

# *Gorse Hill*

## BAPTIST CHURCH

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# SAFEGUARDING PROCEDURES

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# Gorse Hill Safeguarding Procedures

This document covers Gorse Hill Baptist Church Produces relating to Safeguarding

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## Definitions

This is definitions of regular phrases or acronyms that are used throughout the document:

***The Church*** – The church is Gorse Hill Baptist Church

***Gorse Hill Baptist Church*** – This will be referred to as GHBC.

***Children*** – This relates to anyone under the age of 18 years old.

***Adults at risk*** – An adult at risk is any person who is aged 18 years or over and at risk of abuse or neglect because of their needs for care and or support.

## Procedure for recognising, responding to and reporting abuse

### 1.1 What to do if Abuse is Suspected or Disclosed

Abuse and neglect are forms of maltreatment of a child or adult at risk. Somebody may abuse or neglect a child or adult by inflicting harm, or by failing to act to prevent harm. Children and adults at risk may be abused in a range of settings, by those known to them or, more rarely, by a stranger. There are many ways in which people suffer abuse. For more information, please see Appendix 1.

Everyone has their part to play in helping to safeguard children and adults at risk within the life of the church:

- If the behaviour of a child or adult at risk gives any cause for concern
- If an allegation is made in any context about a child or adult at risk being harmed
- If the behaviour of any individual towards children or adults at risk causes concern

WHAT TO DO	WHAT NOT TO DO
<ul style="list-style-type: none"><li>• Listen to and acknowledge what is being said.</li><li>• Try to be reassuring &amp; remain calm.</li><li>• Explain clearly what you will do and what will happen next.</li><li>• Try to give them a timescale for when and how you / the DPS will contact them again.</li><li>• Take action – don't ignore the situation.</li><li>• Be supportive.</li><li>• Tell them that:<ul style="list-style-type: none"><li>They were right to tell you;</li><li>You are taking what they have said seriously;</li><li>It was not their fault;</li><li>That you would need to pass this information on to the appropriate people.</li></ul></li><li>• Be open and honest.</li><li>• Give contact details for them to report any further details or ask any questions that may arise.</li></ul>	<ul style="list-style-type: none"><li>• Do not promise confidentiality.</li><li>• Do not show shock, alarm, disbelief or disapproval.</li><li>• Do not minimise what is being said.</li><li>• Do not ask probing or leading questions, or push for more information.</li><li>• Do not offer false reassurance.</li><li>• Do not delay in contacting the DPS.</li><li>• Do not contact the alleged abuser.</li><li>• Do not investigate the incident any further.</li><li>• Never leave a child or adult at risk waiting to hear from someone without any idea of when or where that may be.</li><li>• Do not pass on information to those who don't need to know; not even for prayer ministry.</li></ul>

## 1.2 Responding to Concerns

When there are concerns that a child, young person or adult is being abused, the following process must be followed. More detailed information can be found in Appendix 2.

### STAGE 1 – The Worker

*A worker/church attendee has a concern about the welfare of a child, adult at risk, or the behaviour of an individual.*

*The person who has the concern has a duty to:*

#### **RECOGNISE, RESPOND AND RECORD**

A hand-written record must be made of the concern using a standard incident report form (Appendix 3) and the concern must be passed on to the church DPS within 24 hours through [safeguarding@ghbc.org.uk](mailto:safeguarding@ghbc.org.uk).

The written record should: be made as soon as possible after the event; be legible; include the name, date of birth and address of the child or adult at risk; include the nature of any concerns and description of any bruising or injuries that have been noticed; include an exact record of what the child or adult at risk has said, using their own words where possible; include any action taken; be signed and dated; be kept secure and confidential (available only to the DPS and others responsible for safeguarding).

### STAGE 2 – The Designated Person for Safeguarding (DPS)

*The DPS receives the report of concern and then has a duty to:*

#### **REVIEW AND REPORT**

The report will be reviewed by Gorse Hill Safeguarding Team with any other relevant information and a decision will be taken (often in liaison with others) as to what action should follow. See appendix 2 for examples of possible actions. Any formal referral to the police or Social Services should normally be made within 24 hours of receiving the report.

The Local Baptist Association Safeguarding Contact should be made aware of any referrals to the statutory authorities.

### STAGE 3 – The Next Steps

*After the decision has been made as to what action should be taken, the DPS, Safeguarding Trustee and the Minister may have a duty to:*

#### **SUPPORT AND REPORT**

Support should be offered to all parties affected by any safeguarding concerns (this could be the church as a whole, but more specifically victims; alleged perpetrators; children; adults at risk; other family members; church workers; the DPS;/safeguarding team; Minister; members of the leadership team).

Where formal referrals are made, reports may need to be made to the Disclosure and Barring Service (DBS) and the Charity Commission.

**If you think that anyone is in imminent danger of harm, a report should be made immediately to the police by calling 999.**

## 1.3 Responding to Concerns Raised about Adults at Risk

When a concern is raised about an adult it should be treated in the same way as a concern about a child i.e. the church worker (paid or voluntary) should:

- 1) **Recognise** that abuse may be taking place.
- 2) **Respond** to the concern.
- 3) **Record** all the information they have received.
- 4) **Report** the concern to the Safeguarding Team who may, in turn, report it to the statutory authorities.

It is not your role to decide whether someone has mental capacity and is therefore able to make decisions that impact on their safety and well-being. Decisions on mental capacity are best made by professionals with the relevant background information to hand. Always share your concerns with the Safeguarding Team even if you do not have the consent of the adult to do so – in this instance, make sure the Safeguarding Team knows that the person concerned has not given consent for the information to be passed on.

The Care Act 2014 provides helpful guidance on these situations:

*“If the adult has the mental capacity to make informed decisions about their safety and they do not want any action to be taken, this does not preclude the sharing of information with relevant professional colleagues. This is to enable professionals to assess the risk of harm and to be confident that the adult is not being unduly influenced, coerced or intimidated and is aware of all the options. This will also enable professionals to check the safety and validity of decisions made. It is good practice to inform the adult that this action is being taken unless doing so would increase the risk of harm”.*

The Safeguarding Team will consider all the information to hand and decide whether it is appropriate for the information to be reported to the statutory authorities (see appendix 2 for further information). If there are any concerns about an adult's mental capacity, the DPS will contact the Local Authority Adult Safeguarding Team for advice.

## 1.4 Allegations Against Workers

If you see another worker acting in ways which concerns you or might be misconstrued, speak to the Safeguarding Team about your concerns as soon as you can. This includes the actions or behaviours of those in leadership positions in the church.

Church workers should encourage an atmosphere of mutual accountability, holding each other to the highest standards of safeguarding practice. The following procedure should be followed:

- 1) When an allegation of abuse has been made do not approach the alleged perpetrator about it
- 2) Follow the usual safeguarding procedure: **Recognise, Respond, Record, Report**
- 3) Once the allegation has been reported to the Safeguarding Team, they can liaise with the relevant statutory authority and with the regional Baptist Association Safeguarding Contact if they need further advice.
- 4) Whilst waiting for an outcome from the statutory authorities, the worker about whom concerns have been raised will be supervised as closely as possible, without raising suspicion
- 5) Once the statutory authorities are involved, the church will follow their advice with regard to



- the next steps to take (for example suspension of worker, putting a contract in place)
- 6) A written record of all discussions with statutory authorities or other parties should be maintained by the Safeguarding Team and stored securely and confidentially, where only those directly involved in safeguarding (Safeguarding Team, Safeguarding Trustee, Minister – if appropriate) can access them.
  - 7) No information about the allegation will be shared with people in the church other than those directly involved in safeguarding; not even for prayer purposes.

The suspension of a worker following an allegation is, by definition, a neutral act. Our priority as a church is to protect children and adults at risk from possible further abuse or from being influenced in any way by the alleged perpetrator.

It may be necessary, for the sake of the child / adult at risk or to satisfy the needs of an investigation, for the alleged perpetrator to worship elsewhere. In such cases the new church DPS may be informed of the reasons for this happening.

#### **When concerns are expressed about the Minister**

Any safeguarding concerns involving a Minister should always be reported immediately to the local Baptist Association Safeguarding Contact in addition to following the church's usual procedures. Do not tell the Minister that a concern has been raised about them.

#### **When concerns are expressed about the church Safeguarding Team / Safeguarding Trustee**

Any safeguarding concerns involving the DPS or Safeguarding Trustee should be raised with the Minister, they in turn should consult the regional Baptist Association Safeguarding Contact Do not tell the DPS / Safeguarding Trustee that a concern has been raised about them.

## **1.5 Abuse of Trust**

Relationships between children and adults at risk and their church workers can be described as 'relationships of trust'. The worker is someone in whom the child or adult at risk has placed a degree of trust. This may be because the worker has an educational role, is a provider of activities, or is even a significant adult friend. It is not acceptable for a church worker to form a romantic relationship with a child or adult at risk with whom they have a relationship of trust.

While by no means restricted to young leaders, those who are in their early adult years will need to be particularly aware of the need not to abuse their position of trust in their relationships with other Children who are not much younger than themselves.

## **1.6 Allegations Made Against Children and Adults at Risk**

Children and Children are by nature curious about the opposite sex. However, where a child is in a position of power, has responsibility over another child (as in a babysitting arrangement) and abuses that trust through some sexual activity, then this is abusive. Where one child introduces another child to age-inappropriate sexual activity or forces themselves onto a child, this is abusive. Such

situations will be taken as seriously as if an adult were involved, because the effects on the child victim can be as great.

When such an instance occurs, they are investigated by the statutory authorities in the same way as if an adult were involved, though it is likely that the perpetrator would also be regarded as a victim in their own right, as they may have also been abused. It cannot be assumed that Children will grow out of this type of behaviour, as most adult sex offenders started abusing in their teens or even younger.

Allegations against adults at risk will be investigated by the statutory authorities. If the alleged perpetrator is unable to understand the significance of questions put to them or their replies, they can access support from an 'appropriate' adult whilst they are being questioned. This role can be filled by a range of people, such as a family member, carer, social worker, etc. In court, adults at risk may be allowed to be assisted by an intermediary or give evidence through a live link.

