



London Road  
Baptist Church

*..loving, reaching, building, changing....*

# London Road Baptist Church

## Safeguarding Procedures

April 2016

London Road Baptist Church

Kirkley Park Road

Lowestoft

NR33 0LQ

# Contact Details

## **Designated Person for Safeguarding**

Name: Susan Lyon

Contact Number: 07764194062

## **Deputy Designated Person for Safeguarding**

Name: Sarah Evans

Contact Number: 07852796586

## **Safeguarding Trustee**

Name: Susan Lyon

Contact Number: 07764194062

## **DBS Verifier**

Name: Jack Overy

Contact Number: 07841950674

## **Regional Minister**

Name: Nick Lear

Contact Number: 01268 769848

## **Suffolk Children and Young Peoples Services**

**Customer First 0808 800 4005.**

**Lowestoft Police Station 01473 613500**

**Churches Agency for Safeguarding 020 7467 5216**

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# Safeguarding Policy Statement

## **Safeguarding Children and Young People at London Road Baptist Baptist Church**

The church recognises its responsibilities for the safeguarding of all children and young people under the age of 18 (regardless of gender, ethnicity or ability) as set out in *The Children Act 1989 and 2004*, *Safe from Harm* (HM Government 1994) and *Working Together to Safeguard Children* (HM Government 2010).

As members of this church we commit ourselves to the nurturing, protection and safeguarding of all children and young people associated with the church and will pray for them regularly. We commit ourselves to the following policies and to the development of procedures to ensure their implementation.

### **Prevention and reporting of abuse and responding to concern**

It is the duty of each church member and each member of the wider church family to prevent the physical, sexual and emotional abuse of children and young people and the duty of all to respond to concerns about the well-being of children and young people and to report any child abuse disclosed, discovered or suspected. The church will fully co-operate with any statutory investigation into any suspected abuse linked with the church.

### **Safe recruitment, support and supervision of workers**

The church will exercise proper care in the selection and appointment of those working with children and young people, whether paid or voluntary. All workers will be provided with appropriate training, support and supervision to promote the safeguarding of children.

### **Safe behaviour: a code of behaviour for workers**

The church will adopt a code of behaviour for all who are appointed to work with children and young people so that all children and young people are shown the respect that is due to them.

### **Safe practice and safe premises**

The church is committed to providing a safe environment for activities with children and young people and will adopt ways of working with children and young people that promote their safety and well-being.

### **A safe community**

The church is committed to the prevention of bullying of children and young people. The church will seek to ensure that the behaviour of any who may pose a risk to children and young people in the community of the church is managed appropriately.

### **Designated Safeguarding Persons**

The church has appointed **Susan Lyon** as the Safeguarding Trustee to oversee and monitor the implementation of the policy and procedures on behalf of the church's charity trustees.

The church has appointed **Susan Lyon** as the Designated Person for Safeguarding, and **Sarah Evans** as deputy, to:

- advise the church on any matters related to the safeguarding of children and young people
- take the appropriate action when abuse is disclosed, discovered or suspected.

## **Policy and procedures**

A copy of the LRBC Safeguarding Policy Statement will be displayed permanently on the noticeboard in the foyer of London Road Baptist Church and the Whitton Life Centre.

Each worker with children and young people whether paid or voluntary will be given access to a full copy of the LRBC Safeguarding Policy and Procedures and will be required to follow them.

A full copy of the LRBC Safeguarding Policy and Procedures will be made available on request to any member of the church, the parents or carers of any child or young person from the church or any other person associated with the church.

LRBC Safeguarding Policy and Procedures will be monitored and reviewed annually.

The Safeguarding Policy Statement will be read annually at the church meeting in May together with a report on the outcome of the annual review.

LRBC Safeguarding Policy and Procedures should be read in conjunction with the recommendations and guidelines of the Baptist Union's 'Safe to Grow' 2011 which can be found in the photocopier room. May 2016

# PART 1 - RESPONDING TO CONCERN

## Understanding and Recognising Abuse

Abuse and neglect are forms of maltreatment of a child. This abuse may be physical, emotional, sexual, organised, spiritual or neglect. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children 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 another child or children.

### **1) How to respond when someone wants to talk about harm or abuse**

- Listen-and keep listening
- Don't question
- Avoid passing judgement on what you are told
- Never promise confidentiality
- Explain what you intend to do and don't delay in taking action
- Contact one of the Designated Persons for Safeguarding – or in their absence take action yourself
- Write down what is said – details below

### **3) What to do when a child talks about harm or abuse**

You need to make a careful written record of what has been observed as follows:

- Make notes as soon as possible (preferably within one hour of the child talking) including a description of any injury, its size and a drawing of its location and shape on the child's body.
- Write down exactly what the child has said and when s/he said it, what was said in reply and what was happening immediately beforehand (eg. a description of the activity).
- Write down dates and times of these events and when the record was made.
- Write down any action taken and keep all hand written notes even if subsequently typed up.
- Contact one of LRBCs Designated Persons immediately or within 24 hours.

