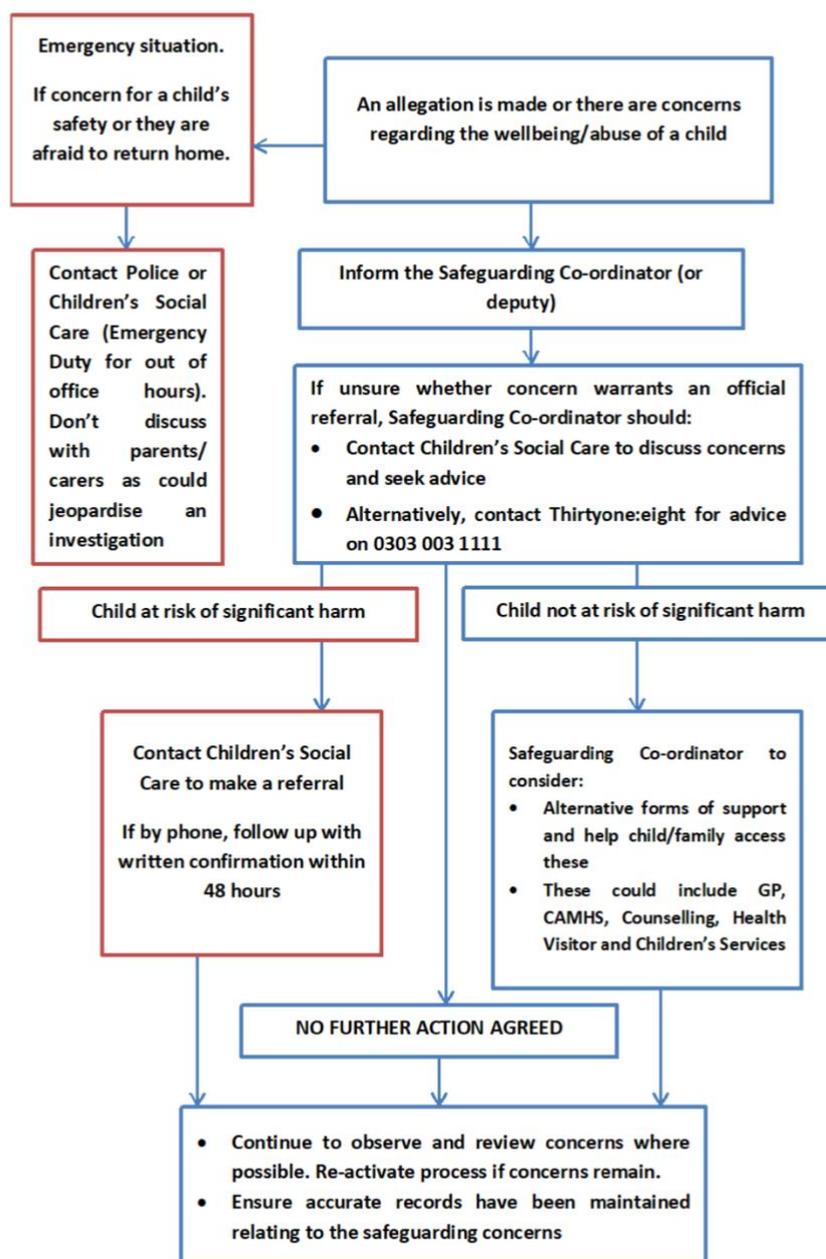
Neglect

- Under nourishment, failure to grow, constant hunger, stealing or gorging food, Untreated illnesses,
- Inadequate care, etc

*These indicate the possibility that a child or young person is self-harming. Approximately 20,000 are treated in accident and emergency departments in the UK each year.

Flowchart for Action Children and Young People

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



Working Together to Safeguard Children defines significant harm as:

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

How to respond to a child wanting to talk about abuse

General points

- Show acceptance of what the child says (however unlikely the story may sound)
- Keep calm
- Look at the child directly
- Be honest
- Tell the child you will need to let someone else know – don't promise confidentiality
- Even when a child has broken a rule, they are not to blame for the abuse
- Be aware that the child may have been threatened or bribed not to tell
- Never push for information. If the child decides not to tell you after all, then accept that and let them know that you are always ready to listen.

Helpful things you may say or show

- I believe you (or showing acceptance of what the child says) Thank you for telling me
- It's not your fault
- I will help you

Don't say

- Why didn't you tell anyone before?
- I can't believe it!
- Are you sure this is true?
- Why? How? When? Who? Where? Never make false promises
- Never make statements such as "I am shocked, don't tell anyone else"

Concluding

- Again reassure the child that they were right to tell you and show acceptance
- Let the child know what you are going to do next and that you will let them know what happens
- Contact the Safeguarding Co-ordinator, Deputy Co-ordinator or thirtyone-eight for advice or go directly to Social Services or Police, as outlined in Section 4 of the Safeguarding Policy.
- Consider your own feelings and seek pastoral support if needed, being mindful that the suspicions themselves are not to be discussed with others

Definitions of Abuse: Adults

The following information relates to the Safeguarding of Adults as defined in the Care Act 2014, Chapter 14. Safeguarding, this replaces the previous guidelines produced in 'No Secrets' (Department of Health 2000).

The legislation is relevant across England and Wales but on occasions applies only to local authorities in England.

The Safeguarding duties apply to an adult who;

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

Types and patterns of abuse and neglect

Physical abuse: including assault, hitting, slapping, pushing, misuse of medication, restraint or inappropriate physical sanctions.

