

Guildford Baptist Church

Child Safeguarding Policy

November 2017

Within this document are a series of policies and procedures adopted for use within Guildford Baptist Church to ensure that the safety of children and young people and those working with them is maintained in the best possible way.



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POLICY STATEMENT

1. Safeguarding Children and Young People at Guildford Baptist Church.

- 1.1 Guildford Baptist Church is committed to bringing the love, knowledge, and power of Jesus Christ to the people of Guildford. The church recognises its responsibility to children and young people and in doing so, is actively involved in reaching them through the work of its children's and youth ministries. Providing a safe place:
1. To welcome children and young people into the life of our community.
 2. To support the parents or carers who have the primary responsibility for a child or young person's spiritual well-being.
 3. To provide a firm and secure environment for children and young people.
 4. To provide an environment for babies and toddlers when the church meets, and during other organised activities and events.
 5. To provide a programme of activities for children and young people.
 6. To develop the work among children and young people not only on Sundays but also through mid – week activities such as small discipleship groups, youth clubs and other cross-church activities.
- 1.2 The church recognises its responsibilities for the safeguarding of all children and young people under the age of 18 (regardless of gender, ethnicity or ability) as set out in *The Children Act 1989* and 2004, *Safe from Harm* (HM Government 1994) and *Working Together to Safeguard Children* (HM Government 2015).
- 1.3 As members of this church we commit ourselves to the nurturing, protection and safeguarding of all children and young people associated with the church and will pray for them regularly.
- 1.4 In pursuit of this we commit ourselves to the following policies and to the development of procedures to ensure their implementation.

2. Safe recruitment, support and supervision of workers

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

3. Safe behaviour: a code of behaviour for workers

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

4. Prevention and reporting of abuse and responding to concern

- 4.1 It is the duty of each church member and each member of the wider church family to prevent the physical, sexual and emotional abuse of children and young people and the duty of all to respond to

concerns about the well-being of children and young people and to report any child abuse disclosed, discovered or suspected. The church will fully co-operate with any statutory investigation into any suspected abuse linked with the church.

5. Safe practice and safe premises

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

6. A safe community

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

7. Responsible people

- 7.1 The church has appointed Nick Bragger as the Designated Person for Safeguarding, to:
- advise the church on any matters related to the safeguarding of children and young people
 - take the appropriate action when abuse is disclosed, discovered or suspected.
 - Collate and keep records on reports of safeguarding concerns

safeguarding@guildfordbaptist.org

Emails will be checked every day.

Please ensure a phone number is included in your email to allow the Designated Person to respond to your concern. The email does not need to contain any details of the concern, just contact details. The details can be discussed over the phone, if this is preferred by the person reporting the concern.

Alternatively, if you don't use email, or don't have access, a name and phone number can be left at the Church Office **01483 575008**, who will contact the Designated Person immediately via email with your contact details.

- 7.2 Deputy Designated Persons for Safeguarding

Lydia Birmingham **lydia.birmingham@guildfordbaptist.org**

Chris Toms **chris.toms@guildfordbaptist.org**

Both the deputies are Church employees and are contactable through the Church office.

7.3 The Elder responsible for safeguarding

Martin Brunet is the elder responsible for Child Protection and safeguarding procedures. It is the responsibility of this elder to sign off on agreed policies and procedures and to highlight any concerns appropriately. However, this person has no regular part to play in the procedural aspect of the policies. They can be contacted on martin.brunet@nhs.net

8. Definition of terms:

- Child or Children, anybody aged between 0 – 11 years (up to school year 6)
- Young person or people, children between the ages of 11- 18 (School year 7 – sixth form).
- If not specified the information will apply to all children and young people under the age of 18

9. Policy and procedures

- 9.1 Each worker with children and young people whether paid or voluntary will be given a full copy of the policy and procedures and will be required to follow them. In addition each worker will be required to sign the policy acknowledgement in **Appendix E** of this policy.
- 9.2 A full copy of the policy and procedures will be made available on request to any member of the church, the parents or carers of any child or young person from the church or any other person associated with the church. A copy will also be made available through the website.
- 9.3 The policy and procedures will be monitored and reviewed at least annually by the Designated Person for Safeguarding, who will be responsible for any updates. These will be signed off and approved by the designated elder/trustee for Child Protection.

10. Other policies available in related policies booklet

- Policy and Procedures for Dealing with People who have been Convicted of Child Abuse
- Intimate Care Policy.
- Discipline Policy
- Policy for Recruitment of Volunteers
- Policy for Volunteer training
- Policy for Training of Young Leaders
- Lone Working Policy.
- Policy for Overnight, residential and day trips away from GBC.
- Major Accident Procedure
- Policy for the Prevention of Bullying.
- Social Media Policy

Other policies available on request from the church office.

- Health and Safety Policy
- Fire Safety Policy

SECTION 1: SAFE RECRUITMENT, SUPPORT AND SUPERVISION OF WORKERS

Roles

- 11.1 These guidelines are set out to explain what we understand by leadership within the context of our Children's and Youth Ministry.
- 11.2 Leadership is an ascribed responsibility on behalf of the Children's and Youth Ministry. We also believe that adults appointed to work within this sector of the church, will undertake a leadership role which is explained below.

YOUTH PASTOR

- 11.3 The Youth Ministry within Guildford Baptist Church is led by the Youth Pastor, who is responsible for the development and implementation of youth ministry and its vision within the church, and the wider community outside the church.

CHILDREN'S AND FAMILIES' PASTOR

- 11.4 The Children's Ministry within Guildford Baptist Church is led by the Children's and Families Pastor, who is responsible for the development and implementation of Children's Ministry in line with its vision. This includes ministry within the church and connecting with the local community.

CHILDREN'S AND FAMILIES' WORKER (s)

- 11.5 Working alongside the Children's and Families Pastor providing support is the Children's and Families Worker(s) who is/are responsible for assisting, implementing and organising the Children's Ministry within the church.