When an allegation is made against a child or adult at risk the following procedure should be followed:

- 1) Do not approach the person about whom the allegation has been made or their parents / carers
- 2) Follow the church's safeguarding procedure: **Recognise, Respond, Record, Report**
- 3) Seek advice from the DPS, who will speak to the police or social services about when to inform a parent. The DPS will also seek advice about what steps need to be taken to ensure the needs of both the victim and alleged perpetrator are met; this may include placing the child or adult at risk on a Safeguarding Contract or equivalent (see section 3.4: Safer Community / Working with Alleged or Known Offenders)
- 4) Make sure there is pastoral support in place for the child or adult at risk throughout the process involved.

## 1.7 Pastoral Care

### Following an allegation / suspicion

When an allegation/suspicion arises in the church, a period of investigation will follow, which will be stressful for all involved. The church will ensure that one person is responsible for dealing with the authorities, another offers support to the victim/s and their family, and another gives pastoral care to the alleged perpetrator, without compromising the alleged victims or their families. It may be necessary to appoint other people to support the families involved.

Where a statutory investigation is under way, this support will be provided with the knowledge of the statutory authority involved.

Where the perpetrator accepts some responsibility, they will be encouraged to seek specialised interventions/treatment to reduce the risk of re-offending. This may only be appropriate once the investigation and legal processes have been completed.

### Supporting those who have experienced abuse

As a church, we are committed to caring for those who have experienced abuse and refer to the Baptist Union of Great Britain **Supporting Those who have Experienced Abuse** guide to ensure that we adhere to a model of best practice.

We recognise it is important that those who have experienced abuse:

- Are accepted for who they are, without being made to forgive or being put into a position of feeling guilty and responsible for what happened to them.
- Know that God loves them unconditionally, and that nothing can or will change this truth.
- Can be confident that those in the church community who know about the abuse are with them on their journey – no matter how long or difficult that journey may be.

It may be necessary to signpost individuals to specialist support. The Safeguarding Team has a list of relevant local information and contacts, ready for anyone who may need it.

## **Safer Recruitment**

### **2.1 Recruitment process for volunteers**

As a church, we are committed to safer recruitment practices. When recruiting volunteer church workers, the following process will be applied:

- 1) The roles will be advertised through the church weekly newsletter given details of the duties and requirements.
- 2) When advertising a role which involves working with children or adults at risk we will make it clear that any appointment is subject to a DBS check.
- 3) When an applicant is identified, the team leader of the area will check suitability and request safeguarding team to carry out DBS check if required.
- 4) A DBS check must be completed satisfactorily before the appointed person can count towards the ratios within a group.
- 5) The team leader or responsible Deacon of the area is responsible for giving a copy of the Safeguarding policy and procedures to the new volunteers.
- 6) The volunteer must sign the centrally held copy of the Safeguarding policy and procedures in the church office.

Note: Under the Criminal Justice and Court Services Act 2000, it is an offence for anyone disqualified from working with children or adults at risk to knowingly apply, accept or offer to work with children or adults at risk. It is also a criminal offence to knowingly offer work with children or adults at risk to an individual who is so disqualified or to knowingly allow such an individual to continue to work with children or adults at risk.

### **2.2 Recruitment Processes for paid workers**

As a church, we are committed to safer recruitment practices. When recruiting both paid and volunteer church workers, the following process will be applied:

- 1) We will develop a clear role profile, person specification and application form;
- 2) When advertising a role which involves working with children or adults at risk we will make it clear that any appointment is subject to a DBS check;
- 3) All applicants will be asked to complete an application form and include the names of two referees;
- 4) Shortlisting of applicants will be carried out by at least two people, including the line manager or group leader directly overseeing the role being recruited for;
- 5) Interviews will be carried out by at least two people, including the line manager or group leader;
- 6) References, a Self-Disclosure Form and an enhanced DBS check must be completed satisfactorily before the appointed person starts in their role.
- 7) An applicant's UK residency status (for example passport) and/ or right to work in the UK will be checked
- 8) A DBS check must be completed satisfactorily before the appointed person starts in their role.
- 9) The line manager of the person is responsible for giving a copy of the Safeguarding policy and procedures to the new paid workers.
- 10) The paid worker must sign the centrally held copy of the Safeguarding policy and procedures in the church office.

Note: Under the Criminal Justice and Court Services Act 2000, it is an offence for anyone disqualified from working with children or adults at risk to knowingly apply, accept or offer to work with children or adults at risk. It is also a criminal offence to knowingly offer work with children or adults at risk to an individual who is so disqualified or to knowingly allow such an individual to continue to work with children or adults at risk.

## 2.3 References

Formal written references will be requested, ideally in the form of at least one professional and one personal reference. The reference will be held securely by the safeguarding team in a secure area of GHBC system.

## 2.4 Appointment and Supervision

The church's safeguarding policy and procedures will be discussed with the applicant and they will be required to sign their agreement to adhere to them. All workers will have a role description and clear lines of accountability to a leader and the leadership team.

Paid workers will also have an assigned line manager (either minister or responsible Deacon) whom they will meet with regularly to discuss work and address any issues or areas of concern. There will be a probationary period of six months in the role before any paid appointment is confirmed.

There will also be regular team meetings to review procedures, share concerns and identify other matters that may need clarification and guidance. If behaviour or capability concerns emerge the Gorse Hill may decide to take a paid member of staff down the disciplinary route as set out in the disciplinary policy.

## 2.5 Training for Trustees, paid and volunteer workers

It is important that all workers understand our church's agreed safeguarding procedures and attend BUGB Excellence in Safeguarding training at least once every three years. Gorse Hill require all Trustees and paid workers to attend both level 2 and level 3 Safeguarding Training with volunteer workers required to complete level 2 training.

Where a worker is successfully recruited but has not yet been able to attend the training, they should be given a copy of the Baptist Union of Great Britain's **Gateway to Level 2 Excellence in Safeguarding** booklet and asked to complete the relevant sections. Additional specialist training will also be arranged where needed, for example, in First Aid.

## **Safer Leadership**

### **3.1 Leaders who hold DBS**

These are over 18-year-olds that have completed the Safer Recruitment training and can be counted towards ratios (see section 5.3). Safeguarding Training must be taken as detailed in the Safer Recruitment section and DBS must be reviewed every 3 years. All these leaders must read and sign the Safeguarding Policy and Procedures.

### **3.2 Leaders without DBS**

These are over 18's that are assisting with the group, but are unable to be left on their own within the group or count towards ratios. These leaders must have an understanding of Gorse Hill's Safeguarding Policy and Procedures.

### **3.3 Junior Leaders**

These are under 18's who are not able to be DBS checked. Training and mentoring will be given to ensure that they are helped to develop and hone their skills, attitudes and experience. Young helpers must always be closely supervised by an adult leader and never given sole responsibility for a group of children. When considering ratios of staff to children, young helpers need to be counted as children, not leaders.

The safeguarding procedures apply to a young helper just as they do to any other person. Parent / carer permission needs to be sought for young helpers to attend an event or help with a children's group just as you would for any other person under 18 years of age. Age difference between the group and junior leader needs to be 3 years unless risk assessed and agreed by Gorse Hill Safeguarding Team to be appropriate (such as with additional needs children).

### **3.4 Related Leaders**

GHBC understand the need for related couples to lead groups together. Related leaders cover married couples, parent and child, siblings' leaders. It is decided that a risk assessment inclusive of references would be carried out to assess the safeguarding risk of related leaders working in the same group. This risk assessment would be sent to Gorse Hill Safeguarding Team for final review.

### **3.5 Gender Leadership**

In Church activities where church families are mainly the only ones to attend such as Sunday mornings, the recommended practice is that there is always one female and one male leader within a group however, GHBC acknowledge this is not always practical or possible.

However, if the event is outreach to the community or non-church families attend such as Recreate, CFC and Ignite then the leadership of the groups must include one male and one female within the required ratios of that group.

## Safer Behaviour

### 4.1 General Behaviour rules with Children and Adults at Risk

The church has a code of behaviour for all those working with children and/or adults at risk so that everyone is shown the respect that is due to them:

- Treat everyone with dignity and respect.
- Use age and ability appropriate language and tone of voice. Be aware of your body language and the effect you are having on the child or adult at risk.
- Listen well to everyone. Be careful not to assume you know what a child or adult at risk is thinking or feeling. Listen to what is being spoken and how it is said. At the same time, observe the individual's body language to better understand what is being said.
- Be aware of any physical contact you may have with a child or adult at risk and record it when necessary. For instance, if you need to stop a fight, administer First Aid, give a hug to someone in distress, or protect yourself or others from danger.
- Do not make sexually suggestive comments about or to a child or adult at risk, even in 'fun'.
- Do not scapegoat, belittle, ridicule or reject a child or adult at risk.
- Keep a record of any significant incidents or concerns on a Safeguarding Incident Form (see Appendix 3). Enter the names of all those present and anything of note which you observe, e.g. details of any fights broken up by the workers, allegations made, etc. All workers who witnessed the incident, overheard it or responded in any way should record the details and sign and date the form.
- Keep a record of any minor incidents or concerns within the Health and Safety compliance folder (Purple folder in church office). A minor incident could be described as e.g., first aid administered, pulled child from edge of footpath etc. It must detail the workers involved and the initials of the individual. The Health and Safety Officer for GHBC reviews this on a regular basis and any safeguarding concerns will be sent across to the Safeguarding team for review.

No one should be left working alone with children, Children or adults at risk, but should instead work as part of a team. If there are insufficient leaders for groups:

- Internal doors should be left open.
- At least two people should be present before external doors are opened for an event and leaders must follow the Gender Leadership rules set out in 3.5.
- Consider whether you could combine groups together or rearrange planned activities.
- Reconsider whether you can run the group safely, carrying out a Risk Assessment to record your findings.

If workers do find themselves on their own with children or adults at risk, they should:

- Assess the risk of sending the child or adult at risk home.
- Phone another team member and let them know the situation.
- Train additional leaders as soon as possible.

If a child or adult at risk wants to talk on a one-to-one basis you should make sure that:

- You hold the conversation in a corner of a room where other people are present.
- Another team member knows where you are and routinely checks on you every 5 to 10 minutes.

- Good practice is to always have another adult as set out in 3.5 but realise this may not be practical in the situation, but the conversation must be held in public as set out in bullet points above.
- A bullet point conversation summary is held by that leader securely for no longer than 6 months to in case of concern being raised.