Domestic violence: including psychological, physical, sexual, financial, emotional abuse; so called 'honour' based violence.

Sexual abuse: including rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography, subjection to pornography or witnessing sexual acts, indecent exposure and sexual assault or sexual acts to which the adult has not consented or was pressured into consenting.

Psychological abuse: including emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, cyber bullying, isolation or unreasonable and unjustified withdrawal of services or supportive networks.

Financial or material abuse: including theft, fraud, internet scamming, coercion in relation to an adult's financial affairs or arrangements, including in connection with wills, property, inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits.

Modern slavery: encompasses slavery, human trafficking, forced labour and domestic servitude. Traffickers and slave masters use whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment.

Discriminatory abuse: including forms of harassment, slurs or similar treatment; because of race, gender and gender identity, age, disability, sexual orientation or religion.

Organisational abuse: including neglect and poor care practice within an Institution or specific care setting such as a hospital or care home, for example, or in relation to care provided in one's own home. This may range from one off incidents to on-going ill-treatment. It can be through neglect or poor professional practice as a result of the structure, policies, processes and practices within an organisation.

Neglect and acts of omission: including ignoring medical, emotional or physical care needs, failure to provide access to appropriate health, care and support or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating.

Self-neglect: this covers a wide range of behaviour neglecting to care for one's personal hygiene, health or surroundings and includes behaviour such as hoarding. Incidents of abuse may be one-off or multiple, and affect one person or more.

Signs of Possible Abuse: Adults

Physical abuse

- History of unexplained falls, fractures, bruises, burns, minor injuries.
- Signs of under or over use of medication and/or medical problems left unattended.
- Any injuries not consistent with the explanation given for them
- Bruising and discolouration - particularly if there is a lot of bruising of different ages and in places not normally exposed to falls, rough games etc.
- Recurring injuries without plausible explanation
- Loss of hair, loss of weight and change of appetite
- Person flinches at physical contact &/or keeps fully covered, even in hot weather;
- Person appears frightened or subdued in the presence of a particular person or people

Domestic violence

- Unexplained injuries or 'excuses' for marks or scars
- Coercive, controlling and/or threatening relationship including psychological, physical, sexual, financial, emotional abuse; so called 'honour' based violence and Female Genital Mutilation.
- Age range extended to 16 yrs.

Sexual abuse

- Pregnancy in a woman who lacks mental capacity or is unable to consent to sexual intercourse
- Unexplained change in behaviour or sexually explicit behaviour
- Torn, stained or bloody underwear and/or unusual difficulty in walking or sitting
- Infections or sexually transmitted diseases
- Full or partial disclosures or hints of sexual abuse
- Self-harming
- Emotional distress
- Mood changes
- Disturbed sleep patterns

Psychological abuse

- Alteration in psychological state e.g. withdrawn, agitated, anxious, tearful
- Intimidated or subdued in the presence of a carer
- Fearful, flinching or frightened of making choices or expressing wishes

- Unexplained paranoia
- Changes in mood, attitude and behaviour, excessive fear or anxiety
- Changes in sleep pattern or persistent tiredness
- Loss of appetite
- Helplessness or passivity
- Confusion or disorientation
- Implausible stories and attention seeking behaviour
- Low self-esteem

Financial or material abuse

- Disparity between assets and living conditions
- Unexplained withdrawals from accounts or disappearance of financial documents or loss of money
- Sudden inability to pay bills, getting into debt
- Carers or professionals fail to account for expenses incurred on a person's behalf
- Recent changes of deeds or title to property
- Missing personal belongings
- Inappropriate granting and / or use of Power of Attorney

Modern slavery

- Physical appearance; unkempt, inappropriate clothing, malnourished
- Movement monitored, rarely alone, travel early or late at night to facilitate working hours.
- Few personal possessions or ID documents.
- Fear of seeking help or trusting people.

Discriminatory abuse

- Inappropriate remarks, comments or lack of respect
- Poor quality or avoidance care
- Low self-esteem
- Withdrawn
- Anger
- Person puts themselves down in terms of their gender or sexuality
- Abuse may be observed in conversations or reports by the person of how they perceive themselves

Institutional Abuse

- Low self-esteem
- Withdrawn
- Anger
- Person puts themselves down in terms of their gender or sexuality
- Abuse may be observed in conversations or reports by the person of how they perceive themselves
- No confidence in complaints procedures for staff or service users.
- Neglectful or poor professional practice.

