

Guildford Baptist Church

Child Protection related Policies

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 and Procedures for Dealing with People who have been Convicted of Child Abuse

There are a number of ways that we as GBC may become aware that a person who is wishing to attend or is attending services and activities of GBC has been convicted of child abuse. The procedure may seem intense and it should always be with the view that eventually we want the person to be welcomed into the fellowship of GBC.

Here are the possible scenarios and some guidelines. The hope is that these guidelines maybe incorporated into a team approach with the agencies involved as to determine the best way forward for each individual. It is also relevant to say that advice can be obtained at any point from the local **Child Protection Office of Guildford Borough Council/Surrey County Council at the Surrey Contact Centre on 0300 200 1006; Baptist Union Safeguarding Department 01235 517713; CCPAS (The Churches' Child Protection Advisory Service) 0845 120 45 50.**

1. Though The South Eastern Baptist Association, Holy Trinity Brompton Prison Ministry, The Probation Service

When contact has been made then we are to talk through the possible way forward but it would invariable look something like this:

- Gather as much information as possible (there is high confidentiality around this for both parties and so there may not be much information if the person is not willing to share).
- Arrange a meeting with key people in GBC that need to know this information, the least amount of people possible, 4 people maximum (Could include the Senior Pastor, Designated Person for Safeguarding, either the Children's & Families Pastor or Youth Pastor, or both, or an Advocate).
- At that meeting identify a way forward, if it would seem that the guidelines of this document or those of the statutory agencies can't be met. Then it would be best to decline the person access, but if we can identify a person who will make contact with the person to arrange a series of meetings to discern the story and reasons that this person wants to attend GBC then the procedure continues.
- Arrange a meeting with person wishing to make contact with GBC, meet at a neutral venue, at that meeting arrange a series of meetings to get together- there is no rush and so these meetings are to get to know the person, remembering that there is a lot of manipulation and secrecy that is involved in these sort of crimes.
- Following a period of time, and in consultation with the Probation service and other agencies a contract would be drawn up to outline the details and requirements that would need to be met every time that the person came to the prearranged event at GBC. At no other time would the person be allowed to attend another event without another contract being drawn up. See below for more details on the content of the contract and the remaining guidelines.

2. Through a Member/other attendee of GBC

If a Member/attendee at GBC becomes aware that a person who is attending the church has been convicted in the past of abusing a child then they must immediately inform GBC's Designated Person for Safeguarding.

- The Senior Pastor is to be informed and a plan of action is to be put in place that would include the following.
 - Designated Person for Safeguarding to ask to meet the person who has made the allegation and then to make contact with the person who has been accused. Senior Pastor to be informed.
 - A written contract must be drawn up which the person concerned needs to sign.
- The contract will
 - Identify the meeting the person can attend.
 - Will specify that they will always sit apart from the children.

- Told that they are always accompanied by a befriender(s), of the church's choosing, on church premises.
- Will require the person not to attend small group meetings where children are present.
- Will require that the person declines hospitality where children are present.
- Will state that the person will never be alone with children while attending church functions.
- Will require the person to stay away from areas of the building where children meet.
- The contract will be monitored by the Designated Person for Safeguarding in close communication with the befriender(s) and the person. If it is broken it will be necessary to consider limiting further the activities that the person is able to attend. Ultimately it might be necessary to ban the person from attending any church meetings. Advice would be sort in whether and how to inform the parents of the children and young people of the conviction.

Intimate Care Policy

Toilet Trips

Toilet trips should ideally be undertaken by the child's parent or carer. However, we recognise that this is not always possible during Sunday mornings when the children are in their groups. Therefore in the instance that a child needs the toilet during the time they are attending an activity without a parent or carer, the following steps **MUST** be followed. It is critical that:

- 1.) The group co-ordinator is notified that a child/ren is being taken to the toilet.
- 2.) The child/ren are taken by two leaders where possible for accountability.
- 3.) That the toilets are checked before you enter them (a steward can be asked to do this) to ensure they are empty before the child/ren go in. The toilet door should then be left open.

*It is critical that only a recognised children's leader that has an enhanced DBS check takes a child to the toilet, other than the child's own parents. There are often parents helping in crèche. These parents **must not** take other people's children to the toilet.*

Important to note:

It is advised that Sparks and Flames use the Ladies toilet, as it is larger and easier to monitor. Lasers don't need anybody to go with them, but the games hall door needs to be left open and the toilets still checked before they go in.

