Safeguarding Procedures and Best Practice for Children, Young People and Adults at Risk

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Contents

SECTION 1 - DEFINITIONS OF TERMS 4

SECTION 2 - SAFEGUARDING PROCEDURES 4
INTRODUCTION 4
2.1 PROCEDURE FOR RECOGNISING, RESPONDING TO AND REPORTING ABUSE 4
2.1.1 What to do if Abuse is Suspected or Disclosed 4
2.1.2 Responding to Concerns 6
2.1.3 Responding to Concerns Raised about Adults at Risk 7
2.1.4 Allegations Against Workers 7
2.1.5 Abuse of Trust 8
2.1.6 Allegations Made Against Children and Adults at Risk 8
2.1.7 Pastoral Care 9
2.2 SAFER RECRUITMENT 9
2.3 SAFER BEHAVIOUR 11

SECTION 3 - BEST PRACTICE GUIDELINES 13
3.1 WORKING WITH CHILDREN 14
3.1.1 Guidelines for Good Practice 14
3.1.2 Safety 15
3.1.3 Ratios 16
3.1.4 Children with Special Needs 17
3.1.5 Visiting Children or Young People at Home 17
3.1.6 Children with no adult supervision 17
3.1.7 Mentoring 17
3.1.8 Peer Group Activities for Young People 18
3.1.9 Physical Contact 18
3.1.10 Electronic Communications - Cyber Safety 18
3.2 WORKING WITH ADULTS AT RISK 19
3.2.1 Premises 19
3.2.2 Language 19
3.2.3 Worship 15
3.2.4 Insurance 19
3.2.5 Financial integrity 19
3.2.6 Photographs 20
3.2.7 Computers 20
3.2.8 Record Keeping 20
3.2.9 Pastoral Relationships 20
3.3 HEALTH AND SAFETY - Safe Practice and Safe Premises 21
3.3.1 Consent forms 21
3.3.2 Health and Safety 21
3.3.3 Fire 21
3.3.4 First Aid 21
3.3.5 Supervision of Groups 21
3.3.6 Insurance 22
3.3.7 Transport 22
3.3.8 Outings and Overnight Events involving Children 22
3.3.9 Outings and Overnight Events involving Adults at Risk 23

3.3.10 Hirers of Church Premises 25
3.4 SAFER COMMUNITY 25
3.4.1 Bullying 25
3.4.2 Working with Alleged or Known Offenders 26
3.4.3 Alleged or known offenders who are themselves adults at risk 27

SECTION 4 - USEFUL CONTACTS 28

APPENDIX 1 - DEFINITIONS OF ABUSE 29
APPENDIX 2 – DETAILED GUIDANCE ON REPORTING REQUIREMENTS 32
APPENDIX 3 – SAFEGUARDING INCIDENT FORMS 35
APPENDIX 4 – CONTACT, HEALTH, CONSENT & PERMISSION FORM 38
APPENDIX 5 – PRIVACY STATEMENT – CFYW 39
APPENDIX 6 – CONTACT INFORMATION FORM FOR HOUSEHOLD 40
APPENDIX 7 – PRIVACY STATEMENT – CHURCH 41
APPENDIX 8 – RISK ASSESSMENT TEMPLATE 43
APPENDIX 9 – EXAMPLE RISK ASSESSMENT 44

SECTION 1 - DEFINITIONS OF TERMS

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 CCPAS (Churches' Child Protection Advisory Service):

'Any adult aged 18 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'

SECTION 2 - SAFEGUARDING PROCEDURES

INTRODUCTION

Each trustee, church leader and worker/helper (paid or voluntary) needs to be familiar with these procedures, and it is required that those who are deacons, in any leadership role for a group (children's work, home groups etc) attend both Level 2 and Level 3 BUGB Excellence in Safeguarding training (delivered through the Southern Counties Baptist Association Safeguarding team) and all those that help in a group under the United Church Ferndown banner (children's clubs, Lunch clubs, pastoral visitors etc) should attend level 2, to ensure that they have the knowledge and confidence needed to deal with safeguarding issues as they arise.

Over the following pages there is clear, specific information on how to recognise and report abuse and how to respond to concerns raised within United Church Ferndown. It is vitally important that these procedures are well known and that all those working with children and/or adults at risk in United Church Ferndown have the information and training needed to work with these procedures.

2.1 PROCEDURE FOR RECOGNISING, RESPONDING TO AND REPORTING ABUSE

2.1.1 What to do if Abuse is Suspected or Disclosed

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

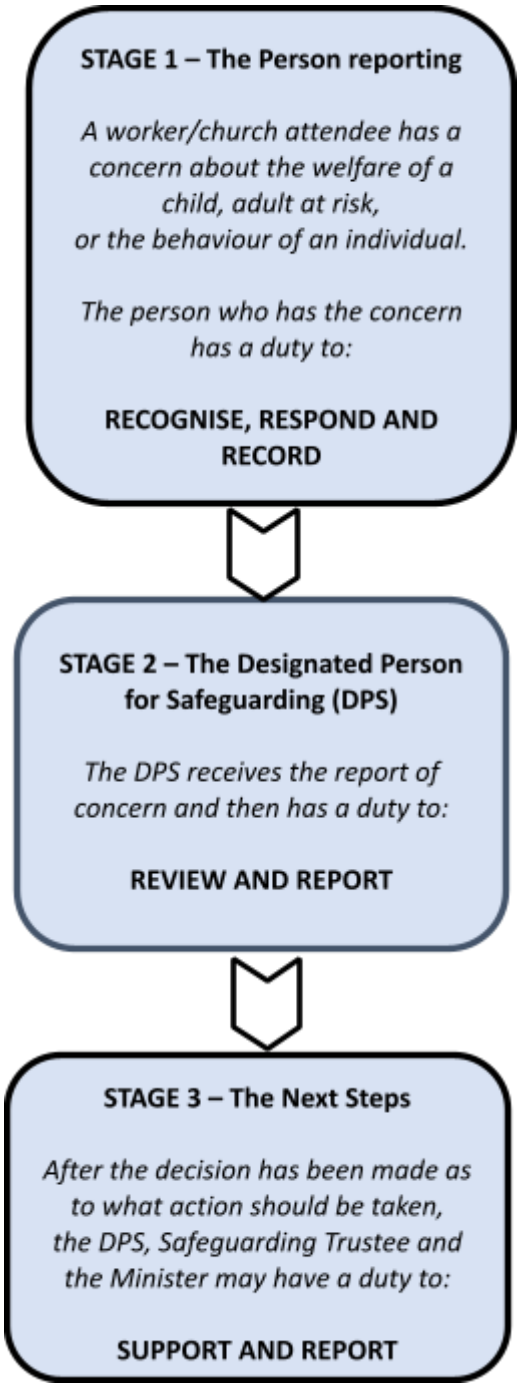
Everyone has their part to play in helping to safeguard children and adults at risk within the life of the church:

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

WHAT TO DO	WHAT NOT TO DO
● 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 Designated Person for Safeguarding (DPS) will contact them again. ● Take action – don't ignore the situation. ● Be supportive. ● Tell them that: 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.	• 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 in 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.