Neglect and acts of omission

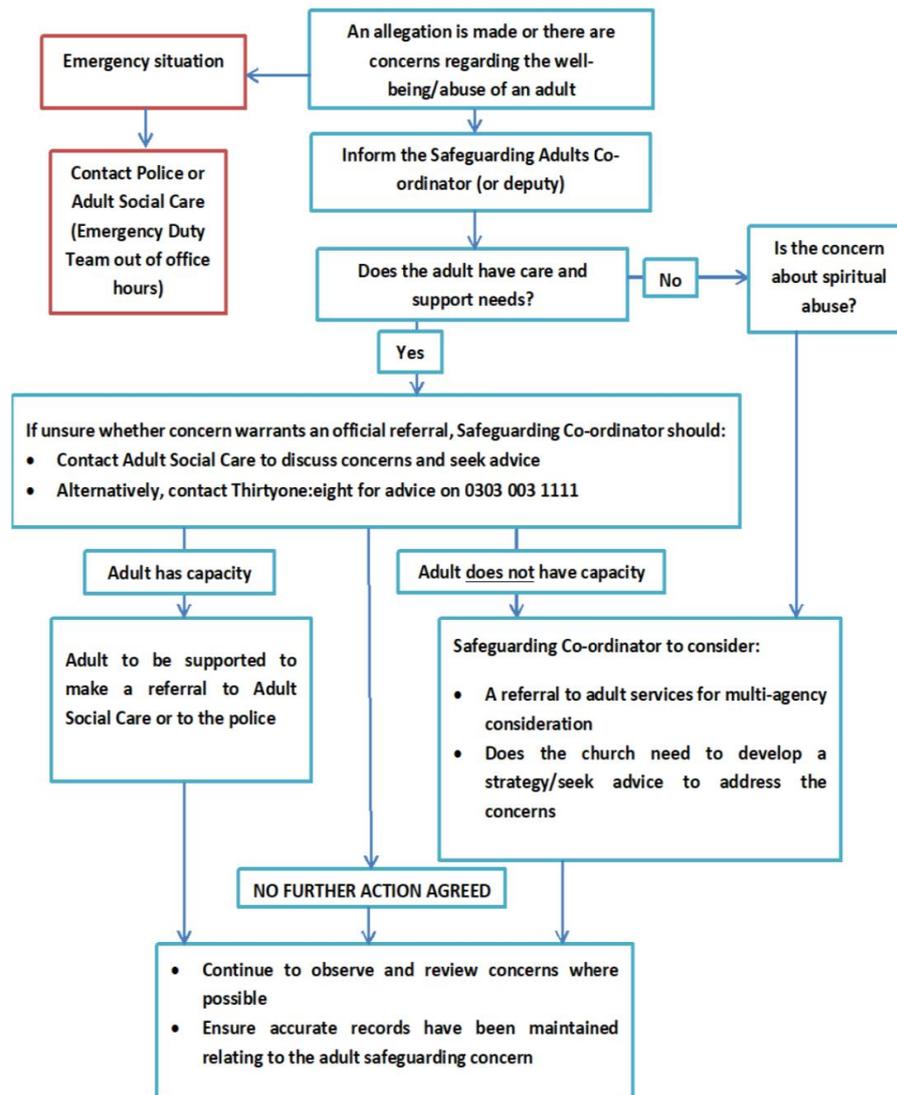
- Deteriorating despite apparent care
- Poor home conditions, clothing or care and support.
- Lack of medication or medical intervention

Self-neglect

- Hoarding inside or outside a property
- Neglecting personal hygiene or medical needs
- Person looking unkempt or dirty and has poor personal hygiene
- Person is malnourished, has sudden or continuous weight loss and is dehydrated – constant hunger, stealing or gorging on food
- Person is dressed inappropriately for the weather conditions
- Dirt, urine or faecal smells in a person's environment
- Home environment does not meet basic needs (for example not heating or lighting)
- Depression

Flowchart for Action Adults at risk

This flow chart provides an overview of action to be taken when concerned about the welfare of an adult at risk. It is to be used in conjunction with written procedures.



“The legal definition says that someone who lacks capacity cannot, due to an illness or disability such as a mental health problem, dementia or a learning disability, do the following:

- understand information given to them to make a particular decision
- retain that information long enough to be able to make the decision
- use or weigh up the information to make the decision
- communicate their decision.

Domestic Abuse

We recognise the Domestic Abuse is not a problem found exclusively outside of the church and further that the church has historically been slow to acknowledge this. The church is not to be a “safe space” for domestic abusers to manipulate the Scripture’s high view of marriage to conceal their behaviour.

We recognise that Domestic Abuse includes the perpetration of physical, sexual or psychological harm on members of the same household. Such acts include physical violence and also coercive or controlling behaviour, which all run contrary to the scriptural instructions both on how spouses are to treat one another and of neighbour love. These acts, when perpetrated between spouses, also constitute a gross violation of the marriage vows.

We affirm that children who live in an environment where Domestic Abuse is perpetrated are also victims as not only will they potentially witness, or overhear, actions of Domestic Abuse or their aftermath they also cannot be correctly raised and nurtured within an abusive environment.

We reject the use of notions such as “no marriage is perfect”, “the marriage bond is to be upheld”, or “there are two sides to every story” as justifications for either ignoring Domestic Abuse or for encouraging any individual to remain in a situation where they or their children have, presently, or are likely to, suffer harm. We do not accept that there are any valid excuses for criminal conduct here. Where criminal behaviour has, or is alleged to, have occurred the victim will be supported in seeking the assistance of civil authorities – we do not believe that Domestic Abuse is a unique sub-set of crime which the church should deal with “in house”. God has graciously given us the civil authorities to investigate and indeed punish such actions.

In situations where issues of Domestic Abuse have been raised priority will be given to seeking to protect the victim and, where relevant, their children, ensuring their immediate safety. We do not accept that where a person has found it necessary to leave the marital/shared home for reasons of Domestic Abuse that the perpetrator has a right to know their current whereabouts. Support will be given in liaising with the relevant support agencies and civil authorities in accordance with the wishes of the victim. Perpetrators of Domestic Abuse will be challenged to accept their personal responsibility for their actions, to repent and to accept the consequences of their behaviour alongside ongoing accountability. They will not be supported in any attempt to maintain or re-establish a home environment where abuse can continue.

Please give details of previous experience of looking after or working with children and/or young people. Please include details of any relevant qualifications or appropriate training either in a paid or voluntary capacity.