## **4.2 Specific considerations when working with children:**

- Do not invade the privacy of children when they are using the toilet or showering.
- The level of assistance with personal care (e.g. toileting) must be appropriate and related to the age of the child, whilst also accepting that some children have special needs.
- Avoid rough games involving physical contact between a worker and a child.
- Avoid sexually provocative games.
- When it is necessary to discipline children, this should be done without using physical punishment.
- Only invite children and Children to your home or on trips in groups and always make sure that another worker is present in line with gender leadership.
- No person under 18 years of age should be left in sole charge of any children of any age. Nor should children or Children attending a group be left alone at any time.
- If behaviour has been spotted between children that is of a Safeguarding concern then the leaders must complete the Safeguarding Behavioural Form within 24 hours of it occurring and send it into the Safeguarding Team for review.

## **4.2 Safeguarding Policy**

At GHBC, the Office Holder, Trustees, paid members of staff and volunteers must sign the Safeguarding policy and procedures to confirm that a copy has been given and understanding of what is set out when starting to volunteer or commencing paid work. This must be reviewed and resigned by individual people every 3 years. The policy will be held in the church office and the safeguarding team will monitor this.

## **4.3 Annual Safeguarding Reviews**

To ensure that Safeguarding is kept at the forefront of the church mind, it is required by GHBC that each individual group that have interactions with either Children or Adults at Risk complete an Annual Safeguarding risk assessment (see Appendix 5). This must be submitted to the Safeguarding Team for sign off each year. A copy of that Safeguarding risk assessment must be held by the Safeguarding Team and with that group's records.

## **4.4 Transport of Children or Adults at risk**

It is not ideal for GHBC Leaders to give lifts or transport Children or Adults at Risk, however, it is acknowledged that sometimes it practically needs to happen. Therefore, the Transporting Children or Adults at risk Policy must be followed. All leaders and trustees must read and sign the transport policy to confirm that a copy has been provided and it has been read.



#### **4.5 Individual events that Children or Adults at risk may attend**

On occasions GHBC may decide to run an outreach event in the community or from the Church premises that may reach Adults at risk or Children. It is therefore required that each event completes the Specific Event Safeguarding Risk Assessment (see Appendix 6). This must be submitted to the Safeguarding Team for sign off. A copy of that Safeguarding risk assessment must be held by the Safeguarding Team and with that event's records.

#### **4.6 Taking children in activities off site**

On occasions it may be that groups decide to take under 18's off the church premises, in these instances, parental permission must be sought in writing. This ideally needs to be done via a permission slip; however, it is acknowledged that some activities may be done at short notice. Therefore, permission by text is acceptable providing it is clear where the Under 18's are being taken and for what activity this is acceptable. The permission text must hold for 30 days in groups records in case of incident or concern being raised.

A health and safety risk assessment needs to be completed for these activities (including travel to venue) and signed off by Health and Safety Officer, however, if it is a frequent activity that group leaders know may be used, such as going to the field for ball games, this can be a generic risk Health & Safety Risk assessment and would be covered by the Annual Safeguarding Risk assessment. It would not be treated as a specific event.

## Best Practice Guidelines

The church is in an privileged position in society, with the opportunity to minister to individuals from the whole community, from the very young to the very old. These best practice guidelines are in place to help those working on behalf of the church to do it well, prioritising the safety and well-being of those they are working with. Whilst this section is divided into adults and children, some aspects of good practice will overlap.

## Working With Children

### 5.1 Ratios

When working with children the following recommended minimum ratios of workers to children apply:

Age range	Recommended minimum ratio for INDOOR activities	Recommended minimum ratio for OUTDOOR activities
<b>0 – 2 years</b>	1:3 (minimum 2)	1:3 (minimum 2)
<b>3 years</b>	1:4 (minimum 2)	1:4 (minimum 2)
<b>4 – 7 years</b>	1:8 (minimum 2)	1:6 (minimum 2)
<b>8 – 12 years</b>	2 adults for up to 20 children (refer to section 3.5 about leadership make up) with an extra adult for every 10 additional children	2 adults for up to 15 children (refer to section 3.5 about leadership make up) with an extra adult for every 8 additional children
<b>13 years and over</b>	2 adults for up to 20 children (refer to section 3.5 about leadership make up) with an extra adult for every 10 additional children	2 adults for up to 20 children (refer to section 3.5 about leadership make up) with an extra adult for every 10 additional children

This does not take into account special circumstances such as behavioural issues, developmental issues, disability and so on, which may mean an increase to the recommended ratios.

### 5.2 Children with Additional needs

Children and Children who have Additional needs can be at greater risk of abuse. They will often require more help with personal care, such as washing, dressing, toileting, feeding, mobility, etc. Some children may have limited understanding and behave in a non-age-appropriate way. It is good practice to speak with the parents/carers of children/Children with special needs and find out from them how best to assist the child or young person.

GHBC have agreed that children with Additional needs would be in the best age-appropriate group for them. The leaders of that group will assess if a dedicated adult is needed and a safeguarding risk assessment will be completed to safeguard the other attendees of that group. The Safeguarding Team will review the risk assessment and if in agreement, sign it off and keep a record on file and the group will keep a copy on file too.

### 5.3 Visiting Children or Children at Home

It is unlikely that workers will need to make pastoral visits to children and their families at home on behalf of the church. If a situation occurs where it is needed then it should be done in pairs (with one male and one female), and with the prior agreement of the Minister or deacon responsible for are.

### 5.4 Children with no adult supervision

When children turn up to and want to join in with church activities without the knowledge of their parents/carers, workers will:

- Welcome the child and try to establish their name, age, address and telephone number.
- Record their visit in a register.
- Ask the child if a parent/carer is aware of where they are. Where possible, phone and make contact.
- Without interrogating the child, find out as soon as possible whether they have any specific needs (eg. medication) so that you can respond appropriately in an emergency.
- Give the child a consent form and explain it needs to be filled in and brought back next time.

### 5.5 Mentoring

If a worker is working with a young person as part of the recognised church mentoring programme:

- The parents of all Children involved in mentoring are required to sign a letter to say they are aware that the mentoring is happening and who it is with.
- Mentoring meetings should only be held in agreed places, and should be in view of other people.
- A mentoring meeting should have an agreed start and end time and someone should be aware that a meeting is taking place and where it is being held.
- A basic record should be kept of dates of significant meetings and any text messages or emails.
- Appropriate boundaries should be put in place in regard to times and demand, ie not phoning or texting late at night, etc.
- A written record should be kept of issues/decisions discussed at meetings.

### 5.6 Peer Group Activities for Children

All youth activities will be overseen by named adults who have been selected in accordance with safer 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 present to oversee any peer-led activities taking place.

### 5.7 Physical Contact

- Keep everything public. Close contact whilst acting as either paid employees or volunteer leaders and over 11 year old must not take place even if the young person initiates and should not be replicated and reciprocated it unless it is a safety issue preventing the child coming to harm. This is to protect both the leaders and Children. A child under 11 may need comforting or consoling and the leader must give this in the most appropriate way. If

contact was initiated by the person, it needs to be documented on the register and signed by all the other leaders at the end of the session.

- Workers should 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 their personal dignity.
- Children have the right to decide how much physical contact they have with others, except in exceptional circumstances such as when they need medical attention.
- When giving first aid (or applying sun cream, etc), workers should encourage the child to do what they can manage themselves but consider the child's best interests and give appropriate help where necessary.
- Team members should monitor one another in the area of physical contact. They should help each other by constructively challenging anything which could be misunderstood or misconstrued.
- If a team member is unsure about whether the actions of another volunteer or worker constitutes a concern, they should raise this with the Designated Person for Safeguarding and complete the Safeguarding Behavioural Concern Form.

## 5.8 Electronic Communications - Cyber Safety

### **Modern Technologies and Safe Communication**

A worker's role description will include an acknowledgement and approval of technologies such as email, social networking and mobile phone communications as a legitimate means of communicating with Children. It should also include the expectations of the church in relation to their use. On the general consent form, parents/carers sign to agree that the young person can receive such communications.

Children also need to be aware of the protocols that workers follow in relation to electronic communications. It is important to remember that as well as the parent/carer, Children have a right to decide whether they want a worker to have their contact details and should not be pressurised otherwise.

It is not appropriate to use these communication methods with children aged 11 years and younger.

### **Email**

Email should be limited to sharing generic information, for example, to remind Children about meetings. If email is being used, workers will ensure that they are accountable by copying each message to a designated email address or ensure other leaders are being copied in. It is important workers use clear and unambiguous language to reduce the risk of misinterpretation, for example, avoiding inappropriate terms such as 'love' when ending an email.

### **Communicating using Instant Messaging (only over Facebook messenger and Instagram)**

Instant messaging can be used to communicate to over 11's year olds in line with the Social Media company. The chat should have ground rules that the group leaders and responsible deacon decide and should actively moderate the chat.

A copy of the chat must be downloaded every 3 months, and held for 7 years (this can be electronically). The Deacon responsible for the area needs to sample check for key words such as

“Kill, attack, insult and other such words” to ensure that it is being appropriately used. If any concerns are noted these needs to be reported into the Safeguarding Team. Once a year, confirmation from the duty deacon needs to be sent in confirming the checks are taking place and are adequate.

### **Mobile Phones**

Workers need to take care in using mobile phones to communicate with Children:

- Mobile phone use should primarily be for the purposes of information sharing.
- Workers should keep a log of significant conversations/texts.
- Any texts or conversations that raise concerns should be passed on to the worker's supervisor.
- Workers should use clear language and should not use abbreviations like 'lol' which could mean 'laugh out loud' or 'lots of love'.
- Paid workers will be issued with a mobile phone under a contract that provides itemised billing.
- Workers should not take photos of children, Children or adults at risk unless permission is sought in advance and should not store such photos on personal phones.

### **Social Networking**

- Workers should have a site that is used solely for children's / youth work communications and is totally separate from their own personal site. This is to ensure that all communication with children and Children is kept within public domains.
- Workers should not send private messages to children on social networks. Workers should ensure that all communications are transparent and open to scrutiny.
- Workers should not accept 'friend' or 'following' requests from children on their personal site, nor seek to be 'friends' or a 'follower' of any child known to them in a church context.