2.1.2 Responding to Concerns

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



A hand-written record must be made of the concern using a standard incident report form (Appendix 3) and the concern must be passed on to the church DPS within 24 hours.

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

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 immediately be made on receiving the report.

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

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 another member of the church Safeguarding Team.

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

2.1.3 Responding to Concerns Raised about Adults at Risk

When a concern is raised about an adult it should be treated in the same way as a concern about a child ie the individual, church worker/helper (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

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 Care Act 2014 provides helpful guidance on these situations:

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

The 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 the Local Authority Adult Safeguarding Team for advice.

2.1.4 Allegations Against Worker/church attendee

If you see another worker/church attendee 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
4) Whilst waiting for an outcome from the statutory authorities, the worker about whom concerns have been raised will be supervised as closely as possible, without raising suspicion
5) Once the statutory authorities are involved, the church will follow their advice with regard to the next steps to take (for example, suspension of worker, putting a contract in place)
6) A written record of all discussions with statutory authorities or other parties should be maintained by the DPS and stored securely and confidentially, where only those directly involved in safeguarding (DPS, Safeguarding Trustee, Minister) can access them.

7) No information about the allegation will be shared with people in the church other than those directly involved in safeguarding; not even for prayer purposes.

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

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

When concerns are expressed about the Minister

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

When concerns are expressed about the church DPS / Safeguarding Trustee

Any safeguarding concerns involving the DPS or Safeguarding Trustee should be raised with the Minister. Do not tell the DPS / Safeguarding Trustee that a concern has been raised about them.

2.1.5 Abuse of Trust

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

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

2.1.6 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, has responsibility over another child (as in a babysitting arrangement) and abuses that trust through some sexual activity, then this is abusive. Where one child introduces another child to age-inappropriate sexual activity or forces themselves onto a child, this is abusive. Such situations will be taken as seriously as if an adult were involved, because the effects on the child victim can be as great.

When such an instance occurs, they are investigated by the statutory authorities in the same way as if an adult were involved, though it is likely that the perpetrator would also be regarded as a victim in their own right, as they may have also been abused. It cannot be assumed that 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. This role can be filled by a range of people, such as a family member, carer, social worker, etc. In court, adults at risk may be allowed to be assisted by an intermediary or give evidence through a live link.

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

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

2.1.7 Pastoral Care

Following an allegation / suspicion

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

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

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

Supporting those who have experienced abuse

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

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

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

It may be necessary to signpost individuals to specialist support. The 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 a clear role profile, person specification and application form;

2) When advertising a role which involves working with children or adults at risk we will make it clear that any appointment is subject to a Disclosure and Barring Service (DBS) check;
3) All applicants will be asked to complete an application form and include the names of two referees;
4) Shortlisting of applicants will be carried out by at least two people, including the line manager or group leader directly overseeing the role being recruited for;
5) Interviews will be carried out by at least two people, including the line manager or group leader;
6) References, a Self Disclosure Form and an enhanced DBS check must be completed satisfactorily before the appointed person starts in their role.
7) In some circumstances, the procedure for recruiting volunteer helpers may be varied as necessary. This procedure will be agreed between the appropriate leader and members of the Safeguarding team.

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.

Additional checks for paid workers
In addition to the above checks which should be completed for both paid and volunteer church workers, an applicant's UK residency status and/ or right to work in the UK will be checked when recruiting for a paid role.

References
Formal written references will be requested, ideally in the form of at least one professional and one personal reference

Appointment and Supervision
The church's safeguarding policy and procedures will be discussed with the applicant and they will be required to sign their agreement to adhere to them. All workers will have a role description and clear lines of accountability to a leader and the leadership team.
Paid workers will also have an assigned supervisor whom they will meet with regularly to discuss work and address any issues or areas of concern. There will be a probationary period of six months in the role before any paid appointment is confirmed.

There will also be regular team meetings to review procedures, share concerns and identify other matters that may need clarification and guidance.

Training
It is important that all workers understand our church's agreed safeguarding procedures and attend Baptist Union of Great Britain (BUGB) Excellence in Safeguarding training at least once every three years. Where a worker is successfully recruited but has not yet been able to attend the training, they should be given a copy of the Baptist Union of Great Britain's ***Gateway to Level 2 Excellence in Safeguarding*** booklet and asked to complete the relevant sections. Additional specialist training will also be arranged where needed, for example, in First Aid.

Young leaders under 18 years of age
In law, young leaders 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 leaders must always be closely supervised by an adult leader and never given sole responsibility for a group of children. When considering ratios of staff to children, young leaders need to be counted as children, not leaders. The safeguarding procedures apply to a young leader just as they do

to any other person. Parent / carer permission needs to be sought for young leaders just as you would for any other person under 18 years of age.
If a young person aged 16 or over would like to be a young leader, they will need to attend the level 2 of safeguarding training and have a DBS check.

2.3 SAFER BEHAVIOUR

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

- Treat everyone with dignity and respect.
- Use age and ability appropriate language and tone of voice. Be aware of your body language and the effect you are having on the child or adult at risk.
- Listen well to everyone. Be careful not to assume you know what a child or adult at risk is thinking or feeling. Listen to what is being spoken and how it is said. At the same time, observe the individual's body language to better understand what is being said.
- Be aware of any physical contact you may have with a child or adult at risk and record it when necessary. For instance, if you need to stop a fight, administer First Aid, give a hug to someone in distress, or protect yourself or others from danger.
- Do not make sexually suggestive comments about or to a child or adult at risk, even in 'fun'.
- Do not scapegoat, belittle, ridicule or reject a child or adult at risk.
- Keep a record of any significant incidents or concerns on a Safeguarding Incident Form (see Appendix 3). Enter the names of all those present and anything of note which you observe, e.g. details of any fights broken up by the workers, allegations made, etc. All workers who witnessed the incident, overheard it or responded in any way should record the details and sign and date the form.