Have you ever had an offer to work with children/young people declined?

YES /NO (Please circle)

If yes, please give details.

If you are not a church member or have been a church member for less than 2 years, please complete sections 2 and 3. All should complete section 4 onwards.

2. Employment History

Please tell us about your past and current employers in the table below.

Employers name & address	Employed From (date)	Employed To (date)	Job Title and Description of Duties	Reason for Leaving

3. References

Please give the names, addresses and telephone numbers and role or relationship of two people who know you well and who would be able to give a personal reference. In addition we reserve the right to take up character references from any other individuals deemed necessary.

	1	2
Name		
Address		
Telephone number		
Role		

All applicants should complete the following sections.

4. Declaration (see note below*)

Have you ever been charged with or convicted of a criminal offence; or are you at present the subject of criminal investigations? (NB The disclosure of an offence may not prohibit your appointment.)

YES/NO (Please circle)

If yes, please give details including the nature of the offence(s) and dates

Have you ever been involved in court proceedings concerning a child for whom you have parental responsibility?

YES/NO (Please circle)

If yes, please give details and dates

Has there ever been any cause for concern regarding your conduct with children?

YES/NO (Please circle)

If yes, please give details

To your knowledge have you ever had any allegation made against you which has been reported to, and investigated by, Social Services and/or the Police?

YES/NO (Please circle)

If yes, we will need to discuss this with you.

I confirm that the submitted information is correct and complete. I also consent to the church obtaining a formal police and/or Department of Health Consultancy check

Signed _____

Date _____

*Because of the nature of the work for which you are applying this position is exempt from the provision of section 4(ii) of the Rehabilitation of Offenders Act 1974 (Exemptions Order 1975), and you are therefore not entitled to withhold information about convictions which for other purposes are “spent” under the provisions of the Act and in the event of appointment, any failure to disclose such convictions could result in the withdrawal of approval to work with children and/or young people within the church.

Contract for adults working with children as youth worker

Name of youth worker _____

We welcome you to work with the following activity within the church:

Name of Group _____

Meeting Details _____

Age Range(s) _____

Person to whom you are responsible _____

Range of work/tasks to be undertaken:

We want to help you give the best possible service to your group, so we will give you opportunities to meet with leaders from time to time to see how things are going. We would also like to make sure that you receive any training needed.

Signed _____ Date _____ (Youth Group Leader)

To Be Completed By the Youth Worker

I confirm that I have read the church safeguarding policy and the associated guidelines. I will endeavour to carry out the policy and if there are things I do not understand or if I have reason to be concerned about a child I will check with the appropriate leaders. I will follow guidelines on safe working practice, code of discipline, and code of conduct.

Signed _____ DATE _____

Registration form junior helpers wishing to work with children and young people

We ask all under 18s who wish to work with children and young people to complete this form. If there is insufficient room to fully answer any question, please continue on separate sheet. The information will be kept confidentially by the church, unless requested by an appropriate authority.

1. Personal Details

We may need to see birth certificates to check names.

Full Name _____

All former Name(s) _____

Date and place of birth ____/____/____ _____

Address _____

Town _____

City/County _____

Postal Code _____

Daytime Telephone No. _____

Evening Telephone No. _____

Mobile: _____

How long have you lived at the above address? _____

If less than 3 years, please give previous address(es) with dates

If you are a Christian, please could you tell us about how you came to faith?

Please give details of previous experience of looking after or working with children and/or young people. Please include details of any relevant qualifications or appropriate training either in a paid or voluntary capacity.

Have you ever had an offer to work with children/young people declined?

YES /NO (Please circle)

If yes, please give details.

If you are not a regular attender at Widcombe Baptist Church, please complete sections 2 and 3. All should complete section 4 onwards.

2. Education History

Please tell us about your past and current schools in the table below.

School name & address	Dates attended

3. References

Please give the names, addresses and telephone numbers and role or relationship of two people who know you well and who would be able to give a personal reference. In addition we reserve the right to take up character references from any other individuals deemed necessary.

	1	2
Name		
Address		
Telephone number		
Role		

All applicants should complete the following sections.

4. Declaration (see note below*)

Have you ever been charged with or convicted of a criminal offence; or are you at present the subject of criminal investigations? (NB The disclosure of an offence may not prohibit your appointment.)

YES/NO (Please circle)

If yes, please give details including the nature of the offence(s) and dates

Have you ever been involved in court proceedings concerning a child for whom you had caring responsibilities?

YES/NO (Please circle)

If yes, please give details and dates

Has there ever been any cause for concern regarding your conduct with children?

YES/NO (Please circle)

If yes, please give details

To your knowledge have you ever had any allegation made against you which has been reported to, and investigated by, Social Services and/or the Police?

YES/NO (Please circle)

If yes, we will need to discuss this with you.

I confirm that the submitted information is correct and complete. I also consent to the church obtaining a formal police and/or Department of Health Consultancy check

Signed _____

Date _____

*Because of the nature of the work for which you are applying this position is exempt from the provision of section 4(ii) of the Rehabilitation of Offenders Act 1974 (Exemptions Order 1975), and you are therefore not entitled to withhold information about convictions which for other purposes are "spent" under the provisions of the Act and in the event of appointment, any failure to disclose such convictions could result in the withdrawal of approval to work with children and/or young people within the church.