These notes will be passed on to the Designated Person for Safeguarding to assist them should the matter need to be referred to Children's Social Care Team. Any referral to Children's Social Care Team will be confirmed by the referrer in writing within 48 hours. All documents including copies of everything sent to Children's Social Care Team, will be signed by you, dated and kept at the LRBC Church office.

### **4) Responding to concerns for a child or an allegation of abuse**

Where possible, concerns will be passed to the Designated Person for Safeguarding (or Deputy Designated Person for Safeguarding) but difficulty in contacting these individual(s) should not delay action being taken.

If there is a concern that a child may have been harmed or abused, the Designated Person for Safeguarding will act as follows.

#### 4.i) Where a child has a physical injury or symptom of neglect:

- Contact Children's Social Care Team if there are concerns that a child may have been deliberately hurt, is at risk of 'significant harm' or is afraid to return home. Do not tell the parents, or other people involved.
- If a child needs urgent medical attention an ambulance will be called or they will be taken to hospital, informing the parents/carers afterwards of the action that was taken.
- The hospital staff will be informed of any child protection concerns.

#### 4.ii) Where there are allegations or concerns of sexual abuse:

- Contact Children's Social Care Team. DO NOT try to investigate the matter.
- In the case of very severe sexual assault (such as rape), which may have occurred over the last few days, and where it has not been possible to get an immediate response from Children's Social Care Team, contact the police.
- Do not touch or tamper with any evidence, such as stained clothing.
- DO NOT tell other people including the parents / carers; they could be involved.

- Keep information on a need-to-know basis so that any alleged perpetrator is not 'tipped off'.

Should the Designated Person for Safeguarding not feel it necessary to refer the matter to Children's Social Care Team but you (or anyone else) have serious concerns for the child's safety, then you will contact the relevant authorities directly. The safety of the child over-rides all other considerations and it is important to remember that sexual abuse of children is a serious crime.

If the allegation is against a Church leader who has responsibility for implementing the Policy, you will refer it directly to Children's Social Care Team or seek appropriate professional advice, eg. from the Regional Minister.

## **B. Third Party Allegations and Referrals**

Where a third party alleges abuse towards a child, your role is to gather as much information as possible from this person. The third party will be advised that the information they have provided will be shared with the Designated Person for Safeguarding and may result in a referral to the Children's Social Care Team Department with their details. This is so that Children's Social Care Team can contact them if necessary.

## **C. Allegations against Workers**

- The advice of Children and Young People's Social Care Team and the police will be sought before taking any action such as suspension of employment.
- During an enquiry, the worker will be supervised as closely as possible without raising suspicion during the period between the matter coming to our attention, the authorities being informed and the appropriate action being taken.
- The suspension of a worker following an allegation is by definition a neutral act but may be necessary because the priority is to protect children from possible further abuse or from being influenced in any way by the alleged perpetrator.
- It may be necessary, for the sake of the child (or to satisfy the needs of an investigation) for the alleged perpetrator to worship somewhere else and in such cases the new church leaders will be informed of the reasons.

## **D. Pastoral care**

When an allegation/suspicion arises, a period of investigation will follow, which will be stressful for all involved.

- Support will be offered to the suspected perpetrator without compromising the children or their families.
- Information in relation to allegations of abuse should be given on a need-to-know basis. In this way leaders not privy to the detail are free to offer support to other parties, including the suspected perpetrator.
- Where an investigation is under way, this support will be provided with the knowledge of the child protection authorities.
- The Church will ensure that one person is responsible for dealing with the authorities, another offers support to the victim and their family, and another gives pastoral care to the alleged perpetrator. It may be necessary to appoint another person to support the perpetrator's family.
- 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.

## **E. False Allegations**

False allegations are possible: all allegations will be properly investigated in an endeavour to establish the truth.

## **F. Allegations against children/young people**

Where a child is in a position of power, has responsibility over another child (as in a babysitting arrangement) and abuses that trust through some sexual activity, then this is abusive. Where one child introduces another child to some 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.

Instances such as these are investigated by the child protection agencies 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. The possibility is that they have also been abused. Since sexual abuse can be addictive and other children could be victims now or in

the future, it is important to take the matter seriously and we will need to deal with this as they would any other allegation.

