

# Guildford Baptist Church

## Children Safeguarding Policy

Last reviewed July 2024

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*Within this document is 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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**Guildford Baptist Church**  
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## Safeguarding

### A short guide

*What to do if you have a concern about a child, young person or adult within the church*



Promoting a safe community

### Our mission

Guildford Baptist Church is committed to bringing the love, knowledge and power of Jesus Christ to the people of Guildford.

We are committed to ensuring all children, young people, and adults are valued and cared for through safe practices, especially the most vulnerable. Therefore, we take this challenge with the utmost seriousness.

For further information, please visit:

[www.guildfordbaptist.org/safeguarding](http://www.guildfordbaptist.org/safeguarding)

### If you have concerns

**Children, young people & adults**  
If you have a concern about an individual's neglect, physical, sexual or emotional well-being, it is your responsibility to report this to our Safeguarding team.  
**Pastors, Elders, volunteers or other church staff**

Any safeguarding concerns or allegations about anyone in a role of responsibility must be immediately reported to the DPS (Designated Person for Safeguarding). If anyone in this group becomes involved in any Police or Social Services investigation, you must notify the DPS immediately.

*Please be assured that all matters will be treated confidentially by the church in line with our Safeguarding policies and, if necessary, reported to the Police and/or Social Services as required to protect those who are vulnerable from harm.*

### Remember

#### Dos & Don'ts for handling a disclosure

#### Do

- ✓ Remain calm, approachable & receptive
- ✓ Take it seriously
- ✓ Listen carefully, without interrupting
- ✓ Acknowledge you understand how difficult this may be
- ✓ Offer reassurance - it is the right thing to tell someone
- ✓ Tell them what will happen next
- ✓ Make a written record of exactly what has been said and when - write facts, not assumptions
- ✓ Report it

#### Don't

- ✗ Promise complete confidentiality
- ✗ Ask leading or probing questions
- ✗ Investigate
- ✗ Discuss with people who do not need to know
- ✗ Delay in reporting the disclosure to the DPS

### Reporting concerns



### Important contact numbers

Designated Person for Safeguarding (DPS)

**Richard and Philippa Rowe**  
07879 415689

Deputy Designated Person for Safeguarding (DDPS)

Children: **Lydia Birmingham**

Youth: **Adrian Clark**

Adults at Risk: **JB Lim**  
Church Office: 01483 575008

Out of hours contact (after 5pm & weekends):

**01483 517898**

Local Authority (Children & Youth):

**0300 470 9100**

Local Authority (Adults):

**0300 470 9100**

In an emergency call 999



**Summary of concerns, allegations or suspicions**

**Further comments on actions taken**

*If a Designated Person for Safeguarding has recommended further action (eg. Contacting Children's Services, then please list the details of these further actions below:*

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

Alert received by:

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Date:

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**Additional Advice/Action/Notes for future reference**

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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. It also recognises and supports the role of parents and carers as being primarily responsible for developing the spiritual life of their children.

#### As a church community, we aim to:

- a) **be a place where all children and young people feel safe and welcome, and can belong;**
  - b) **be a place where babies and toddlers are nurtured, during Sunday services and other activities and events;**
  - c) **provide a range of activities suitable for all children and young people, regardless of age or ability;**
  - d) **develop the work among children and young people, not only on Sundays, but also through mid-week activities such as discipleship groups, youth groups and cross-church events.**
- 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. Safer 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 regular and appropriate training, support, and supervision to promote the safeguarding of children.

### 3. Safe behaviour: a code of behaviour for workers

- 3.1 The church has 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 help to prevent the physical, sexual and emotional abuse and neglect of children and young people. It is 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 abuse 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 Philippa Rowe and Richard Rowe as the Co-Designated People 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](mailto:safeguarding@guildfordbaptist.org)**

Emails will be checked regularly, or please telephone Richard and Philippa Rowe (either through ChurchSuite or the Church Office).

Please ensure a phone number is included in your email to allow a 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 do not use email, a name and phone number can be left at the Church Office **01483 575008**, who will contact a Designated Person as soon as possible with your contact details.

