

Guildford Baptist Church

Protection of Adults at Risk Policy

May 2021

POLICY STATEMENT

1. As members of this church, we commit ourselves to the safeguarding of adults at risk and ensuring their well-being in the life of this church.
2. It is the responsibility of each of us to prevent the physical, emotional, sexual, financial and spiritual abuse of adults at risk and to report any such abuse that we discover or suspect.

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

3. We are dedicated in the pastoral care and support of those who have experienced abuse.
4. We undertake to exercise proper care in the appointment and selection of those who will work with adults at risk.
5. The church is committed to supporting, resourcing and training those who undertake this work.
6. The church adopts the Baptists Together '**Excellence in Safeguarding**' document. Each staff member and volunteer who works with those defined as Adults at Risk also must commit to reading '**Gateway to Level 2 - Excellence in Safeguarding**' annually. (appended to the back of this document).
7. Each person who works with adults at risk will agree to abide by these recommendations and the guidelines established by Guildford Baptist Church.

There should be a permanent notice in a prominent location on the ground floor showing the names of the Designated People for Safeguarding with telephone numbers and email addresses. This notice should also display a short form of the policy statement for the protection of Adults at risk at the church.

Responsible people

- 8.1 The church has appointed Philippa Rowe and Richard Rowe as the Designated People for Safeguarding, to:
- advise the church on any matters related to the safeguarding of adults at risk
 - take the appropriate action when abuse is disclosed, discovered or suspected.
 - Collate and keep records on reports of safeguarding concerns

safeguarding@guildfordbaptist.org

Emails will be checked every day.

Please ensure a phone number is included in your email to allow 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 don't use email, or don't have access, a name and phone number can be left at the Church Office **01483 575008**, who will contact a Designated Person immediately via email with your contact details.

- 8.2 Deputy Designated Person for Safeguarding (Adults at Risk) is Karen Case-Green karen.casegreen@guildfordbaptist.org Karen is the Assistant Pastor and is contactable through the Church office.

If neither Karen (DDPS) nor Richard and Philippa Rowe (DPSs) are available please contact either Lydia Birmingham (DDPS) lydia.birmingham@guildfordbaptist.org or Abby Poole (DDPS) abby.poole@guildfordbaptist.org .

- 8.3 **The Elder responsible for safeguarding**

Lance Redman is the elder responsible for Adults at Risk and safeguarding procedures. It is the responsibility of this elder to sign off on agreed policies and procedures and to highlight any concerns appropriately. However, this person has no regular part to play in the procedural aspect of the policies. He can be contacted on LanceR@HerbertParnell.com .

- 8.4 **Thirtyone:eight** safeguarding helpline

The Safeguarding team will also have access to the **Thirtyone:eight** safeguarding helpline. Thirtyone:eight is an independent Christian charity which helps individuals, organisations, charities, faith and community groups to protect vulnerable 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.

9. Identified Groups

There are many groups in Guildford Baptist Church where it is considered that all staff and volunteers should be made aware of the Adults at Risk policy. All staff and volunteers working at these groups should follow DBS checking procedures and receive training, this will include the pastoral team and prayer ministry team.

10. Other useful policies available

Social Media Policy
Health and Safety Policy
Fire Safety Policy
Personal Emergency Evacuation Plan

RECRUITMENT OF LEADERS AND HELPERS

- 11.1 It is important that these ministries have available to it committed leaders who have a heart for vulnerable adults and who demonstrate a personal and corporate desire to follow God. The procedures outlined in Section 11 have been adopted to ensure good practice in recruitment, and the maintenance of high standards in leadership.
- 11.2 Potential leaders will be identified by the following:
- a) observation of an individual's spiritual life
 - b) observation of an individual's gifts and abilities
 - c) recommendations from those in church leadership
 - d) personal approach to/ from interested party
 - e) if appropriate, to ask publicly for volunteers
 - f) ideally known by a group of people in the church or be recommended.
- 11.3 The following steps will be taken with each new person recruited as a volunteer leader and helper, in line with safe recruitment guidelines:
- Application form (Appendix D)
 - Take up verbal or written references
 - Enhanced DBS check
 - Informal interview/discussion with a member of the pastoral team or lead person of the particular ministry
 - Acknowledgement Form (Appendix B)
 - Probation period, ongoing discussions and training

Currently, it is felt that the Church membership process covers some of these steps. Therefore Church members would not be required to provide references, and may not be required to complete an application form. (This is to be decided by the individual ministries, some groups may still find it a useful tool).