Contract for under 18s working with children as a junior helper

Name of junior helper _____

We welcome you to work with the following activity within the church:

Name of Group _____

Age Range(s) _____

Meeting Details (including expectations of when the junior helper will arrive and leave)

You will be acting as a junior helper in the group

Youth group leader(s) to whom you are responsible

Your mentor is _____

Range of work/tasks to be undertaken:

We want to help you give the best possible service to your group, so we will give you opportunities to talk with your mentor from time to time to see how things are going.

We plan to review your role as junior helper with you in _____

Signed _____ Date _____ (Youth Group Leader)

To be completed by the Junior Helper

I confirm that I have read the church safeguarding policy and the associated guidelines. I understand in particular that a junior helper cannot provide personal care to children, such as help with toileting, washing or dressing. I will endeavour to carry out the policy and if there are things I do not understand or if I have reason to be concerned about a child I will check with the appropriate leaders. I will follow guidelines on safe working practice, code of discipline, and code of conduct.

Signed _____ DATE _____

Information & parental consent for junior helper

Hello parents of junior helpers,

Your child (or you on their behalf) have all expressed interest in or started serving with _____ (name the group). We are delighted to have their help with us a group and trust that they will be a real blessing to the children who attend our meetings. We are also keen to see that this role is a blessing and one of learning for your child also.

With this in mind, here are a few expectations. Please can you share these with your child:

1. If their service with us will be contributing to an award (for example, Duke of Edinburgh), please provide all details from the award instructions that set out the requirements of the role (including duration and expectation criteria). We also need a suitable contact where we can send organisation information that may be necessary to completing the role.
2. We need two emergency contact telephone numbers and any medical details that we may need to be aware of.
3. As leaders we meet at _____ (time). Packing up is normally complete by _____ (time). Please ensure your child is here for the full time including set up and pack down on evenings they have agreed to help with.
4. Your child should tell their mentor in advance if they are unexpectedly not able to attend on an evening where they planned to help.
5. Please remind your child that they are attending to serve the children who are coming and ensure they have a great time first and foremost. There may be less glamorous jobs required to achieve this. The most important role is being willing to come alongside the group members and help them engage with all that is going on.
6. Their role will be reviewed after a time agreed with their mentor (for example, after you have completed the hours needed for their award).

Your child has been assigned a mentor _____ (Mentor's name and contact details)

If they have any questions, concerns or need to communicate anything to the team please direct these to the mentor in first instance.

From you, as parents/carers, we need your consent for your child to attend and help in this way. Please can you complete the following information. In doing so you consent for the information to be stored and used in relation your child's participation with us.

Ross Evans (Ross.Evans@widcombe.org), Kitty Rose (Kitty.Rose@widcombe.org), and Lexi Battle (lexi.battle@widcombe.org) are Widcombe Baptist Church's safeguarding co-ordinators and will be your point of contact if you have any concerns relating to your child because of their activities with us.

Helper name:

Helper age:

Emergency contact information (2 numbers please):

Name of parent/carer giving consent:

Details of collection arrangements (permitted to leave alone?):

I give consent for my child's photograph (if captured as part of our activities) to be used in marketing related to the group: YES/NO

I give consent that my child can help with the Lighthouse Youth Group at Widcombe Baptist Church. I give my permission for the leaders of this group to contact and communicate with my child for the purposes of co-ordinating and arranging the activity and roles to be fulfilled. If required, I consent that my child may attend online activities hosted by this group: YES/NO

Registration form for those wishing to work in pastoral care

We ask all who wish to work in the Pastoral Resource Group and/or Pastoral Visitation Team to complete this form. If there is insufficient room to fully answer any question, please continue on a separate sheet.

The information will be kept confidentially by the church, unless requested by an appropriate authority. As an organisation, we undertake to meet the requirements of the General Data Protection Regulations which became effective on May 25th 2018, and all other relevant legislation, and comply with the expectations of the Information Commissioners Office relating to the privacy and management of data about individuals.

1. Personal Details

We may need to see birth/marriage certificates to check names.

Full Name _____

Maiden/All former Name(s) _____

Date and place of birth ___/___/___ _____

Address _____

Town _____

City/County _____

Postal Code _____

Daytime Telephone No. _____

Evening Telephone No. _____

Mobile: _____

How long have you lived at the above address? _____

If less than 3 years, please give previous address(es) with dates

If you are not a church member or have been a church member for less than 2 years, please complete sections 2 and 3. All should complete section 4 onwards.

2. Employment History

Please tell us about your past and current employers in the table below.

Employers name & address	Employed From (date)	Employed To (date)	Job Title and Description of Duties	Reason for Leaving

3. References

Please give the names, addresses and telephone numbers and role or relationship of two people who know you well and who would be able to give a personal reference. In addition we reserve the right to take up character references from any other individuals deemed necessary.

	1	2
Name		
Address		
Telephone number		
Role		

4. Declaration of suitability

The expectations of this role are that you; have no relevant unspent convictions, are not currently the subject of any criminal investigation or pending prosecution, and that there is no cause for concern regarding your conduct with children, young people or adults at risk in the context in the role for which you are applying.

It is also expected that if you become the subject of a criminal investigation, or a social services investigation, you will inform the relevant person in the organisation. You should also be in agreement with any Code of Conduct applied to your role and agree to abide by it. If you have any concerns regarding your suitability for the post that you have applied for, you should discuss this with an appropriate person and NOT sign this form

Declaration

I (full name), _____

of (address) _____

_____ understand the expectations of Baptist Church Widcombe (as detailed above), agree to uphold them and will inform the relevant person if this situation changes.