### **Taking Videos and Photographs of Children**

Since the introduction of the Data Protection Act in 1998, churches must be very careful if they use still or moving images of clearly identifiable people. Previous legislation was reinforced through the introduction of the General Data Protection Regulation (GDPR) in May 2018. There are several issues to be aware of:

- Permission must be obtained, via the consent form, of all children who will appear in a photograph or video before the photograph is taken or footage recorded.
- It must be made clear why that person's image is being used, what you will be using it for, and who might want to look at the pictures.
- If images are being taken at an event attended by large crowds, such as a sports event, this is regarded as a public area and permission from a crowd is not necessary.
- Many uses of photographs are not covered by the Data Protection Act 1998, including all photographs and video recordings made for personal use, such as a parent/carer taking photographs at school sports days or videoing a church nativity play.
- Children and Children under the age of 18 should not be identified by surname or other personal details, including email, postal address or telephone number.
- When using photographs of children and Children, it is preferable to use group pictures.

## **Working With Adults At Risk**

### **5.9 Premises**

The church building will be made as accessible as possible to all people. Any restrictions to access, visibility, audibility, toilet facilities, lighting or heating will be addressed wherever possible, and where necessary, aids and adaptations put in place.

### **5.10 Language**

Every effort will be taken to use appropriate language and suitable vocabulary, enabling the greatest level of inclusivity and accessibility. We will be mindful of the language used within worship and the language used to describe people (such as derogatory words focusing on aspects of someone's disability, race or sexuality rather than the person themselves).

### **5.11 Worship**

In all worship services, we will consider the varied requirements of our congregation and try to be as inclusive as possible, by:

- Providing some copies of large print type for all printed materials
- Speakers always facing the congregation and not covering their mouths when talking, enabling those who rely on lip-reading
- Describing what is being presented on a screen for those who cannot see it clearly
- Using inclusive language
- Using a variety of liturgy and resources to cater for different levels of understanding
- Using a microphone during times of open prayer so that all can hear
- Considering holding a service which specifically caters for certain groups of adults at risk, such as those with learning disabilities, the deaf or the visually impaired.

### **5.12 Insurance**

We will take reasonable steps to safeguard adults at risk and will follow any specific safeguarding requirements as laid out by our insurance company.

### **5.13 Financial integrity**

Arrangements are in place for dealing with money, financial transactions and gifts, as outlined below:

- Those who work with adults at risk may become involved in some aspects of personal finance - collecting pensions or benefits, shopping or banking, etc. If handling money for someone else, always obtain receipts or other evidence of what has been done.
- Workers should not seek personal financial gain from their position beyond any salary or recognised allowances or expenses.
- Workers should not be influenced by offers of money.
- Any gifts above the value of £5, given to paid members of staff by either Adults at risk or Children should be reported to the Church Secretary, who should keep a log of the gift. The church secretary needs to advise if the gift should be rejected

and any gift over £250 needs to be agreed with the church secretary before it is accepted.

- Any money received by the church should be handled by two unrelated church workers.
- Care should be taken not to canvass for church donations from those adults who may be at risk, such as the recently bereaved.
- Workers should ensure that church and personal finances are kept apart to avoid any conflict of interest.
- If someone alters their will in favour of an individual known to them because of their church work or pastoral relationship, it should be reported to the trustees. Workers should not act as Executors for someone they know through their work or pastoral role, as this may lead to a conflict of interests.
- Expert legal advice should be sought on matters such as Power of Attorney and Appointeeship to ensure that the situation is clearly understood and is the most appropriate course of action for the adult at risk.

## **5.14 Photographs**

Workers should make sure that they have the person's permission to take a picture, and that the subject is happy with the intended use of the pictures. When taking group pictures, workers should remember to get permission from everyone who will be photographed.

## **5.15 Computers**

All church computers will have suitable parental controls and blocks put on. Although this is not failsafe, it will make using the computers for inappropriate behaviour more difficult, whilst also protecting any vulnerable users. We will create a policy specifically for church computer use, including terms and conditions for use as well as what will happen if someone breaches these conditions.

## **5.16 Record keeping**

It is good practice to record pastoral visits or meetings, noting the date, time, location, subject and any actions which are to be taken. The record of these meetings should stick to facts and try to avoid opinion. Any records of safeguarding allegations, concerns or disclosures should be passed on to the Safeguarding Team and stored in a safe and secure manner for at least 75 years.

## **5.17 Pastoral Relationships**

All those involved in pastoral ministry should work in a way that follows clearly defined procedures, which set out the boundaries to protect those carrying out the pastoral ministry as well as those receiving it:

- Workers should be aware of the power imbalance within pastoral relationships and the potential for abuse of trust.
- Behaviour that suggests favouritism or gives the impression of a special relationship, should be avoided.
- Workers should be aware of the dangers of dependency within a pastoral relationship.

- Workers should never take advantage of their role and engage in sexual activity with someone with whom they have a pastoral relationship.
- All people receiving pastoral ministry should be treated with respect and should be encouraged to make their own decisions about any actions or outcomes.
- Workers should not pastorally minister to anyone whilst under the influence of alcohol or drugs.
- Workers need to recognise the limits of their own abilities and competencies and get further help when working with situations outside of their expertise or role.



## **Safe Practice And Safe Premises**

### **6.1 Consent forms**

It is essential that we have important information about all children and Children involved in any activities at the church, which is recorded on our consent forms. The first week someone attends workers must record their name, medical emergency information and a contact name and number. Then they must bring their completed form back with them. Similar details will be gathered for adults at risk.

### **6.2 Health and Safety**

All activities for children, Children and adults at risk will comply with the church's current health and safety policy and will be conducted in accordance with GHBC Health and Safety policy, with particular attention paid to the sections on Fire Action, First Aid, PAT testing, Health and Safety and Kitchen and Food Hygiene where they may be specific policies.

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

Buildings being used for children's and adult at risk groups will be properly maintained. The building and risks assessments are reviewed on a regular basis by the GHBC Health and Safety officer and the trustees. An external audit of the Health and Safety policy will be carried out on a bi-annual basis.

### **6.2 Fire**

It is the responsibility of all group leaders/responsible persons within the building to ensure the safety of themselves and those who are in their care. In addition, it is a legal requirement that all group leaders/responsible persons are familiar with the emergency procedures in the event of a fire and GHBC hold a separate Fire policy which is reviewed regularly.

### **6.3 First Aid**

Our church has a number of trained First Aiders and there is a list showing who they are on the noticeboard. All church groups will ensure that they have sufficient trained first aiders on their regular team so that there is always a first aider present at events and activities as set out by GHBC first aid policy.

We have a first aid kit as well as an accident forms and Health and Safety Compliance dairy (purple folder in church office), which must be completed in the event of any accidents, injuries, or incidents. A nominated individual will ensure that the contents of the first aid kits are checked on a regular basis. Completed accident forms should be passed on to the Health and Safety Officer at GHBC who will share with the Safeguarding teams if required.

### **6.4 Supervision of Groups**

The person responsible for a group/activity must sign in at the start and end of that activity so that it is apparent who the 'responsible person' for that activity is – even if you were already in the building or are staying on afterwards. You also need to make sure that you keep a register so that you know who is on the premises this is both for fire safety and safeguarding reasons.

## 6.5 Food Hygiene

The Food Hygiene (England) Regulations 2013 state that anyone who handles food or whose actions could affect its safety must comply with the regulations. It therefore follows 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).

## 6.6 Risk Assessment

Before undertaking any activity with children or adults at risk, the leader will ensure that a risk assessment is carried out and signed off by GHBC Health and Safety Officer.

## 6.7 Insurance

Residential activity organisers will check that there is adequate insurance cover for any activities planned. If the trip is at a centre, it is also important to establish that there is appropriate public liability insurance in place.

## 6.8 Transport

These guidelines apply to all drivers involved in the transportation of children, Children and adults at risk on behalf of the church. They do not apply to private arrangements, for example, transport arrangements made between friends.

- Only those who have gone through the church safer recruitment procedures for workers will transport children and adults at risk (within the DBS eligibility criteria).
- All situations will follow the Transporting Children and Adults at Risk policy and must be signed by the volunteer.
- All drivers will have read the church's Safeguarding Policy and agree to abide by it.
- Drivers will be aged 21 or over and have held a full driving licence for at least two years.
- Drivers must ensure that they have adequate insurance (Business or voluntary) cover, tax, MOT and that the vehicle being used is road worthy.
- All hired minibuses will have a small bus permit, the necessary insurance and a driver with a valid driving licence that entitles them to drive a minibus.

## 6.9 Outings and Overnight Events involving Children

There are some specific considerations which need to be made for outings and overnight events involving children:

- A risk assessment must be carried out beforehand.
- Parents will be informed in writing of all the arrangements.
- Consent forms will be obtained for the specific activities involved.
- There will be workers with first aid and food hygiene certificates with the group.

### **Sleep overs within the church**

- 1) The deaconate must be informed of any proposed sleepovers at least 6 weeks in advance.
- 2) A safeguarding risk assessment detailing the leaders, rooms for sleeping for both Children and leaders and the sleeping pattern for leaders, must be shared with the Safeguarding Team at least 4 weeks in advance.

- 3) Sleepover permission slips must be sent out at least 2 weeks in advance of the sleepover directly to parents after the safeguarding risk assessment is completed.

### **Sleeping Arrangements**

Sleeping arrangements for overnight events will be carefully considered. It may be acceptable for workers to share sleeping accommodation with children/Children in a large dormitory or on an activity such as youth hostelling, where it is customary practice and there is more than one worker per room. Workers will not share sleeping accommodation with fewer than three children. Arrangements will be age-appropriate, provide security for the child/young person and be safe for everyone involved. The event leader will ensure that parents understand what the arrangements will be and are happy with them.

### **Adventurous Activities**

No child will participate in adventurous activities without the written consent of the parent /carer. The activity leader will ensure that the staff engaged in such activities are properly trained and qualified and that the correct ratio of staff to children is met. At an activity centre or for an organisation whose own staff undertake such activities, if the activities come within the scope of the Adventure Activities Licensing Regulations 2004, the activity leader needs to ensure that the premises are licensed.

### **Fire Safety**

The event leader will have a fire safety procedure in place, which will include the following:

- Everyone will be warned of the danger of fire. If the overnight event is in a building, then everyone must be made aware of the fire exits. A fire drill will be practised on the first day.
- When using a building as a residential facility, ensure that the fire alarm is audible throughout the accommodation and that all signs and exits are clearly visible. The building will also need to comply with fire regulations.
- In the case of an emergency, ensure measures are in place to alert children and Children with disabilities (e.g. a child who is hard of hearing).

### **Safety**

It is the responsibility of the workers to always know the whereabouts of every child/young person participating in an overnight event, and this may include monitoring access on and off the site. General safety rules will be applied as appropriate (e.g. no running around tents due to the risk of injury from tripping over guy lines).