Soiling

If a child has soiled themselves or requests wiping, and requires washing and/or changing, whenever possible the child's parents or carer should be fetched, if this is not possible there needs to be **two adults** (leaders) present when the child is washed and/ or changed. The main door into the toilets should also be left open. The leaders must notify the group co-ordinator of the situation too.

Nappy Changing

For the children that require their nappy to be changed, consent needs to be sought from the parents. A 'nappy changing form' should be completed by parents determining whether they wish to be collected from the service to change their child's nappy or give consent for a children's leader to do it.

Only a recognised children's leader that has an enhanced DBS check may change a child's nappy. The child should be changed in a discrete area of the room. Should parents be present to change their child, please encourage parents to also change their child in this area.

Touching Children

If a child of young person is distressed it is natural to want to respond to them. However, you need to be aware that an innocent touch can have a sinister meaning for an abused child or young person. If they react negatively find another way of comforting them and inform the Children's and Families Pastor or Youth Pastor of the incident. It is advisable to avoid touching a child or young person when no-one else is present in the room.

Ensure that any touching of a child or young person is appropriate. Try to sit beside them with an arm around them to comfort them rather than taking them on your lap for the younger children. Be careful not to touch a child or young person near their 'private parts'.

Discipline Policy

What is discipline?

Discipline is the education of a person's character. It includes nurturing, training, instruction, chastisement, verbal rebuke, setting boundaries, teaching and encouragement.

Why discipline?

It brings security, produces character, prepares for life, is evidence of love and is God's heart.

Dos and Don'ts of Discipline in Children and Youth Work

- We need to be insistent, consistent and persistent.
- Never smack or hit a child or young person.
- There may be occasion when it is necessary to use physical restraint in order to protect them or a third person.
- Discipline out of love, never anger (call on support from other leaders if you feel you may deal with a situation unwisely in your anger).
- Do not shout in anger or put a child or young person down.
- Lay down ground rules that are simple and clear, and make sure the children and young people understand what consequence will be taken if they are not kept.
- Talk to a child or young person away from the group (but not alone), not publicly (explain what they have done wrong, encourage remorse – leave them on a positive note.)
- Never reject a child or young person, just the behaviour (encourage the child or young person that you want them, but you are not willing to accept their behaviour).
- Each child or young person is unique, special and individual, and each child or young person needs a different method of being dealt with. We, therefore, need to ask ourselves, "Why is this child behaving like that?" Then:-
 - a) Ask God for wisdom, discernment and understanding, and pray for and with the children and young people.
 - b) What is the best method for disciplining and encouraging that child or young person?
 - c) Work on each individual child's or young person's positives, do not compare them to each other, but encourage and build them up.
 - d) Work on relationships
 - e) Be a good role model and set a good example (don't expect children or young people to do what you don't do and vice-versa).
 - f) Take care to give quieter and well behaved children or young people attention and don't allow some children or young people to take all of your time and energy.
 - g) Be consistent in what you say and ensure that other team members know what you have said – this avoids manipulation.

Some Practical ideas for Group Activities to Limit Bad Behaviour

- Change voice tone, but try not to shout.
- Separate children or young people who have a tendency to be disruptive when together (these children or young people are often friends, give them a chance perhaps warn them and only separate if they are disruptive.)
- Have the child sit right in front of you (relevant for Sparks, Flames & Lasers).
- Get a helper to sit next to the child (relevant for Sparks, Flames and Lasers).

- Be pro-active and encourage leaders to be pro-active and not wait to be told to deal with a situation.
- Take the child or young person aside and talk to them, challenging them to change, whilst encouraging them on their strengths.
- Warn the child or young person that you will speak to their parents and do so if necessary (with some non-church children or young people, we need to be wise in this, as speaking to parents may incur their wrath on the child or young person and ban them from attending).
- If a child or young person's behaviour is constantly disruptive, seek advice and guidance.
- Don't be afraid of discipline
- Warn them, send for their parents, send them back into the service or ban them for a week (never a total ban without reference to your leader and ensure parents are advised in case of banning).
- Encourage good behaviour.
- Remember each child or young person is individual and unique. We need God's wisdom and love to encourage each one to reach their potential and needs.

Positive handling/ safe points of contact for a child or young person

This refers to what to do if a child or young person hurts another child or young person either through fighting or retaliation.

- Immediately intervene and ask them calmly to stop
- If they continue, and it's possible, put yourself in between the children or young people if there is no danger to yourself.
- Gently remove the children or young people away from each other (firm grip under elbows or palm on shoulders).
- Give a stated amount of calming down time
- After allowing a cooling off period, speak to the children or young people to find out what happened
- Try to resolve the conflict
- Encourage the children or young people to apologise and make amends.