Contract for those working in pastoral care

Name of worker _____

We welcome you to work with the following activity within the church:

Name of Group _____

Meeting Details _____

Person to whom you are responsible _____

Range of work/tasks to be undertaken:

To Be Completed By the Worker

I confirm that I have read the church safeguarding policy and the associated guidelines. I will endeavour to carry out the policy and if there are things I do not understand or if I have reason to be concerned about a vulnerable child or adult I will check with the appropriate leaders. I will follow the guidelines on safe working practice and the code of conduct.

Signed _____ DATE _____

Risk Assessment Form

Date of Assessment:

Activity/Area of Assessment:

Identify Hazard	Effect of Hazard	Severity ¹	Probability ²	Risk ³	Mitigation of Risk	Residual ⁴

¹ Severity is measured on a sliding scale of 1-5, with 1 = least severe, 5 = most severe.

² Probability of an event occurring is measured from 1-5, with 1 = highly unlikely, 5 = highly likely.

³ Risk is calculated as Severity x Probability.

⁴ Residual risk is that which remains once all reasonable measures have been taken to mitigate the hazards.

Risk Assessment Carried out by:

Signed:

Consent Form

The Church has embedded a universal consent form within ChurchSuite that all parents are required to complete before their child can attend a children's group. The Church will ask parents to review the consent details on an annual basis. New attendees at a children's group will be required to complete this form before being allowed to attend.

The following questions are included within the Consent Form:

"I give permission for my child to participate in children's group activities"

"I give permission for my child to participate in online children's group activities."

"I understand that for certain events e.g. swimming, separate permission will be required in order for my child to take part"

"These adults have my permission to collect my child"

"Where appropriate, I give permission for my child to leave the group alone "

"I give permission for my child to consume snacks from the group they attend

"(Pre-schooler's only) If your child's nappy needs changing are you happy for us to do it?"

"Doctor Details (Name & Practice)"

"Medical information e.g allergies"

"In case of emergency and if I am not contactable, I give permission for my child to receive necessary medical or dental treatment, including anaesthetic"

"Date of last known tetanus injection"

"Additional needs that my child has:"

"I have read, understood and accept the church's discipline policy"

"I have read and understood the Church's Covid-19 policy"

"I give permission for photos or videos of my child to be used in internal presentations e.g a youth group meeting "

"I give permission for photos or videos of my child to be used in external presentations e.g Church website or social media pages"

"I give permission to be on the mailing list for the following ministries. I agree to this even if I do not want to receive universal emails from the Church"

“I have read the information sheet for the following ministries and agree with them”

During the year it is possible that the questions asked in the consent form change. At the end of the Church year, the policy will be updated to reflect any changes that occurred throughout the year

Activities and Day Visits

Proposed Visit or Activity _____

[Design your own form to include the following

- Name of visit or activity
- Date
- Venue/destination
- Departure place and time
- Return place and time
- Cost (inc. cheques payable to)
- Transport arrangements
- Items to be brought (coat, swimming kit, packed lunch, money etc)
- Date by which reply is to be made, and person to whom it should be sent

Then include in your form a photocopy of the reply slip below

Reply Slip

One form per person

Full name of child/young person _____

Address _____

Please give details of any medical conditions (e.g. asthma, epilepsy, diabetes, allergies, dietary needs) or disability that may be affected by this activity)

Telephone number for emergencies: _____

Doctor: Name _____ Practice _____

Telephone number _____

I have read the above information and I give permission for _____
to take part in this activity.

I give my consent to any medical treatment that may be necessary in event of an emergency

I enclose a cheque or cash to the sum of £____:_____

Signed (parent/or adult with parental responsibility) _____

Date ____/____/____

This consent form should be taken on the activity or visit.

Consent Form For Swimming Activities or activities where being able to swim is essential

Group _____ intend to go swimming at _____ on _____ and the following consent in respect of anyone wishing to participate.

Full name of child/young person _____

Date of Birth ____/____/____

Address _____

Telephone number Day: _____ Evening: _____

Details of any regular medication, medical problem (e.g. asthma, epilepsy, diabetes, allergies, dietary needs, etc.) or disability which may affect the swimming activity and/or activity where being able to swim is essential:

Please state date of last anti-tetanus injection if known ____/____/____

Doctor: Name _____ Practice _____

Telephone number _____

Name of additional contact (grandparent etc or other holding parental responsibility)

_____ Telephone number _____

SWIMMING ABILITY

Is your child able to swim 50 metres? YES/NO

Is your child water-confident in a pool? YES/NO

Is your child confident in the sea or in open inland water? Is your child safety conscious in water?
YES/NO

I give permission for _____ to take in the specified visit and, having read the information provided, agree to him/her taking part in the activities described. I understand that while involved he/she will be under the control and care of the group leader and/or other youth workers approved by the Church and that, while they will take all reasonable care of the children, they cannot necessarily be held responsible for any loss, damage or injury suffered by my child during, or as a result of, the activity.

In an emergency and/or if I am not contactable, I am willing for my child to receive necessary hospital or dental treatment including an anaesthetic _ YES _ NO (Please tick)

I confirm that my child is in good health and I consider him/her fit to participate.

Signed (parent/or adult with parental responsibility) _____

This form or a copy should be taken by the group leader on the visit.

Youth Group Activity Record Sheet Template

Leaders should ensure this form is completed in ChurchSuite.