### **7.2 Deputy Designated Persons for Safeguarding**

For children **[lydia.birmingham@guildfordbaptist.org](mailto:lydia.birmingham@guildfordbaptist.org)**

For families – **vacant post**

For youth **[Adrian.c@guildfordbaptist.org](mailto:Adrian.c@guildfordbaptist.org)**

For adults at risk **[JB Lim \(via Church Office\)](#)**

Youth Worker **[abby.poole@guildfordbaptist.org](mailto:abby.poole@guildfordbaptist.org)**

The deputies also contactable through the Church Office.

### 7.3 **The Elder responsible for safeguarding**

Lance Redman is the Elder currently 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. However, this person has no regular part to play in the procedural aspect of the policies. He can be contacted on [lance.redman@guildfordbaptist.org](mailto:lance.redman@guildfordbaptist.org).

### 7.4 The Safeguarding team will also have access to the Thirtyone:eight safeguarding helpline.

Thirtyone:eight is an independent Christian charity that helps individuals, organisations, charities, faith and community groups to protect children and young people from abuse. The contact number for the helpline is **0303 003 1111**. The Safeguarding team will look to confirm important decisions by the use of advice from this helpline.

## **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.
- The Government defines children as anyone who has not yet reached their 18<sup>th</sup> birthday. FROM NOW ON AND THROUGHOUT THE WHOLE POLICY WE WILL ONLY USE THE TERM CHILDREN OR CHILD, unless something refers specifically to the 11 to 17 age group.

## **9. Policy and procedures**

- 9.1 Each worker with children, 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 from the church or any other person associated with the church. A copy will also be made available on 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 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
- Group Organisation 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: SAFER RECRUITMENT, SUPPORT AND SUPERVISION OF WORKERS**

All the individuals in the groups below must hold a current DBS and receive regular safeguarding training, with the exception of helpers and parent helpers, who are under the direct supervision of a DBS holder and have no lone contact with any children or young people.

### **11. 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.

#### **YOUTH PASTOR (Adrian Clark)**

- 11.2 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 (Lydia Birmingham)**

- 11.3 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 (post vacant)**

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

#### **YOUTH WORKER (Abby Poole)**

- 11.5 The Youth Pastor is supported by a Youth Worker who is responsible for specific groups as designated by the Youth Pastor, as well helping to implement the Youth Ministry within the church.

11.6 The core attributes that are required to undertake these roles are:

- **Faith** – in that they 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 they lead.
- **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.

11.7 In addition they need to be:

- able to train others in their 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 the integration of children within the church;
- able to stimulate the thinking of the church in general, and the Eldership in particular, with regard to issues that concern children and their cultures;
- part of the pastoral team (Children’s and Families’ Pastor and Youth Pastor).

11.8 **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 in each group, e.g. Sparks, that leads and co-ordinates the team in that age group.

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

11.10 The coordinators should have the same core attributes as described in the section for Children’s and Youth Pastors.

11.11 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.

11.12 *\*Note if there is no group co-ordinator, responsibility falls to Children's and Families' Pastor or Youth Pastor depending on the group.*

### **CHILDREN'S/ YOUTH LEADERS**

11.13 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.

11.14 When looking for people to fulfil this role, we would expect them to demonstrate:

- that they can contribute to, and work within a team;
- that 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**

11.15 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. A Helper may be on a journey of faith (not yet a Christian).

### **YOUNG LEADERS**

11.16 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 must never be left alone with any children and young people and are there in addition to the leaders and helpers, so do not count for the ratios.

## **PARENT HELPERS**

11.17 Occasionally, help will be requested from parents to support groups. Because these Parent Helpers have not been through the volunteer recruitment process, they will always work under the supervision of one of the co-ordinators or leaders who will decide on the limit of their responsibilities. Parent Helpers must never be left alone with any of the children.

## **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 may be identified by the observations of the Children's and Families' Pastor, Youth Pastor, and group coordinators, through the regular life of the church community. They may be identified by the following:

- observation of an individual's spiritual life;
- observation of an individual's gifts and abilities;
- recommendations from those in church leadership;
- personal approach to/ from interested party;
- ideally known by a group of people in the church or be recommended.