During the informal interview, the lead person should have a conversation/discussion about:

- A. whether or not anything is likely to appear on the DBS check. Should further discussions need to take place about anything that could or does arise on a DBS check, the lead person should immediately involve the designated person for safeguarding. Criminal convictions are not necessarily a barrier to working/volunteering at Guildford Baptist Church, but must be disclosed and discussed.
- B. the exact nature of the role they will be doing.
- C. their experience or previous work with Adults at Risk.

If anything of concern should arise from the interview the lead person should refer to the DPS, DDPS, a member of the staff leadership team or an elder as appropriate.

PROCEDURES FOR DEALING WITH ALLEGATIONS OF ABUSE

- 12.1 These guidelines and procedures have been adopted by the members of the church at a church meeting, and should be followed by all 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 an Adult at Risk.
 - Responding to concerns felt by a worker, co-ordinator or leader
 - Responding to concerns regarding the inappropriate behaviour of a worker, co-ordinator or leader
 - Responding to concerns for a family who comes to the notice of leaders and workers within the church
 - Responding to concerns for individuals who, it is alleged, may be putting vulnerable adults at risk.

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

- 12.2 The designated person for safeguarding will take ultimate responsibility on behalf of the church, for ensuring that allegations raised by individuals who suspect an adult may be at risk are appropriately dealt with. Everyone has a responsibility to pass on information as deemed necessary to the designated person for safeguarding.
- 12.3 Therefore when an allegation is made to any person with responsibility for adults at risk, they will endeavour to seek as much information as is possible concerning the situation to pass on to the designated person for safeguarding.
- 12.4 Where possible the person reporting the concern should complete a Safeguarding Incident / Concern Form (**in Appendix C**). This form can be completed either before or after a phone call, email exchange or face-to-face discussion takes place with the designated person for Safeguarding. If the incident is considered minor, the person reporting may consider filling out and emailing the form to the Designated Person for Safeguarding without a prior discussion. The form will be kept confidentially by the Designated Person for Safeguarding, who will also take notes from the conversations that take place. The form does not take the place of the expectation of all workers to keep hand-written notes of the incident. Instead it should be regarded as a cataloguing process for the Church's Designated Person for Safeguarding.
- 12.5 Each and every reported concern, however minor they are considered, should be passed to the designated person for safeguarding who will compile safeguarding records for the Church.
- 12.6 These named persons will be responsible for the purpose of this guidance, and will ensure that action is taken when an allegation is made.
Richard and Philippa Rowe
Karen Case-Green

- 12.7 No one individual should be placed in a position to decide and act upon, an allegation without support, or discussion. Only in extreme situations should the designated person for safeguarding, or a deputy, act on his or her own judgement.
- 12.8 An emergency would be one such situation i.e. where an Adult at Risk presents as being in urgent need of protection. In such a circumstance - contact with Social Services or Police should be made.
- 12.9 The procedures should be reviewed by the designated person for safeguarding every year. **The next review is due to take place by 30/4/2022.**

Designated Person for Safeguarding

- 13.1 The Designated person for safeguarding is someone who has been selected by the Elders of Guildford Baptist Church, who has particular expertise or experience, and can assist in deciding upon appropriate action and the development of an action plan if necessary.
- 13.2 In all cases it is important to keep information confidential and reduce the circulation of information to as minimal amount of people as possible.
- 13.3 The diagram in appendix A lays out the procedure for when a disclosure is made.
- 13.4 If an allegation or concern is raised about the designated person for safeguarding or a member of the designated person for safeguarding's family, then the allegation or concern should be raised instead with a DDPS.

The Elder responsible for safeguarding

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

Safe practice and safe premises

15.1 Food Hygiene

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

15.2 Fire

All group leaders must be aware of what to do in case of fire. Full fire evacuation procedures are available in the **GBC Fire Procedures Document**.

