

SAFEGUARDING POLICY AND PROCEDURES

Approved at Church Meeting on 22/5/12 – amended in line with BU model policy 2023.

To be reviewed by elders in conjunction with Designated Persons for Safeguarding on an annual basis.

CHURCH STATEMENT

The Church Membership recognises and takes seriously its responsibility to protect and safeguard the welfare of all people, and to deal appropriately with any allegations or concerns about abuse or neglect. The church also recognises its responsibility to support and train those leading/volunteering.

AREAS OF POLICY

For the purpose of this policy, the term “child” refers to anyone under the age of 18 years.

There is no standard single definition for an adult at risk, so for our policy we are using the following simple definition taken from Thirtyone:eight: *“Any adult aged 18 years or over who due to disability, mental function, age, illness or traumatic circumstances may not be able to take care or protect themselves against the risk of significant harm, abuse, bullying, harassment, mistreatment or exploitation. A person may be an “adult at risk” temporarily or permanently due to their circumstances.”*

The Church Membership recognises that some children and adults at risk are the victims of neglect, and physical, sexual, emotional, financial and spiritual abuse. Accordingly, we have adopted the policy contained in this document, (hereafter “the policy”). The policy sets out agreed procedures relating to the following areas:

1. Appointment of “Designated Persons” for Safeguarding
 - 2.1 Procedures for recognizing, responding to and reporting abuse
 - 2.2 Safer recruitment
 - 2.3 Safer behaviour
 - 3.1 Best practice guidelines
 - 3.2 Safer practice & safer premises
 - 3.3 Safer community
4. Contacts & useful resources

This policy is produced in line with The Baptist Union of Great Britain’s Model Safeguarding Policy & Procedures (2023). It is applicable to all activities organised by the church.

All the content of this policy is used in conjunction with Baptists Together “Excellence in Safeguarding” Level 2 & 3 training. ***All those involved with children and adults at risk are expected to attend training.***

1. DESIGNATED PERSONS FOR SAFEGUARDING (DPS)

DPS have been appointed. They are Kathy Macnamara 07708327487 and Nigel Higginbottom 07887 726850 safeguarding@cirencester-baptist.org. They are nominated by the Church Membership to act on their behalf in referring allegations or suspicions of neglect or abuse to the statutory authorities. They must also immediately inform the Church’s Insurance Company and Webnet Safeguarding Lead (currently Kath Needham, 07389 728669 safeguarding@webnetwork.org.uk) if a concern is reported to the Police or Social Care. In the absence of one of the DPS the matter should be brought to the attention of another. There will always be at least two DPS acting for the church. These will be mature church members and will always include a male and female. They will not be one of the Pastors, or elders of CBC or members of their family. DPS will be expected to attend Level 2 & 3 training and will receive on-going support, working closely with Naomi Shrubsole, our Safeguarding Trustee (contact details pg.19).

The Church Membership will support the DPS in their role, and accept that any information they may have in their possession will be shared in a strictly limited way

2.1 PROCEDURE FOR RECOGNISING, RESPONDING TO AND REPORTING ABUSE

Abuse and neglect are forms of maltreatment of a child or adult at risk. Someone 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- Definitions of abuse).

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

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

Responding to Concerns

When there are concerns that a child or adult is being abused, the following process must be followed. More detailed information can be found in Appendix 2 – Detailed guidance on reporting requirements.

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 record must be made of the concern, either handwritten or typed. If you have one, use a standard incident report form (see Appendix 3), if not write your notes on any paper or device available to you. Either way **pass your concerns to the DPS within 24 hours**. Do not delay reporting your concerns to the DPS because you do not have an incident form available.

The written record (report) should be linked to the 4 W's (who, what, where, when); 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 (if known); include the nature of any concerns; include a 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).

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 the DPS 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 DPS will make the Webnet Safeguarding Lead 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 Minister may have a duty to:

SUPPORT AND REPORT

Pastoral 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; 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 the DPS is not available, or is implicated in the situation, any reports or concerns should be passed to the Safeguarding Trustee (see pg.19 for contact details).

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

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 ie 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 DPS who may, in turn, report it to the statutory authorities.

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”.

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 DPS even if you do not have the consent of the adult to do so – in this instance, **make sure the DPS knows that the person concerned has not given consent** for the information to be passed on.

The DPS 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 Gloucestershire Adult Social Care for advice.