## **PART 2 - SAFE RECRUITMENT, SUPPORT AND SUPERVISION OF WORKERS**

### **Application** (NB. see LRBC Recruitment procedures for voluntary workers document)

Under the Criminal Justice and Court Services Act 2000, it is an offence for anyone disqualified from working with children and young people to knowingly apply, accept or offer to work with children. The Act specifically includes trustees of charities working with children. This means that a person banned from working with children cannot serve as a trustee of a church. It is also a criminal offence to knowingly offer work with children to an individual who is so disqualified or to knowingly allow such an individual to continue to work with children.

All those having contact with children or young people whether in paid or voluntary positions will be appointed according to LRBC's recruitment procedure which is overseen by the person with responsibility for completing DBS checks. They will be asked to agree to an enhanced Disclosure and Barring Service (DBS) check being carried out before the position is confirmed.

#### 1) Application

All those wishing to work in a voluntary or paid position with children or young people must complete an application form before being appointed.

#### 2) References

Formal references will be requested for all applicants, voluntary and paid.

Where applicable an applicant's UK residency status and/or right to work in the UK will be checked.

#### 3) Interviews

All prospective workers will have an interview. Voluntary workers will meet with their appropriate group leader to discuss their role and application form.

### **A. Appointment and Supervision**

The Church's safeguarding policy as well as the practical expectations will be discussed with the applicant at interview. The worker will be required to sign a written agreement which includes a clear role description, an assigned supervisor and a declaration that they will follow the church's Safeguarding Policy and attend regular training.

It is also advisable to have a probationary period (say 6 months).

There will be regular team meetings to review procedures to ensure a common approach, sharing of concerns and identifying other matters that may need clarification and guidance.

#### 1) Training

It is important that all workers understand the agreed procedures for protecting children.

Child protection training must be attended at least once every 3 years.

Training for workers in relevant areas will be arranged, eg. first aid, food hygiene.

#### 2) Young People

Young people under 18 may be used as leaders but such leaders will be responsible to a named adult worker and will never be in a position where they are providing unsupervised care of children.

Young leaders under the age of 18 will not need to be appointed under the procedures outlined in our policy and therefore will not be required to apply for a DBS check if they are asked to take increasing leadership responsibility in a group in which they are a member and they are assisting the leaders of that group

Young leaders under the age of 18 will need to be appointed under our procedures and therefore will need to apply for a DBS check if they are appointed to work in a regulated activity with children and young people in a group to which they do not belong. (i.e. a group for a younger age range)

## PART 3 - SAFE BEHAVIOUR: A CODE OF BEHAVIOUR FOR WORKERS

### Code of behaviour overview

The aim of these general guidelines is to ensure quality childcare, protect children from possible abuse and workers from false accusation.

- Workers should treat all children /young people with dignity and respect in attitude, language and actions.
- Use age appropriate language and tone of voice.
- Do not engage in any of the following;
  - Invading the privacy of children or young people when they are using the toilet or shower.
  - Rough games including contact between a leader and a child or young person.
  - Sexually provocative games.
  - Making sexually suggestive comments.
  - Scapegoating, ridiculing or rejecting a child or young person.
- When it is necessary to control and discipline children and young people, this should be done without using physical punishment. A situation may arise where a child or young person needs to be restrained in order to protect them or a third person.
- No one should normally be left working alone with children and young people, but as part of a team showing mutual responsibility for each team member.
  - Where there is one adult working in a room with children or young people, then internal doors should be left open.
  - At least two people should be present before external doors are opened for an event.
- If workers do find themselves on their own they should;
  - Assess the risk of sending child/young person home
  - Phone another team member and let them know the situation
  - Get a second leader to join them as soon as possible
  - Write down a record of what happened
- If a child or young person 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.
  - Or if you are in a room on your own, leave the door open.
  - Or you make sure another team member knows.
- Consideration should be given to how many workers should be involved with the group and whether they should be male or female workers or both.
- The only adults allowed to participate in children's and young people's activities are those appointed and trained as children's/youth workers. The leader of the activity should be aware of any other adults who are in the building.
- The parents/carers may or may not attend church and it is important therefore they have been given information about the group including contact telephone numbers.

Below are suggested ratios of adults to children, recommended for all activities with children and young people. There should always be at least two adults leading groups for children under age 11.

Age group	Adult Helpers	Number of Children
2 years and under	1	3
3 years	1	4
4 to 7 years	1	8
8 years or older	1	10

- The level of personal care (eg. toileting) must be appropriate and related to the age of the child whilst also accepting that some children have special needs.

- 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.

## **A. Taking Care of Touching**

- Keep everything public. A hug in the context of a group is very different from a hug behind closed doors.
- Touch should be related to the child's needs, not the worker's.
- Touch should be age-appropriate and generally initiated by the child rather than the worker.
- Avoid any physical activity that is, or may be thought to be, sexually stimulating to the adult or the child.
- Children are entitled to privacy to ensure personal dignity.
- Children have the right to decide how much physical contact they have with others, except in exceptional circumstances when they need medical attention.
- When giving first aid (or applying sun cream etc), 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 are free to help each other by constructively challenging anything which could be misunderstood or misconstrued.