15.3 First Aid

There should always be a first aider in the building when working with adults at risk. There are first-aid kits on each floor of the Millmead Centre (see Health and Safety policy for more details), and two first aid kits available for off-site activities.

In the event of an accident, an accident form should be filled in – this includes off-site accidents. Accident record books are located on the ground floor and in the Church Office. Completed forms should be handed to the Operations Manager for action and filing.

15.4 Risk Assessment

Before undertaking any activity with the potential for significant risk, the group leader will ensure that a risk assessment is carried out. These will be counter-signed by DPSs or their nominees, which could include other leaders of the group.

15.5 Insurance

Insurance details should always be checked with the Operations Manager before any new group is started, or trip out / residential is considered.

IMPORTANT CONTACT NUMBERS / EMAILS

16.1 Surrey Multi Agency Safeguarding Hub (MASH) (for concerns about abuse or neglect)

9am to 5pm, Monday to Friday **Phone:** 0300 470 9100 **Email:** ascmash@surreycc.gov.uk

Surrey County Council Adult Social Care (for information and advice)

0300 200 1005 - Monday to Friday from 8am to 6pm
contactcentre.adults@surreycc.gov.uk

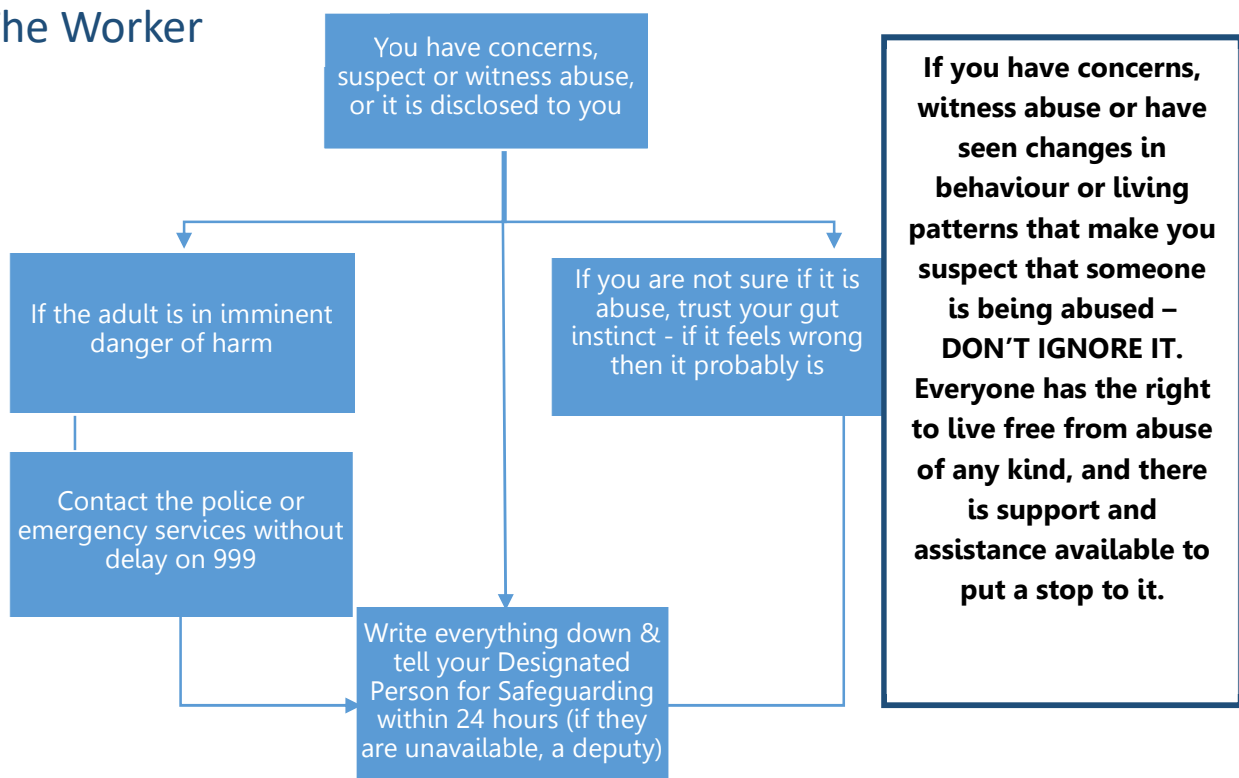
16.2 Emergency Duty Team (EDT) (after 5pm and weekends) 01483 517898 or 07800 000388 (SMS text phone); edt.ssd@surrey.gov.uk