YOUTH WORKER (s)

- 11.6 The Youth Pastor is supported by a Youth Worker(s) These workers are responsible for specific groups as designated by the Youth Pastor, as well helping implementing the Youth Ministry within the church.
- 11.7 The core attributes that are required to undertake these roles are:
- **Faith** – in that he/she must have a personal relationship with Jesus Christ.
 - **Calling** – a conviction that this is the work that God wants him/ her to do.
 - **Commitment** – to work with the children or young people through the guidelines and procedures outlined, giving time and personal skills to the task of serving them.
 - **Ability to communicate** - clearly with the children or young people, parents, and team members, and have empathy for the age group which he/ she leads.
 - **Ability to lead** – by example, recognising that the way you behave is a model to others.

- **Flexibility** – the ability to adapt to different circumstances and situations, and facilitate change when necessary.
- **Confidentiality** – the ability to exercise this.

11.8 In addition they need to be:

- Able to train others in respective areas of ministry
- Able to work in, or with the Eldership, and be accountable to an appointed line manager and ultimately the Pastoral Leader
- Able to control budgets and expenditure of such budgets
- Able to facilitate integration of children and young people within the church
- Stimulate the thinking of the church in general, and the Eldership in particular, with regard to issues that concern children and young people and their cultures.
- Children’s and Families Pastor and Youth Pastor to be part of the pastoral team.

11.9 **Abuse of trust**

“It is vital for all those in such positions of trust to understand the power this gives them over those they care for and the responsibility they must exercise as a consequence”

(Caring for young people and the vulnerable, Guidance for preventing abuse of trust, 1999)

GROUP CO-ORDINATORS

(A leader(s) in each group i.e Sparks, that leads and co – ordinates the team in that age group)

11.10 The Children’s and Youth Work, for practical reasons, are divided into two sections, and within these sections are various groups. Each group comes under the designated leadership of a co-ordinator, who is appointed to lead a team of workers to be responsible for the activities of that group.

11.11 The Co-ordinators should have the same core attributes as described in the section for Children’s and Youth Pastors.

11.12 In addition, they need to:

- Have experience in Children’s or Youth work.
- Be able to show personal maturity
- Be able to show management skills
- Be committed to Guildford Baptist Church.

11.13 ****Note if no group co-ordinator, responsibility falls to Children’s and Families’ Pastor or Youth Pastor depending on the group.***

CHILDREN’S/ YOUTH LEADERS

11.14 Children’s and youth leaders are committed Christians who work alongside co-ordinators, to help them fulfil the policy aims. Whilst we expect workers to have the same core attributes as described in the section for Children’s and Families Pastor and Youth Pastor, we recognise that this role will attract people who are still developing their gifts and skills in leadership.

- 11.15 When looking for people to fulfil this role, we would expect them to demonstrate;
- They can contribute to, and work within a team.
 - They are able to recognise the authority of the group co-ordinator(s), and work within the boundaries set for them.
 - Empathy for the age range with which they work, showing potential for personal development in exercising sound leadership.
 - Commitment and accountability to Guildford Baptist Church.

HELPERS

- 11.16 Other adults may be invited by a group co-ordinator, with the agreement of the Children's and Families Pastor or Youth Pastor, to assist in the group as a Helper. The Helpers will always work under the supervision of one of the co-ordinators or leaders who will decide on the limit of their responsibilities. From time to time a helper may be on a journey of faith.

YOUNG LEADERS

- 11.17 Young leaders are young people under 18 who want to help in the groups, they will undergo introductory and continued training, through shadowing and mentoring see Policy for Training of Young Leaders. They should never be left alone with any of the children and young people and are there in addition to the leaders and helpers, so do not count for the ratios.

RECRUITMENT OF LEADERS AND HELPERS

- 11.18 It is important that the Children's and Youth Ministry have available to it committed leaders who have a heart for children and young people and who demonstrate a personal and corporate desire to follow God. The procedure outlined in the Policy for Recruitment of Volunteers has been adopted to ensure good practice in recruitment, and the maintenance of high standards in leadership.
- 11.19 Potential leaders will be identified by the observations of the Children's and Families' Pastor, Youth Pastor, and group co-ordinators, through the activities and events organised by the congregation. They will be identified by the following:
- a) observation of an individual's spiritual life
 - b) observation of an individual's gifts and abilities
 - c) recommendations from those in church leadership
 - d) personal approach to/ from interested party
 - e) if appropriate to ask publicly for volunteers
 - f) ideally known by a group of people in the church or be recommended.
- 11.20 Procedures for training and equal opportunities are also included in the Policy for Recruitment of Volunteers.
- 11.21 A DBS check is just one aspect of safer recruitment of workers and volunteers, and should not be considered the only aspect of safeguarding for children. Equally important in the protection of children are the other aspects of safe recruitment, including application form (**Appendix G**), references, pastoral team interviews, probation period and ongoing discussions and training. For more details see the Policy for Recruitment of Volunteers.

SECTION 2: SAFE BEHAVIOUR: A CODE OF BEHAVIOUR FOR WORKERS

12. SAFE WORKING PRACTICES

12.1 Adult child ratios

There must always be at least two adults present in an activity where they cannot be seen by others. An exception to this will be in the case of an emergency happening during the session when the help of an extra adult will be sought as quickly as possible. Lone working should not be considered at any stage of the proceedings (included set-up or close-down/lock-up) unless lone working has been discussed and approved otherwise with the appropriate member of the pastoral team. See Lone Working Policy.

12.2 Indoor Activities

Children's age	Minimum ratio of adults : children
0 to 2	1:3
2 to 3	1:4
4 to 8	1:8
8+	1:10

12.3 Outdoor Activities

Children age	Minimum ratio for adults : children
0 to 2	1:3
2 to 3	1:4
3 to 8	1:6
8+	1:10

12.4 Age of Leaders

An adult leader is someone who is over 18 years old. A young leader is under 18 (see the end of section 1 for more information on this). Children under 16 may be helpers at the discretion of the group co-ordinator. They cannot be counted as an adult to help make up the adult child ratio. The law does not regard someone of under 16 as having the maturity that is needed to be able to recognise circumstances that are potentially dangerous. Any helper under the age of 16 must, therefore, be closely supervised by the adult leaders in the group.