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 (eg. 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.
- 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.

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. See section 3.11 for recommended ratios. 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.

SECTION 3 - 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.

3.1 – WORKING WITH CHILDREN

3.1.1 Guidelines for Good Practice

The church should ensure that:

- *As far as possible a worker is not alone with a child where their activity cannot be seen. On church premises, this may mean leaving doors open, or two groups working in the same room.*
- *Access to the building is safe and well lit.*
- *The worker is aware of the church's Health and Safety Policy including how to report incidents and concerns, where the First Aid equipment is kept and what procedures should be followed in the event of a fire.*
- *Each worker will be reminded of the safe guarding Guidelines on an annual basis.*
- *Each worker attends a safeguarding level 2 training course as soon as possible upon starting a Children's or Youth Work Role and again every three years.*

The worker should:

- *Treat all children, young people and vulnerable adults with respect and dignity befitting their age; watch language, tone of voice and where they put their body.*
- *Not invade the privacy of a child/young person when showering or toileting. Some children may need help when toileting but help within the cubical must be approved by the parents/carers. Another adult must also know that this is happening and be within the vicinity if this takes place.*
- *Not play rough, overly physical or sexually provocative games.*
- *Not give excessive attention to any one child.*
- *Know when a child needs comfort or support and show this appropriately. If a child needs a hug then the parents must be informed of this and also a child should never be hugged in a room alone.*
- *Ensure that if a child is being driven home they sit in the rear of the car and that the worker has written permission. Another adult present would be preferable.*
- *Not stay in a room with the children/youth on their own on a sleep over.*
- *Never give food/sweets/flavoured drinks to a child or young person without the leader of the groups permission, due to allergy awareness and other information that they may be aware of as a leader.*
- *Know where the contact information for the groups are in case of an emergency.*
- *Wherever possible not raise their voice and use other forms of communication to get the children's attention. (Clapping, copying games etc) This is in line with department for education guidelines and play-worker good practice. There are times when a voice needs to be raised, but let's keep this to a minimum and a definite need to do basis!*

- *Always ensure that all workers are working from the same page and that no one is working in a way unbefitting.*

- ***Never** put themselves in a position where they find themselves alone with a child.*

3.1.2 Safety

Our primary commitment is to keep our young people safe. In light of this all groups shall have a Risk assessment that includes the regular activities of that group. This shall be reviewed termly and submitted to UCF leadership annually. An example of a Risk Assessment can be found in the Appendix.

3.1.3 Ratios

The following table represents recommended minimum ratios of adults to children. This should be your starting point in calculating appropriate ratios for your groups and activities. If any special factors emerge within your risk assessment you should increase the recommended ratio in order to ensure safety of the children and young people.

Remember that in calculating the ratios of workers to children you should not include young leaders who are under the age of 18 among the number of adult workers.

These workers should be DBS checked and trained to the relevant level. Level two safeguarding for all workers, level three safeguarding for all leaders. If workers are related in ANY way, they should ensure that a non-related worker is present. Any extra adults that helps who are not DBS checked should never be left alone with children.

A qualified first aider should always be present on site when a group is running. If the group leaves the premises, a first aider and first aid kit should accompany them along with all the children's information.

Age range	**Recommended minimum ratio for INDOOR activities**	**Recommended minimum ratio for OUTDOOR activities**
0 – 2 years	1 DBS checked adult: 3 children (minimum 3) (preferably at least one of each gender)	1 DBS checked adult:3 children (minimum 3) (preferably at least one of each gender)
3 years	1 DBS checked adult: 4 children (minimum 3) (preferably at least	1 DBS checked adult: 4 children (minimum 3) (preferably at least one of

	one of each gender)	each gender)
4 – 7 years	1 DBS checked adult: 8 children (minimum 3) (preferably at least one of each gender)	1 DBS checked adult:6 children (minimum 3) (preferably at least one of each gender)
8 – 12 years	3 DBS checked adults for up to 30 children (preferably one of each gender) with an extra adult for every 10 additional children	3 DBS checked adults for up to 20 children (preferably one of each gender) with an extra adult for every 10 additional children
13 years and over	3 DBS checked adults for up to 30 children (preferably one of each gender) with an extra adult for every 10 additional children	2 DBS checked 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 leaders who are under the age of 18 should be counted as one of the children, not one of the workers.

3.1.3 What happens when ratios fall below the required level?
The ratio of adults to children can fall below the optimum level in two different types of situation.

- In a one off situation where a member of the leadership team is unavailable for one session and it is not possible to arrange alternative cover.
- On a more permanent basis, where it is not possible to find sufficient volunteers to staff a group to a desired level.

The one-off situation
When the first of these scenarios arises, the remaining leaders should:

- Determine whether it is safe to continue with the planned programme –
  - Are there ways of working that would reduce the risks?
  - If there is a week when additional staff were required because of the nature of the planned activities, should the activities be changed?
- If children's and young people's safety is being put at unacceptable risk then the event should be cancelled
- Write a report detailing:
  - The circumstances that led to the reduced staffing levels
  - The actions that were taken to reduce the risk to the children and young people
- Give a copy of this report to the Designated Person for Safeguarding

If the reduced staffing will lead to one adult being alone with a child or group of children or young people, then (if there is time) the event should be cancelled. If there is an emergency that leads to this situation, then the worker who is left alone should follow the practice outlined in the code of behaviour.

The ongoing situation
When insufficient volunteers can be found to staff a particular group at the optimum level, a careful assessment of the situation should be made to see if the risks can be reduced or managed in a sustainable way.

- Are there ways of adapting the programme that would reduce the level of risk?
- Could the group meet at the same time as another group so that in the event of an emergency additional staff cover is available on the premises?

- Could a cap be placed on the number of children or young people attending the group to keep the ratio within manageable limits?

Any decision to run a group with staff ratios that are below the recommended level should be taken by the charity trustees of the church. The decision should be recorded in their minutes together with

- The reasons why they believe that the decision made is justified
- Any measures that have been taken to minimise the risks to children and young people

In **no** circumstances should the trustees plan to continue running a group where only two adults will be present with children and young people.