Attention Seeking

Do not respond to excessive attention-seeking that is overtly sexual or physical in nature. Talk or report to the Children's and Families Worker or Youth Pastor what you have observed or what happened.

Policy for Appointment of Children or Youth Leaders or Workers

The Process

The procedure for appointment of Children's and Youth Leaders will be as follows:

1. The Children's and Families Pastor, or Youth Pastor and the group co-ordinator concerned will receive the names of potential leaders for their consideration.
2. On receipt of the completed application form (Appendix G in the Child Protection Policy), or the recommendation of the elders for someone who is already a Church member, the Children's and Families Pastor and/ or Youth Pastor will meet with the applicant. Verbal references will be taken up prior to meeting or conversation. The purpose of the meeting/ conversation will be for the people concerned to:
 - Talk together about the vision of the children and /or youth ministry
 - Talk through child protection issues
 - Talk through the area of opportunities to serve.
3. A decision will be made as to the suitability of the applicant by the Children's and Families Pastor and/or the Youth Pastor, following discussion with the group co-ordinator(s) and other Pastors of the church.
4. Action will be as follows:
 - a) If an applicant is not considered suitable for appointment, he or she will be invited to talk with Children's and Families Pastor and/or the Youth Pastor for a detailed discussion as to the reasons for non-appointment.
 - b) DBS - If an applicant is considered suitable for appointment, he or she will be advised of the decision by the Children's and Families Pastor and/or the Youth Pastor, and, subject to the receipt of a satisfactory enhanced Disclosure and Barring Service (DBS) form, will be appointed as appropriate.
 - c) In exceptional circumstances where information comes to light that is of sufficient importance as to cast doubts on the applicants suitability in other church activities, then this will be discussed with the applicant.

Equal Opportunities

- Every applicant must be treated according to the above process.
- DBS checks will be required. No-one will be unfairly discriminated against on the basis of information received as a result of this check. A criminal record will not necessarily be a bar to someone working with children. This will depend on the nature of the position and the circumstances and background of the offences.

If through the course of time as a youth and children's leader, concerns are raised about commitment and suitability for the role, a meeting will be arranged with the Children's and Families Pastor and/ or Youth Pastor to discuss the issue further.

TRAINING AND SUPPORT

In order to support church policy, and to maintain high standards, and to develop gifts and skills of children's and youth leaders, it is essential to have a training programme and a sound support structure that will do these things.

This will comprise the following areas:

TRAINING

1. A specific training programme reviewed annually within the Children's and Youth Ministries.
2. At times, there will be, specific planning and training events that will form a programme designed to train and support the leaders. Please see **Policy for Young Leaders Training**, for young leaders training programme.
3. From time to time it will be necessary to support individual leaders by sending them to outside training courses dealing with specific needs that cannot be supported from within our own training programme.

Normally, leaders would expect to receive some form of informal training during the first year of service in the Children's and Youth Ministries. Further information is available in our **Training policy**.

SUPPORT

By the encouragement of informal support within each group, through team work and Christian relationships.

Through the work of, and with the Group co-ordinator.

Through the work of the Children's and Families Pastor, and the Youth Pastor who act as advisors and resource people for the Children and Youth Ministries.

NB It is important to note here that the Children's and Families Pastor and Youth Pastor are available to all leaders for areas of concern etc.

In order to run these ministries, there will be on-going meetings for group co-ordinators and leaders which they will be required to attend.

Once Appointed

Once an applicant is cleared for appointment to the Children's and Youth Ministry, he or she will become a helper for one school term (approx. 3 months). During this period an experienced Children's or Youth Leader will observe the helper. At the end of this period an informal conversation between the helper and the Children's and Families Pastor and/or Youth Pastor, will take place to ascertain how the term has gone. If it is thought appropriate, the period of being a helper could be extended to another school term, however, normally, at the end of this term the helper may decide, in conjunction with the Children's and Families Pastor/ Youth Pastor and/ or the group co-ordinator if they want to continue in a helping role or take on more responsibility.