## **B. Mentoring**

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

- The parents of all young people involved in a regular mentoring programme will be made aware that the mentoring is happening and who it is with.
- Regular mentoring should be carried out by a worker of the same sex as the mentee.
- A mentoring meeting should be in a public space, have an agreed start and end time.
- Keep a basic record of dates of significant meetings, text messages and emails.
- Appropriate boundaries in regards to times and demand should be in place, ie. not phoning during the night, etc.
- A written record should be kept of issues/decisions discussed at meetings.

## **C. Visiting Children or Young People at Home**

In the unlikely event that workers need to make a pastoral visit to children and their families at home on behalf of LRBC, this should be done following a discussion with one of the Pastors. Home visits would not be made if the child was alone.

## **D. Children with Special Needs**

Children and young people who have a disability can be at greater risk of abuse. They will often require more help with personal care, such as washing, dressing, toileting, feeding, mobility etc, may have limited understanding and behave in a non age appropriate way.

It is good practice to speak with the parents of children/young people with special needs and find out from them how best to assist the child or young person.

## **E. Children with no adult supervision**

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

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

## F. Peer Group Activities for Young People

All youth activities will be overseen by named adults who have been selected in accordance with agreed recruitment procedures. It is accepted that groups aged 16+ may benefit from being led and run by peers. In this situation adult leaders will contribute to programme planning and reviews and will always be readily available on the premises when peer-led activities take place.

## G. Electronic Communication

### Modern Technologies and Safe Communication

LRBC acknowledges and approves the use of technology as a legitimate means of communicating with young people but expects that workers should follow the agreed guidelines below. It is not appropriate to use these communication methods with primary school aged children, 11 years and younger.

### Workers' Communication with Young People

All young people need to be aware of the protocols that workers follow in relation to email, messenger services, social networks and mobile phones including texting. It is important to remember that as well as the parent/carer, young people will have a right to decide whether they want a worker to have their email address or mobile telephone number and will not be pressurised into divulging information they would rather keep to themselves.

#### 1) Email

Email is sometimes used by workers to remind young people about meetings. If email is being used by workers, ensure messages are in the public domain by copying another adult worker into any messages sent. It is important workers use clear and unambiguous language to reduce the risk of misinterpretation, and although it should be obvious when an email is ending, workers should never use inappropriate terms such as 'luv' to round things off.

#### 2) Communicating using Instant Messaging (eg. MSN Messenger, Facebook, SKYPE, Facetime)

Instant messenger should be kept to an absolute minimum. Workers should save significant conversations as a text and also keep a log of any significant communication stating with whom and when they communicated.

#### 3) Mobile Phones

Particular diligence needs to be applied when workers use mobile phones to communicate with young people:

- All mobile phone use will be primarily about information sharing.
- Workers should keep a log of significant conversations/texts.
- Any texts or conversations that raise concerns should be passed on/shown to the worker's supervisor.
- Workers should use clear language, particularly when texting, and should not use words such as 'luv' or abbreviations like 'lol' which could mean 'laugh out loud' or 'lots of love'.

#### 4) Social Networks

LRBC's policy recommends that workers do not allow young people to access their personal site e.g Facebook accounts. Good practice would be for an individual to create a separate account for young people to access.

If a worker allows their personal site to be accessed by young people they should:

- Ensure that all content including photos is suitable.
- Be aware of age limits on social network sites.
- Copy other workers into communication and keep all communication in the public domain.

#### 5) Taking Video and Photographs of Children

Since the introduction of the Data Protection Act in 1998, churches must be very careful if they use still or moving images of clearly identifiable people. There are several issues to be aware of:

- Permission must be obtained, via the consent form, of all children who will appear in a photograph or video before the photograph is taken or footage recorded.
- Photographs should not be used externally of LRBC or uploaded onto the internet without consent.
- It must be made clear why that person's image is being used, what you will be using it for, and who might want to look at the pictures.
- If images are being taken at an event attended by large crowds, such as a sports event, this is regarded as a public area and permission from a crowd is not necessary.

- Many uses of photographs are not covered by the Data Protection Act 1998, including all photographs and video recordings for personal use, such as a parent/carer taking photographs at school sports days for the family photo album, or videoing a church nativity play.
- Children and young people under the age of 18 should not be identified by surname or other personal details, including e-mail or postal addresses or telephone numbers.
- When using photographs of children and young people, it is preferable to use group pictures.
- Photographic material should be stored safely.
- This also applies to photos taken on leader's personal mobile phones and electronic devices

## **PART 4 - SAFE PRACTICE AND SAFE PREMISES**

### Consent forms

It is essential that we have important information about all children and young people involved in any activities at the church. This information is recorded on consent forms for each children/young person group.