If a child is being collected by an adult that is unknown to the workers, a password system should be used. The adult with parental responsibility will issue a password to the adult who has consent to collect and also to the leader at the group. This way we can ensure that the child/ young person leaves with someone that has been given permission.

3.1.4 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, and may have limited understanding and behave in a non-age-appropriate way. It is good practice to speak with the parents/carers of children/young people with special needs and find out from them how best to assist the child or young person.

3.1.5 Visiting Children or Young People at Home

If it is necessary for anyone to make pastoral visits to children and their families at home, the DPS should be informed, and a record should be held. The person visiting should ensure there is an adult present at all times when speaking to children. If the visit concerns delicate or serious matters e.g. behavioural issues then it is preferable that 2 people attend the visit.

3.1.6 Children with no adult supervision

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

- Welcome the child and try to establish their name, age, address and telephone number.
- Record their visit in a register.
- Ask the child if a parent/carer is aware of where they are. Where possible, phone and make contact.
- Without interrogating the child, find out as soon as possible whether they have any specific needs (eg. medication) so that you can respond appropriately in an emergency.
- Give the child a consent form and explain it needs to be filled in and brought back next time. If there is no consent form after 3 attendances, the child, young person will not be allowed to attend.
- Where those with parental responsibility are unknown to the leaders, there should be caution when it comes to home time. Children can be very eager to leave with a person, but they may not legally be allowed to.

3.1.7 Mentoring

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

- The parents of all young people involved in mentoring are required to sign a letter to say they are aware that the mentoring is happening and who it is with.
- Mentoring meetings should only be held in agreed places, and should be in view of other people.

- A mentoring meeting should have an agreed start and end time and the line manager or church leadership 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 and given to the DPS
- Appropriate boundaries should be put in place in regard to times and demand, ie not phoning or texting late at night, etc.
- A written record should be kept of issues/decisions discussed at meetings.

3.1.8 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.

3.1.9 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 worker's.
- 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.

3.1.10 Electronic Communications - Cyber Safety

These guidelines are for usage of mobile phones, email and social networking sites.

Email addresses and mobile phone numbers may only be shared with the consent of a young persons' parent/carer. Email and text messages should not be sent directly to individual children under the age of 18 years.

Only trustees and church appointed children and youth workers should have access to the email addresses and mobile numbers of young people as per UCF's GDPR policy.

If a worker receives any form of contact via electrical devices from a young person or child they should always

- Save the information
- Make a record of the date and time
- Record the nature of the content (if a verbal conversation by phone)

If a worker would like to contact a young person please go through the person who has parental responsibility

On social networking sites

- Use the United Church Ferndown Facebook site when possible, to share

Information, or appropriate groups
- All content must be appropriate for anyone to view
- Adhere to age restrictions on sites at all times. Do not accept communication from anyone under the age
- Be aware of the content of uploaded photos
- Be totally transparent and open to scrutiny
- Remember if it is not necessary, do not write it

There should be no communication with under 18s unless through their responsible adult,

All staff, workers and helpers should be aware of the **United Church Ferndown Social Media Guidelines** which is a separate Policy found on **www.ferndown.church/policies**

3.2 WORKING WITH ADULTS AT RISK

3.2.1 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.

3.2.2 Language

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

3.2.3 Worship

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

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

3.2.4 Insurance

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

3.2.5 Financial integrity

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

- Those who work with adults at risk may become involved in some aspects of personal finance - collecting pensions or benefits, shopping or banking, etc. If handling money for someone else, always obtain receipts or other evidence of what has been done.

- Workers should not seek personal financial gain from their position beyond any salary or recognised allowances or expenses.
- Workers should not be influenced by offers of money.
- Any gifts received should be reported to the church 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.
- Workers should ensure that church and personal finances are kept apart to avoid any conflict of interest.
- If someone alters their will in favour of an individual known to them because of their church work or pastoral relationship, it should be reported to the trustees. Workers should not act as Executors for someone they know through their work or pastoral role, as this may lead to a conflict of interests.
- Expert legal advice should be sought on matters such as Power of Attorney and Appointeeship to ensure that the situation is clearly understood and is the most appropriate course of action for the adult at risk.

3.2.6 Photographs

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

3.2.7 Computers

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

3.2.8 Record keeping

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

3.2.9 Pastoral Relationships

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

- Workers should be aware of the power imbalance within pastoral relationships and the potential for abuse of trust.
- Behaviour that suggests favouritism or gives the impression of a special relationship, should be avoided.
- Workers should be aware of the dangers of dependency within a pastoral relationship.
- Workers should never take advantage of their role and engage in sexual activity with someone with whom they have a pastoral relationship.

- All people receiving pastoral ministry should be treated with respect and should be encouraged to make their own decisions about any actions or outcomes.
- Workers should not pastorally minister to anyone whilst under the influence of alcohol or drugs.
- Workers need to recognise the limits of their own abilities and competencies, and get further help when working with situations outside of their expertise or role.

3.3 HEALTH AND SAFETY - Safe Practice and Safe Premises

3.3.1 Consent forms

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

3.3.2 Health and Safety

All activities for children, young people and adults at risk will comply with the church's current health and safety policy and will be conducted in accordance with *Guidelines for users of United Church Ferndown*, with particular attention paid to the sections on Fire Action, First Aid, PAT testing, Health and Safety and Kitchen and Food Hygiene.

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

Buildings being used for children's and adult at risk groups will be properly maintained. A representative from the teams involved will take part in an annual health and safety review in order to consider all aspects of safety for everyone involved in using the premises

3.3.3 Fire

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

3.3.4 First Aid

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

3.3.5 Supervision of Groups

The person responsible for a group/activity, excluding Sunday worship services, must sign in at the start and out at end of that activity so it is clear that he or she is the 'responsible person' for that activity. That person should make sure that a register is kept of all those people attending the activity.

3.3.6 Insurance

Anyone organising a residential activity will check that there is adequate insurance cover in place. If the trip is at a centre it is also important to establish that there is appropriate public liability insurance in place.