12.5 Gender of leaders

With a mixed gender group, where possible at least one male and one female leader should be considered.

12.6 Additional Needs

Guildford Baptist Church is an inclusive church that welcomes children and young people with additional needs and will endeavour to provide resources which enable access as much as possible in collaboration with parents and group leaders.

13. SUPERVISION OF CHILDREN AROUND THE BUILDING

13.1 During group time children should not be allowed to wander around the building on their own unless there is no chance of them leaving the premises. In addition the children's leaders in Guildford Baptist Church have taken the decision that children under 7 years should never be left to wander around the building unsupervised, during the time the children's team are looking after them. After the children have been collected/dismissed from any group their parents or carers are then responsible for the care of their children.

13.2 Collection Children at the end of Sunday Morning

Children must be collected by a responsible person who is known to the children's leaders at the end of the session. Children in Lasers will be permitted to leave the room on their own at the end of the session if their parents have signed the pink contact form saying they can do so. If the parents have not signed the form, the children must wait to be collected by a responsible person.

13.3 Evening activities

Children that are in Year 7 and under are to be collected in person or provide written permission for an alternative way home (such as walking or cycling). Year 8 upwards can either be dropped off or have an alternative way of getting home.

13.4 Transporting Children and Young People

When a case arises where it is impractical/ impossible to avoid transporting a child or young person in a leader's car, the task should only be carried out with the full understanding and consent of the parent/carer and the children or young people involved. Make sure that you have the correct insurance cover for passengers. On any trip each adult should be given a list of children or young people for whom they are responsible, even if the group plans to stay together. If travelling in small groups it is good practice for each child to be with the same adult on the return journey as on the outward one.

13.5 Registration Details

All children and young people should be registered in groups, parents/ carers should be asked for details of their full name, date of birth, address and contact telephone numbers.

13.6 Consent forms for emergency medical treatment and for travel arrangements should be completed if children or young people are being cared for in the absence of their primary carer, whether on or off the church premises. This information should be readily available to members of the Children and Youth Ministry Team. Be aware that there may be legal constraints on contact with an absent parent.

13.7 Overnight Trips

Please see separate Policy for Overnight, Residential and Day trips away from GBC for more guidelines on this topic.

13.8 **Electrical Equipment**

Risk assessments must cover electrical equipment. All electrical devices used should be PAT tested.

13.9 **Mobile Phones**

It is recognised that many leaders are also parents so phones will be on their person. However, they should only be used in an emergency and if there is a need to respond due to their own child or young person being caught up in an emergency. Phones should not be used to video or photograph the children or young people without prior permission from parents or carers. Further information on phones is available in our Social Media Policy.

13.10 **Intimate Care**

This refers to any care which involves washing, touching, or carrying out an invasive procedure to intimate personal areas. In most cases such care will involve cleaning for hygiene purposes. The issue of intimate care is a sensitive one and involves staff and volunteers to be respectful of the child or young person's needs. Please refer to the Intimate Care Policy.

13.11 **Lone Working**

The majority of GBC's children's and Youth Team will participate in lone working of one kind or another, and it is an integral part of the way they work. They recognise however, that there are particular risks with this, please see our Lone Working Policy.

13.12 **Taking Care of Touching**

- 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.
- Avoid any physical activity that is, or may be thought to be, sexually stimulating to the adult or the child.
- Children are entitled to privacy to ensure personal dignity.
- Children have the right to decide how much physical contact they have with others, except in exceptional circumstances when they need medical attention.
- When giving first aid (or applying sun cream etc), the child should be encouraged to do what they can manage themselves, but consider the child's best interests and give appropriate help where necessary.
- Team members should monitor one another in the area of physical contact. They are free to help each other by constructively challenging anything which could be misunderstood or misconstrued.

13.13 **Children without Parental Consent**

When children or young people turn up to and want to join in with church activities without the knowledge of their parents, we will:

- Welcome the child and try to establish their name, age, address and telephone number, and record their visit in a register.
- Ask the child if a parent/carer is aware of where they are. Phone and make contact.
- On leaving, give the child a consent form and explain it needs to be filled in and brought back next time.

13.14 Visiting Children or Young People at Home

It is likely that workers will need to make a pastoral visit of children and their families at home on behalf of GBC. Good practice would enable the workers to inform their line manager or team leader of an impending visit although this may not always be possible in case of a sudden crises or emergency situation.

13.15 Peer Group Activities for Young People

All youth activities will be overseen by named adults who have been selected in accordance with agreed recruitment procedures. It is accepted that groups aged 16+ may benefit from being led and run by peers. In this situation adult leaders will contribute to programme planning and reviews and will always be readily available on the premises when peer-led activities take place.