Allegations Against Workers

If you see another worker acting in ways which concern you or might be misconstrued, speak to the DPS 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 DPS they can liaise with the relevant statutory authority and with the Webnet Safeguarding Lead 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 will be maintained by the DPS and stored securely and confidentially.
- 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. If a staff member is being suspended pending an investigation then support will be sought from the Webnet Safeguarding Lead in the first instance.

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 DPS at the new church will be informed of the reasons for this happening.

When concerns are expressed about a Minister

Any safeguarding concerns involving a Minister should always be reported immediately to the Webnet Safeguarding Lead by the DPS in addition to following our usual procedures. Do not tell the Minister that a concern has been raised about them.

When concerns are expressed about our DPS / Safeguarding Trustee

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

Media and Communications after an allegation is made

The DPS will contact the Webnet Safeguarding lead 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

Ministers/pastors 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.

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 young people who are not much younger than themselves.

[The Police, Crime, Sentencing and Courts Act 2022](#) expanded the list of roles which are legally considered to be positions of trust to include anyone who is in a teaching, coaching, instructing, training or supervising role within sport or religion. This means that since May 2022 if an adult of any age is in a role where they are working directly with young people aged 16 and 17 and forms a romantic or sexual relationship with them, they could be charged with criminal offences. If you have concerns about a relationship forming between an adult helper and a young person then you should notify the DPS.

Allegations Made 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, or 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. This is sometimes referred to as Peer-on-Peer Abuse or Child on Child

Abuse. **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 will be investigated by the statutory authorities in the same way as if an adult were involved, although it is likely that the perpetrator may 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 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.

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 pg.18 Working with Alleged or Known Offenders).
- 4) We will make sure there is pastoral support in place for the child or adult at risk throughout the process involved.

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.

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 DPS has a list of relevant local information and contacts, ready for anyone who may need it.

2.2 SAFER RECRUITMENT

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 clear role expectations and all prospective workers will be asked to complete an application form, including contact details for two references and for those requiring a Disclosure, they will need to complete a Self-Disclosure Form.
- 2) All applicants must apply for a Disclosure & Barring Service (DBS) check (to at least standard level) if they are applying for an “unsupervised” position. We will accept a DBS check presented by leaders which have been obtained through other organisations provided that the original form is produced, the check was made no more than 2 years ago and the prospective volunteer is still in current employment/involved with the organization that instigated the DBS check. DBS checks will be renewed every 5 years (4 for ministers). The person responsible for maintaining DBS checks at CBC is our administrator, Debbie MacGregor.
- 3) Interviews will be carried out by the line manager or group leader.
- 4) References, a Self-Disclosure Form and an enhanced DBS check must be completed satisfactorily before the appointed person starts in their role.
- 5) In the light of the checks described above, anyone considered being unsuitable to work with children/adults at risk will not be appointed.

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.

When recruiting volunteers to work with children or adults at risk it is good practice to get to know them first, we will wait for a year before recruiting to specific roles.

References

Formal written references will be requested, ideally in the form of at least one professional and one personal reference. **References should not be sought from family members.**

Appointment and Supervision

Our 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 role expectations and clear lines of accountability to a leader and the leadership team.

Paid workers will also have an assigned supervisor with whom they will meet regularly to discuss work and address any issues or areas of concern. There will be a probationary period of three-six months in the role before any paid appointment is confirmed.

In our regular team meetings, safeguarding will always feature. This will enable us to review procedures, share concerns and identify other matters that may need clarification and guidance.

Training

It is important that all workers understand our church’s agreed safeguarding procedures and attend BUGB Excellence in Safeguarding training (level 2 & 3 as appropriate) at least once every **four** years. Additional specialist training will also be arranged where needed, for example, in First Aid.

Young helpers under 18 years of age

In law, young helpers under the age of 18 are children and cannot be treated as adult members of a team. 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 (or take younger children to the toilet). When considering ratios of staff to children, young helpers need to be counted as children, not leaders. They will not be a helper for the year group directly below them. The

safeguarding procedures apply to a young helper just as they do to any other person (they will complete a self-disclosure, but will not have an enhanced DBS check until they are 18). Parent / carer permission will be sought for young helpers to attend an event or help with a children's group.

2.3 SAFER BEHAVIOUR

CBC 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.
- Think about language and tone of voice that you are using when engaging with children, young people and adults at risk. Be aware of your body language and the effect you are having on the those you are working with. This applies to both in person and online interactions.
- 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.