Group co-ordinators and leaders working within the Children and Youth Ministries will be expected to regard training as an important part of their personal development and on-going contribution, and will be expected to participate fully in the training programmes referred to later in this section

Volunteers Training Policy

Training can take many different forms

- Informal e.g. 'on the job training.
- Specific sessions, essential for all leaders, addressing certain subjects e.g. child protection, first aid, will be made available at the time of renewal of previous training. New volunteers will be encouraged to attend child protection training at the earliest possible opportunity.
- If we have lots of new leaders and helpers at around the same time we may choose to run a short evening course/ day time session covering relevant topics.
- Each new leader/helper will be able to access one to one help and advice from the group co-ordinators or Children and Families or youth pastor.

We recognise that young leaders (under the age of 18) may require a different type of training and as such have devised a separate training course for them (See young leaders training policy) We will update and use this course accordingly as and when it is appropriate. Topics covered will vary depending on age group of children and young people or pastoral needs of a specific group. Also relevance of the topic will be considered.

Some examples of areas that may be covered are: pastoral issues, Children's spirituality, theology, Godly Play, leadership, discipleship, mentoring, planning, evangelism, communication, social media.

Policy for Training Young Leaders

Who is it for?

Young people who are now in the service (year 11 and above), including students. This will include young people who are already helping out in Children's groups, (including D of E) have helped or are helping in Holiday Club, or who are interested in working with children. If any adults would like to do some extra training, they are also welcome.

Why are we doing it?

We recognise the value of having young people working with us as part of our Children's work and we want to encourage and empower young people to reach their full potential in their role. We want each young person to gain confidence and to find their God-given talents and abilities as they work with us. We also want to build good relationships between the Children's and Youth Teams and with the whole church.

What is it?

8 sessions covering the following things –

1. Introduction of different groups; who's in charge etc. (hand-out).
Overview of expectations; helping, leading and working as a team.
Outline of course.
Basic Child Protection do's and don'ts.
2. Find Your Fit; their gifts and talents and what group might suit you best.
3. Child Protection.
4. Behaviour management – to include Special Needs.
5. Praying with children.
Creative prayer.
6. Leading a session – the difference between being a leader and being a helper.
7. Planning an activity a printed resource.
8. Planning a session from a topic or scratch.

Trainees will be allocated a group for two serving Sundays to consolidate their training.

Lone Working Policy

Introduction

The majority of the 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 we work with young people.

However, there are particular risks associated with lone working that need to be managed so that the risks to staff can be minimised. It is important to remember that it will not always be possible to eliminate risk entirely from this kind of work, but consideration should be given to how it can be minimised to an "acceptable" level.

What is a Lone Worker?

Leaders will be considered to be lone working in any situation where they are working in isolation. This will include anyone working 1:1 with a young person (or a group of young people), attending external meetings from the Millmead Centre (particularly out of normal office hours).

Before engaging in lone working, the worker should consider the following questions:

- Why am I engaging in lone working, is this the most help and effective thing for the young person?
- How well do I know this person, are there any adjustments I need to make in terms of location, duration or content given their individual situation and the dynamic of lone working?
- Is the young person's parent aware that I am meeting one to one with their child and are they agreeable with this? (There may be circumstances where this is not appropriate to share with the parent in which case the worker should speak to their line manager before engaging in the work.)
- Are there any additional risks I can for see?
- What will I do / who would I contact if an unexpected risk presents itself?

In lone working, the safety of the worker and young person need special consideration. If at any time during lone working the worker feels that they are facing unacceptable risks i.e. the young person is under the influence of drugs or alcohol or engaging in risky behaviour they should seek additional assistance to ensure the safety of the young person.

If there is any kind of unexpected crisis during a visit the worker should use their judgement whether to call upon the appropriate emergency service, duty social worker, take the young person to a place of safety i.e. A&E or to their home if this would be safe. Once the worker has taken these steps they should contact their supervisor at the earliest opportunity to let them know about the situation.

A written risk assessment is not required except in extreme circumstance but a mental one such as the above should be thought about beforehand and reconsidered during the work if necessary.

If a worker is unsure they should speak to their supervisor or the Youth Pastor.

When lone working, workers should adhere to the following wherever possible. We acknowledge that there are circumstances where it may not be feasible but in this case all reasonable efforts should be made.

- *Let your supervisor know who you're seeing, where you'll be and how long you expect to be gone.*
- *Text your supervisor when finished to let them know.*

Volunteer leaders and staff working outside normal office hours, including special one off calls/visits, leaders should email/text to Children's and Families' pastor or Youth Pastor depending on age prior to the visit.

If a young person should disclose abuse during lone working, the worker should follow the guidelines outlined in the Child Protection Policy

Lone working is a very valuable and effective way to deepen relationships and do great work with young people which for the most part will be conducted without needing to face major concerns but workers should all be familiar with these guidelines.