### **Swimming Trips**

There will be an increased adult to child ratio for swimming trips. Prior to the trip, workers will establish the swimming ability of the children attending and obtain specific consent. Workers should never change in front of the children.

## 6.10 Outings and Overnight Events involving Adults at Risk

As with outings and events for children, there are additional considerations for a group taking adults with additional needs, such as learning difficulties or mental health needs, on outings or overnight events:

- A risk assessment must be carried out beforehand.
- Planning for the trip should consider specific medical, physical and support needs of each group member, bearing in mind that there may be people in the group who have individual care needs that will have to be met (including personal care).
- Adults at risk should be included in the planning of trips and events.
- Consideration should be given to the suitability and accessibility of the venue and accommodation, travel time and mode of transport, and the affordability of the event.
- Adults at risk should be given all the information about the trip beforehand so that they know where they are going, how long it will take to get there and what type of activities they will be taking part in.
- There should be a minimum of two leaders with each group; the individual needs of those attending may determine the additional number of people required.

### **Sleeping Arrangements**

Consideration should be given to the individual needs of those staying overnight. If there is a need for personal care or additional support during the night, it would be better that the person's usual caregiver also attends the event and therefore shares a room with them.

### **Personal Care**

It is not appropriate for church workers to perform personal care for adults at risk unless this is their usual task (i.e. if they have come along to help generally, but also have a caring role for a member of the group, they can provide personal care for that person).

### **Activities**

Leaders should consider the mobility needs of the group when deciding on activities or events. For example, if members of the group have difficulty walking, then including a walking tour around a town may be inaccessible to some who are attending. If you have members of the group who use wheelchairs then consideration needs to be given as to whether you have sufficient workers to support those who may need pushing.

### **Safety**

It is the responsibility of the workers to always know the whereabouts of every person in the group; this may include monitoring access on and off the site.

General safety rules will be applied as appropriate and advice sought from the event organiser / venue about the fire evacuation procedures. A copy of the event / venue risk assessment should be included with the group leader's risk assessment.

### **Consent and Medical Information**

It is important to recognise that adults at risk are mostly able to give consent for their own involvement in activities, inclusion in photographs and medical treatment. However, in some

situations the question of capacity may arise. The guidelines clearly state that an adult at risk should have a say in their care and any arrangements made for them, however, there may be occasions when you need to involve others in decision making. In these situations, seek advice from the DPS with regard to who should be involved.

A medical consent form should be completed by each member of the group and held by the leader. This will include any health concerns, emergency contact information and contact details for their GP. This will allow emergency medical personnel to have access to information should the need arise.

### **Holding and Dispensing of Medication**

Church workers should never agree to hold or dispense medication for those on an event. If someone is unable to manage their own medication then consideration should be given as to whether their usual carer could attend with them or whether they will not be able to attend the event.

## **6.11 Hiring of Church Premises**

The responsible adult for an activity held at GHBC must abide by the hiring agreement issued by the church.

## Safer Community

### 7.1 Bullying and Harassment

Bullying and Harassment are another form of abuse, and it can be verbal or physical. Bullying and Harassment doesn't just happen to children, often adults can be victims too. There is no legal definition of bullying and harassment, but it is usually defined as a repeated pattern of behaviour intended to cause emotional or physical harm to another person, or exert power over them. The effect of bullying and harassment on the victim can be profound, both emotionally and physically, regardless of their age, ability or status.

It is important to recognise that bullying and harassment happens within churches, and it is not isolated to the children and Children. Anyone in the church can be a victim of bullying and harassment, just as anyone in the church can be the bully, including those in leadership.

Some examples of bullying that could arise in the church context are:

- Being verbally or physically abusive towards another person
- Isolating or deliberately ignoring someone, or excluding them from group activities
- Spreading rumours and malicious untruths about another person in the church
- Use of email, phone or social media to publicly challenge or undermine someone
- Name calling and personal insults
- Making false accusations
- Sending abusive messages or degrading images via phone, email or social media

Bullying and harassment will always cause a great deal of pain and harm for those on the receiving end. Many people affected by bullying, both children and adults, believe they have nowhere to turn. They are scared to speak out and often blame themselves. They can become fearful and reclusive. It is important that churches are able to recognise when bullying is occurring and are prepared to take action to resolve the situation.

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

- Withdrawal from group or church activities; appearing anxious, tearful or more reticent than usual, particularly in a certain context; development of mental health difficulties, such as depression or anxiety disorders; drop in performance relating to any church roles; physical injuries.

In order to help prevent bullying and harassment, the following procedures will be adopted within the church:

- The children and Children will be involved in agreeing a code of behaviour for their groups, which makes it clear that bullying is unacceptable. This should then be displayed somewhere visible to the whole church.
- The church will display signs stating the importance of valuing and respecting each other even in disagreements and this will be practically embedded into the leadership approach to others.
- Everyone in the church, whether children or adults, should report any incidents of bullying and harassment to the Safeguarding Team on [safeguarding@ghbc.org.uk](mailto:safeguarding@ghbc.org.uk)
- All allegations of bullying will be treated seriously and details will be carefully checked before action is taken.

- The bullying and harassment behaviour will be investigated and bullying will be stopped as quickly as possible.
- An attempt will be made to help bullies change their behaviour.
- All allegations and incidents of bullying will be recorded, together with the actions that are taken.
- Where an allegation of bullying and harassment is made against a church or group leader, advice will be sought from the local Baptist Association Safeguarding Contact as this should be addressed.
- Incidents of bullying may be reported to the statutory authorities in line with the church safeguarding procedures.

It is important to distinguish bullying and harassment from other behaviour, such as respectfully challenging or disagreeing with someone else's beliefs or behaviours, setting reasonable expectations with regard to work deadlines and activities or taking legitimate disciplinary action.

## 7.2 Working with Alleged or Known Offenders

When someone attending the church is known to have abused children or adults at risk, or a serious allegation has been made, the church safeguarding team will supervise the individual concerned and offer pastoral care, but in its commitment to protect vulnerable groups, will set boundaries for that person which they shall be expected to keep. These will be set out in what is known as a Safeguarding Contract.

When it is known that a person who has been convicted of abusing children, Children or adults is attending our church, it is important that their behaviour within the church community is properly managed and that a contract is put in place. There are also times when it will be appropriate to take such measures with a person who has faced allegations of abuse, but hasn't been convicted.

In determining the details of the contract:

- The Safeguarding Team will inform and take advice from the local Baptist Association Safeguarding Contact.
- A risk assessment will be undertaken with the help of the local Baptist Association Safeguarding Contact to determine the contents of the Safeguarding Contract.
- There will be a discussion about who should be informed about the nature of the offence and the details of the contract.
- The rights of the offender to re-build their life without people knowing the details of their past offence should be balanced against the need to protect children, Children and adults at risk.
- The members of the church Safeguarding Team will always be informed.
- The Safeguarding Team should determine whether the person is subject to supervision or is on the Sex Offenders' Register. If so, the DPS should contact the offender's specialist probation officer (SPO) who will inform the church of any relevant information or restrictions that they should be aware of.

An open discussion will be held with the person concerned which will contribute to the risk assessment and in which clear boundaries are established for their involvement in the life of the church. A written contract will be drawn up which identifies appropriate behaviour. The person will

be required to sign the contract and it will be monitored and enforced. If the contract is broken certain sanctions will be discussed and considered with the local Baptist Association Safeguarding Contact.

### **7.5 Alleged or known offenders who are themselves adults at risk**

A risk assessment and formal contract may be quite a daunting process for someone with learning difficulties or a young person yet having safeguards in place is still necessary. Therefore, an alternative may be to arrange a meeting with the individual in question where they can be taken through the main elements of a formal contract in a way that is non-threatening and easy to understand. Notes would be taken and the individual would need to verbally agree to the requirements laid out in the meeting.

Rather than signing a formal 'contract', the individual would instead sign to say that they agree with the minutes or meeting notes, and that they will stick to what has been agreed during the meeting. This will result in the same outcome as a contract but is a more informal and appropriate approach for an adult at risk. The agreed requirements will need to be reviewed regularly to make sure that the individual is complying, exactly as a formal contract would be. The church will work with the Association Safeguarding Contact throughout this process.



## Section 4 - Useful Contacts

**Local Authority Designated Officer (LADO)**

*Swindon Safeguarding Partnership*

*01793 466903 Office Hours) or 01793 436699 (Emergency Duty Service)*

*[Swindonmash@swindon.gov.uk](mailto:Swindonmash@swindon.gov.uk)*

**Police**

Contact 101, or 999 in an emergency

**Adult Social Services**

8.45am—5pm 01793 463333

Out of hours 01793 436699

**Children's Social Services**

8.45am—5pm 01793 466903

Out of hours 01793 436699

**Local Baptist Association Safeguarding Contact**

*Kath Needham*

*07389 728669*

*[Safeguarding@webnetwork.org.uk](mailto:Safeguarding@webnetwork.org.uk)*

## Appendix 1 - Definitions Of Abuse

### Understanding, Recognising and Responding to Abuse

Abuse and neglect are forms of maltreatment of a child or adult at risk. Somebody may abuse or neglect a child or adult by inflicting harm, or by failing to act to prevent harm. Children and adults at risk may be abused in a family, or in an institutional or community setting; by those known to them or, more rarely, by a stranger. They may be abused by an adult or adults or a child or children. There are many different ways in which people suffer abuse. The list below is, sadly, not exhaustive.

Type of abuse	Child	Adult at risk
<i>Physical</i>	Actual or likely physical injury to a child, or failure to prevent physical injury to a child.	To inflict pain, physical injury or suffering to an adult at risk.
<i>Emotional</i>	The persistent, emotional, ill treatment of a child that affects their emotional and behavioural development. It may involve conveying to the child that they are worthless and unloved, inadequate, or that they are given responsibilities beyond their years.	The use of threats, fear or power gained by another adult's position, to invalidate the person's independent wishes. Such behaviour can create very real emotional and psychological distress. All forms of abuse have an emotional component.
<i>Sexual</i>	Involves forcing or enticing a child to take part in sexual activities, whether or not the child is aware of what is happening. This includes non-contact activities, such as involving children in looking at, or in the production of, pornographic material or watching sexual activities, or encouraging children to behave in sexually inappropriate ways.	Any non-consenting sexual act or behaviour.  No one should enter into a sexual relationship with someone for whom they have pastoral responsibility or hold a position of trust.
<i>Neglect</i>	Where adults fail to care for children and protect them from danger, seriously impairing health and development.	A person's wellbeing is impaired and their care needs are not met. Neglect can be deliberate or can occur as a result of not understanding what someone's needs are.
<i>Type of Abuse</i>	<b>Additional Definitions</b>	
<i>Financial</i>	The inappropriate use, misappropriation, embezzlement or theft of money, property or possessions.	
<i>Spiritual</i>	The inappropriate use of religious belief or practice; coercion and control of one individual by another in a spiritual context; the abuse of trust by someone in a position of spiritual authority (e.g. minister). The person experiences spiritual abuse as a deeply emotional personal attack.	

