

# CBC Safeguarding Guidelines

## INTRODUCTION

This booklet contains important guidelines for all groups within CBC relating to safeguarding. It is to be used alongside CBC Safeguarding Policy and Procedures.

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## **RECOGNISING ABUSE**

*The following signs may or may not be indicators that abuse has taken place, do not jump to conclusions but the possibility should be considered.*

### **Physical Signs of Abuse**

- Any injuries not consistent with the explanation given for them
- Bruising and discolouration - particularly if there is a lot of bruising of different ages and in places not normally exposed to falls, rough games etc.
- Black eyes, burns, broken bones, and skull fractures
- If the person is seen to have injuries that recur or are in the same place on more than one occasion or are without plausible explanation
- Any injury that has not received medical attention or been properly cared for
- Poor skin condition or poor skin hygiene
- Loss of hair, loss of weight and change of appetite
- Person flinches at physical contact &/or keeps fully covered, even in hot weather
- Person appears frightened or subdued in the presence of a particular person or people

### **Indicators of Possible Sexual Abuse**

- Emotional distress/ Mood changes
- Preoccupation with anything sexual and age-inappropriate knowledge of sexual behaviour
- Expressions of feelings of guilt or shame
- Difficulty in walking or sitting
- A Child who is sexually provocative or seductive with adults
- Significant changes in sexual behaviour or outlook

### **Emotional Signs of Abuse**

- Changes or regression in mood, attitude or behaviour.
- Also depression/aggression, extreme anxiety.
- Nervousness, frozen watchfulness
- Obsessions or phobias
- Sudden under-achievement or lack of concentration
- Low self-esteem
- Inappropriate relationships with peers and/or adults
- Attention-seeking behaviour, persistent tiredness, running away, stealing, lying

### **Possible Signs of Neglect**

- Person looking unkempt or dirty and has poor personal hygiene
- Person is malnourished, has sudden or continuous weight loss and is dehydrated – constant hunger, stealing or gorging on food
- Person is dressed inappropriately for the weather conditions
- Untreated medical conditions, pressure sores, rashes, lice on the person
- Depression
- Callers/visitors are refused access to the person
- Prolonged isolation or lack of stimulation
- Person who is not able to look after themselves is left unattended and so put at risk
- Not being helped to the toilet when assistance is requested

**RESPONDING TO ABUSE:** If you've recognised something that causes you concern, don't ignore it – RESPOND. Share your concerns with a Designated Person for Safeguarding (DPS). Don't tell others, keep it confidential. If a child or adult discloses abuse, don't ignore it. Don't promise confidentiality, listen and take what is said seriously, reassure them and remain calm. Keep any questions you ask open ended, tell me about, explain to me, describe to me – but your job isn't to investigate.

#### **RECORDING ABUSE:**

- **Make notes as soon as possible** (preferably within one hour of the person talking to you). Write down exactly what the person said and when he/she said it, what you said in reply and what was happening immediately beforehand, eg a description of the activity. Record dates and times and when you made the record. Do not include your own thoughts or feelings. Keep all hand written notes. Use the Incident Report Form (a copy can be found in the Policy & Procedures) to indicate and record areas where there are visible signs of abuse. All written notes should be given to the DPS and will be kept in a locked file indefinitely.
- **Consider your own feelings and seek pastoral support if needed.**

#### **ALLEGATIONS AGAINST CHILDREN AND ADULTS AT RISK**

Children and young people 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 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 young people will grow out of this type of behavior, as most adult sex offenders started abusing in their teens or even younger.

When an allegation is made against a child or adult at risk we will not approach them or their parents/carers. We will follow our safeguarding procedure: **Recognise, Respond, Record, Report**. When reported, pastoral support will then need to be in place for the child or adult at risk throughout the process.

#### **MEDIA AND COMMUNICATIONS AFTER AN ALLEGATION IS MADE**

One of the DPS will contact Gary Woodall (our WEBA association safeguarding contact on 01179 658828/gary.woodall@webassoc.org.uk) who will then contact and connect them to the Baptist Union National Safeguarding Team. Only one or two people in the church will be authorised to deal with the press, so that all contact goes through the same point. If church members need to be briefed, we will take advice on when to do this and how, so as to be careful not to interfere with a live police investigation.