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. There may, however, on the rare occasion be circumstances where a child needs to be restrained in order to protect them or a third person.
- Only invite children and young people to your home or on trips in groups and always make sure that another worker is present.
- Notify the DPS of any children's trips which take place in the name of the church. Parental permission must always be sought.
- Do not give lifts to children or young people on your own. Ensure that if transporting children as part of your church role, you have the correct insurance cover in place as well as parental permission (See section on Transport pg.15). No person under 18 years of age should be left in sole charge of any children of any age. Nor should children or young people attending a group be left alone at any time.

No one should normally be left working alone with children, young people 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.
- 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 try to hold the conversation in a corner of a room where other people are present.
- You leave the door open if you are in a room on your own.
- Another team member knows where you are.
- You do not promise confidentiality.

Consideration should be given to how many workers should be involved with a group and whether they should be male or female workers, or both. See below for recommended ratios. A couple or immediate family members should be considered to count as only one person when planning events or activities and the distribution of workers through different groups; for example if a couple or immediate family members want to work together then a third person will need to be assigned to that group. **Wherever possible couples or people who are related to each other should work with separate groups.**

The only adults allowed to participate in children's and adult at risk activities are those safely appointed and appropriately trained. The leader of the activity should be aware of any other adults who are in the building whilst the activity is running.

3.1 - BEST PRACTICE GUIDELINES

The church is in an amazing 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.

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
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	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 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

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. In calculating the ratios of workers to children, young

helpers who are under the age of 18 should be counted as one of the children, not one of the workers.

Children with Additional Support Needs

Children and young people who have additional support needs can be at greater risk of abuse. They could 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. Please speak with the parents/carers of children/young people with additional support needs and find out from them how best to assist the child or young person. Older children will have their own views of how they can be best supported.

Visiting Children or Young People 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, and with the prior agreement of a Minister. As discussed previously, a married couple would normally count as one person.

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 (e.g. 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. Check that the parent/carer is happy for them to attend.

Mentoring

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

- It must be agreed with the parents/carers. And should happen only in agreed places and should be in view of others.
- 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, i.e. not phoning or texting late at night, etc. A record should be kept of all communications with a young person by the mentor.
- A written record should be kept of issues/decisions discussed at meetings.

Peer Group Activities for Young People

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.

Physical Contact

- Keep everything public. A hug within a group context is very different from one behind closed doors.
- Touch should be related to the child's needs, not the workers.
- Touch should be age-appropriate and generally initiated by the child rather than the worker.
- 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.

Whilst this section relates specifically to physical contact with children the same consideration should be given to interactions with adults in the church, especially those who might be considered Adults at Risk. Not everyone is comfortable with physical contact such as a hug and all those working and volunteering in the church should be mindful of this.

Digital Communication

- 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 7.30am 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.

Email

Email should be limited to sharing generic information, for example, to remind young people about meetings. If email is being used, workers will ensure that they are accountable by copying each message to a designated email address. It is important that workers use clear and unambiguous language to reduce the risk of misinterpretation.

Communicating using Instant Messaging (e.g. WhatsApp, Instagram)

Instant messaging should be kept to a minimum. Workers should save significant conversations and keep a log stating with whom and when they communicated. This applies to communication both with children, young people and with adults at risk. Instant messaging should not be the primary means of communication between workers and those they are supporting. More information on this means of communication can be found on a workers role expectations.

Mobile Phones

Workers need to be cautious and careful in using mobile phones to communicate with young people:

- 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/DPS.
- Workers should use clear language and should not use abbreviations.
- 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.
- Workers should not take their mobile phone with them when taking a child to the toilet.

Social Media

- Workers should not send private messages to children on social media. Workers should ensure that all communications are transparent and open to scrutiny.
- Workers should not seek to be 'friends' or a 'follower' of any child known to them in a church context.

Video Conferencing (Zoom)

When we use video conferencing, we will ensure that 2 leaders are on the call first, and leave last. Passwords will be used, and parents/carers will be made aware of the link.

Guidelines for photographs and videos

It is not illegal to take photographs of children and young people, however when taking photographs or video footage we must comply with data protection legislation.

- Permission must be obtained, of all children (and adults) who will appear in a photograph or video before the photograph is taken or footage recorded. (Consent of the child or young person is just as important as parental permission)
- 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.
- Children and young people 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 young people, it is preferable to use group pictures.
- Photographs at special services, such as baptisms, will be taken by a named individual only (named from the front or with a sound and vision t-shirt).