13.16 Taking Video and Photographs of Children

Since the introduction of the Data Protection Act in 1998, churches must be very careful if they use still or moving images of clearly identifiable people. There are several issues to be aware of:

- Permission must be obtained, via the consent form, of all children who will appear in a photograph or video before the photograph is taken or footage recorded.
- It must be made clear why that person's image is being used, what you will be using it for, and who might want to look at the pictures.
- If images are being taken at an event attended by large crowds, such as a sports event, this is regarded as a public area and permission from a crowd is not necessary.
- Many uses of photographs are not covered by the Data Protection Act 1998, including all photographs and video recordings for personal use, such as a parent/carer taking photographs at school sports days for the family photo album, or videoing a church nativity play.
- Children and young people under the age of 18 should not be identified by surname or other personal details, including e-mail or postal addresses, telephone or fax numbers.
- As a general rule leaders should not post photographs of children online, on social media sites or send photos of children via electronic communication.
- It is recognised that group leaders may want to take photographs as a record of group events as long as correct permission is obtained from parents via consent form and the photos are not stored on personal phones.
- When using photographs of children and young people, it is preferable to use group pictures

SECTION 3 - PREVENTION AND REPORTING OF ABUSE AND RESPONDING TO CONCERN

- 14.1 Many children and young people are involved in activities arranged by local churches. Workers and Leaders have a responsibility to protect and safeguard the welfare of children and young people entrusted to them.
- 14.2 Increasingly, churches have to deal with issues arising from the abuse of children and young people. Sometimes, this relates to children and young people attending church activities, and sometimes the allegations involve individuals connected with the church. The purpose of this section is to advise that Guildford Baptist Church is concerned about these serious issues, and has established guidance for dealing with such situations should they arise.

PROCEDURES FOR DEALING WITH ALLEGATIONS OF ABUSE

- 15.1 These guidelines and procedures have been adopted by the Elders, and should be followed by the Pastors, Children and Youth Ministry Team, other staff members and church members/ attendees of Guildford Baptist Church when they are responding to allegations of abuse that arise in the church in the following ways:
- Responding to allegations of abuse raised by a child or a young person
 - Responding to concerns felt by a worker, co-ordinator or leader for a child in their care
 - Responding to concerns regarding the inappropriate behaviour of a worker, co-ordinator or leader towards a child or young person in their care.
 - Responding to concerns for a family who comes to the notice of leaders and workers within the church.
 - Responding to concerns for individuals who it is alleged may be putting children at risk.

If such an incidence occurs the following procedure needs to be followed:

- 15.2 The designated person for safeguarding will take ultimate responsibility on behalf of the church, for ensuring that allegations raised by individuals who suspect a child may be at risk are appropriately dealt with. Everyone has a responsibility to pass on information as deemed necessary to the designated person for safeguarding. The Children's and Families Pastor and the Youth Pastor have particular responsibility in this regard.
- 15.3 Therefore when an allegation is made to either the Children's and Families Pastor or the Youth Pastor, they will endeavour to seek as much information as is possible concerning the situation to pass on to the designated person for safeguarding.

- 15.4 Where possible the person reporting the concern should complete a Safeguarding Incident / Concern Form (**in Appendix F**). This form can be completed either before or after a phone call, email exchange or face-to-face discussion takes place with the designated person for Safeguarding. If the incident is considered minor, the Children's and Families Pastor and the Youth Pastor may consider filling out and emailing the form to the Designated Person for Safeguarding without a prior discussion. The form will be kept confidentially by the Designated Person for Safeguarding, who will also take notes from the conversations that take place. The form does not take the place of the expectation of all workers to keep hand-written notes of the incident. Instead it should be regarded as a cataloguing process for the Church's Designated Person for Safeguarding.
- 15.5 Each and every reported concern, however minor they are considered, should be passed to the designated person for safeguarding who will compile safeguarding records for the Church.
- 15.6 *These named persons will be responsible for the purpose of this guidance, and will ensure that action is taken when an allegation is made.*
Nick Bragger
Lydia Birmingham
Chris Toms
- 15.7 No one individual should be placed in a position to decide and act upon, an allegation without support, or discussion. Only in extreme situations should either the Children's and Families Pastor, the Youth Pastor or the designated person for safeguarding act on his or her own judgement.
- 15.8 An emergency would be one such situation i.e. where a child presents as being in urgent need of protection. In such a circumstance - contact with Social Services or Police should be made.
- 15.9 In the event that such a situation arises, where the Children's and Families Pastor and/ or the Youth Pastor are not available, the group co-ordinator/ leader in charge on the occasion where the situation arises should make contact with the designated person for safeguarding and then Social Services. The designated person for safeguarding will then, as soon as possible, if necessary, speak to the Children's and Families' Pastor and/ or the Youth Pastor.
- 15.10 If an allegation or concern arises concerning the Children's and Families Pastor and/ or the Youth Pastor, or any member of their families, the person raising the concern should contact the designated person for safeguarding directly. Likewise, if a concern arises that a worker feels uncomfortable for any reason raising with the Children's and Families Pastor and/ or the Youth Pastor, the person raising the concern should contact the designated person for safeguarding directly.

The Designated Person for Safeguarding

- 16.1 The Designated person for safeguarding is someone who has been selected by the Elders of Guildford Baptist Church, who has particular expertise or experience, and can assist the Children's and Families Pastor and Youth Pastor in deciding upon appropriate action and the development of an action plan if necessary.

- 16.2 *In all cases it is important to keep information confidential and reduce the circulation of information to as minimal amount of people as possible.*
- 16.3 The diagram in appendix A lays out the procedure for when a disclosure is made.
- 16.4 If an allegation or concern is raised about the designated person for safeguarding or a member of the designated person for safeguarding's family, then the allegation or concern should be raised instead with the elder/trustee responsible for safeguarding. Likewise, if a concern arises that a worker feels uncomfortable for any reason raising with the designated person for safeguarding, the person raising the concern should contact the elder/trustee responsible for safeguarding.

The Elder responsible for safeguarding

- 17.1 At all times there should be one elder/trustee responsible for Child Protection and safeguarding procedures. It is the responsibility of this elder to sign off on agreed policies and procedures and to highlight any concerns appropriately.