Occasionally, an appeal to the church community for more volunteers may result in the recruitment of new leaders.

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 safer recruitment, including application form (Appendix G), references, pastoral team interviews, probation period and ongoing discussions and training. For further details, see the Policy for Recruitment of Volunteers.

11.22 Those volunteering to work with children will be interviewed to judge their motivation and suitability for the role. The interview should be discursive and seek to discover the potential volunteer's ability, suitability, and their willingness to be trained and to be a good team member. What motivates the candidate needs to be discussed. There must be at least two people interviewing including a Designated Person for Safeguarding or Deputy Designated Person for Safeguarding and a leader of the specific group for which they are applying to lead.

## **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 (see also Lone Workers policy).

These ratios are the church's recommendations for the various age groups. They are not statutory. Leaders should use their discretion to assess whether more or fewer leaders are needed for any particular activity.

#### **12.2 Indoor activities**

Children's age	Minimum ratio of adults : children
0-2	1:3
2-3	1:4
4-8	1:6
8-12	1:8
13+	1:10

#### **12.3 Outdoor activities**

The recommended ratios are the same. A risk assessment must be compiled to justify the adult to child ratios used for outdoor activities.

#### **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 and be counted as children within that group when allocating adults.

#### **12.5 Gender of Leaders**

With a mixed gender group, it is strongly advisable to have a female and a male leader for that group.

#### **12.6 Additional Needs**

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

### **13. Supervision of Children Around the Building**

During group times, children up to year 6 must be kept in the close care of leaders. After the children have been collected/dismitted from any group, their parents or carers are then responsible for the supervision of their children.

#### **13.1 Collection of Children at the end of Sunday Morning**

Children up to and including year 6 must be collected at the end of the session by a responsible person who is known to the children's leaders.

#### **13.2 Evening Activities**

Children in Year 7 and under are to be collected in person or provide written permission from their parents / carers 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.

#### **13.3 Transporting Children and Young People**

Parents must give permission when a child is taken in a leader's car. The rare exception would be if a child would be less safe if they were not given a lift or in a medical emergency. Leaders should make sure that they have the correct insurance cover for passengers.

#### **13.4 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. SEE ALSO 13:11

13.5 Consent forms for emergency medical treatment and for travel arrangements must 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 must be readily available to members of the Children and Youth Ministry Team and stored in accordance with GDPR. Be aware that that there may be legal constraints on contact with an absent parent.

#### **13.6 Overnight trips**

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

#### **13.7 Mobile Phones and social media – Please see the relevant Policy**

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.

### 13.8 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's needs. **Please refer to the Intimate Care Policy.**

### 13.9 Lone Working

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

### 13.10 Taking Care of Touching – Positive Touch

This is important in affirming and consoling children, however it is an area which is open to misuse or misinterpretation. All leaders should be aware of the positive touch policy which should also be part of regular training. **Please see Positive Touch Policy.**

The following are the main points in the policy:

- 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 and personal space.
- 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 must be accountable to 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.

### 13.11 Children without Parental Consent

If 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 that it needs to be filled in and brought back next time.

### 13.12 Visiting Children or Young People at Home

It is likely that workers will need to make a pastoral visit to children and their families at home on behalf of GBC. It is good practice for 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 crisis or emergency situation.

### 13.13 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.

### 13.14 Taking Video and Photographs of Children

This is another positive and potentially complex area of working with children. **Please refer to the Photo and Video of Children Policy.**

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.

## **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 abuse can relate 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. This section explains how such allegations and information should be dealt with.

### **15. 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;
- 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 within the church;
- Responding to concerns for individuals who it is alleged may be putting children at risk.