Consideration of safeguarding when live streaming church services and events

When a service or event is being live streamed or recorded to be shared online at a later date we will ensure people are aware that they are being recorded and appropriate consent will be sought from those who participate in the service, or who may be visible to the camera.

- Where children and young people are participating in services or events, we will ensure that appropriate parent or guardian consent is in place.
- Where children and young people are unable to be shown on camera consideration will be given to how else they can participate in the service. (see also On-line/Live Stream Safeguarding policy statement appendix 5)

Working with adults at risk

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.

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.

Worship

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

- Providing a loop system in the Coxwell Room & Forum
- 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 resources to cater for different levels of understanding
- Using a microphone during times of open prayer so that all can hear

Financial integrity

Arrangements are in place for dealing with money, financial transactions and gifts, as outlined below. These relate to both paid staff and volunteers:

- 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 received should be reported to the elders/trustees, who should decide whether or not the gift can be 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.
- 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.

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.

Live Streaming Service

When a service or event is being live streamed or recorded to be shared online we will ensure that people are aware that they are being recorded and appropriate consent will be sought from those who may be visible on camera.

Record keeping

It is good practice to record pastoral visits (see Appendix 4) 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 DPS and stored in a safe and secure manner for at least 75 years.

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 innate 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 developing within a pastoral relationship.
- Workers should be mindful of any physical contact or greeting they use within a pastoral relationship, seeking consent if physical contact is offered, for example as a means to offer comfort.
- 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.
- Workers should seek advice from the DPS if they believe that someone they are pastorally supporting is becoming dependent on them or developing an inappropriate emotional attachment.

Guidelines for Discipline

In dealing with both children and adults at risk discipline may sometimes be necessary. It can include 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. Should it become necessary to discipline anyone the following guidelines should be followed:

- 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 to talk to them. Talk to/with parents/carers for advice.
- Pray before your group/meeting and talk over the session before you leave.

3.2 SAFER PRACTICE AND SAFER PREMISES

Fire

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.

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.

Risk Assessment

Before undertaking any activity with children or adults at risk, the leader will ensure that a risk assessment is carried out.

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.

Transport

These guidelines apply to all drivers involved in the transportation of children, young people 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 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 cover 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.

Our practice specifically for transporting children is as follows:

- Parental consent will be given for all journeys.

- All children and young people should be returned to an agreed drop-off point at an agreed time. At collection or drop off points, children should never be left on their own; make sure they are collected by an appropriate adult.
- At least two workers (unrelated to each other) should be present when transporting children as part of a church role.

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 will 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 within the group.

Sleeping Arrangements

Sleeping arrangements for overnight events will be carefully considered. It is not acceptable for workers to share sleeping accommodation with young people. Instead, workers should be situated in close proximity and ensure that the young people know where to go if they need help. There should be at least two workers on duty until all young people are asleep.

Where a young person is questioning their gender identity or considering, progressing or has completed gender reassignment we will consult with them and their parents about arrangements for residential trips and sleepovers. If needed the DPS will seek advice from the Webnet Safeguarding Lead.

Named person for safeguarding on the trip

There will be a named person for safeguarding on all outings and residential trips. This person will not necessarily be a Church Designated Person for Safeguarding but they will be someone trained to Level 3 Excellence in Safeguarding. A discussion with the DPS will be held to identify who this person is and agree how information will be communicated to the DPS if a concern is raised during the event. **(This will also happen for outings/events involving adults at risk)**

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.

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.

3.3 SAFER COMMUNITY

Bullying

Bullying is another form of abuse, and it can be verbal or physical. Bullying doesn't just happen to children; 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 the 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, 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, the following procedures will be adopted within the church:

- The children and young people will be involved in agreeing a code of behaviour for their groups, which makes it clear that bullying is unacceptable.
- The church will state 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 know how they can report any incidents of bullying.
- 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 a church or group leader, advice will be sought from the Webnet Safeguarding Lead as to how 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 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.

Online safety –Bullying online and on social media is as serious as physical, in person bullying. In contrast to in person bullying there is often no escape from bullying online in a world where people, especially young people, are accessing their online world from wherever they are; there is no “safe space” and the emotional impact of online bullying can be significant as a result. With this in mind the same procedures apply to disclosures of online bullying as in person incidents.

Working with Alleged or Known Offenders

When it is known that a person who has been convicted of abusing children, young people 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 DPS will inform and take advice from the Webnet Safeguarding Lead.
- A risk assessment will be undertaken with the help of the Webnet Safeguarding Lead to determine the contents of the Safeguarding Contract using the BUGB safeguarding risk assessment tool.
- 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, young people and adults at risk.
- The DPS and ministers will always be informed.
- The DPS 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, reviewed (every 6 months) and enforced. If the contract is broken certain sanctions will be discussed and considered with the Webnet Safeguarding Lead.