Policy for overnight, residential and day trips away from GBC

All trips, including day trips, overnight stays and holidays, need careful advance planning, including adequate provision for safety in regard to transport, facilities, activities and emergencies. Adequate insurance should be in place.

A list of transport arrangements e.g. who is on which minibus etc, should be made and kept by a church leader whilst the group is away.

A risk assessment to be carried out. This is more relevant when using a facility for the first time.

Written consent by a parent or guardian must be obtained well in advance. Consent will also need to be obtained if leaders are going to take photographs or videos of children/young people, especially if they are for public viewing.

A copy of the itinerary and contact telephone numbers should be made available to parents and guardians.

A full list of participants and contact details should be with the leaders

There must be adequate, gender-appropriate, supervision for boys and girls.

Arrangements and procedures must be put in place to ensure that rules and appropriate boundaries are maintained.

It is good practice to keep an incident/accident book where incidents or accidents can be recorded for future reference if required.

First aid kit must be taken by a leader at all times

Consider wrist bands for young children.

During building work whilst children are off site

- Adequate leaders to walk children to and from temporary premises.
- Bring children back at the prearranged time for pick up by parents.
- Consent forms obtained from parents

Major Accident Procedure

- Make sure person injured is out of danger
- Get other children to sit down out of danger
- Remain calm
- Send the rest of your group to the nearest leader or group
- First aider to take over
- Send someone to locate parent from the auditorium
- If deemed necessary call 999 - ALWAYS HAVE TO HAND THE ADDRESS OF YOUR LOCATION INCLUDING POSTCODE - **GBC FRONT POSTCODE IS GU2 4BE**
- If parent cannot be found before ambulance arrives, meet them at the hospital-SOMEONE MUST TRAVEL IN THE AMBULANCE
- Review how the accident occurred, whether it could have been prevented, what may be done differently in the future.
- Record the circumstances and details in the accident book in the General Office

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.

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

Bullying can take many forms including:

- Name-calling, taunting, teasing, mocking
- Kicking, hitting, pushing, intimidating
- Unwanted physical contact of a sexual nature or sexually abusive comments
- Taking belongings
- Inappropriate text-messaging and emailing
- Sending offensive or degrading images by phone or over the internet
- Gossiping, spreading hurtful and untruthful rumours
- Excluding people from groups
- 'Unofficial' activities such as initiation ceremonies or practical jokes which may cause physical or emotional harm.

Bullies will often pick on a particular feature of a person's appearance or character as a supposed 'reason' for bullying:

- Racial difference; disability; sexuality; hair colour; gender

Bullies can be:

- Children or young people bullying others in their peer group, or other children and young people either older or younger
- Adults bullying children and young people
- Children and young people bullying adults.

Bullying will always cause a great deal of pain and harm for those on the receiving end. Many children and young people affected by bullying believe they have nowhere to turn. They are scared to speak out and often blame themselves. They can become fearful and reclusive.

Some signs that can indicate that a child or young person is being bullied are as follows:

- Withdrawal; lack of desire to join activities with certain individuals; drop in school marks; torn clothing; loss of friends; avoidance of church groups and other activities; bruises; need for extra money or supplies.

In order to prevent bullying the following procedures will be adopted:

- The children and young people themselves will be involved in agreeing a code of behaviour which makes it clear that bullying is unacceptable
- Children and young people should know how they can report any incidents of bullying
- All allegations of bullying will be treated seriously
- Details will be checked carefully before action is taken
- The bullying behaviour will be investigated and bullying will be stopped as quickly as possible
- The parents of the bully and of the bullied will be informed
- An attempt will be made to help bullies change their behaviour
- All allegations and incidents of bullying will be recorded, together with actions that are taken.

Electronic/Social Media good practice Policy

Within our church community, more and more people are using social media particularly young people. Guildford Baptist Church embraces this, acknowledging the value of social media as an important missional tool. Through social media we can connect with people where they are and build relationships with those we might struggle to reach through other channels.

Social media is immediate, interactive, conversational and open-ended. This sets it apart from other forms of communication and demands a new way of thinking. As well as the many opportunities, users should also be aware of (though not put off by) the associated risks.

These good practice guidelines have been compiled to help youth leaders, and staff already active on social media (or thinking about it!) fulfil, with confidence, their role as online ambassadors for our church, the wider Church and our Christian faith.

Essentially, you should participate online in the same way as you would in any other public forum. Your actions should be consistent with your life and Christian values and you are responsible for the things you do, say or write.