AWARENESS OF GUIDELINES AND PROCEDURES

- 18.1 Before being nominated for appointment as a Pastor, Elder, or other appropriate position of Guildford Baptist Church the nominee must be informed in writing that the position is a 'regulated position' under Part II of the Criminal Justice and Court Service Act 2000 and that it would be a criminal offence for anyone barred from working with children under this Act to allow themselves to be nominated for one of these positions. The nominees must have completed a satisfactory enhanced DBS check.
- 18.2 The Children's and Families' Pastor and Youth Pastor will ensure that these guidelines and procedures are fully accessible if anyone wishes to read them. Key people within the church will be required to be kept up to date with any revisions or exclusions from the guidelines and procedures.
- 18.3 Key people will be Elders, Pastors, Group Co-ordinators, Children and Youth Ministry leaders, pastorate and group leaders and other church attendees.
- 18.4 The Children's and Families' Pastor and Youth Pastor will ensure that the parents:
- Are aware of the existence of the Baptist Union Safe to Grow Policy
 - Are aware of GBC CPP for Children's and Youth Ministry and know where they can see a copy of it.
 - Are advised of what action they should take if a child protection issue arises.
 - Understand what sort of activities their child will be doing and are advised of any changes to the programme.
 - Have agreed with the children or youth leaders for their child or young person's group the arrangements for returning their child or young person back into their care:
 - Children of junior school age may leave at the end of an activity in the Millmead Centre on their own if their parents agree to this.

- Younger children must be collected by someone who is known to their child or young person's leaders.
 - Young people of secondary school age can leave at the end of their activities on their own.
- 18.5 The children and young people need to be made aware that the Children's and Families Pastor and Youth Pastor are people who within the Church, especially care for them and that these are people who they should go to if they have any worries which they do not wish to talk about with other people.
- 18.6 All children and youth ministry leaders will receive the child protection policy. This will normally happen at the interview with Children's and Families Pastor or Youth Pastor or before they begin working with the children and young people.
- 18.7 Child protection procedures should be reviewed by the designated person for safeguarding every year, in consultation with the Children's and Families Pastor and the Youth Pastor. **This review is due to take place by 31/10/2018.**
- 18.8 Child protection training should be available every year for staff and volunteers to attend on the understanding that they will attend at least once every three years. The training will be Surrey Safeguarding Children's Board's (SSCB) 'Working Together to Safeguard Children' training or a similar standard of training. The designated person for safeguarding, the Children's and Families Pastor and the Youth Pastor should attend a higher level of training in discussion, to be discussed as appropriate.

Further Information Available

- 19.1 Appendix B: Definitions of Abuse
- 19.2 Appendix C: How to react when a child wants to talk about Abuse
- 19.3 Appendix D: Recognising and Responding to Abuse

SECTION 4: SAFE PRACTICE AND SAFE PREMISES

Safe practice and safe premises

20.1 Consent forms

It is essential that we have important information about all children and young people involved in any activities at the church. This information is recorded on our consent forms

The first week someone attends we must have name, medical emergency information and a contact name and number. Then they must bring their form back with them the next time they attend.

20.2 All activities for children and young people will comply with the Church's current health and safety policy.

20.3 Whenever possible at all events involving preparation of food at least one worker will hold a valid Basic Food Hygiene Certificate.

20.4 Fire

The Children and Youth Ministry Team must be aware of what to do in case of fire, and regularly inform the children and young people to make them aware. Full fire evacuation procedures are available in the **GBC Fire Procedures Document**.

20.5 First Aid

GBC have a number of trained First Aiders in the children and youth department as well as on the caretaking team. There are also first aid kits available on each floor. In the event of an accident, an accident form must be filled in. These should be readily available to all groups. Completed accident forms should be handed to the children and families pastor or youth pastor if they involve who will then pass them on to the centre manager.

20.6 Food Hygiene /Health and Hygiene

The Food Safety (General Food Hygiene) Regulations 1995 state that anyone who handles food or whose actions could affect its safety must comply with the regulations. It follows therefore that those with responsibility for food will need to possess the Basic Food Hygiene Certificate and be aware of food safety (preparation, handling and storage, disposal of waste, etc.)

20.7 Risk Assessment

Before undertaking any activity the activity leader will ensure that a risk assessment is carried out and it is advisable to appoint someone specifically for this task.

20.8 Insurance

Residential activity/camp organisers will ensure with the church treasurer that there is adequate insurance cover for the event activity. If the trip is at a centre it is also important to establish that there is appropriate public liability insurance.

20.9 Outings away from GBC and overnight events see Overnight/residential policy

SECTION 5: A SAFE COMMUNITY

21.1 GBC is committed to ensuring that our church community is a safe place for all children and young people.

22.1 **Bullying**

Bullying is another way in which children (or adults) abuse other children, and it can be verbal or physical. Bullying includes teasing, making unkind comments about a child, demanding money, "ganging up" on a child or physically assaulting a child. You might see evidence of torn clothes, bruising, burns, or scratches. A child might be afraid to attend school or other activities if they think the bully will be present.

22.2 The effect of bullying on the victim can be profound, both emotionally and physically.

22.3 For more details on the signs of bullying the forms that bullying can take and how to prevent bullying please see our Policy for the Prevention of Bullying.

23.1 **Working with Offenders**

It is recognised that there may be a rare occurrence when someone attending the Church is known to have abused children. The offender will be supervised and pastoral care offered but GBC in its commitment to the protection of children, will set boundaries for that person which they shall be expected to keep. For the procedure to be followed in cases such as these please refer to the Policy and Procedures for Dealing with People who have been Convicted of Child Abuse.

FINAL NOTES

24.1 **KEY PEOPLE**

The Children's and Families Pastor and The Youth Pastor will ensure that key people within the church are made aware of these guidelines and procedures. Key people will be Elders, Deacons, Group Co-ordinators, Staff Members, Pastorate Leaders and Church Members.

24.2 The Children's and Families Pastor and the Youth Pastor will also ensure that this document is reviewed annually.

24.3 The Designated Person for Safeguarding will be guided by the law relating to children and young people, and will follow procedures and standards of good practice, and where necessary, will work with the statutory agencies responsible for child protection.

IMPORTANT CONTACT NUMBERS / EMAILS

25.1 The **Multi-Agency Safeguarding Hub (MASH)** responds to initial enquiries about children, young people and adults. The MASH is based at Guildford Police Station and combines Children's Service social workers, Adult's Service social workers, and health and police staff.