GROUP:

DATE:

VENUE:

Please use section 4 to expand anything necessary from other sections.

Section 1: Workers

1.1	Number of youth workers: Number of assistants: Number of junior helpers:
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Section 2: Group Register

2.1	Has the register been taken?	Yes/No
2.2	Were there additional names added?	Yes/No
2.3	Did any children leave early?	Yes/No
2.4	Does the ratio of workers to children meet the recommendations laid out in Appendix D of the safeguarding policy?	Yes/No
2.5	Is Churchsuite or the log book available? Yes/No	
2.6	Was anything recorded in ChurchSuite or in the log book during the session? Yes/No	

Section 3: Consent forms

3.1	Are consent forms for all attendees in today's register?	Yes/No
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Section 4: Notes

Additional information

Accident and Incident Form Template

Leaders should ensure this form is completed in ChurchSuite.

These details should be recorded immediately after any accident or significant incident. The worker should discuss with the group leader what follow up action is necessary.

Day, date and time of the incident _____

What are the names, addresses and ages of those involved in the incident?

Where did this incident take place? _____

Name of your group _____

Who is normally responsible for group? (name, address and telephone number)

Who was responsible for the group at the time of the incident, if different from the above?
(name, address and telephone number)

Which other workers were supervising the group at the time of the incident? (names, addresses and telephone numbers)

Who witnessed the incident? (names, addresses, telephone numbers, and ages if under 16)
Normally only two witnesses would be needed.

Describe the accident/incident (include injuries received and any first aid or medical treatment given)

Have you retained any defective equipment?

_ YES _ NO _ NONE INVOLVED (Please tick)

If so, where is it being kept and by whom?

What action have you taken to prevent a recurrence of the incident?

Is the site or premises still safe for your group to use _ YES _ NO (Please tick)

Is the equipment still safe for your group to use? _ YES _ NO (Please tick)

Who else do you need to inform

Have they been informed? _ YES _ NO (Please tick) If so, when and by whom?

Signature of person in charge of group at time of accident/incident

Print Name _____ Date ____/____/____

Form seen by group leader

Signature _____ Date ____/____/____

Follow-up action completed Date ____/____/____

One to one with a young person

People involved

Name of one to one leader _____

Name of one to one young person _____

Parent/guardian _____

Youth group leader or elder supervising _____

Roles agreed

Role of the one to one leader

- Plan and review the 1:1, and share this with a youth leader/elder
- Take the lead on organising meetings - time, place (keeping it public if meeting in person); prepare material e.g. a Bible study
- Share date & time of each meeting with another youth leader
- Log all meetings
- Save text and email communications

Role of one to one young person

- Attend planned meetings, or let the adult know if he/she cannot attend
- Feel able to let the adult know if he/she no longer wishes to continue the 1:1

Plan for meetings

Where _____

When _____

Duration of each meeting _____

How frequently _____

Review date (after a time period or number of meetings) _____

Date plan is shared with parent/guardian _____

Date plan is shared with youth group leader or elder _____

Record of each meeting & correspondence

Date	Venue/correspondence means	Brief outline of what is discussed.

Record of review

Date _____

People involved in the review _____

Review details (consider – how is the young person finding the 1 to 1? Have the objectives of the 1 to 1 been met? If not, would young person and leader wish to extend and, if so by how long?)

Outcome of the review (e.g. finish 1 to 1, agree to extend by set length)

Review outcome agreed with parent/guardian _____

Review outcome agreed with youth group leader or elder _____

Part 1: Record of concern about a child/adult's safety and welfare

(for use by any staff/volunteers– This form can be filled in electronically. If the form is handwritten care should be taken to ensure that the form is legible)^{1, 2, 3}

Child/Adult's name (subject of concern):	Date of birth/age:	Address:
Date & time of incident:	Child/Adult Date & time (or writing)	
Your Name (print): Role/Job title: Signature:		
Other members of the household ⁴ :		
Record the following factually: Nature of concern, e.g. disclosure, change in behaviour, demeanour, appearance, injury, witnesses etc. (please include as much detail in this section as possible. Remember – the quality of your information will inform the level of intervention initiated. Attach additional sheets if necessary.)		
How did the concern come to light?		
What is the child/adult saying about what has happened ⁴ ?		
Any other relevant information. Previous concerns etc.		
Date and time of discussion with Safeguarding Co-ordinator ⁵ :		

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

Please pass this form to your Safeguarding Coordinator without delay.

Guidance notes for Form 1 (volunteers/staff only):

Following are some helpful pointers in completing the above form:

1. As a registered body the church/charitable organisation is required to ensure that its duty of care towards its beneficiaries is carried out in line with the principles enshrined within the Working together to safeguard children and young people, 2018 and the Care Act, 2014. (Refer to your own church's/organisation's safeguarding policy at this point too).
2. Essential principles of recording the information received/disclosed/observed:
 - a. Remember: do not investigate or ask any leading questions
 - b. make notes within the first one hour of receiving the disclosure or observing the incident
 - c. be clear and factual in your recording of the incident or disclosure
 - d. avoid giving your opinion or feelings on the matter
 - e. aim to record using the 4 W's and 1 H: When, where, what, why and how
 - f. do not share this information with anyone else except your safeguarding co-ordinator in the first instance and they will advise on who else will need to be informed, how and when.
 - g. make use of the additional information section to add any other relevant information regarding the child/adult/ family that you may be aware of. This can include any historic concerns or observations.
3. What constitutes a safeguarding concern? – any incident that has caused or likely to cause significant harm to a child can be classed as a safeguarding concern. Abuse is classified under four different categories (with regards to children) as already stated within the safeguarding policy (physical, sexual, emotional, neglect). With regards to adults there are 6 further categorisations. Whilst it may be helpful to record a specific category in the above form, if possible, this may not always be the case. Therefore, it is important to seek advice from your safeguarding co-ordinator or thirtyone:eight at this stage.
4. Why do you need information regarding 'other household members'? – It has been demonstrated as important to include information about significant adults in the household especially when concerns relate to children as this has been a recurrent risk factor in several serious case reviews.
5. Why is the view of the child/adult significant? It is important to give whatever detail is available of the child or adult's explanation (or verbatim) of the matter to help ascertain if it is plausible and to help offer a context to the concern identified.