The first week someone attends they must provide their name, medical emergency information and a contact name and number and complete a consent form before they attend the group again.

#### 1) Health and Safety

All activities for children and young people will comply with the Church's current health and safety policy and will be conducted in accordance with Guidelines in the '*Bookings and Conditions of Hire*' document.

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

Buildings being used for children's groups will be properly maintained. An annual health and safety review should consider all aspects of safety for all children and young people using the premises.

#### 2) Fire

It is the responsibility of all group leaders/responsible persons within the building to ensure the safety of themselves and those who are in their control. In addition it is a legal requirement that all group leaders/responsible persons are familiar with the emergency procedures in the event of fire.

#### 3) First Aid

LRBC aims to have a trained First Aider as one of the workers in each of its children and young people's groups. There is a list showing who they are displayed at LRBC in the main hall, entrance, kitchen, office and downstairs kitchen. At the Whitton Life Centre the list is displayed on the kitchen door.

#### LRBC

First aid kits are located in the main kitchen, down stairs kitchen (this is a youth kit) and in the first aid cupboard outside the ladies toilets. There are two portable kits for trips and football etc and a special vehicle kit in the minibus. The accident/illness record book is located outside the ladies toilet and must be completed in the event of any accidents, injuries or incidents.

#### Whitton Life Centre

The First aid kit is located in the kitchen under the till along with the accident/illness record book.

The first aid officer ensures that the contents of the first aid boxes are checked on a regular basis. Completed accident forms should be passed on to the church administrator.

#### 4) Registration of attendees of groups and the youth workers present

A register should be taken at the start of each children and young people's group of both the young people and adults present.

## 5) Food Hygiene /Health and Hygiene

The Food Safety (General Food Hygiene) Regulations 1995 state that anyone who handles food or whose actions could affect its safety must comply with the regulations. It follows therefore that those with responsibility for food will need to possess the Basic Food Hygiene Certificate and be aware of food safety (preparation, handling and storage, disposal of waste, etc.)

## 6) Transporting Children

These guidelines will apply to all drivers involved in the transportation of children and young people, on trips organised by or on behalf of the Church. They do not apply to private arrangements for transportation made, for example, between parties with parental responsibility.

Our practice on transporting children is as follows:

- Usually only those who have gone through the Church recruitment procedures for workers will transport children.
- All drivers will have read the Church's Child Protection Policy and agree to abide by it.
- Parental consent will be given for all journeys.
- At collection or dropping off points do not leave a child on their own. Make sure that children are collected by an appropriate adult.
- Drivers will be 21 or over and have held a full driving licence for at least two years.
- The driver must ensure that they have adequate insurance cover: The driver should declare to their insurers that they are participating in the activity of transporting people for the church. 'Business use' cover may be required. The response of the Insurance company may be different if the driver is being reimbursed. The vehicle will need to be road worthy.
- Workers may be alone with a child for short periods, for example when dropping off the last child. Consideration needs to be given to dropping off the least vulnerable child last and routes planned accordingly. The child or young person should be asked to sit in the back seat of the car.
- Drivers will not spend unnecessary time alone in a car with a child.
- Make sure all children and young people are returned to pick up point.
- All hired minibuses used to transport children will have a small bus permit, the necessary insurance, a driver with a valid driving licence that entitles them to drive a minibus.
- If parents transport each other's children around other than trips organised by the church, for example to and from activities, such arrangements are the responsibility of the parents involved and not the responsibility of the Church.
- Where possible workers should avoid giving regular lifts to children or young people in their own to and from church activities.
- On every trip, an adult should be allocated list of those children or young people for whom they have responsibility, and it is good to practice to insist that the same group of children travel on both the outgoing and return journeys with the same adult.
- In addition to ensuring all children and young people wear the seat belts provided, it is also the responsibility of the driver to make sure they are adhering to the laws of child seats for under 12s or under 135cm tall.

## 8) Risk Assessment

Each regular children and young people's group will review its group risk assessment on an annual basis and a copy of this risk assessment will be held by the church administrator in the church office.

Before undertaking any additional activities or trips the activity leader will ensure that a risk assessment is carried out.

## 9) Insurance

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

## **B. Outings and overnight events**

- Before undertaking any outing or overnight activity a special risk assessment must be carried out.
- Parents will be informed in writing of all the arrangements.
- Consent forms will be obtained for each overnight activity.
- There will be leaders with first aid and food hygiene certificates with the group.