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 Webnet Safeguarding Lead throughout this process.

SECTION 4 - USEFUL CONTACTS & RESOURCES

Designated Persons for Safeguarding (DPS)

Kathy Macnamara Tel: 07708 327487 Email: safeguarding@cirencester-baptist.org
Nigel Higginbottom Tel: 07887 726850

CBC Safeguarding Trustee: Naomi Shrubsole Tel: 07896 263093 Email: naomi.shrubsole@cirencester-baptist.org

Police

Contact 101, or 999 in an emergency.
Cirencester Constabulary Child Protect Police Help desk 0845 090 1234

Gloucestershire Children's Social Services help desk Tel: 01452 426565
Out of Hours Emergency Social Care Tel: 01452 614194
Gloucestershire Adult Social Care Tel: 01452 426868

Local Authority Designated Officer (LADO) for Gloucestershire

Nigel Hatten Tel: 01452 426994 Email: nigel.hatten@gloucestershire.gov.uk

Webnet (West of England Baptist Network) Safeguarding Lead

Kath Needham 07389 728669 safeguarding@webnetwork.org.uk

Thirtyone:eight 0303 003 1111 www.thirtyoneeight.org

Baptists Together – www.baptist.org.uk/safeguarding

Baptist Union of Great Britain (BUGB guides) https://www.baptist.org.uk/Groups/269528/BUGB_Guides.aspx

- Model Safeguarding Policy & Procedures
- Understanding 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
- Guide to using Social Media to engage and communicate with young people within the church
- Guide to Safeguarding Record Keeping
- Guide to Warm Spaces
- Safeguarding Audit Tool for Churches
- Live Streaming Services & Events: Safeguarding Guidance

On-going training will be given in these areas and Safeguarding will be a standard item on the agenda of each group that meets.

This document is based on a Model Safeguarding Policy and Guidance from The Baptist Union of Great Britain 2023

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.

Type of Abuse	Additional Definitions
<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 persons aged 16 or above 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, coercive and controlling behaviour where an abuser seeks to exert power over their family member or partner. The Domestic Abuse Act 2021 identifies children who see, hear or experience the effects of domestic abuse as victims in their own right.
<i>Online 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. The Online Safety Bill, 2021, introduces new rules for internet search engines and firms who host user-generated content, i.e. those which allow users to post their own content online or interact with each other. Those platforms which fail to comply with the rules could face penalties of up to 10% of their revenue, and in the most serious cases some may even be barred from operating.
<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>Cuckooing</i>	Cuckooing is the term used to describe occasions where the homes of adults at risk are taken over and used to distribute drugs or as a base for gang or criminal activities. The tenant may believe that the people who are in their home are their friends.
<i>Modern Slavery</i>	Modern slavery is the practice of treating people as property; it includes bonded labour, child labour, sex slavery and trafficking. In the UK we see examples of this through County Lines, Child Sexual Exploitation and forced labour.
<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>Peer-on-Peer Abuse</i>	Peer-on-peer abuse is where sexual abuse takes place between children of a similar age or stage of development.
<i>Child on Child Abuse</i>	Child on Child abuse is when a child abuses another child of any age or stage of development
<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 DPS. 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 DPS within 24 hours of it 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 DPS, 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 DPS (who might then in consultation make the information available to representatives of any statutory authorities involved and the Webnet Safeguarding Lead).

*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 DPS.** It should be clear that the duty remains with the worker to record and pass on their concerns to the DPS.*

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.

If the suspicions or allegations in any way involve one of the DPS then the report should be made to another DPS. If the suspicions in any way implicate all the DPS, then the report should be made to the Safeguarding Trustee or one of the ministers who will not tell the DPS a concern has been raised about them. If the concern relates to a Minister, then contact the Webnet Safeguarding Lead who will lead you through the process. Do not tell the Minister a concern has been raised.

STAGE 2 – THE DESIGNATED PERSON FOR SAFEGUARDING (DPS)

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 DPS:

- 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 Minister(s) and Safeguarding Trustee, 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 (Kath Needham, our Webnet safeguarding lead can be contacted on 07389 728669 or safeguarding@webnetwork.org.uk we also have membership of Thirtyone:eight, who are happy to give advice 0303 0031111, they would confirm their advice in writing, which would need to be kept).