Availability: Monday to Friday: 9am - 5pm

Phone: 0300 470 9100

Email: mash@surreycc.gov.uk - emails are dealt with during normal office hours

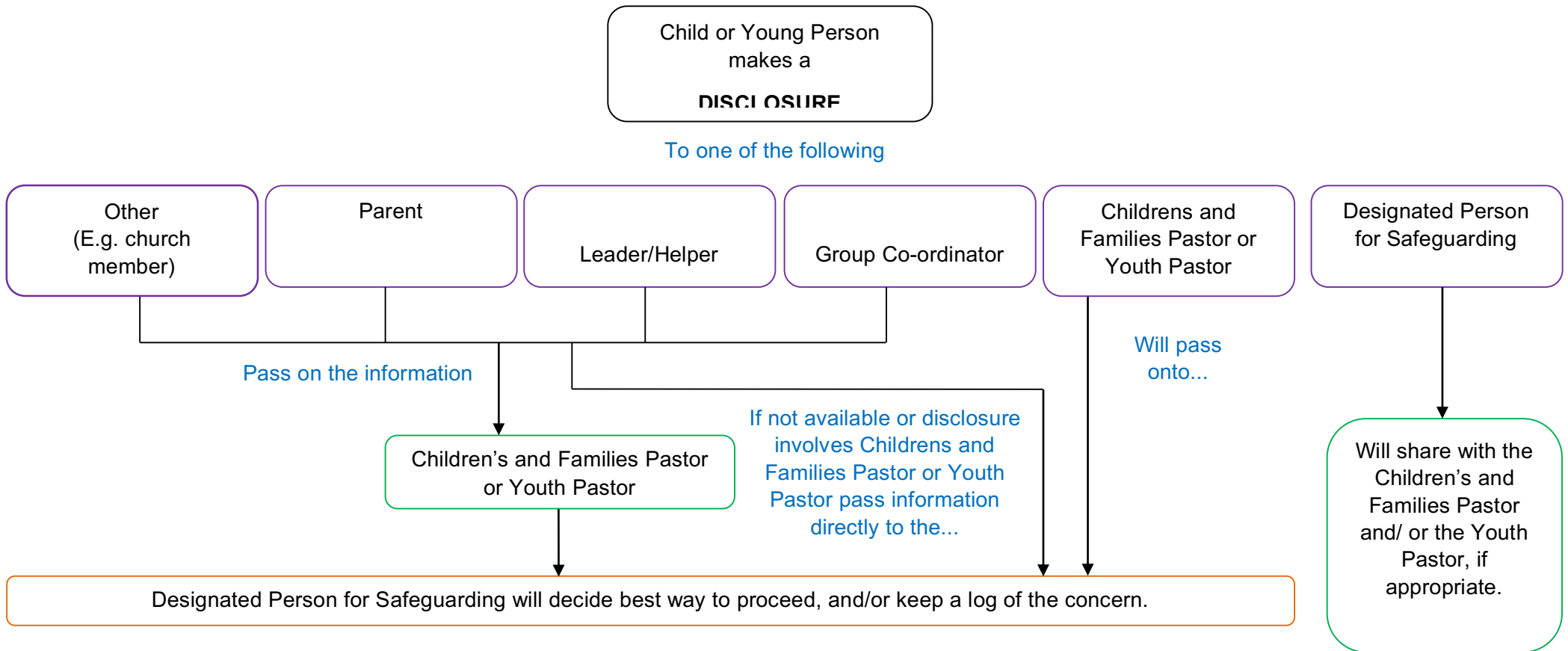
- 25.2 **Emergency Duty Team (EDT)** (after 5pm and weekends) 01483 517898 or 07968 833626 (SMS text phone); edt.ssd@surrey.gov.uk
- 25.3 **South-West Area Children's Services Referral, Intervention and Assessment Service**
0300 123 1640 swrais@surreycc.gov.uk - Monday to Friday from 9am to 5pm
- 25.4 **NSPCC** 0800 800 5000
- 25.5 **Local Police** 101/ 01483 571212
- 26.6 **Central Guildford Safer Neighbourhood Team** 01483 630073;
wsguildfordsntl@surrey.pnn.police.uk

APPENDIX A - Responsibilities for implementing procedures

<p>Elders of Guildford Baptist Church</p>	<ul style="list-style-type: none"> • Ultimately responsible for ensuring that the policies set out in the Guildford Baptist Church Child Protection Policy (GBC CPP from this point forward) are followed. • Agree any revisions that are made to the GBC CPP by the Designated Person for Safeguarding, the Youth Pastor and Children’s and Families Pastor before the members of Guildford Baptist Church are informed at a church meeting of the revisions. • Ensure that anyone who is considering election to the post of Pastor, Elder, or other appropriate post is aware of the implications of Part II of the Criminal Justice and Court Services Act 2000 and has a satisfactory DBS check. • Support those working with the children and young people. • Ensure that the Children’s and Families Pastor and the Youth Pastor have sufficient time to carry out their responsibilities outlined in the GBC CPP. • Make appropriate budget provision, including the training of workers and leaders. • Find ways of communicating the policy to the whole church.
<p>Guildford Baptist Church Members</p>	<ul style="list-style-type: none"> • Appointment of Children’s and Families Pastor and Youth Pastor • Initial adoption of the Child Protection Policy followed by annual re-affirmation. • To be aware that, if they have any concerns about child abuse, they should speak with the Youth Pastor, Children and Families Pastor or the Designated Person for Safeguarding.
<p>Designated Person for Safeguarding</p>	<ul style="list-style-type: none"> • To make themselves known to adults and children within the church so they can be identified if needed. • Provide guidance about the GBC CPP as and when is necessary. • Agree to make the ultimate decision regarding any incidents or disclosures that may occur. • Review Child Protection Policy annually. • Treat any concerns from leaders, children or other adults seriously.
<p>Youth Pastor Children’s & Families’ Pastor (with the help of youth workers and children and families workers)</p>	<ul style="list-style-type: none"> • Review Child Protection Policy annually. • Ensure that DBS checks are completed satisfactorily • Treat any concerns from leaders, children or other adults seriously. • Appoint children’s/ youth workers, and children’s/ youth group co-ordinators, leaders and helpers. • Mentor and Supervise group co-ordinators, leaders and helpers. • Organise the training of children’s/ youth team (voluntary and salaried team members). • Ensure the children’s/ youth team are aware of what to do in case of fire. • Ensure that first aid equipment is available in the building where children and young people usually meet. • Ensure that socket covers are available in any rooms used by pre-school children. • Speak up for the children and youth in the life of the church.
<p>Children and Young People Advocates</p>	<ul style="list-style-type: none"> • Acting as an additional point of contact for children. • Dealings with allegation of child abuse. These may come from the children