### **1) Sleeping Arrangements (Outings and overnight events)**

Arrangements for residential holidays will be considered carefully. Workers will not usually share sleeping accommodation with children or young people. It may be acceptable for workers to share sleeping accommodation with children/young people in a large dormitory or on an activity such as youth hostelling where it is customary practice. Arrangements will be age-appropriate, provide security for the child/young person and be safe for children/young people and workers. The activity leader will ensure that parents understand what the arrangements will be.

### **2) Adventurous Activities (Outings and overnight events)**

No child will participate in adventurous activities without the written consent of the parent /carer. The residential activity/camp organisers will ensure that the staff engaged in such activities are properly trained and qualified and that the correct ratio of staff to children is met. At an activity centre or for an organisation whose own staff undertake such activities, if the activities come within the scope of the Adventure Activities Licensing Regulations 1996, the residential activity/camp organisers need to ensure that the premises are licensed.

### **3) Fire Safety (Outings and overnight events)**

The residential activity/camp organisers will have a fire safety procedure, which will include the following:

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

### **4) Safety (Outings and overnight events)**

At all times, it is the responsibility of the workers to know the whereabouts of every child/young person participating in a residential activity/camp and this may include monitoring access on and off the site.

General safety rules will be applied as appropriate (eg. no running round tents due to the risk of injury from tripping over guy lines).

### **5) Swimming Trips**

There will be an increased adult to child ratio for all swimming trips and prior to the trip the swimming ability of a child/young person will be established. Consent for each child (or a copy) will be taken by the group leader on the trip.

## PART 5 - SAFE COMMUNITY

### Bullying

Bullying is another way in which children (or adults) abuse other children, and it can be verbal or physical. Bullying includes teasing, making unkind comments about a child, demanding money, "ganging up" on a child or physically assaulting a child. You might see evidence of torn clothes, bruising, burns, or scratches. A child might be afraid to attend school or other activities if they think the bully will be present.

The effect of bullying on the victim can be profound, both emotionally and physically.

Bullying can take many forms including:

- Name-calling, taunting, teasing, mocking
- Kicking, hitting, pushing, intimidating
- Unwanted physical contact of a sexual nature or sexually abusive comments
- Taking belongings
- Inappropriate text-messaging and emailing
- Sending offensive or degrading images by phone or over the internet
- Gossiping, spreading hurtful and untruthful rumours
- Excluding people from groups
- 'Unofficial' activities such as initiation ceremonies or practical jokes which may cause physical or emotional harm.

Bullies will often pick on a particular feature of a person's appearance or character as a supposed 'reason' for bullying:

- Racial difference; disability; sexuality; hair colour; gender

Bullies can be:

- Children or young people bullying others in their peer group, or other children and young people either older or younger
- Adults bullying children and young people
- Children and young people bullying adults.

Bullying will always cause a great deal of pain and harm for those on the receiving end. Many children and young 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.

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

- Withdrawal; lack of desire to join activities with certain individuals; drop in school marks; torn clothing; loss of friends; avoidance of church groups and other activities; bruises; need for extra money or supplies.

In order to prevent bullying the following procedures will be adopted:

- The children and young people themselves will be involved in agreeing a code of behaviour which makes it clear that bullying is unacceptable
- Children and young people should know how they can report any incidents of bullying
- All allegations of bullying will be treated seriously
- Details will be checked carefully before action is taken
- The bullying behaviour will be investigated and bullying will be stopped as quickly as possible
- The parents of the bully and of the bullied will be informed
- An attempt will be made to help bullies change their behaviour
- All allegations and incidents of bullying will be recorded, together with actions that are taken.

## **A. Working with Offenders**

When someone attending the Church is known to have abused children, the Leadership Team will supervise the individual concerned and offer pastoral care, but in its commitment to the protection of children, will set boundaries for that person which they shall be expected to keep.

When it is known that a person who has been convicted of sexually abusing children or young people is attending LRBC, 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 a series of allegations about the sexual abuse of children and young people but has never been convicted (such allegations may be revealed on an Enhanced DBS Disclosure under relevant non-conviction information).

If an offender is on the Sex Offenders' Register they will be monitored under guidelines known as the Multi-Agency Public Protection Arrangements (MAPPA). In the latest guidance there is provision to require a written contract to be in place if the offender wishes to attend a place of worship.

In determining the details of the contract:

- There will be a discussion about who should be informed of the nature of the offence and the details of the contract
  - The rights of the offender to re-build their lives without everyone knowing the details of their past offence should be balanced against the need to protect children and young people
  - The Safeguarding Trustee, the Designated Person for Safeguarding and the Pastor(s) should always be informed
- The Designated Person or the Safeguarding Trustee should determine whether the person is subject to supervision or is on the Sex Offenders' Register
  - if so, the Designated Person or the Safeguarding Trustee should make contact with the offender's specialist probation officer (SPO) who will inform the church of any relevant information or restrictions that the church should be aware of
- The Designated Person or the Safeguarding Trustee should inform and take advice from the Regional Minister in the local Baptist Association.