The duty to REPORT

The DPS will decide who the report should be referred on to, working in conjunction with the church Safeguarding Team where appropriate. 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). 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 Webnet Safeguarding Lead.*

- Whenever a formal referral is made to the police, Social Services or LADO, the DPS should report the referral to:
 - Webnet Safeguarding Lead
 - Safeguarding Trustee
 - Minister (s) as appropriate

A record will be kept of all safeguarding incidents and will be considered in the annual review of the church's safeguarding policy. All original reports will be retained safely and securely by the DPS and a written record will 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 DPS, Safeguarding Trustee and Minister(s) (as appropriate).

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, young people or adults at risk this would be classed as a serious incident that will be reported to 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, young people or adults at risk, there is also a statutory duty to report the incident to the Disclosure and Barring Service (DBS).

SAFEGUARDING INCIDENT FORM

PERSON REPORTING THE INCIDENT OR CONCERN:

Name:

Address:

Phone number:

Email:

Role in Church:

DETAILS OF CHILD / ADULT AT RISK YOU ARE CONCERNED ABOUT:

Name:

Date of Birth / Approximate Age:

Address:

Phone number:

Email:

Do they know that you are sharing concerns about them?

If not, please explain why:

IF UNDER 18 PLEASE INCLUDE DETAILS OF THE PARENT OR CARER:

Name:

Address:

Phone number:

Email:

Relationship to the child/ young person:

Do they know that you have concerns that you are sharing?

If not, please explain why:

DETAILS OF ALLEGED PERPETRATOR (IF RELEVANT)

Name:

Address:

Phone Number:

Email:

Are they an adult or a child (under 18):

Relationship to the child/adult at risk:

Does the child / adult at risk live with the alleged perpetrator?

DETAILS OF INCIDENT OR CONCERN:

- Remember to include the 4 W's – Who, What, Where, When.
- Be clear whether this is something you have been told about or something that you have observed directly.
- Include names of anyone else who witnessed the incident or is aware of the concern.
- Refer to the church safeguarding policy if you are unsure what to include.

*Please continue on a separate sheet if necessary

HAVE YOU CONTACTED ANYONE ELSE (SOCIAL SERVICES, POLICE, LADO, REGIONAL SAFEGUARDING LEAD, MINISTER)?

Please give details of who and when below:

Organisation: _____

Name of contact: _____

Date of contact: _____

This Incident Form should be passed to the Designated Person for Safeguarding (DPS) within 24 hours of any incident or concern arising. Do not delay reporting your concerns to the DPS because you do not have all the information requested in this form. Where there is an immediate risk of harm, please call the DPS straight away and use this form to follow up on that call. Remember if they are not available call the police or social services, do not wait for the DPS to be available.

Remember: Treat this information confidentially. Do not discuss the contents of this form with anyone other than the DPS, not even for prayer purposes.

Signed

Date

APPENDIX 4 – Pastoral Record Keeping

These notes need only be brief, should stick to facts and avoid your own opinions. These should be kept and archived annually.

Date	Time	Name	Place/phone/text /WhatsApp etc.	Discussion (subject) and any actions taken

APPENDIX 5 – ON-LINE/LIVE STREAM SAFEGUARDING POLICY STATEMENT

On-line/Live Stream Safeguarding Policy Statement

Jesus said "Let the little children come to me" Matthew 19 v 14

We want all children to be welcome at CBC, to know they and their families are safe and included. In ensuring that all children are included in in-person services, we commit to the following guidelines when we are live-streaming.

We will ensure that ...

- all cameras used to stream online are angled/zoomed so that they only show the stage area.
- no children will be asked to be on stage during streamed services unless planned for in advance and for a special individual reason (e.g. dedication, children choir, etc.).
 - If a child is included in the above and in a group who cannot be shown online for safeguarding reasons, that part of the service will not be streamed (a splash screen will be applied with only audio.)
 - When children are leaving for their groups, pre-service notices will be displayed during that time.
- if a child is unexpectedly seen on stage during a streamed service a splash screen will be displayed as soon as the PA team become aware to protect the child.
 - if a child does end up on the recording by accident the video will be edited before it is published online on YouTube for public viewing.
- Baptisms
 - The camera will always be focused and fixed over the pool such that no other persons can be seen when sat on the chairs around the pool.

This will be shared on our website, given to all our service leaders, preachers, and guest preachers.

Agreed by CBC Trustees 10th January 2022