16.2 Local Police 101/ 01483 571212

Date Last Reviewed - 14 May 2021 Philippa and Richard Rowe Designated Persons for Safeguarding

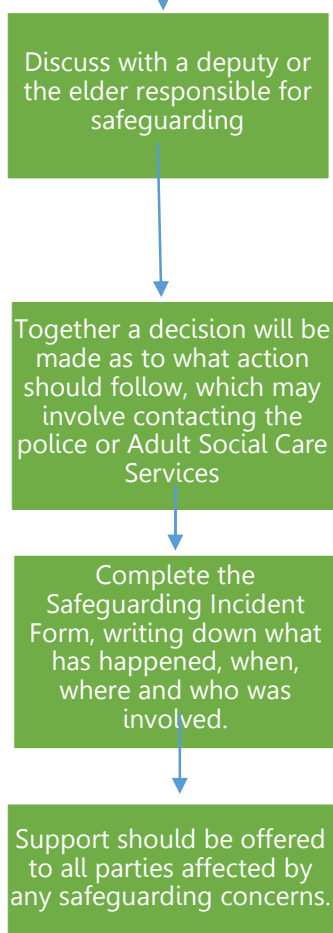
Appendix A - Procedure for when a disclosure is made.

Stage 1 – The Worker



Stage 2 – The Designated Person for Safeguarding

*If the adult doesn't want any further help, the disclosure should still be reported and monitored



APPENDIX B – Acknowledgement Form

Once you have read and understood this Policy, please can you sign the box below, and return to the Church Office.

I, am signing below to confirm that I have read and understood the Guildford Baptist Church Protection of Adults at Risk 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 safeguarding inquiry, incident or concern.

Signed _____

Date _____

Print Name _____

Group Volunteering on _____

Signed by Group Leader _____

APPENDIX C – Safeguarding Incident / Concern Form

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

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

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

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

Date Form Completed

Details of person(s) in this incident / concern
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Please include (where known) Names, Dates of Birth/Age, Address, Contact Details, Gender

Details of Person Completing Form			
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Your Name:		Contact Number(s):	
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Your Job Title:		Email:	
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Summary of concerns, allegations or suspicions

Further comments on actions taken

If a designated person for safeguarding has recommended further action (eg. Contacting Adult 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:	
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Additional Advice/Action/Notes for future reference

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APPENDIX D – Application Form for Voluntary Work with Adults at Risk

We ask all prospective leaders who work with adults at risk 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 adults at risk. Please include details of any relevant qualifications or appropriate training you have received in this area.

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2. REFERENCES

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

1. Name:

Tel No: Email:

Role/Relationship

2. Name:

Tel No: **Email:**

Role/Relationship

Do you agree to an informal interview YES/NO

Signed **Date**



GATEWAY TO LEVEL 2 EXCELLENCE IN SAFEGUARDING

An introduction to Safeguarding for Local Church Volunteers/Workers

The Baptist Union of Great Britain

Name

Role

Welcome and thank you

This guide is for anyone wanting to work with children, young people or adults at risk in the local church, whether as a volunteer or in a paid role. Thank you for your willingness to get involved and for giving your time and energy to such important work.

In the same way that sports have rules and boundaries to enable everyone to enjoy them, safeguarding policies exist to enable everyone involved in church life to have the opportunity to grow and flourish.

You will have seen a lot on the news and in the press about the consequences of not having adequate safeguards in place. This guide will help you to understand the basics of safeguarding in a church context before you attend the *Baptist Union of Great Britain Level 2 Excellence in Safeguarding training*.

Before you get started



We are sure that you are keen to begin your new role! There are several safeguarding requirements which need to be met before you start, which are outlined below. There is a handy checklist summarising these requirements at the back of this guide. Please make sure that this is completed and returned to your church's Designated Person for Safeguarding (please refer to the key contacts section on page 8).