6. Passing information to the Safeguarding co-ordinator – Your safeguarding co-ordinator holds ultimate responsibility in responding to any safeguarding concerns within the church/organisation and therefore it is important that they have oversight of the actions being taken and make relevant and appropriate contact with statutory agencies if required. They will remain the most appropriate link between the organisation and external agencies.

Part 2: Record of concern about a child/adult's safety and welfare

(for use by Safeguarding Coordinator - This form can be filled in electronically. If the form is handwritten care should be taken to ensure that the form is legible)

Information received by SC:	Date:	Time completed:	From whom:
Any advice sought, if applicable	Date:	Time completed:	Source of advice: name/organisation
	Advice received: Advice received about informing parents or in the case of adults, seeking consent/capacity ¹ :		
Initial Assessment of concern following advice ²			
Action taken with reasons recorded (e.g. Referral completed, monitoring advice given to appropriate staff, CAF etc)	Date:	Time completed:	By whom:
	Referral		To whom:
	Signposting to other community resources		
	Pastoral Care and other support from church		
Ongoing Monitoring			

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

OVERVIEW OF ACTIONS³:

S.No.	Date	Outcome (if known)	Service currently involved	Ongoing support offered by church (this can include monitoring)- include dates
1.				

Guidance notes for Form 2:

Following are some helpful pointers in completing the above form(s)

1. Importance of consent from parents/carer or adults (in the light of mental capacity)
 - With regards to children, consent of the parents is considered important before a referral is made to external agencies, unless of course doing so will place the child(ren) at greater risk of harm. With regards to adults, it is important to be aware that their consent is crucial before reporting concerns onto statutory agencies. The individual's mental capacity will also be a significant factor to consider at this stage. You can always seek the advice of local authority social services.

2. Initial assessment- Based on the advice you may have received from relevant individuals/agencies (i.e. this could be school/thirtyone:eight/CEOP etc), what are the concerns categorised as?

Overview of actions - Includes a summary of the actions taken so far and who holds responsibility for it. You can use this section to add on information gathered when monitoring the situation or offering pastoral care over a defined period of time.

Table of amendments to safeguarding policy from March 2021 to March 2022

Location of amendment	Reason for amendment
Safeguarding policy	Named church leader is now named as Clover Todman. Safeguarding reporting form now to be completed on ChurchSuite where possible. Policy to be reviewed 2023.
Appendices	Renamed/numbered.
Appointment to work with children Definitions	'Helpers' renamed 'assistants' for clarity. New role of Junior Helper defined.
Appointment to work with children Procedures	Procedure for youth workers: reworded to reflect that the elders are consulted about prospective workers; forms to now be completed on ChurchSuite; Code of conduct agreement now incorporated into contract. New procedures for assistants and junior helpers added.
Appointment to work in pastoral care Procedures 1, 3 & 5	Reworded to reflect that the elders are consulted about prospective workers. Forms to now completed on ChurchSuite. Code of conduct agreement now incorporated into contract (form 8).
Guidelines for children and young people's group activities Consent form & Register and log book	Altered to reflect use of ChurchSuite instead of paper forms.
Guidelines for children and young people's group activities Toiletting	Reworded to reflect latest guidelines from NSPCC
Use of ChurchSuite for under 18s	Newly added section of use of ChurchSuite with under 18s.

Online safeguarding with under 18s	Consent form now to be completed on ChurchSuite, instead of on a paper form. Copies of communication to be emailed to safeguarding team now.
Procedure for arranging a one to one with a young person	Altered to reflect that forms are now completed on ChurchSuite rather than on paper.
Working One to One with Young People – Action 6	Altered to reflect that forms are now completed on ChurchSuite rather than on paper.
Working with disruptive children	Renamed ‘Working with disruptive behaviour’. Altered to reflect that details of the incident are now to be completed on ChurchSuite.
Form 1 Code of Conduct	Form 1 Code of conduct now obsolete as the details of the code of conduct remain in Appendix C, and agreement to it is now incorporated into the contracts (forms 3, 5, and 8).
Form 2 – Registration form for those wishing to work with children and young people	Renamed to remove ‘helper’ and add ‘adult’.
Form 3 – Contract for those working with children as youth worker or helper	Renamed to remove ‘helper’ and add ‘adult’. Reworded to incorporate agreement with the code of conduct.
Forms 4-6 Junior Helpers	New forms added for the newly created role of junior helper
Contract for those working in pastoral care	Reworded to incorporate agreement with the code of conduct.
Consent form	Altered to reflect use of ChurchSuite
Youth group activity record sheet	Now to record the number of youth workers, assistants, and junior helpers
Accident and incident form	Altered to reflect use of ChurchSuite