<i>Discrimination</i>	The inappropriate treatment of a person because of their age, gender, race, religion, cultural background, sexuality or disability.
<i>Institutional</i>	The mistreatment or abuse of a person by a regime or individuals within an institution. It can occur through repeated acts of poor or inadequate care and neglect, or poor professional practice or ill-treatment. The church as an institution is not exempt from perpetrating institutional abuse.
<i>Domestic Abuse</i>	Domestic abuse is any threatening behaviour, violence or abuse between adults who are or have been in a relationship, or between family members. It can affect anybody regardless of their age, gender, sexuality or social status. Domestic abuse can be physical, sexual or psychological, and whatever form it takes, it is rarely a one-off incident. Usually there is a pattern of abusive and controlling behaviour where an abuser seeks to exert power over their family member or partner.
<i>Cyber Abuse</i>	The use of information technology (email, mobile phones, websites, social media, instant messaging, chatrooms, etc.) to repeatedly harm or harass other people in a deliberate manner.
<i>Self-harm</i>	Self-Harm is the intentional damage or injury to a person's own body. It is used as a way of coping with or expressing overwhelming emotional distress. An individual may also be neglecting themselves, which can result in harm to themselves.
<i>Mate crime</i>	'Mate crime' is when people (particularly those with learning disabilities) are befriended by members of the community, who go on to exploit and take advantage of them.
<i>Modern Slavery</i>	Modern slavery is the practice of treating people as property; it includes bonded labour, child labour, sex slavery and trafficking. It is illegal in every country of the world.
<i>Human Trafficking</i>	Human trafficking is when people are bought and sold for financial gain and/or abuse. Men, women and children can be trafficked, both within their own countries and over international borders. The traffickers will trick, coerce, lure or force these vulnerable individuals into sexual exploitation, forced labour, street crime, domestic servitude or even the sale of organs and human sacrifice.

<i>Radicalisation</i>	The radicalisation of individuals is the process by which people come to support any form of extremism and, in some cases, join terrorist groups. Some individuals are more vulnerable to the risk of being groomed into terrorism than others.
<i>Honour / Forced Marriage</i>	An honour marriage / forced marriage is when one or both of the spouses do not, or cannot, consent to the marriage. There may be physical, psychological, financial, sexual and emotional pressure exerted in order to make the marriage go ahead. The motivation may include the desire to control unwanted behaviour or sexuality.
<i>Female Genital Mutilation</i>	Female genital mutilation (FGM) comprises all procedures involving partial or total removal of the female external genitalia or other injury to the female genital organs for non-medical reasons as defined by the World Health Organisation (WHO). FGM is a cultural practice common around the world and is largely performed on girls aged between 10 and 18. Performing acts of FGM is illegal in the UK as is arranging for a child to travel abroad for FGM to be carried out.
<i>Historic Abuse</i>	Historic abuse is the term used to describe disclosures of abuse that were perpetrated in the past. Many people who have experienced abuse don't tell anyone what happened until years later, with around one third of people abused in childhood waiting until adulthood before they share their experience.

Whilst it is not possible to be prescriptive about the signs and symptoms of abuse and neglect, the following list sets out some of the indicators which might be suggestive of abuse:

- unexplained injuries on areas of the body not usually prone to such injuries
- an injury that has not been treated/received medical attention
- an injury for which the explanation seems inconsistent
- a child or adult at risk discloses behaviour that is harmful to them
- unexplained changes in behaviour or mood (e.g. becoming very quiet, withdrawn or displaying sudden bursts of temper)
- inappropriate sexual awareness in children
- signs of neglect, such as under-nourished, untreated illnesses, inadequate care.

**It should be recognised that this list is not exhaustive and the presence of one or more indicators is not in itself proof that abuse is actually taking place. It is also important to remember that there might be other reasons why most of the above are occurring**

## Appendix 2 – Detailed Guidance On Reporting Requirements

### STAGE 1 – THE WORKER

The duty of the person who receives information or who has a concern about the welfare of a child, young person or adult at risk is to RECOGNISE the concerns, make a RECORD in writing and RESPOND by passing on their concerns to the Safeguarding Team. If he/she is not contactable, or they are implicated in the situation, another member of the church Safeguarding Team should be contacted instead.

Concerns should be passed on to the Safeguarding Team within 24 hours of the concern being raised. If anyone is considered to be in imminent danger of harm, a report should be made immediately to the police by calling 999. If such a report is made without reference to the Safeguarding Team, they should be informed as soon as possible afterwards.

A written record using the standard incident report form should be made as soon as possible after a child or adult at risk tells you about harmful behaviour, or an incident takes place that gives cause for concern.

#### The record should:

- be hand-written as soon as possible after the event
- be legible and state the facts accurately (when hand-written notes are typed up later the original hand-written notes should be retained)
- include the child or adult at risk's name, address, date of birth (or age if the date of birth is not known)
- include the nature of the concerns/allegation/disclosure
- include a description of any bruising or other injuries that you may have noticed
- include an exact record of what the child or adult at risk has said, using their own words where possible
- include what was said by the person to whom the concerns were reported
- include any action taken as a result of the concerns
- be signed and dated
- be kept secure and confidential and made available only to the church Safeguarding Team (including the church minister), representatives of any statutory authorities involved and the local Baptist association.

If concerns arise in the context of children's or adult at risk work, the worker who has the concern may in the first instance wish to talk it through with their group leader, where appropriate. However, such conversations should not delay concerns being passed on to the Safeguarding Team. It should be clear that the duty remains with the worker to record and pass on their concerns to the Safeguarding Team.

If an issue concerns an adult at risk who does not give permission to pass on the information to anyone else, the worker should explain that they will need to speak with the DPS, who will have greater expertise in dealing with the issue at hand.

If a concern is brought to the attention of a group leader by one of the workers, the leader should remind the worker of their duty to record and report, and will also themselves have a duty to pass on the concern to the DPS.

## **STAGE 2 – The Safeguarding Team**

The duty of the DPS on receiving a report is to REVIEW the concern that they have received and REPORT the concern on to the appropriate people, where necessary.

### **The duty to REVIEW**

In reviewing the report that is received, the Safeguarding Team:

- should take into account their level of experience and expertise in assessing risk to children or adults at risk.
- must take into account any other reports that have been received concerning the same individual or family.
- may speak with others in the church where appropriate (including the Minister and church Safeguarding Team, unless allegations involve them) who may have relevant information and knowledge that would impact on any decision being made. Such conversations should not lead to undue delay in taking any necessary action.
- may consult with other agencies to seek guidance and advice in knowing how to respond appropriately to the concerns that have been raised.

### **The duty to REPORT**

The Safeguarding Team will decide who the report should be referred on to. They may:

- refer back to the worker who made the initial report if there is little evidence that a child or adult at risk is being harmed, asking for appropriate continued observation.
- refer the concern to others who work with the child or adult at risk in question, asking for continued observation where appropriate.
- Inform parents / carers under certain circumstances, where doing so would not present any further risk of harm.
- Make a formal referral to the police or local Social Services team. With adults at risk, confidentiality means that someone's personal business is not discussed with others, except with their permission. This is not always possible when considering passing relevant information about abuse or concerns to the statutory authorities, however, it is possible to keep the information confidential to the relevant parties. This means not telling or hinting to others what has been disclosed, not even for prayer ministry purposes. For adults at risk, concerns will only be referred to the police or Social Services without consent where:
  - the person lacks the mental capacity to make such a choice
  - there is a risk of harm to others
  - in order to prevent a crime
- If an allegation is made against someone who works with children\* the allegation should be reported to the Local Authority Designated Officer (LADO) or equivalent. The LADO is located within Children's Services and should be alerted to all cases in which it is alleged that a person who works with children has:
  - behaved in a way that has harmed, or may have harmed, a child
  - possibly committed a criminal offence against children, or related to a child
  - behaved towards a child or children in a way that indicates s/he is unsuitable to work with children.
- If an allegation is made against someone who works with adults at risk\*, it should be

reported to the police or Adult Social Services.

*\*If a worker has an allegation made against them, they should step down from all church duties until the incident has been investigated by the statutory authorities. It may also be appropriate to put a Safeguarding Contract in place; this should be discussed with the local Baptist Association Safeguarding Contact.*

- Whenever a formal referral is made to the police, Social Services or LADO, the Safeguarding Team should report the referral to:
  - The Safeguarding Trustee
  - The Minister
  - The local Baptist Association Safeguarding Contact

A record should be kept of all safeguarding incidents and should be considered in the annual review of the church's safeguarding policy. All original reports should be retained safely and securely by the DPS and a written record should be made of the actions taken.

### **STAGE 3 – THE NEXT STEPS**

Responsibilities to **REPORT** and **SUPPORT** in stage 3 of the process are shared by the church Safeguarding Team and the Minister.

#### **The duty to SUPPORT**

Once concerns, suspicions and disclosures of abuse have been addressed, the church continues to have a responsibility to offer support to all those who have been affected, including:

Victims; Alleged perpetrators; Children; Adults at risk; Other family members; Church workers; Church Safeguarding Team; Minister; Leadership Team.

#### **The duty to REPORT**

If a church worker has been accused of causing harm to children, Children or adults at risk this would be classed as a serious incident that should be reported to the Charity Commission by those churches that are registered with the Charity Commission.

If a worker has been removed from their post or would have been removed from their post because of the risk of harm that they pose to children, Children or adults at risk, there is also a statutory duty to report the incident to the Disclosure and Barring Service (DBS).

## Appendix 3 – Safeguarding Incident Form

This form is to be used when a Safeguarding disclosure has been made to you from either a child or an adult at risk. This must be completed as soon as reasonable after the disclosure has been made.