Disclosure and Barring Service (DBS) checks

Before you can start working in your chosen role, your church will arrange for you to have a criminal records check (known as a DBS check) to help make sure that you are not unsuitable to work with children and/or adults at risk.

Your church DBS verifier (see page 8 for details) will be in contact with you to start this process and will talk you through all of the information you need to provide. You cannot start working without supervision in your role until your DBS check has been completed and you have been given clearance to proceed. Your DBS verifier will let you know as soon as this happens. In the meantime, you should complete a Self-Disclosure Form now and give it to your church DBS verifier. Alongside your DBS check, you will need to attend the *Level 2 Excellence in Safeguarding training* before you can work without supervision.

Policy and procedures



Your church's safeguarding policy and procedures are key documents and will teach you about best practice in your specific church context. Make sure that you have read through them carefully before starting in your role and speak to your church Designated Person for Safeguarding if you have any questions or concerns.

If your church has a Code of Behaviour for workers, it is important that you read and understand it, and that you follow it at all times whilst working in your chosen role.

Safeguarding training

It is crucial that you receive adequate training for your role, as this will help to give you confidence in all areas of safeguarding and in knowing how to respond to any concerns.

The Baptist Union of Great Britain provides a half day training session, called *Level 2 Excellence in Safeguarding*, which is delivered by your local association. The course helps volunteers and workers to understand safeguarding specifically within the church context. The Designated Person for Safeguarding at your church will give you more details and arrange for you to attend the training at the earliest opportunity.



If it is not possible to complete this training before you start in your role, reading through this guide will provide a basic introduction to safeguarding until you have been able to complete the *Level 2 Excellence in Safeguarding* course. However, you will not be able to work without supervision until you have attended the Level 2 training; this is not a reflection on you personally but is an important part of making sure that you understand the responsibilities and risks of working with children, young people and adults at risk.

The Level 2 course is full of useful information and is engaging and interactive. We hope you will really benefit from the course you attend!

Introduction to safeguarding

What is safeguarding?

Safeguarding is the protection of children and adults from harm, abuse or neglect

Safeguarding involves a range of activities aimed at promoting every person's fundamental right to be safe. These include:

- making and maintaining safe environments for all,
- having processes to follow should something go wrong, and
- providing support for everyone involved.

Safeguarding is a positive and proactive process that allows everyone to feel safe and maintains standards of best practice for the benefit of everyone in the church.

Why is safeguarding important?

We all have the same rights and expectations to independence, respect, choice, fulfilment of our ambitions, to be heard, included, and to have privacy and confidentiality.

These expectations are central to the way in which we interact with each other in our life together.



Safeguarding ensures that these rights are protected, and that people of all ages are safe to attend church. Safeguarding policies, procedures and training should make us more prepared for dealing with any concerns and more confident in the responsibilities we have in our roles. However, simply having a policy is of no use unless it is put into practice.

The language of safeguarding

Some people reading this booklet will already have a good knowledge of basic safeguarding requirements – if so, that’s great!

However, if you are learning about safeguarding for the first time, there are some terms you need to know:



Child

A child is anyone who has not yet reached their 18th birthday, regardless of where they live or their circumstances.



Adult at risk

“Any adult aged 18 or over who due to disability, mental function, age or illness or traumatic circumstances may not be able to take care or protect themselves against the risk of significant harm, abuse, bullying, harassment, mistreatment or exploitation.”
(CCPAS)



Designated Person for Safeguarding

Every church should have at least one Designated Person for Safeguarding. This person receives all reports of safeguarding concerns and listens, observes and acts on those concerns appropriately, having taken advice. They are the link person between the church and other agencies.



DBS Verifier

Church DBS Verifiers are responsible for processing DBS checks for all church workers, with the exception of accredited ministers. They check applicant’s identity documents, help complete the form and are involved in every stage of the DBS process.



Church safeguarding policies and procedures

Your church should have comprehensive policy and procedures in place, which includes guidance on how to respond to concerns. Most Baptist churches have based their policy on *Safe to Grow* and *Safe to Belong*, the Baptist Union of Great Britain policies for children and adults at risk. These can be found at www.baptist.org.uk/safeguarding.