- 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 that a child may be at risk are appropriately dealt with. Everyone has a responsibility to pass on information to the Designated Person for Safeguarding. The Children's and Families' Pastor and the Youth Pastor have particular responsibility in this regard.
- 15.3 When an allegation is made to either the Children's and Families' Pastor or the Youth Pastor, they will obtain as much information as is possible concerning the situation to pass on to the Designated Person for Safeguarding. They must report it to the Designated Person for Safeguarding without delay and discuss with them how to proceed.
- 15.4 The person raising the concern will be guided through the process by a Designated Person for Safeguarding, who will also ensure that the concerns are documented and catalogued, both formally e.g. the Safeguarding Incident/Concern Form (**Appendix C**) and/or informally e.g. notes.
- 15.5 Each reported concern must be passed to the Designated Person for Safeguarding who will follow it up.
- 15.6 These named persons will be responsible for the purpose of this guidance, and will ensure that actions are taken when an allegation is made:  
Richard and Philippa Rowe  
Lydia Birmingham  
Adrian Clark
- 15.7 It is best practice for Designated Persons for Safeguarding and Deputy Designated Persons for Safeguarding to discuss any allegation or event. In a situation of present and immediate danger, any person has the duty to contact emergency services.
- 15.8 If 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.
- 15.9 If an allegation or concern arises concerning the Children's and Families' Pastor or the Youth Pastor, other senior members of the church leadership or any member of their families, the person raising the concern should contact the Designated Person for Safeguarding directly. Likewise, if a concern arises which for any reason a worker feels uncomfortable to raise 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.

## 16. The Designated Person for Safeguarding (DPS)

- 16.1 The Designated Person for Safeguarding is someone who has been selected by the Elders of Guildford Baptist Church, has 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.
- 16.2 In every case, all information must be kept confidential and circulated to as few people as possible.
- 16.3 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 Safeguarding team. 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 Safeguarding team.

## 17. Awareness of Guidelines and Procedures

- 17.1 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.
- 17.2 **The Children's and Families' Pastor and Youth Pastor.** The Designated Person for Safeguarding will ensure that these guidelines and procedures are fully accessible if anyone wishes to read them. Everyone within the church community will be required to be kept up to date with any revisions or exclusions from the guidelines and procedures.
- 17.3 **Key People.** Key people will be Elders, Pastors, Group Co-ordinators, Children and Youth Ministry leaders, pastorate and group leaders and other church attendees.
- 17.4 The Children's and Families' Pastor and Youth Pastor will ensure that parents/carers:
- are aware of GBC Child Protection Policy 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 up to and including Yr6 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.

- 17.5 The children need to be made aware that the Children's and Families' Pastor and Youth Pastor are people who they should go to if they have any worries which they do not wish to share with other people.
- 17.6 All within the church community should be aware of who the Designated Persons for Safeguarding, Deputy Designated Persons for Safeguarding and elder with responsibility for safeguarding are. To this end there needs to be an information board with photos of this group of people with contact details in line with Baptist Union and Government policies. The work of the Designated Person for Safeguarding and Safeguarding team should be highlighted in one church meeting a year and in one morning service per year.
- 17.7 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.
- 17.8 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.
- 17.9 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 Persons for Safeguarding (DPSs), Deputy Designated Persons for Safeguarding (DDPS), Elders, the Children's and Families' Pastor and the Youth Pastor should attend a higher level of training.

#### **Further Information Available**

- 18.1 Appendix B: Definitions of Abuse
- 18.2 Appendix C: How to react when a child wants to talk about Abuse
- 18.3 Appendix D: Recognising and Responding to Abuse

#### **SECTION 4: SAFE PRACTICE AND SAFE PREMISES**

**The senior leadership (Pastor and Assistant Pastor) has decided that Section 4 should be managed by the Operations Manager, Duncan Stonehouse, and monitored by the senior leadership.**

##### **19.1 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. They must bring their form back with them the next time they attend.

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

19.3 **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**.

19.4 **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 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's and Families' Pastor or Youth Pastor, if they are involved, who will then pass them on to the Operations Manager.

19.5 **Electrical Equipment**

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

19.6 **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.).

19.7 **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. Designated Persons for Safeguarding have agreed to help with this if requested.

19.8 **Insurance**

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

19.9 Outings away from GBC and overnight events: see Overnight/residential policy.

19.10 Regular reviews on the safety of church exits for children. (Stewards, Children's Leaders and Designated Persons for Safeguarding).