We do not have the right to share details of names of those involved, even if the press suggest names, nor will we start to comment on the personalities or character of those involved.

#### **Character references & attending court**

Pastor(s) are advised not to provide a character reference for alleged abusers as they prepare to attend court. Or to attend court with the alleged abuser wherever possible.

#### **BEST PRACTICE GUIDELINES**

Leaders and helpers should treat all people with dignity and respect, the level of personal care must be appropriate and related to the needs and age of the person. We should be aware that people with disabilities, whether seen or unseen, physical, social or emotional are often more vulnerable to abuse than people who do not have a disability.

Log books/ record sheets or evaluation forms should be kept giving brief details of group activities.

“Pastoral Ministry Guidelines” and “Pastoral Ministry Notes” (sheet to be used to record who, when and where you visited) will be used in addition to this document by those involved in pastoral ministries (see pages 9-10)

Leaders and helpers should check for any safety hazards, eg piles of chairs that may fall over, sharp objects etc.

Regular risk assessments should be carried out.

### **Arrangements for Supervision of Group Activities**

The church is committed to safe and adequate supervision for children and young people: Children and young people should be supervised at all times. The number of adults present should be related to the needs and age of the group and the nature of the activities undertaken.

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

<b>Age range</b>	<b>Recommended minimum ratio for INDOOR activities</b>	<b>Recommended minimum ratio for OUTDOOR activities</b>
0 – 2 years	1:3 (minimum 2)	1:3 (minimum 2)
3 years	1:4 (minimum 2)	1:4 (minimum 2)
4 – 7 years	1:8 (minimum 2)	1:6 (minimum 2)
8 – 12 years	1 for the first 8, then one for every additional ten children (preferably one of each gender) with an extra adult for every 10 additional children	2 adults for up to 15 children (preferably one of each gender) with an extra adult for every 8 additional children
13 years and over	2 adults for up to 20 children (preferably one of each gender) with an extra adult for every 10 additional children	2 adults for up to 20 children (preferably one of each gender) with an extra adult for every 10 additional children

Whenever possible an individual helper or leader should not be left alone with a child or young person. If this is essential (e.g. where confidentiality is important) then another adult should be nearby, doors should be left open, others should be aware that you are meeting, or meet in a public, or visible place.

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 the parent/carer is aware of where they are and where possible, phone and make contact. Without interrogating the child, find out as soon as possible whether they have any specific needs so we can respond appropriately in an emergency and give the child a consent form and explain it needs to be filled in and brought back next time.

Wherever possible leaders/helpers should not give lifts to a young person/child if it means that they will be alone with them in a vehicle.

We will encourage adults to arrange their own lifts. If a lift is arranged by CBC to an appointment other than church the person must be DBS checked. All adults will have gone through our safer recruiting process, completing an application form, 2 references and a DBS (disclosure and barring) check. This includes those on the Pastoral Visiting Team. Although visits are mostly made by one person, no adult at risk will ever only be visited by one person. Other people will phone, or visit every so often to help prevent isolation and the possibility of abuse.

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.

## **GUIDELINES FOR APPOINTING & WORKING WITH YOUNG LEADERS**

Young leaders are young people who are under the age of 18 who are serving in a leadership/helper capacity within CBC. We want to encourage young people to develop their leadership skills and begin to serve where they feel their interests/passions lie. This should also be talked about with their parents/carers and their youth leaders/Pastor.

- In law, young leaders under the age of 18 are children and cannot be treated as adult members of the team. Neither should they be managed in the same way as the children and young people with whom they might be working.

### **Guidelines for young leaders working with children/youth outside their age range**

- A young leader must be closely supervised by an adult leader at all times and never given sole responsibility for a group of young people or children.
- Good practice is to not give a young leader supervisory responsibility for the age group directly below them and that no-one should be given a formal leadership role until they are at least 18.
- When considering ratios of staff to children or young people, the young leader needs to be counted as a child, not an adult.
- CBC Safeguarding Policy and Guidelines apply to a young leader as they do to any other person.
  - Young leaders under the age of 18 will need to be appointed according to our procedures for appointment of all leaders as outlined in CBC Safeguarding Policy. 16-17 year olds will be required to apply for an enhanced DBS check (Disclosure & Barring Service), but as they are supervised "Barred List" information cannot be accessed by law.
- Young people will also receive training about their role.