Safeguarding in the church context

One of the things that all Baptist churches have in common is the belief that family is important. The church is not so much a particular place or building, but rather a family of believers, committed to Christ, to one another and to the service of God.

The church is one of the few places where all are welcome, including:

- Children and young people
- Adults at risk
- Survivors of abuse
- Those who are accused of abusing others
- Those who have been convicted of abusing others

This is why it is so important that we understand and follow best practice at all times.

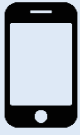


Take a moment to list all of the activities you can think of where your church works with or comes into contact with children, young people and adults at risk:

Children and Young People	Adults at Risk
eg Sunday School, youth clubs	eg Lunch club, Food Bank

There are probably many different ways in which your church has contact with vulnerable people. Although your church minister and Leadership Team have overall responsibility for safeguarding at your church, every one of us plays our part in making the church safer for all.

Best practice guidance

Here are some general guidelines around best practice within a church context. Please check your own church's policies for details of the specific procedures you should be following.

<p>Mobile phones</p>  <p>Consent should be sought from parents/carers for any electronic communication between workers and children. This should generally be for information-sharing purposes only and not for general chatter.</p>	<p>Social Media and online communication</p> <p>It's important to keep clear boundaries when using social media and to think carefully before you type or post anything online. Once something is on the internet, it cannot be taken back. Workers are advised to use public pages for any communication they may have with children, rather than private accounts.</p>
<p>Physical contact</p> <p>We don't want to discourage you from being a caring worker. Physical contact is sometimes appropriate, for example, in order to comfort someone. It is worth remembering that the contact should be for the benefit of the child or adult at risk, rather than the worker.</p>	<p>Photography</p>  <p>Signed consent should be obtained from parents/carers for any photography taking place at church or church-related activities. The individual being photographed should also be happy for their photo to be taken. All photography should be conducted with sensitivity and courtesy. Workers shouldn't keep photographs of children on their personal phones.</p>
<p>Adult : Child ratios</p> <p>It is important to have appropriate ratios of staff to children at church activities. Make sure that you know your church's policy for minimum ratios and what to do if ratios fall below the required level.</p>	<p>Transportation</p> <p>Transporting children and adults should always be in keeping with your church's safeguarding policy if it is done as part of a church role, rather than as a private arrangement between friends or family.</p> 

For more information about best practice, please see your church's safeguarding policy. The safeguarding section of the Baptist Union of Great Britain's website is also a helpful resource: www.baptist.org.uk/safeguarding

Responding to concerns

If you are concerned about the wellbeing of a child or adult, or if you spot something that worries you, use 'the 4 Rs' to help you know what to do next:

1. Recognise

2. Respond

3. Record

4. Report

1) Recognise

Does it look right? Does it sound right? Does it feel right? Trust your gut instinct; if it feels wrong, then it probably is wrong.

Remember that abuse can take many forms and sometimes it's hard to know what to look out for. In the press we often hear about physical, sexual, emotional abuse and neglect, but there are also other ways that abuse can happen, too. *You will learn more about this on the Level 2 Excellence in Safeguarding training course.*

Do's	Don'ts
<ul style="list-style-type: none">• Do be prepared to act if you have a concern or if someone speaks to you about a concern they have• Do listen and acknowledge what is being said• Try to be reassuring & remain calm• Take action – don't ignore the situation• Be supportive• Tell them that:<ul style="list-style-type: none">• They were right to tell you;• You are taking what they have said seriously;• It was not their fault;• That you would like to pass this information on to the appropriate people, with their permission (and in some circumstances, you will have to pass it on even without their permission, in order to protect them and/or others);• Be open and honest	<ul style="list-style-type: none">• Do not promise confidentiality• Do not show shock, alarm, disbelief or disapproval• Do not minimise what is being said• Do not ask probing or leading questions, or push for more information• Do not offer false reassurance

Always pass on any concerns you have to the Designated Person for Safeguarding at your church. It is their job to listen and decide whether or not further action is needed. They are best placed to decide how the situation needs to proceed and whether or not anyone else needs to be involved.