1. Don't rush in

The immediacy of social media is one of its benefits – we can respond quickly to questions, correct misunderstandings, give our perspective about a breaking story in the news media. Responding quickly doesn't mean doing so without due consideration. Before posting always think:

- Is this my story to share? (confidentiality)
- Would I want my boss/partner/mum to read this?
- Would I want God to read this?
- Would I want this on the front page of a newspaper?
- Don't escalate heated discussions, try to be conciliatory, respectful and quote facts to lower the temperature and correct misrepresentations. Never contribute to a discussion if you are angry or upset, return to it later when you can contribute in a calm and rational manner.
- Be aware of the time of day that you are in conversation with a young person and try to make sure it's commensurate with their age. Try not to have conversations after 11pm.

This point applies even before you start posting your own content. Spend a while listening to others, getting a feel for the tone in that particular conversation/forum, giving thought to how you might participate. It might even be that you want to encourage a conversation to be done face to face.

2. Transient yet permanent

Social media updates are immediate and will outdate quickly BUT they can have a more lasting impact and you should assume that anything you post is permanent. Even if you delete it later on, it may have been seen and re-published or referred to elsewhere.

3. You're an ambassador

Like it or not, if you are leading in or are employed by the Church, others will see you in your public role as a representative of the youthwork/Church. If talking about a youth/church matter, make it clear that these are your personal opinions and not those of the Guildford Baptist Church.

4. Don't hide

Anonymity and 'hiding' behind aliases when using social media is frowned upon. It's also at odds with what we consider the main reason for using social media networks. How can anyone really connect with an alias? On any social media platform, if you choose a username or profile different to your real name, include brief personal details in the about section.

When the account is a shared one, for example, a Facebook page for your group/Pod, ensure people can easily find out who is responsible for the content.

5. Blurring of public/private life boundaries

In everyday ministry, the distinction between public duties and private life is difficult to draw. It is no different online. There are risks associated with personal opinions being seen as public statements, a youth leader's private life being invaded and the difficulties of detaching from work. Consider setting up different accounts for ministry and personal use to help set definite boundaries. Use privacy settings wisely.

6. Safeguarding

The informality that social media encourages can mean that it might be harder to maintain a professional distance that is required when working with children, young people and the vulnerable. Remember communicating directly online with someone, for example with private messaging/emails, is like meeting them in private so as much caution is needed try to remember the following guidelines:

- Only communicate through electronic means with the permission from the parent (see consent section of information forms)
- A youth leader should only have contact via Facebook/email with a young person who they have a direct link with (i.e. member of the leaders Pod group)
- Is this young person particularly vulnerable
- Should be written in a positive way, full of encouragement.
- Should not deal with discipline issues.
- Where a disclosure might be made that the youth leader is concerned about, conversations to be forwarded/copied and shown to the 'designated person for safeguarding'.
- Ensure that personal security settings are secure and there is limited viewing to your personal profile.
- Be aware that copies of all emails sent from GBC accounts are stored on the server.

Texting: When texting take into account the above guidelines. If texting, where possible stick to group rather than individual texting – it is always good practice to set your own personal boundaries when texting, maybe not after a certain time in the evening. It is also good to have the ability for itemised billing etc if you need to retrace conversations.

If a disclosure is made please refer to Appendix A/A1 of the Child Protection Policy for further guidance and information.

7. Stay within the legal framework

Whilst sharing thoughts and reflections with friends or followers via social media can seem personal and private, it is not. By law, if one or more people can access it, content is classed as published, in the public domain and subject to legislation around libel, defamation, copyright and data protection. If you wouldn't

say something in a public meeting or to someone's face or write it in a newspaper or on headed paper – don't say it online.

Be aware that the Code of Conduct for staff members of Guildford Baptist Church in the Staff Handbook also apply.

8. Confidentiality

Use of social media does not change the Church's understanding of confidentiality. Within the life of the Church there are private meetings and conversations, particularly in terms of pastoral work. Breaking confidentiality is as wrong as it would be in any other context. Arguably, it is worse as via social media a broken confidence could spread rapidly and be impossible to retract. Remember: Is this story mine to share? If in doubt, don't.

9. Be mindful of your own security

Don't overshare personal information. Never publish detailed personal information such as your address or telephone number, unless in a private message to someone you know and trust.

For advice and guidance on any aspect of social media, please contact the 'Designated person for safeguarding' email safeguarding@guildfordbaptist.org