3.3.7 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 or Policy Statement 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.
- Ensure that the minibus is fitted with seatbelts on all the seats and that seat belts are always worn
- Ensure that the number of children and adults does not exceed the capacity of the mini bus so that all can have an allocated seat with a seatbelt

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 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 should be present when transporting children as part of a church role.
- Seat belts should always be worn, and the proper child seats and child restraints should be used for young children in accordance with the law

3.3.8 Outings and Overnight Events involving Children

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

- A risk assessment must be carried out beforehand.
- Parents will be informed in writing of all the arrangements.
- Consent forms will be obtained for the specific activities involved.
- There will be workers with first aid and food hygiene certificates with the group.
- The children and young people should be divided into groups, each with a responsible adult, even if the whole group is to remain together. Each adult should be given a written list of those children and young people for whom, they have responsibility.
- If travelling in small groups, it is good practice to insist that the same group of children or young people travel with the same adult on both the outgoing and returning journeys. This minimises the possibility of children or young people going astray because of false assumptions that someone else has taken them.

Sleeping Arrangements

Sleeping arrangements for overnight events will be carefully considered. 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 and there is more than one worker per room. Workers will not share sleeping accommodation with fewer than three children. Arrangements will be age-appropriate, provide security for the child/young person and be safe for everyone involved. The event leader will ensure that parents understand what the arrangements will be and are happy with them.

Adventurous Activities

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

Fire Safety

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

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

Safety

It is the responsibility of the workers to always know the whereabouts of every child/young person participating in an overnight event, and this may include monitoring access on and off the site.

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

Swimming Trips

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

3.3.9 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 take into account specific medical, physical and support needs of each group member, bearing in mind that there may be people in the group who have individual care needs that will have to be met (including personal care)
- Adults at risk should be included in the planning of trips and events
- Consideration should be given to the suitability and accessibility of the venue and accommodation, travel time and mode of transport, and the affordability of the event
- Adults at risk should be given all the information about the trip beforehand so that they know where they are going, how long it will take to get there and what type of activities they will be taking part in.

- There should be a minimum of two leaders with each group; the individual needs of those attending may determine the additional number of people required.

Sleeping Arrangements

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

Personal Care

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

Activities

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

Safety

It is the responsibility of the workers to always know the whereabouts of every person in the group; this may include monitoring access on and off the site.
General safety rules will be applied as appropriate, and advice sought from the event organiser / venue about the fire evacuation procedures. A copy of the event / venue risk assessment should be included with the group leader's risk assessment.

Consent and Medical Information

It is important to recognise that adults at risk are mostly able to give consent for their own involvement in activities, inclusion in photographs and medical treatment. However, in some situations the question of capacity may arise. The guidelines clearly state that an adult at risk should have a say in their care and any arrangements made for them, however, there may be occasions when you need to involve others in decision making. In these situations, seek advice from the DPS with regard to who should be involved.
A medical consent form should be completed by each member of the group and held by the leader. This will include any health concerns, emergency contact information and contact details for their GP. This will allow emergency medical personnel to have access to information should the need arise.

Holding and Dispensing of Medication

Church workers should, only in exceptional circumstances, agree to hold or dispense medication for those at 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. Exceptional circumstances may include the holding and use of Epi-pens to minimise the effects of allergic reactions. Any medication should be kept in an obvious and visual place.

3.3.10 Hirers of Church Premises

The responsible adult for an activity held at United Church Ferndown must agree to comply with the "***Conditions of Hire"*** for the use of the premises.

3.4 SAFER COMMUNITY

3.4.1 Bullying

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

It is important to recognise that bullying happens within churches, and it is not isolated to 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. This should then be displayed somewhere visible to the whole church.
- The church will display signs stating the importance of valuing and respecting each other even in disagreements and this will be practically embedded into the leadership approach to others.
- Everyone in the church, whether children or adults, should 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 local Baptist Association Safeguarding Contact as this should be addressed.
- Incidents of bullying may be reported to the statutory authorities in line with the church safeguarding procedures.

It is important to distinguish bullying 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.

3.4.2 Working with Alleged or Known Offenders

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

When it is known that a person who has been convicted of abusing children, 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 local Baptist Association Safeguarding Contact.
- 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 members of the church Safeguarding Team 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 make contact with 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 in which clear boundaries are established for their involvement in the life of the church. A written contract will be drawn up which identifies appropriate behaviour. The person will be required to sign the contract and it will be monitored and enforced. If the contract is broken certain sanctions will be discussed and considered with the local Baptist Association Safeguarding Contact.

3.4.3 Alleged or known offenders who are themselves adults at risk

A 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 though 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.

SECTION 4 - USEFUL CONTACTS

Local Authority Designated Officer (LADO) Dorset Local Authority Designated Officer is *Patrick Crawford…..* Tel : 01305 228327 Email : Lado@dorsetcc.gov.uk p.crawford@dorsetcc.gov.uk
Police Contact 101, or 999 in an emergency
Adult Social Services Dorset Care Direct …… 01305 221016 Out of hours …… 01202 657279
Children's Social Services East Dorset Children's Social Care Team, Cedar House, Cobham Road, Ferndown Industrial Estate, Wimborne. BH21 7SB…… 01202 868224 Out of hours …… 01202 657279
Local Baptist Association Safeguarding Contact Jo Hayes (Interim Safeguarding Advisor) …… 07712508779 …….. safeguarding@scba.org.uk

UNITED CHURCH FERNDOWN **Trustee for Safeguarding**	**Kim Thomas**	**07496505397**
Designated Person for Safeguarding	**Rick Jameson**	**07803503935**
Assistant Designated Person for Safeguarding	**Position Vacant**	

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
Physical	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.
Emotional	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.
Sexual	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.
Neglect	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**	
Financial	The inappropriate use, misappropriation, embezzlement or theft of money, property or possessions.	
Spiritual	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.	
Discrimination	The inappropriate treatment of a person because of their age, gender, race, religion, cultural background, sexuality or disability.	
Institutional	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.
Domestic Abuse	Domestic abuse is any threatening behaviour, violence or abuse between adults who are or have been in a relationship, or between family members. It can affect anybody regardless of their age, gender, sexuality or social status. Domestic abuse can be physical, sexual or psychological, and whatever form it takes, it is rarely a one-off incident. Usually there is a pattern of abusive and controlling behaviour where an abuser seeks to exert power over their family member or partner.
Cyber Abuse	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.
Self-harm	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.
Mate crime	'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.
Modern Slavery	Modern slavery is the practice of treating people as property; it includes bonded labour, child labour, sex slavery and trafficking. It is illegal in every country of the world.
Human Trafficking	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.