	or from concerned adults.
<p>Children/ Youth Group Co-ordinators</p> <ul style="list-style-type: none"> • Pray before you meet • Where possible brief before and after you meet 	<ul style="list-style-type: none"> • Ensure that the correct adult, child ratios are maintained at any activity involving their group (see Section 3 for specific ratios) • Ensure that the leaders, helpers and children in their group know what to do in case of fire. • Ensure that first aid equipment is available if the children are not meeting in their usual location. • Ensure that any room is fit for purpose before the session. • Register the children and young people attending their activity or group. • Make the Children’s and Families Pastor/ Youth Pastor aware of any new children, and hand out a child contact form to the new parents.
All children’s/ youth Ministry Team	<ul style="list-style-type: none"> • Be familiar with GBC CPP and follow these procedures and guidelines • Ensure as far as is reasonably possible, that the children and young people in their care are kept safe. • Inform their group co-ordinator, Youth Pastor or the Children’s and Families Pastor if they have any concerns for the safety of the children in their care. • If there is not time to inform one of these people then they need to take any necessary steps to ensure that the children and young people in their care are kept safe (see APPENDIX B).
Parents	<ul style="list-style-type: none"> • Ensure that they are satisfied with the provision for their children and young people’s well-being while they are in the care of the Guildford Baptist Church Children’s/ Youth Ministry Team. They are legally responsible for their children and young people’s welfare. • Ensure that they are familiar with and content with the contents of the GBC CPP.
Risk Assessments	<ul style="list-style-type: none"> • Ensure that these are in place for each room used for children and youth work. • Regularly check and adjust the assessments as needed • ‘Visual’ risk assessments should be carried out each time a room is used in conjunction with the formal risk assessment written • Report any new risks to the appointed risk assessor as soon as possible. (Centre Manager, Graham Ball).

APPENDIX A1 Procedure for when a disclosure is made.



If disclosure involves Childrens and Families Pastor or Youth Pastor, or they are not available, the concern should be discussed with Elder responsible for Safeguarding.

APPENDIX (B) Definitions of abuse

DEFINITIONS OF ABUSE

In order to define what we mean by abuse, we have detailed below, not only a meaning for various types of abuse, but also an example of such abuse, which we hope will make the definitions more clearly understood.

Physical Abuse

Definition: actual or likely physical injury to a child or young person, or failure to prevent physical injury (or suffering) to a child or young person. This includes hitting, shaking, squeezing, burning, biting, administering poisonous substances, suffocating/drowning, and excessive force (e.g., in feeding or changing a baby). It also includes Munchausen's Syndrome by Proxy (Meadows Disease) where a parent (almost always a mother) or a carer invents symptoms of a physical disorder in the child or young person and then seeks medical help while persisting with the abuse in order to gain attention for self.

Sexual Abuse

Definition: actual or likely involvement of dependant, developmentally immature children or young people in sexual activity they do not fully comprehend, or to which they are unable to give informed consent, or which violate the social taboos of family roles.

Neglect

Definition: persistent or severe neglect of a child or young person, or the failure to protect a child or young person from exposure to any kind of danger, including cold or starvation, or extreme failure to carry out important aspects of care, resulting in the significant impairment of the child or young person's health or development, including non-organic failure to thrive.

Emotional Abuse

Definition: actual or likely undermining of a child or young person's confidence or self-worth; by ignoring them, giving them degrading punishments or constantly threatening or humiliating them.

Spiritual Abuse

Definition: Spiritual abuse is linked with other forms of abuse and could be defined as an abuse of power often 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 or her will on other people perhaps threatening dire consequences or the wrath of God if disobeyed.

Extremism

Definition: The counter – extremism bill defines extremism as 'vocal or active opposition to fundamental British values'. A simpler definition of extremism is belief in and support for ideas that promote hatred, abusive or violent acts.

APPENDIX C How To React When a Child Wants To Talk About Abuse

It is not easy to give precise guidance; however, the following may be of help:

General Points

- DON'T PANIC, listen to the child/young person and allow them to talk and feel safe.
- Let them know you will need to tell someone else – don't promise confidentiality
- Listen to the child/young person
- Keep calm
- Look at the child or young person directly
- Be honest
- Even when a child or young person has broken a rule, they are not to blame for the abuse
- Be aware that the child or young person may have been threatened
- Never push for information

Helpful things to say or show

- I accept what you are saying to me
- I am glad you have told me
- It's not your fault
- Tell me, explain to me, describe to me can be good prompts
- Repeat back what you think you have understood
- I will help you

Avoid saying

- 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 any promises
- Never make statements such as, *"I am shocked. Don't tell anyone else."*

Concluding

- Never make any promises about 'fixing' the situation
- Again, reassure the child or young person that they were right to tell you, and that you accept what they have said to you.
- Let the child or young person know what you are going to do next, and that you will let them know what happens
- Immediately refer to someone appropriate, in accordance with the GBC Child Protection Policy.