2) Respond

If you have recognised something that causes you concern, or if a concern is disclosed to you, please don't ignore it - RESPOND. Share your concerns with the Designated Person for Safeguarding at your church. It is not your job to investigate or to tell anyone apart from the Designated Person for Safeguarding, but you need to speak to them quickly and promptly.

Do's	Don'ts
<ul style="list-style-type: none">• Explain clearly what you will do and what will happen next• Give contact details for them to report any further details or ask any questions that may arise• Try to give them a timescale for when and how you / the Designated Person for Safeguarding will contact them again	<ul style="list-style-type: none">• Do not delay in contacting the Designated Person for Safeguarding• Do not contact the alleged abuser• Do not investigate the situation any further• Never leave a child or adult at risk to wait to hear from someone without any idea of when or where that may be

3) Record

Write down what concerns you have or what was disclosed to you without delay, using the person's own words where possible. The four W's are a useful tool:

What? When? Where? Who?

- Who was involved? – names of the key people
- What happened? – facts not opinions
- Where did it happen?
- When did it happen – date and time



To help make sure you record everything clearly, a safeguarding incident form is available from your Designated Person for Safeguarding.

When writing your notes remember to:

Do's	Don'ts
<ul style="list-style-type: none">• Write down what you have heard, or the things that you have seen, as soon as possible• Do record what you have heard or seen rather than your opinion	<ul style="list-style-type: none">• Do not pass on information to those who don't need to know; not even for prayer ministry

4) Report

Report any concerns or disclosures to your church's Designated Person for Safeguarding without delay. The next steps will vary depending on whether a child or adult is involved, as well as the individual circumstances. The Designated Person for Safeguarding will know what to do next, or who best to contact for advice and support.

Key contacts at your church

Make sure you know who these people are by filling in the boxes below. If there are any gaps or you are not certain who is who, make sure that you find out!

Designated Person/s for Safeguarding

Name 1		Name 2	
Phone		Phone	
Email		Email	

DBS Verifier(s)

Name 1		Name 2	
Phone		Phone	
Email		Email	

Worker Checklist

Attached to the back of this booklet is a handy checklist to help remind you what needs to be done before you can start working in your role. Once you've completed it, sign it at the bottom of the page and pass it on to your Designated Person for Safeguarding.

More Information

If you would like to know more before you attend the *Level 2 Excellence in Safeguarding* course, please speak to your Designated Person for Safeguarding. You can also find more detailed information in the Safeguarding section of the Baptist Union of Great Britain website:

www.baptist.org.uk/safeguarding

Thank you!

Thank you for offering your time and your service to work with children, young people and/or adults at risk who attend your church or participate in the activities offered. We hope that you enjoy the work you do, and that God will bless you as you serve Him in this important way.



These guidelines are part of the suite of safeguarding resources produced by the Baptist Union of Great Britain National Safeguarding Team. You can contact them at by email at safeguarding@baptist.org.uk.

Publication issue date: February 2017 - First edition

Worker checklist



Here is a handy checklist to help remind you what needs to be done before you can start working in your role. Once you've completed it, please sign it at the bottom of the page and pass it on to your Designated Person for Safeguarding.

Safeguarding requirement	Date completed
I have read and understood my church's safeguarding policy and procedures and sought any clarification needed	
<i>If applicable:</i> I have read and understood my church's Code of Behaviour and agree to follow it at all times	
I have completed a Self-Disclosure form and have completed my DBS application	
My DBS disclosure certificate has been issued and I have been cleared by the church DBS Verifier to start working in the role	
I have spoken to the Designated Person for Safeguarding about booking onto the <i>Level 2 Excellence in Safeguarding</i> training course	
I have raised any questions or concerns with the Designated Person for Safeguarding	
I have read and understood this <i>Gateway to Level 2 Excellence in Safeguarding</i> guide	

Worker signature..... Date.....

Designated Person for Safeguarding Date.....

Safeguarding Team, Baptist Union of Great Britain, Baptist House, PO Box 44, 129 Broadway, Didcot OX11 8RT
Tel: 01235 517700 Email: safeguarding@baptist.org.uk Website: www.baptist.org.uk
BUGB operates as a CIO with registered charity number 1181392

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