Radicalisation	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.
Honour / Forced Marriage	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.
Female Genital Mutilation	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.
Historic Abuse	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 PERSON REPORTING

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 the concern being raised. If anyone is considered to be in imminent danger of harm, a report should be made immediately to the police by calling 999. If such a report is made without reference to the 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 church Safeguarding Team (including the church minister), representatives of any statutory authorities involved and the local Baptist association.

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

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 the Minister and church Safeguarding Team, unless allegations involve them) who may have relevant information and knowledge that would impact on any decision being made. Such conversations should not lead to undue delay in taking any necessary action.
- may consult with other agencies to seek guidance and advice in knowing how to respond appropriately to the concerns that have been raised.

The duty to REPORT

The 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) or equivalent. The LADO is located within Children's Services and should be alerted to all cases in which it is alleged that a person who works with children has:
    - behaved in a way that has harmed, or may have harmed, a child
    - possibly committed a criminal offence against children, or related to a child
    - behaved towards a child or children in a way that indicates s/he is unsuitable to work with children.

- If an allegation is made against someone who works with adults at risk*, it should be reported to the police or Adult Social Services.

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

- Whenever a formal referral is made to the police, Social Services or LADO, the DPS should report the referral to:

  - The Safeguarding Trustee
  - The Minister
  - The local Baptist Association Safeguarding Contact

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

STAGE 3 – THE NEXT STEPS

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

The duty to SUPPORT

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

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

The duty to REPORT

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

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

Name of church / organisation	
Contact details of church / organisation	

Name of Designated Person for Safeguarding (DPS)	
Contact details of Designated Person for Safeguarding	

Name of concerned person or to whom disclosure was given	
Contact details of concerned person or whom disclosure was given	

APPENDIX 3 – SAFEGUARDING INCIDENT FORM

This form should be completed by the Designated Person for Safeguarding

INDIVIDUAL OF CONCERN - CONTACT DETAILS

Name	
Date of birth	
Address	
Phone number / Email address	

THE INCIDENT

What happened? (Nature of concern / disclosure made - use the person's own words if known

When did it happen? (date, time)

Where did it happen? (specific location)

Who was allegedly involved and in what way? (includes witnesses)

ANY ACTION THAT HAS BEEN TAKEN

Have the carers or parents / guardians been informed? (Please tick)

Yes		No	

If so, when and by whom?

Have the statutory authorities been informed?

Yes		No	

If so, please complete the table:

Example:

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

Has the Local Association been informed?
(Please do so if the statutory authorities are involved)

Yes		No	

If so, when and by whom?

Any other action taken:

FUTURE ACTION TO BE TAKEN

What action needs to be taken?

Who is responsible for this?

SIGNATURES

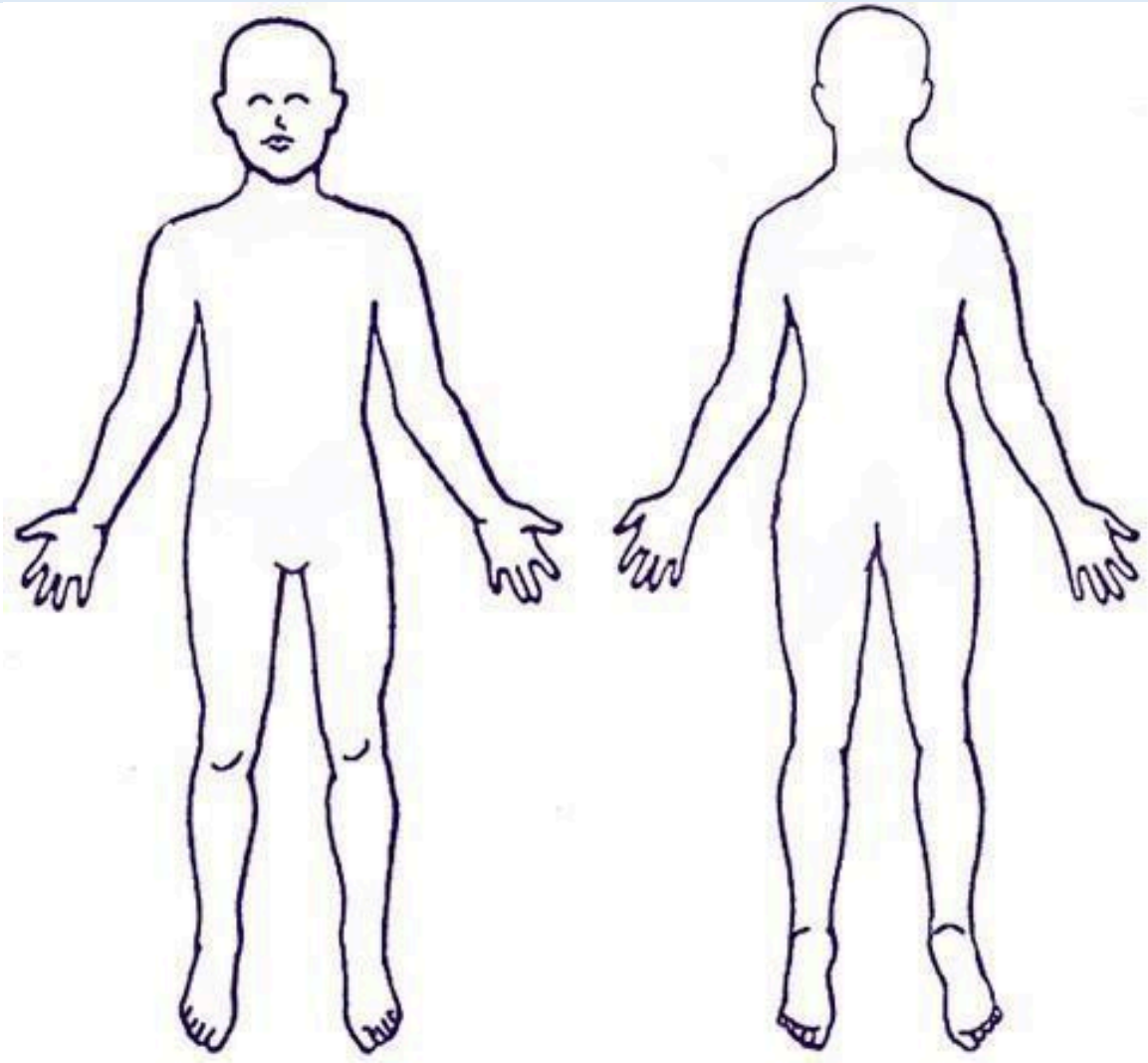
Signature of Designated Safeguarding Person		Signature of minister, or Church Safeguarding Team member	
Date & time		Date & time	

BODY MAP

Name of Individual of Concern_____

Name of person completing this form_____

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



Front Back

Signature _____

Date and time _____

Contact, Health, Consent & Permission Form

To be renewed annually.