An open discussion must be held with the person concerned in which clear boundaries are established for their involvement in the life of the church. A written contract should be drawn up which identifies appropriate behaviour. The person should be required to sign the contract. The contract:

- Will identify the meetings the person may attend
- Will specify that they will always sit apart from children and young people
- May ask that they are always accompanied by a befriender on church premises
- Will require the person not to attend small group meetings where children or young people are present
- Will require that the person declines hospitality where there are children or young people
- Will state that the person will never be alone with children or young people while attending church functions
- Will require the person to stay away from areas of the building where children or young people meet.

The contract should be monitored and enforced. Those who offend against children and young people can often be manipulative. If the contract is broken certain sanctions should be considered.

In accordance with its Safeguarding Policy and Procedures, LRBC has appointed the following people as 'Designated Persons'

**Susan Lyon :07764194062**

**Sarah Evans:07852796586**

A Designated Person is the contact point for concern over the safety of any child or young person the church has contact with.

Any adult, parent or child is free to contact them for any of the following reasons:

- Any matters arising from the Safeguarding Policy
- Concern for a child or young person's well-being either from observation or what the child or young person has told you
- If you need advice with dealing with a child or young person's safety
- If you need advice over a concern of another adult's actions or an observation you have made of their behaviour.

***If you are unable to reach any of the Designated Persons and you need to act quickly please seek advice either from Churches' Child Protection Advisory Service (CCPAS) 0845 120 4550 or Suffolk CYP services at Customer First 0808 800 4005. If you are currently worried about a child who you believe is at risk, being ill-treated or neglected, please speak Alternatively, contact your local police station on 01473 613500 or if a child is in immediate danger dial 999.***

***For more information please contact the Church office:***

Annual renewal due May 2017

## Appendix 2

### London Road Baptist Church

### Policy Statement on Equal Opportunities

This statement was agreed at the Church Meeting held on 17 May 2016

As an organisation using the Disclosure and Barring Service (DBS) Disclosure service to assess applicants' suitability for positions of trust, this church undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information received.

We welcome people to serve the church on the basis of the right mix of talent, skills, character, potential and call of God, including those with criminal records.

A Disclosure is requested only after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned.

A criminal record will not necessarily be a bar to a person serving with children and young people. This will depend on the nature of the position and the circumstances and background of the offences.

In order to protect the confidentiality of those with criminal records we will access Disclosures as appropriate. We invite the Baptist Union's Child Protection Advisory Panel to advise us in the appointment process when necessary, and we agree to act on their advice for the protection of children and young people.

# Accident Form



Full name of injured person and age if under 18:	Date/Time of accident:
--------------------------------------------------	------------------------

Did the accident occur within a structured activity/meeting? If so, which meeting?

Give details of how the accident occurred, where it occurred, what supervision was being given at the time and the nature of the injury sustained. Continue on the back of the form if necessary – diagrams may be helpful.

Names of any witnesses to the accident:	Name of First Aider:
-----------------------------------------	----------------------

What treatment or advice was given?	Items used from First Aid Kit:
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Was it necessary to call the Emergency Services or take or send them for further treatment? Give details:

Recommendations to the Health and Safety Committee in light of this accident:

**Signed - Injured Person..... First Aider .....**

**Parent/Guardian** (if injured person is under 18).....

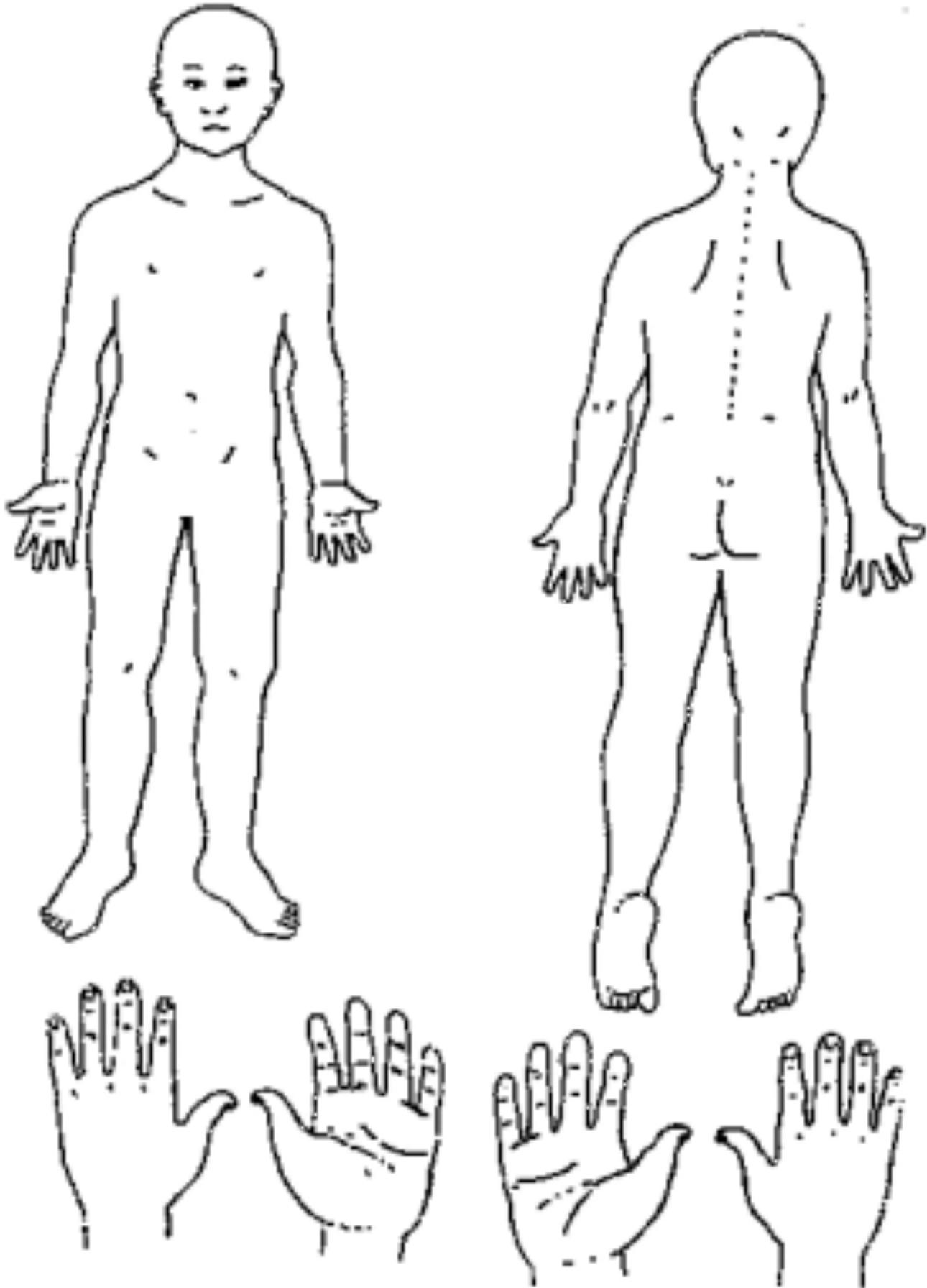
When completed, this form must be signed by parent/guardian of injured person (if under 18). They may wish to have a copy. The form should then be passed to the First Aid Co-ordinator to be reviewed by the Health and Safety Committee.

# Incident Form



<b>Activity/Event</b>	
<b>Date and time</b>	
<b>Leaders present</b>	
<b>Any other activities or people in the building or at the event?</b>	
<p><b>DETAILS OF INCIDENT</b> (ie what happened; when did it happen; who was involved; who witnessed it?)</p>          	
<p><b>RESPONSE TO INCIDENT</b> (ie what did you do; who did you tell; how else did you or will you follow up?)</p>          	
<p>Sign and print name:</p>	
<p>Date</p>	

# Body Chart



## Appendix 7

### Stage 1

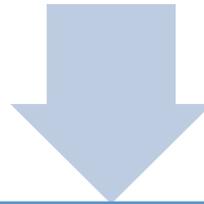
A worker has a concern about the welfare of a child/young person or the behaviour of an adult

The person who has the concern has a duty to

#### **RECORD AND REPORT**

A written record must be made of the concern using a standard incident report form and the concern should be reported to the Designated Person within 24 hours.

If a child is in imminent danger of harm a referral should be made to the police or Social Care Team without delay.



### Stage 2

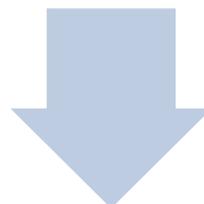
The Designated Person receives the report of concern

The Designated Person has a duty to

#### **REVIEW AND REFER**

The report will be reviewed by the Designated Person with any other relevant information and a decision will be taken (often in liaison with others) as to what action should follow. Any formal referral to Social Care Team should normally be made within 24 hours of receiving the report.

If a child is in imminent danger of harm a referral should be made to the police or Social Care Team without delay.



### Stage 3

After the decision has been made as to what action should be taken

The Designated Person, the Safeguarding Trustee and the Minister may have a duty to

#### **SUPPORT AND REPORT**

Support should be offered to all parties affected by any safeguarding concerns and where formal referrals are made reports may need to be made to the local Association, the Independent Safeguarding Authority or the Charity Commission.