Action after disclosure

- Make notes as soon as possible, preferably within one hour of the interview, writing down exactly what the child or young person said, when he/she said it, and what was happening immediately beforehand (e.g. description of activity)
- Record dates and times of these events, and when you made the record
- Keep all hand-written notes, even if subsequently typed up
- Pass on information to the relevant person as per diagram in appendix (A1) of GBC CPP.
- If you deem the child to be in immediate danger then call the police.

APPENDIX D Recognising and Responding to Abuse

Recognising child abuse is not easy and it is not your responsibility to decide whether or not child abuse has taken place or if a child is at risk of significant harm. You do however have a duty to act if you have a concern about a child's welfare or safety.

Physical signs of Abuse

- Bruising in children who are not independently mobile
- Bruising in babies
- Bruises that are seen away from bony prominences
- Bruises to the face, back, stomach, arms, buttocks, ears and hands
- Multiple bruises in clusters
- Multiple bruises of uniform shape
- Bruises that carry the imprint of an implement used, hand marks or fingertips
- Cigarette burns
- Adult bite marks
- Broken bones
- Scalds

Changes in behaviour which may indicate abuse

- Fear of parents being approached for an explanation
- Aggressive behaviour or severe temper outbursts
- Flinching when approached or touched
- Reluctance to get changed for example wearing long sleeves in hot weather
- Depression / low mood and / or anxiety
- Withdrawn behaviour
- Running away from home

Physical signs of emotional abuse

- A failure to thrive or grow particularly if the child puts on weight in other circumstances, for example, on breaks away from home or their parents care
- Sudden speech disorders
- Development delay either in terms of physical or emotional progress

Changes in behaviour which may indicate emotional abuse

- Neurotic behaviour, for example, sulking, hair twisting or rocking
- Fear of making mistakes
- Self harm
- Fear of parent being approached regarding their behaviour

Physical signs of Sexual Abuse

- Pain or itching in the genital/anal areas
- Bruising or bleeding near the genital/anal areas
- Sexually transmitted disease
- Vaginal discharge or infection
- Stomach pains
- Discomfort when walking or sitting down
- Pregnancy

Changes in behaviour which may indicate Sexual Abuse

- Sudden or unexplained changes in behaviour for example becoming aggressive or withdrawn
- Fear of being left with a specific person or group of people
- Having nightmares
- Running away from home
- Sexual knowledge which is beyond their age or development level
- Sexual drawings or language
- Bedwetting
- Eating problems such as over eating or anorexia
- Self harm or mutilation sometimes leading to suicide attempts
- Saying they have secrets they can not tell anyone about
- Substance or drug abuse
- Suddenly having unexplained sources of money
- Not allowed to have friends (particularly in adolescence)
- Acting in a sexually explicit way towards adults

Physical signs of Neglect

- Constant hunger, sometimes stealing food from other children
- Constantly dirty or smelly
- Loss of weight or being constantly under weight
- Inappropriate dress for the conditions

Changes in behaviour which may indicate Neglect

- Complaining of being tired all of the time
- Not requesting medical assistance and/or failing to attend appointments
- Having few friends
- Mentioning their being left alone or unsupervised

APPENDIX E – Acknowledgement Form

Once you have read and understood this Policy, please can you sign the box below, and return to the Children’s and Families Pastor, or the Youth Pastor.

I, am signing below to confirm that I have read and understood the Guildford Baptist Church Child Protection Policy.

I have received a copy of this policy for myself, and I understand that it is a document that I should refer to in the event of a Child Protection inquiry, incident or concern.

I will do my best to attend Child Protection Training the next occasion that it is offered by Guildford Baptist Church.

Signed _____

Date _____

Print Name _____

Group Volunteering on _____

Signed by Children’s and Families Pastor or Youth Pastor _____

APPENDIX F – Safeguarding Incident / Concern Form

This form is designed by Guildford Baptist Church to record a child protection concerns, incidents, disclosures, and discussions/referrals to Children Services. All child protection cases should be recorded using this form, which will be held on file by the Designated Person for Safeguarding, or a Deputy.

This form is primarily for the use of the Guildford Baptist Church staff team. However, occasionally volunteers may be asked to complete this form by either the Designated Person for Safeguarding, the Childrens and Families Pastor or the Youth Pastor.

The form can be sent either before or after a conversation with the Designated Person for Safeguarding. If a conversation occurs first, the Designated Person for Safeguarding will usually ask for a form to be completed.

If completing by hand please write clearly - print if necessary. Please return form to safeguarding@guildfordbaptist.org

Date Form Completed

Details of child(ren) and/or adult(s) in this incident / concern

Please include (where known) Names, Dates of Birth/Age, Address, Contact Details, Gender

Details of Person Completing Form			
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Your Name:		Contact Number(s):	
------------	--	--------------------	--

Your Job Title:		Email:	
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Summary of concerns, allegations or suspicions

Further comments on actions taken

If a designated person for safeguarding has recommended further action (eg. Contacting Childrens Services, then please list the details of these further actions below:

--

This section is to be completed by the Designated Person for Safeguarding after receiving the completed form

Alert Received By:	
Date:	

Additional Advice/Action/Notes for future reference

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APPENDIX G – Application Form for Voluntary Work with Children and Young People

We ask all prospective leaders for the children and youth ministries to complete this form. The information supplied here will be confidential, and will be held in our records, unless requested by an appropriate authority.

1. PERSONAL DETAILS

Full Name:

DOB:

Home Address:

.....

Postcode:

Telephone No. Day: Evening:

Email

Please give details of any previous experience you have in working with children and/or young people. Please include details of any relevant qualifications or appropriate training you have received in this area.

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2. REFERENCES

Please give the names, addresses, and telephone numbers, as well as their relationship to you, of two people who would be prepared and able to give you a personal reference.

1. Name:

Tel No: Email:

Role/Relationship

2. Name:

Tel No: **Email:**

Role/Relationship

Do you agree to an informal interview YES/NO

Signed **Date**