### **Guidelines for young leaders working in teams not involving children/youth**

- An adult from the team should be chosen to mentor the young leader/helper.
- A list of what the role involves/expectations should be drawn up, stating who the mentor will be, and the young leader/helper and their parents/carers should sign to say they agree with them.

## **PHYSICAL CONTACT GUIDELINES**

Keep everything public. A hug in the context of a group is very different from a hug behind closed doors.

Touch should be related to the child's needs, not the adults.

Touch should be age-appropriate and generally initiated by the child rather than the adult.

Adults should avoid any physical activity that is, or may be thought to be, sexually stimulating to others.

Children have the right to decide how much physical contact they have with others, except in exceptional circumstances when they need medical attention.

When giving first aid, workers should encourage the person to do what they can manage themselves, but consider their 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.

## **GUIDELINES FOR DISCIPLINE**

Discipline is the education of a person's character. It includes nurturing, training, instruction, chastisement, verbal rebuke, teaching and encouragement. It brings security, produces character, prepares for life, is evidence of love and is God's heart. (Hebrews 12:5-12 and Proverbs 22:6)

- Ask God for wisdom, discernment and understanding.
- Work on each individual's positives, do not compare them with each other, but encourage and build them up, giving them responsibility for simple tasks.
- Build healthy relationships and be a good role model, setting a good example. You can't expect others to observe ground rules if you break them yourself.
- Take care to give quieter and well behaved children/adults attention and don't allow an individual to take all your time and energy.
- Be consistent in what you say and ensure that other team members know what you have said – this avoids manipulation.
- Look honestly at your program – if children are bored, they misbehave. Is the program at fault?
- NEVER push or pull a person. Don't shout; change your voice tone if necessary. Talk calmly and with authority.
- Discipline out of love NEVER anger. (Call on support from other leaders if you feel you may deal with the situation unwisely in your anger.)
- Lay down ground rules and make sure the group understand what action will be taken if they are not kept.
- Each person is unique, special and individual, and they may respond differently to different methods of discipline. We need to ask why is the person behaving that way.
- Separate people who have a tendency to be disruptive when together. Give them a chance, warn them and only separate if they are disruptive as a last resort.
- Be pro-active and encourage helpers to be pro-active and not wait to be told to deal with a situation.
- Do not humiliate a person in front of others. Take them aside/find a convenient time talk to them. Talk to/with parents/careers for advice.
- Pray before your group/meeting and talk over the session before you leave.

## **PREVENTION OF BULLYING**

Bullying is another form of abuse, and it can be verbal or physical. Bullying doesn't just happen to children, often adults can be victims too. There is no legal definition of bullying, 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 on the victim can be profound, both emotionally and physically, regardless of their age, ability or status.

It is important to recognise that bullying happens within churches, and it is not isolated to children and young people.

Anyone in the church can be a victim of bullying, 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 will always cause a great deal of pain and harm for those on the receiving end. Many people affected by bullying, believe they have nowhere to turn. They are scared to speak out and often blame themselves. They can become fearful and reclusive. It is important that we 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, we have adopted the following procedures within CBC:

- The church will encourage the importance of valuing and respecting each other even in disagreements.
- All allegations of bullying will be treated seriously and details will be carefully checked before action is taken.
- The bullying 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 is made against CBC or a group leader, advice will be sought from our local Baptist Association Safeguarding Contact.
- Incidents of bullying may be reported to the statutory authorities in line with our church safeguarding procedures.

It is important to distinguish bullying 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.