Name of person completing the form:	
Date of form completion:	
Name of child or Adult at risk report concerns	
What was disclosed to you? (Continue on separate page if required)  Remember: No leading questions should be asked	
Where any leading questions asked?	Yes / No
Have any authorities been contacted about this disclosure?	Yes / No
If yes, who was contacted and when?  What was the outcome?	
Signature	

Please put this form must be put in a sealed envelope given to either the duty deacon on the day, member of safeguarding team or copy sent to [safeguarding@ghbc.org.uk](mailto:safeguarding@ghbc.org.uk) the same day as completing.

Duty Deacon – if this form is passed to you, you must send it onto the [safeguarding@ghbc.org.uk](mailto:safeguarding@ghbc.org.uk) the same day.

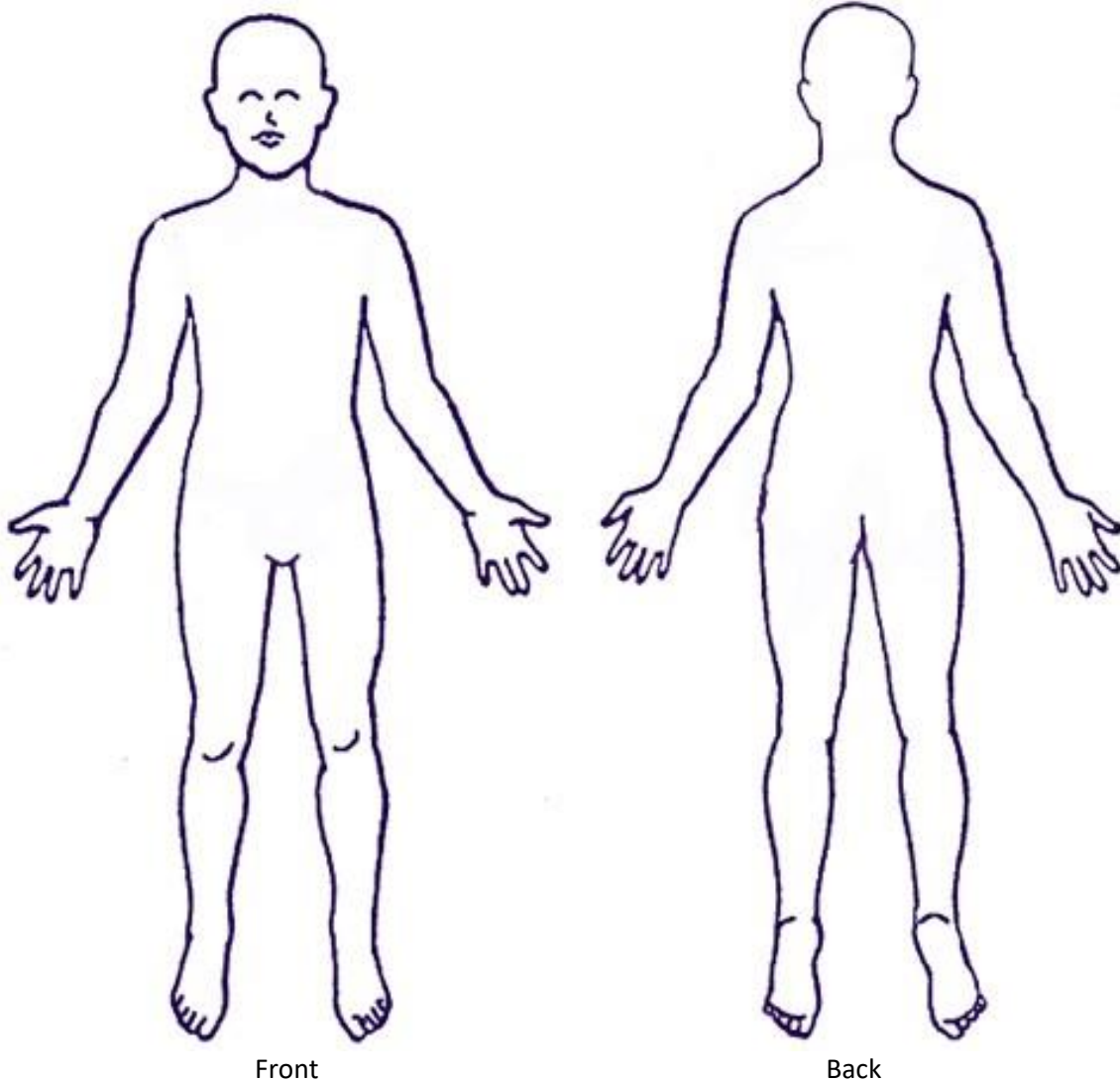


## BODY MAP

Name of Individual of Concern \_\_\_\_\_

Name of person completing this form \_\_\_\_\_

These diagrams are designed for the recording of any observable bodily injuries that may appear on the person. Where bruises, burns, cuts, or other injuries occur, shade and label them clearly on the diagram. **Remember it's not your job to investigate or to decide if an injury or mark is non-accidental. Listen, observe and pass it on.**



Signature \_\_\_\_\_

Date and time \_\_\_\_\_

## ANY ACTION THAT HAS BEEN TAKEN

Have the carers or parents / guardians been informed?

(Please tick)

Yes		No	
-----	--	----	--

If so, when and by whom?

Have the statutory authorities been informed?

Yes		No	
-----	--	----	--

If so, please complete the table:

*Example:*

Authority	Police				
Name	Bobby				
Position	Child abuse officer				
Email contact	bobby@police.com				
Phone contact	077999				
Contacted by	Minister				
Date & time of contact	1.30pm 1/4/15				

Has the Local Association been informed?

*(Please do so if the statutory authorities are involved)*

If so, when and by whom?

Any other action taken:

Yes		No	
-----	--	----	--

## FUTURE ACTION TO BE TAKEN

What action needs to be taken?

Who is responsible for this?

## SIGNATURES

Signature of Designated Safeguarding Person		Signature of minister Safeguarding Trustee, or Church Safeguarding Team member	
Date & time		Date & time	

## Appendix 4 – Safeguarding Behavioural Concern Form

This form is to be used when a Safeguarding disclosure has been made to you from either a child or an adult at risk. This must be completed as soon as reasonable after the disclosure has been made.

Name of person completing the form:	
Date of form completion:	
Name of child or Adult at risk report behaviours that is concerning	
Please describe what behaviour was viewed in as much detail as possible.	
What action did you take to reduce the risk of the behaviour?	
Have any authorities been contacted in relation to this behaviour?	Yes / No
If relating to a child, have you discussed your concerns with the parent/guardian? If yes – what was the outcome	
Signature	

Please put this form must be put in a sealed envelope given to either the duty deacon on the day, member of safeguarding team or copy sent to [safeguarding@ghbc.org.uk](mailto:safeguarding@ghbc.org.uk) the same day as completing.

Duty Deacon – if this form is passed to you, you must send it onto the [safeguarding@ghbc.org.uk](mailto:safeguarding@ghbc.org.uk) the same day.

## Appendix 5 - Safeguarding Roles and Responsibilities

Each church needs to identify and fill several important posts that underpin effective safeguarding in the church. These notes outline the main responsibilities relating to safeguarding connected with key leadership roles.

### Deacons

- Ultimately responsible for safeguarding
- Responsible for the implementation of policy and procedures
- Responsible for supporting the church workers
- Responsible for raising awareness about best practice within the church
- Responsible for ensuring that the relevant people have received the appropriate training

### Safeguarding Trustee

Must be a Deacon of GHBC and must:

- Takes a lead on safeguarding matters for the trustees / deacons
- Is the point of contact with trustees / deacons for safeguarding issues
- Takes the lead when Safeguarding concerns relate to paid members of the church especially if involves suspensions or disciplinary matters.
- Provide support for the Safeguarding Team members and assist in investigations as an when required.
- Ensures church policy and procedures are reviewed annually

### Designated Person for Safeguarding and Safeguarding Team

- Receives all reports of concerns regarding the safeguarding of children, Children and adults at risk
- Listens, observes and passes on those concerns appropriately, having taken advice from the relevant people
- Acts as a link between the church and other agencies or bodies on safeguarding matters

### Disclosure and Barring Service (DBS) Verifier

- Responsible for all aspects of processing DBS checks for church staff and volunteers (with the exception of the accredited minister who is checked by the regional association)

### The Minister

- Shares with the trustees the general responsibility for the adoption and implementation of the church's safeguarding policy
- Takes responsibility for ensuring that the pastoral needs of all are being met
- May need to be made aware of safeguarding issues

## Appendix 6 – Annual Risk Assessment for Safeguarding

This is a safeguarding risk assessment to be completed once a year for groups that involve children under the age of 18 or Adults at Risk. This form must be completed and sent to the safeguarding team.

The Safeguarding team will review this form to ensure that all risks are being considered and appropriate safeguards are in place. We will retain a copy for records.

Group Name:	
When does this group take place?	
Person Completing the form	
Deacon Responsible for area	
Does this group cover Adults at Risk or Children?	Adults at Risk / Children / Both
Is this an ongoing group that happens on a regular occurrence?	Yes / No
What other risk assessments are considered with the running of this group?  Please list, but do not need to provide copies of them.	
Has the Health and Safety Officer signed off the risk assessments?	Yes / No
Has the Deacon responsible for area seen a copy of this safeguarding risk assessment?	Yes / No
Does the transport policy for Children and Adults at risk need to be considered?	Yes / No
Have all the leaders signed the Safeguarding Policy?	Yes / No
Do you understand that if you run a specific event such as a light party a further risk assessment needs to be completed?	Yes / No

<b>Children groups:</b> This section is to be used if completing for an event for under 18s. If the event is for both, then both sections must be completed.	
What is the age group that will be involved in this group?	
How many regular leaders do you need to run this group?	
Does the photographic policy for GHBC need to be considered and all leaders aware?	
Does GHBC have responsibility for the children or is it parental responsibility?	GHBC responsibility / Parental responsibility  If parental responsibility, no need to continue completing this section
Who are regular leaders who are involved in this group? We do understand that they are not all going to be on each week.  Reminder, if some leaders do not hold DBS then they can not be included in ratios with children.	
Will we hold a permission slip for each individual child that comes to this group?	Yes / No
Who is the designated first aider for the event?	
Where are the permission slips being stored?	
If there are insufficient leaders for ratios, what is the plan?	