Child's Surname		**Date form Completed**	
Child's Christian Name		**Date of Birth**	
Child's School/ College		**School Year**	
Parent / Carers Name			
Family's Address			
Parent / Carer's Telephone Number			
Alternative Emergency Contact: The information from this section will only be made available to the Trustees of UCF and your Group leader and is stored securely under the legal basis of it being 'vital information'.			
Alternative Emergency Contact's Name		**Relationship to the child**	
Alternative Emergency Contact's Telephone Number			
Health Information: The information from this section will only be made available to the Trustees of UCF and your Group leader and is stored securely under the legal basis of it being 'vital information'.			
Please give details of any medical conditions/allergies leaders should be aware of (*including any medication that is needed)*			
Please give details of any particular needs your child has that have to be met to enable them to participate in CFYW activities			
Consent: I have read the UCF Privacy Statements and give my consent for the data to be used in this way.		**Signed:** (Parent / Carer)	
		Signed: (Any Child 16 or over this School Year)	
Photo Consent: I understand that photos are taken from time to time at church and those pictures are used to positively promote life at UCF. I give my consent for pictures that contain my image and those named that are under 16 to be used for this.		**Signed:** (Parent / Carer)	
		Signed: (Any Child 16 or over this School Year)	
Permission: I give my permission for my child named above to attend and take part in UCF's CYFW's activities. This can include supervised activities compliant with our policies in the church, church grounds, local community, and parks.		**Signed:** (Parent / Carer)	
What's App group: I am happy to be added to a WhatsApp group so that I can hear about up and coming events, useful information and emergency changes to plans needed for the group.		**Signed:** (Parent/Carer)	
If you are unable to sign the 'photo consent' please be aware that when photos are being taken, we will give a verbal warning and we hope that you are able to place yourself out of shot.			

Please Note: If you wish to be in the Church Directory you need to fill out a household contact form as well as this one.

Privacy Statement

For Children, Youth and Families' Work:

Why we collect this information
We collect information to enable the church to run its work with children and young people safely and ensure we can contact you (or another nominated adult) to update you with information or in case of an emergency.
Further information about how United Church Ferndown processes and protects personal data, including your rights under data protection legislation, can be found in the Church Privacy Policy available from the church office or on the church website.

Lawful basis for processing
Data Protection legislation allows us to process this general information as we regard it as being in the church's legitimate interest. We will also request specific consent when this is necessary as detailed on our *Next Generation Contact, Health, Consent and Permission Form*.
If you are unable to supply the information requested, then we will be unable to accept your child in our ministries.

How we store your information
The information you supply will be held in paper form in a folder which will be kept securely in the church. Only the trustees, ministers and appointed relevant staff or volunteers will have access to this information.
Contact information will also be stored by the church on secured technology.

How long we keep information
Contact and health forms will be renewed each year, normally in September, and the old forms will be destroyed.
Once it has been recognised that a child is no longer attending ministry, their forms will also be destroyed.

Sharing information
We will not share this information with third parties except where required for safeguarding, medical emergency, or legal reasons.

Your rights and contact details
You have the right to ask to see any information we hold about you (including pastoral support information) by submitting a **Subject Access Request** to our Data Protection Officer (DPO), Arthur Ansell, at:
dataprotection@ferndown.church

You also have the right to ask for information which you believe to be incorrect to be rectified. If you are concerned about the way your information is being handled, please contact our Data Protection Officer.
The DPO works with the wider leadership team to ensure we follow data protection legislation.
The Data Controller for this information is **United Church Ferndown**, acting through its charity trustees (the ministers and deacons, also known as the leadership team). Staff and volunteers may process personal data only under the authority of the trustees and in accordance with the church's Data Protection Policy.

If you remain unhappy about how your data is handled, you have the right to complain to the **Information Commissioner's Office (ICO)**.

APPENDIX 6 – CONTACT INFORMATION FORM FOR HOUSEHOLD

UCF Contact Information Form for your Household

Surname†			
Christian Name†		**Spouse's Christian Name†**	
Date of Birth		**Spouse's Date of Birth**	
Address†			
Telephone Number†			
Mobile Number†		**Spouse's Mobile†**	
Email Address†		**Spouse's Email Address†**	
Child One†		**Date of Birth**	
Child Two†		**Date of Birth**	
Child Three†		**Date of Birth**	
Child Four†		**Date of Birth**	
Child Five†		**Date of Birth**	

Emergency Contact: This section is optional. The information from this section will only be made available to the Trustees of UCF and your Group leader and is stored securely under the legal basis of it being 'vital information'.

Emergency Contact's Name		**Relationship to you**	
Emergency Contact's address			
Emergency Contact's Telephone Number			

Consent: I have read the UCF Privacy Statement and give my consent for my data to be used in this way.	**Signed:** (Person filling out form)	
Spouse's Consent: I have read the UCF Privacy Statement and give my consent for my data to be used in this way.	**Signed:** (Spouse – only if Spouse's information is included)	
Under 16 Consent: I have read the UCF Privacy Statement and confirm that I have the right to give consent for those listed on this form who are under 16 and I consent for that data to be used as prescribed.	**Signed:** (Person filling out form)	
Specific Directory Consent: I give my consent for the details marked with a † that are about me and those listed here that are under 16 to be included in the Church Directory*	**Signed:** (Person filling out form)	
Spouse's Specific Directory Consent: I give my consent for the details marked with a † that are about me to be included in the Church Directory*	**Signed:** (Spouse – only if Spouse's information is included)	
Photo Consent: I understand that photos are taken from time to time at church and those pictures are used to positively promote life at UCF. I give my consent for pictures that contain my image and those named that are under 16 to be used for this.	**Signed:** (Person filling out form)	
Spouse's Photo Consent: I understand that photos are taken from time to time at church and those pictures are used to positively promote life at UCF. I give my consent for pictures that contain my image to be used for this.	**Signed:** (Spouse – only if Spouse's information is included)	

If you are unable to sign the 'photo consent' please be aware that when photos are being taken, we will give a verbal warning and we hope that you are able to place yourself out of shot.