### **GUIDELINES FOR ELECTRONIC COMMUNICATION – Cyber Safety**

- People will have opted in to receive electronic communication.
- Electronic communication must never become a substitute for face to face contact.
- Workers should not put any pressure on people to reveal their email address, mobile phone number etc.
- Direct electronic communication with children of primary school age is inappropriate and should be avoided.
- Only workers who have been appointed under our agreed safeguarding procedures should use any electronic means of communication to contact young people on behalf of CBC.
- Contact with young people by electronic communication should generally be for information giving purposes only and not for general chatter.
- Workers should not share any personal information with children/young people and should not request or respond to any personal information from the child or young person other than that which is necessary and appropriate as part of their role.
- Workers should be careful in their communications to avoid any possible misinterpretation of their motives.
- Clear, unambiguous language should be used, avoiding the use of unnecessary abbreviations eg LOL or xx
- Electronic communication should only be used between the hours of 8.00am and 10.00pm.
- If possible e-mails should include a church header/footer showing this to be an official communication.
- Workers should keep a log of significant "conversations"/texts/emails/messages. And any that raise concerns should be passed onto the worker's supervisor and DPS as appropriate.

### **Mobile Phones**

- Mobile phone usage should be primarily about information sharing.
- 'Text conversations' should usually be avoided (that is a series of text messages/emails being sent to and from between mobile phones).
- Workers should not take photos of children, young people or adults at risk unless permission is sought in advance and should not store such photos on personal phones.



## **Instant Messaging Services (eg: Snapchat, Whatsapp, Instagram)**

The use of instant messenger services should be kept to a minimum. Workers should save significant conversations and keep a log stating with whom and when they communicated.

## **Social Networking Sites**

- 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 young people is kept within public domains.
- Workers should not send private messages to children/young people 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.
- Minimum age limits of social networking sites should be adhered to (this varies for each site)

## **GUIDELINES FOR PHOTOGRAPHS AND VIDEOS**

It is not illegal to take photographs of children or young people, however when taking photographs or video footage we must comply with the General Data Protection Regulations 2018.

- Signed consent should be obtained from parents/carers for photographs to be taken at church activities.
- Photographing children and young people should be conducted with sensitivity and courtesy. Children generally like having their picture taken, but there may be moments when they would rather not. Consent of the child or young person is just as important as parental permission.
- When photographs are displayed/used, children and young people should not be identified by name, nor should it be possible to infer the identity of individual children/young people from the photograph.
- Copies of photographs must not be distributed to other individuals without permission. This includes digital images.
- When using photographs of children and young people, it is preferable to use group pictures.

## **FIRST AID**

First aid kits are situated in the kitchen/kitchenettes and main office. These should be readily available and will be updated by the Church Administrator. Wherever possible at least one qualified first-aider should be present at all meetings/events and a qualified first-aider must be present on all residential activities. If taking groups of people away on trips/outings a portable first aid kit must accompany the group. Any accidents should be recorded in the incident reporting book (located in the kitchen) and completed forms should be passed to the Church Administrator.

## **FIRE SAFETY**

Fire procedure notices are positioned in all rooms. All group leaders have also received information and training relating to fire evacuation procedures. A register should always be taken in group activities. Please lead your group outside using the nearest exit, closing doors behind you and taking your register with you. We will make our way to the meeting point in the rear carpark. Note lifts cannot be used in the event of a fire.

This document is based on information supplied by Thirtyone:eight (formerly CCPAS) and Baptist Union Best Practice Guidance (November 2017)

## Pastoral Ministry Guidelines

We believe that the church is called to “to proclaim good news to the poor...bind up the brokenhearted, to proclaim freedom for the captives and release from darkness for the prisoners... to comfort all who mourn, and provide for those who grieve... to bestow on them a crown of beauty instead of ashes, the oil of joy instead of mourning, and a garment of praise instead of a spirit of despair” Isaiah 61:1-3 (excerpts). We are called to love and care for others. This includes the emotional, mental, spiritual, physical and social aspects of people who are associated with CBC as well as those outside the church.

Pastoral Ministry, for the purpose of this policy, is any pastoral care given by staff members, elders, pastoral team and house group leaders.