<b>Adults at risk:</b> This section is to be used if completing for a group for over 18s. If the event is for both, then both sections must be completed.	
How many regular leaders do you need to run this group?	
<p>Who are regular leaders who are involved in this group? We do understand that they are not all going to be on each week.</p> <p>Reminder, if some leaders do not hold DBS then they can not be included in ratios with children.</p>	
Who is the designated first aider for the group?	
If there are insufficient leaders, what is the plan for the group?	
<b>All Groups:</b>	
<p>I confirm that I have considered all the points above and I am satisfied that the information above is correct at the time I complete this form. I understand that the Safeguarding Team may ask for further clarification and I need to resubmit this form for review once per year.</p> <p>I have attached copies of the permission slips if applicable for review and to be held on file.</p>	
Signature:	
Date:	
Deacon Responsible Signature:	
Date:	

<b>Safeguarding Team use:</b>	
Have appropriate risk assessments been completed for all activities attached to this group?	Yes / No
Have the leaders got appropriate DBS checks that are in date.  If no, please list who does not hold DBS checks so can't be included in ratios.	Yes / No
Do the Safeguarding Team hold copies of all signed copies of the Safeguarding policy from all the leaders on this form?	Yes / No
Are you satisfied that all elements of safeguarding have been covered and the group is safe to continue?  If no, outline your decision	Yes / No
Signature of Safeguarding Team member:	
Date:	
A copy of this outcome must be kept within the Safeguarding Team files and be sent back to the person organising the event and deacon responsible for the area.	



## Appendix 7 – Safeguarding for Specific Events

This is a safeguarding risk assessment to cover specific events that involve children under the age of 18 or Adults at Risk. This form must be completed and sent to the safeguarding team with copies of other signed off risk assessments 2 weeks before an event.

The Safeguarding team will review this form, ensure that appropriate overall risk assessments are in place and retain a copy for records.

Event Name	
Date of Event	
Person Completing the form	
Deacon Responsible for area	
Is this event going to cover Adults at Risk or Children?	Adults at Risk / Children / Both
Is the event going to take place entirely on Gorse Hill Baptist Church Property?	Yes / No
If no, where else is going to be used?	
Has the Health and Safety Officer signed off the risk assessments?	Yes / No
Has the Deacon responsible for area signed off the risk Assessment?	
Does the photographic policy need to be considered? If yes, how?	Yes / No
Does the transport policy for Children and Adults at risk need to be considered?	Yes / No
Have all the leaders signed the Safeguarding Policy?	Yes / No

<b>Children:</b> This section is to be used if completing for an event for under 18s. If the event is for both, then both sections must be completed.	
What is the age group that will be involved in this event?	
How many leaders have signed up to support on this event?	
Does GHBC have responsibility for the children or is it parental responsibility?	GHBC responsibility / Parental responsibility  If parental responsibility, no need to continue completing this section
Are all the leaders from GHBC?	Yes / No If no, have the names and copies of the DBS been supplied to the Safeguarding Team? Yes / No
Who are the leaders?  Reminder, if some leaders do not hold DBS then they can not be included in ratios with children.	
If some of the event is happening off site, has the permission slips got expressed permission for this?	Yes / No
Who is the designated first aider for the event?	
Where are the permission slips being stored?	
If there are insufficient leaders for ratios, what is the plan?	

<b>Adults at risk:</b> This section is to be used if completing for an event for over 18s. If the event is for both, then both sections must be completed.	
How many leaders have signed up to support on this event?	
Are all the leaders from GHBC?	Yes / No  If no, have the names and copies of the DBS been supplied to the Safeguarding Team? Yes / No
Who are the leaders?  Reminder, if some leaders do not hold DBS, then they cannot be included in ratios with children.	
Who is the designated first aider for the event?	
<b>All events:</b>	
I confirm that I have considered all the points above and I am satisfied that the information above is correct at the time I complete this form. I understand that the Safeguarding Team may ask for further clarification or may state that the event can't take place until further information has been provided.  I have attached copies of: <ul style="list-style-type: none"> <li>• Signed off risk assessments from Health &amp; Safety Officer and Deacon responsible.</li> <li>• Copies off blank permission slips to confirm points covered off (If applicable)</li> <li>• Copies of the DBS of other leaders if outside GHBC.</li> </ul>	
Signature:	
Date:	

<b>Safeguarding Team use:</b>	
Have appropriate risk assessments been completed for all activities attached to the event?	Yes / No
Have the risk assessments been signed off by deacon and Health and Safety Officer?	Yes / No
Have the leaders got appropriate DBS checks that are in date.  If no, please list who does not hold DBS checks as they can't be included in ratios.	Yes / No
Have the permission slips covered off site use if appropriate?	Yes / No
Are you satisfied that all elements of safeguarding have been covered and the event is safe to continue?  If no, outline your decision	Yes / No
Signature of Safeguarding Team member:	
Date:	
A copy of this outcome must be kept within the Safeguarding Team files and be sent back to the person organising the event and deacon responsible for the area.	

## Appendix 8 - Safeguarding Investigation Form

This is to be used by the Safeguarding Team only. It is confidential and not to be shared with anyone outside of the team.

Incident reporting date:	
Incident reported by:	
Incident overview details:	
Is it against a paid member of staff?	Yes / No  If yes, then the Safeguarding Trustee needs to be made aware immediately as they will need to lead the investigation.
Who is the person/people allegations are made against?	If paid member of staff, does that staff member does suspension need to be considered? Yes / No
Investigation – What has been investigated / Advice received	
Has the safeguarding allegation been sustained?	Yes / Partly / No
Does referral need to be made to an outside agency (i.e. police or local authority)?	Yes / No  If yes – who has it been referred onto?
Outcome of investigation	
Do the trustees have any recommendations that they need to improve or follow?	Yes / No  If yes – please detail below:
Has the outcome been informed to the relevant parties and	Yes / No

safeguarding concern can be closed?	If no – why can't relevant parties been informed:
Safeguarding investigating officer(s) signature:	
Date:	
Safeguarding Trustee:	
Date:	

Once this form has been completed and relevant parties signed off the form, then it needs to be scanned and saved in the safeguarding files. All supporting documents also needs to be signed and then held for 7 years in line with the policy.

## Appendix 9 - Related Leaders Risk Assessment

This is a safeguarding risk assessment to be completed when there is closely related leaders working together in the same group. Closely related leaders are defined as:

- Married or engaged couples
- Siblings or Siblings in law
- Parents and children

Please note that the person references are not allowed to be the same people for each related leader. Until this form has been signed off by the deaconate the related leaders are not allowed to work together without another DBS adult.

The Safeguarding team will review this form to ensure that all risks are being considered and appropriate safeguards are in place. This will be referred to the Deaconate for sign off too. A copy for records.

Group Name:	
When does this group take place?	
Person Completing the form	
Deacon Responsible for area	
Does this group cover Adults at Risk or Children?	Adults at Risk / Children / Both
Is this an ongoing group that happens on a regular occurrence?	Yes / No
How many regular leaders do you need to run this group?	
Are the related leaders ever going to run the group by themselves?	
Details of the related leaders:	
<b>Person 1</b> Full name	
Is the person a member of the church?	Yes / No
How long have they been coming to the church?	
What is their occupation?	
Who within the church would be willing to give them a reference?	

<b>Person 2</b> Full name	
Is the person a member of the church?	Yes / No
How long have they been coming to the church?	
What is their occupation?	
Who within the church would be willing to give them a reference?	
<b>Person 3</b> Full name	
Is the person a member of the church?	Yes / No
How long have they been coming to the church?	
What is their occupation?	
Who within the church would be willing to give them a reference?	

<b>Declaration:</b>	
<p>As leader of this group, I would consider these group leaders working together as safe for our children or Adults at risk. I am satisfied that the information above is correct at the time I complete this form. I understand that the Safeguarding Team may ask for further clarification.</p> <p>I would like the Safeguarding Team and Deaconate to review the information and make decision according to the information.</p>	
Signature:	
Date:	



<b>Safeguarding Team use only:</b>	
Do we hold the annual risk assessments for this group?	Yes / No
Do the related leaders hold valid DBS checks to work within Gorse Hill Baptist Church?	Yes / No
Have these related leaders signed the central held Safeguarding document and is it within date?	Yes / No
Have the references been contacted for these related leaders?	Yes / No  If yes – What date were they contacted? ____/____/____
Have those reference raised any concerns?	Yes / No  If yes – please detail:
Are you satisfied that all elements of safeguarding have been covered and would you recommend to the diaconate that these related members can worker together within the same group on their own?	Yes / No  If no – Please detail why?
Signature of Safeguarding Team member:	
Date:	
Please forward this to the Safeguarding Trustee to be taken to the next diaconate meeting to be reviewed and a final decision taken accordingly. You will need to provide copies of the references too.	

<b>Deacons' outcome:</b>	
Date of Deacons Meeting:	
Are the deacons satisfied with the information provided and happy for the related parties to work together with Adults at risk or Children's?	Yes / No  If no – What concerns have been raised?
A copy of this outcome must be kept within the Safeguarding Team files and attached to the Deacon meeting minutes. The Safeguarding team can feedback to the leader who submitted this risk assessment and inform them of the outcome.	

## Appendix 10 - Reference form

Your name has been given as a referee for ..... who has expressed a desire to work with children / Children or Adults at Risk within our church.

Your Full Name: .....

Your Telephone Number: .....

Your Occupation: .....

I am aged Over 18      YES/NO (Delete as Applicable)

Please answer as many questions as possible.

How long have you known the applicant? .....

Could you please give details of any work this person has previously been involved in concerning children?

.....  
.....

Please indicate the nature of your involvement with this person. e.g. Professional capacity / Friendship / Co-worker

.....

Has this person ever given any cause for concern when working with or being with children or Children?

YES ( they have given cause for concern ) (Delete as Applicable)

NO ( I know of no such concern ) (Delete as Applicable)

If yes please give details.

.....  
.....

This person is going to be working closely with their relation ..... do you know of any concerns or relationship issues that may cause you to be concerned for them children/Children or adults at risk with only the above other person with them?

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

Please give any further information that may be relevant to this application.

.....  
.....

Would you be prepared to talk with us personally regarding this application? YES/NO (Delete as Applicable)

---

DECLARATION

I confirm that the information I have given is correct and complete.

Signed .....

Date .....

Thank you for giving your time.