Please Note: Persons 16 and over must complete their own form. You only need to fill out one of these forms for all things UCF

*A minimum of name and address must be included if you are a member of UCF

Privacy Statement

For Communication and Pastoral Care:

Why we collect this information

We are collecting this information to enable the Church to keep in touch with you and provide pastoral support as appropriate. Data protection legislation allows us to process this information as we regard it as being in the church's legitimate interests.

Where information is included in the Church Directory, this will only be done with your consent. Pastoral care information which may be sensitive is processed in accordance with the provisions for not-for-profit religious organisations under the UK General Data Protection Regulation.

Further information about how United Church Ferndown processes and protects personal data can be found in our full Data Protection Policy.

How we store your information

Your name and contact details will be entered into our church database which is held on computer systems which are password protected and accessed only by the Ministers, Trustees and those with good reason to access it.
Your contact details will be removed from the database once you are no longer a part of the church unless you ask to remain on our contact list.

Church directory

We may include your name and contact details in our website Church Directory which may also be printed in hard copy as appropriate. The paper copy giving consent will be kept in the church office.

We will not give copies of the church directory to anyone not named in the church directory. You can ask for your details to be removed at any time from the database and they will not appear in the directory.

Pastoral care information

To enable us to provide adequate pastoral support to you and your family, one of the Ministers may record information which may be regarded as sensitive.

Such information will be stored using password-protected technology and will only be accessed by authorised ministers or leaders where necessary for pastoral care. It will not normally be shared with anyone else without your consent, unless required for safeguarding or by law.

Your rights and contact details

You have the right to ask to see any information we hold about you (including pastoral support information) by submitting a **Subject Access Request** to our Data Protection Officer (DPO), Arthur Ansell, at:
dataprotection@ferndown.church

You also have the right to ask for information which you believe to be incorrect to be rectified. If you are concerned about the way your information is being handled, please contact our Data Protection Officer. The DPO works with the wider leadership team to ensure we follow data protection legislation.

The Data Controller for this information is **United Church Ferndown**, acting through its charity trustees (the ministers and deacons, also known as the leadership team). Staff and volunteers may process personal data only under the authority of the trustees and in accordance with the church's Data Protection Policy.

If you remain unhappy about how your data is handled, you have the right to complain to the **Information Commissioner's Office (ICO)**.

APPENDIX 8 – RISK ASSESSMENT TEMPLATE

Plan for Risk assessment

Event:

Date of activity:

The Plan

Risk Assessment

Event:

Person responsible for event				
Qualified first aider/s for event				

Hazards What could cause harm or damage?	Who or what is at risk of being affected and how?	What are you already doing? Have you reduced the risk already?	Likelihood of risk occurring (L/M/H)	Severity of risk (L/M/H)	Are further control necessary? What else needs to happen to reduce the risk to an acceptable level?	Action by who?

Example Plan for Risk assessment
Event: Children's Club Easter Egg Hunt

Date of activity: 1st April 2022

The Plan

The Easter Egg Hunt will begin at the Church. All children will be dropped to the forecourt of the church where the parents will be asked to stay in their cars and to just drop the girls off.

The Egg Hunt will end at the Manse where the parents will collect their children. Due to COVID, they will be asked to drive up and the girls will be walked to the cars and so the parents will not have to exit their vehicles.

The girls will be divided into small groups. Each group of children will be with two adults. The groups will not mix together. While walking around on the hunt, the groups will be mindful of other people and walk in a manner that will allow space.

All adults will wear face coverings as will children over the age of 12.

When the children arrive at the Manse, they will stay in their small groups spread across the driveway, garden and pavement. There will be hand sanitiser outside the property which can be used. The prizes will be handed to each person in a covid secure way (long handled grab stick).

Leaders will have the contact details for parents of all children attending. Also there will be a copy of these numbers at the Manse.

Example Risk Assessment
Event: Children's Club Easter Egg Hunt

Person responsible for event			Melanie Pike	
Qualified first aider/s for event	Suzy Tiffany	Maggs Farrow	-	-

Hazards What could cause harm or damage?	Who or what is at risk of being affected and how?	What are you already doing? Have you reduced the risk already?	Likelihood of risk occurring (L/M/H)	Severity of risk (L/M/H)	Are further control necessary? What else needs to happen to reduce the risk to an acceptable level?	Action by who?
Inadequate child/adult ratio	Children have insufficient supervision leading to possible accidents	Ensure at least minimum ratios are upheld in line with Church guidance	L	H	Ensure we know in advance the number of children attending so groups can be arranged. If unbooked children attend, priority will be with those who have booked. Ratios will be adhered to	Melanie
Group getting lost	Whole group including leaders. Group being back to their destination later than expected	Leaders to have the map of the Easter Egg Hunt. Leaders to carry mobile phones	L	M		Melanie
Clothing inadequate for activity/weather	Children/Leaders Reflects on the Church	Children and leaders to wear sensible clothing and advised to bring coats.	L	M		Fiona
Safety	Participants with additional needs	Check the route is accessible for all who are attending	M	L		Melanie

Safety	Everybody Participants with additional needs/disabilities	Remind girls of road safety Walk the route to see if accessible to all. Have prizes that are suitable for all	M	M		Melanie
Unacceptable behaviour	Reflecting on reputation the Church	Discuss with children the expectations of behaviour. Have adequate supervision	L	L		Melanie
Slips, Trips and bumps	All in the group	All to wear suitable footwear. First aid kits to be accessible	M	M	The Church external events first aid kit will be at the Manse where there will be a qualified first aider also	Fiona/ Melanie
Being Covid secure	All in the group and the public	Follow government and Girls Brigade guidelines	M	M	Covered in more detail in plan above • Small groups with at least two adults • 2m distance between groups • Face coverings • Check no one has covid symptoms • Provision of alcohol gel • Covid safe prize distribution	Melanie