- **We commit** ourselves to the nurturing, protection and safeguarding of all.
- We all need to be aware how we relate to others within the life of CBC. **We encourage an environment** where we are honest about what we do, say and see by being accountable to those around us.
- All people receiving pastoral ministry should be treated **with respect** and should be encouraged to make their own decisions about any actions or outcomes.
- We 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.
- We should be aware of the dangers of **dependency** within a pastoral relationship.
- Wherever possible **we will not engage** in giving ongoing, individual pastoral ministry to someone of the opposite sex.
- We should **never take advantage** of our role and engage in sexual or other inappropriate activity with someone with whom they have a pastoral relationship.
- We should **not pastorally minister** to anyone whilst under the **influence of alcohol** or recreational drugs.
- Those who work with adults at risk may become involved in some aspects of **personal finance** – If handling money for someone else, receipts will always be obtained or other evidence of what has been done.
- We will **not seek personal financial gain** or be influenced by offers of money. The elders/ trustees should be informed of any gifts received above a value of £20, and they will decide whether or not the gift should be accepted. If someone alters their will in favour of an individual known to them because of their church work or pastoral relationship, the elders/trustees should be informed. It is recommended that we should not act as executors for someone we know through their work or pastoral role, as this may lead to a conflict of interests.
- We should recognise the limits of their own abilities and competencies. We should **not hesitate to get further help** when working with situations outside of our expertise or role, and should withdraw if getting unhelpfully emotionally involved.
- We will **keep a record of pastoral visits** or meetings, noting the date, time, location, subject and any actions which were taken. (See pastoral visiting form). These records will be kept for future reference.

It is the **responsibility of each of us** to prevent and **report any abuse** discovered or suspected (including: physical, psychological, emotional, sexual, financial/material, discriminatory, domestic abuse and violence, professional, institutional, stranger, spiritual, cyber, self-neglect, mate crime, modern slavery, human trafficking, radicalisation, forced marriage, historic abuse and/or neglect. In situations where someone is at immediate risk call the police (999), or Adult social care direct (01452 426868), otherwise contact a Designated Person for Safeguarding (Steven on 07910636550 or Kathy on 07708 327487).

- The Pastoral Forum is where we discuss people who have pastoral needs/difficulties who are not adults at risk, or of an immediate safeguarding nature. Contact the pastoral forum via the Church Office 643510, or Ann-Rachel Harwood, Pastoral Assistant 07885 453691, Matt Frost Senior Pastor 07719 728625, or an Elder.
- We **commit to sending leaders on related training** (eg: level 2 & 3 training), and for them to disseminate ideas to other members of the pastoral care team (including house group leaders) as appropriate. The church will be appraised of these procedures at least annually



## SAFEGUARDING - CONTACT NUMBERS AND USEFUL RESOURCES

### Church Designated Persons for Safeguarding:

**Steven Chandanam**

Tel: 07910636550

Email: [schandanam@live.com](mailto:schandanam@live.com)

**Kathy Macnamara**

Tel: 07708 327487

Email: [kathy.e.macnamara@gmail.com](mailto:kathy.e.macnamara@gmail.com)

Gloucestershire Children's Social Care Help Desk: 01452 426565

Out of Hours Emergency Social Care : 01452 614194

Gloucestershire Adult Social Care: 01452 426868

Cirencester Constabulary Child Protection Team

Police Helpdesk: 0845 090 1234

### WEBA (West of England Baptist Association) Safeguarding contact:

**Gary Woodall:** 01179 658828 [gary.woodall@webassoc.org.uk](mailto:gary.woodall@webassoc.org.uk)

Thirtyone:eight (Formerly CCPAS): 0303 003 1111 [www.ccpas.co.uk](http://www.ccpas.co.uk)

Baptists Together – [www.baptist.org.uk/safeguarding](http://www.baptist.org.uk/safeguarding)

**Safe to Belong** has a list of useful resources and contacts appendix 5  
[www.baptist.org.uk/Groups/266101/Safe to Belong](http://www.baptist.org.uk/Groups/266101/Safe_to_Belong)

**Safe to Grow** [www.baptist.org.uk/Groups/220884/Safe to Grow](http://www.baptist.org.uk/Groups/220884/Safe_to_Grow)

### Baptist Union of Great Britain (BUGB guides free downloads)

Domestic Abuse

Cyber Safety

Understanding Self-Harm

DBS checks

Safeguarding Contracts – frequently asked questions

The role of the Designated Person for Safeguarding

Supporting those who have experienced abuse