**SECTION 5: A SAFE COMMUNITY**

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

## 21. Bullying

- 21.2 Bullying is one 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.
- 21.3 The effect of bullying on the victim can be profound, both emotionally and physically.
- 21.4 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**.

## 22. Working with Offenders

- 22.1 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 such cases, please refer to the **Policy and Procedures for Dealing with People who have been Convicted of Child Abuse**.

## 23. Important Contact Numbers/Emails

- 23.1 The **Multi-agency Request for Support Pathway (formerly MASH)** responds to initial enquiries about children, young people and adults.
- 23.2 Children's referrals:
- Call **01483 505050** and ask to be put through to the Single Point of Access Team (SPAT)
  - Call **0300 470 9100** and ask to be put through to Godalming Children's Centre or Duty Manager  
If those fail:
  - Out of hours number: **01483 517898**
  - Surrey Police: **101** (or **999** in an emergency)
  - [csmash@surreycc.gov.uk](mailto:csmash@surreycc.gov.uk) (children)
  - [ascmash@surreycc.gov.uk](mailto:ascmash@surreycc.gov.uk) (adults at risk)
- 23.3 **South-West Area Children's Services Referral, Intervention and Assessment Service**  
**0300 123 1640** [swrais@surreycc.gov.uk](mailto:swrais@surreycc.gov.uk) – Monday to Friday, from 9 am – 5 pm.
- 23.4 **NSPCC 0800 800 5000**
- 23.5 **Local Police 101 / 01483 571212**
- 23.6 **Central Guildford Safer Neighbourhood Team 01483 630073; [wsguildfordsnt@surrey.pnn.police.uk](mailto:wsguildfordsnt@surrey.pnn.police.uk)**

**APPENDIX A – Responsibilities for implementing procedures**

<p>Elders of Guildford Baptist Church</p>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.</li> <li>• 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.</li> <li>• Support those working with the children and young people.</li> <li>• 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.</li> <li>• Make appropriate budget provision, including the training of workers and leaders.</li> <li>• Find ways of communicating the policy to the whole church.</li> </ul>
<p>Elder Responsible for Safeguarding</p>	<ul style="list-style-type: none"> <li>• At all times there should be one Elder responsible for Child Protection and Safeguarding procedures. The elder is a vital part of the team representing and championing safeguarding with the leadership and the body of elders. The Elder should ideally have some expertise, experience or knowledge of safeguarding. She or he should be available to chat through situations with the Designated Person for Safeguarding should the need arise.</li> <li>• Lance Redman is the Elder currently 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. However, this person has no regular part to play in the procedural aspect of the policies. He can be contacted on <a href="mailto:lance.redman@guildfordbaptist.org">lance.redman@guildfordbaptist.org</a></li> </ul>
<p>Guildford Baptist Church Members</p>	<ul style="list-style-type: none"> <li>• Appointment of Children’s and Families’ Pastor and Youth Pastor</li> <li>• Initial adoption of the Child Protection Policy followed by annual re-affirmation.</li> <li>• To be aware that, if they have any concerns about child abuse, they should speak with the Youth Pastor, Children’s and Families’ Pastor or the Designated Person for Safeguarding.</li> </ul>
<p>Designated Person for Safeguarding</p>	<ul style="list-style-type: none"> <li>• To make themselves known to adults and children within the church so they can be identified if needed. <b>[see 18.6]</b></li> <li>• Provide guidance about the GBC CPP as and when necessary.</li> <li>• Agree to make the ultimate decision regarding any incidents or disclosures that may occur.</li> <li>• Review Child Protection Policy annually.</li> <li>• Treat any concerns from leaders, children or other adults seriously.</li> </ul>

<p>Youth Pastor Children's &amp; Families' Pastor (with the help of youth workers and children and families workers)</p>	<ul style="list-style-type: none"> <li>• Review Child Protection Policy annually.</li> <li>• Ensure that DBS checks are undertaken</li> <li>• Treat any concerns from leaders, children or other adults seriously.</li> <li>• Appoint children's/ youth workers, and children's/ youth group co-ordinators, leaders and helpers.</li> <li>• Mentor and Supervise group co-ordinators, leaders and helpers.</li> <li>• Organise the training of children's/ youth team (voluntary and salaried team members).</li> <li>• Ensure the children's/ youth team are aware of what to do in case of fire.</li> <li>• Ensure that first aid equipment is available in the building where children and young people usually meet.</li> <li>• Speak up for the children and youth in the life of the church.</li> </ul>
<p>Children/ Youth Group Co-ordinators</p> <ul style="list-style-type: none"> <li>• Pray before you meet</li> <li>• Where possible brief before and after you meet</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure that the correct adult, child ratios are maintained at any activity involving their group (<b>see Section 3 for specific ratios</b>)</li> <li>• Ensure that the leaders, helpers and children in their group know what to do in case of fire.</li> <li>• Ensure that first aid equipment is available if the children are not meeting in their usual location.</li> <li>• Ensure that any room is fit for purpose before the session.</li> <li>• Register the children and young people attending their activity or group.</li> <li>• 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.</li> </ul>
<p>All Children's/ Youth Ministry Team</p>	<ul style="list-style-type: none"> <li>• Be familiar with GBC CPP and follow these procedures and guidelines.</li> <li>• Ensure, as far as is reasonably possible, that the children and young people in their care are kept safe.</li> <li>• 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.</li> <li>• 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 (<b>see APPENDIX B</b>).</li> </ul>
<p>Parents/carers</p>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Ensure that they are familiar with and content with the contents of the GBC CPP.</li> </ul>
<p>Risk Assessments</p>	<ul style="list-style-type: none"> <li>• Ensure that these are in place for each room used for children and youth work.</li> <li>• Regularly check and adjust the assessments as needed</li> <li>• '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, Duncan Stonehouse).</li> </ul>

## **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 dependent, 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.



## **OTHER TYPES OF ABUSE to be aware of**

### **Modern Slavery**

Slavery, human trafficking, forced labour and domestic servitude

### **Discriminatory Abuse**

Inappropriate treatment due to gender, race, religion, culture, sexuality or disability

### **Institutional Abuse**

An attitude pervading an organisation or part of an organisation which harms children e. g. a culture of bullying.

### **Self-Neglect/Harm**

Self-harming by cutting etc

### **Fabricated Illness (M S by P)**

Where parents or carers give false accounts of a child's symptoms or condition

### **Domestic Violence**

Children seeing, hearing or being part of incidences of any types of abuse or violence within the home setting

### **Complex Abuse**

Abuse by one or more abuser and a number of children; this could take place across a family, a community or an institution

### **Child Sexual Exploitation**

Individuals or groups use an imbalance in power to coerce, manipulate or deceive a child into sexual activity

### **County Lines**

Occurs when gangs exploit children to move and store drugs using coercion, intimidation violence and weapons,

### **Child Criminal Exploitation**

Individuals or groups use an imbalance in power to coerce, manipulate or deceive a child into criminal activity

### **Female Genital Mutilation**

This is practised in north, east, west and central Africa and also The Middle East including Iran, India, Malaysia and Indonesia. Be aware if girls and parents are going to one of these countries for an extended amount of time.

## **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 or 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
- Nodding, giving eye contact

#### 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
- 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 they 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/carers being approached for an explanation
- Aggressive behaviour or severe temper outbursts
- Flinching when approached or touched
- Reluctance to get changed or wearing inappropriate clothing for the weather, 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 from parental 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 attend Child Protection Training on the next occasion that it is offered by Guildford Baptist Church.

Signed \_\_\_\_\_

Date \_\_\_\_\_

Print Name \_\_\_\_\_

Group Volunteering in \_\_\_\_\_

Signed by Children’s and Families Pastor or Youth Pastor \_\_\_\_\_



**Summary of concerns, allegations or suspicions**



**Further comments on actions taken**

*If a Designated Person for Safeguarding has recommended further action (eg. Contacting Children's Services, then please list the details of these further actions below:*

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**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 require 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.

.....  
.....  
.....  
.....  
.....

**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 .....