

Borehamwood Baptist Church



Safeguarding

Children and Young People in the Church

Policy & Procedures

Revised January 2022

POLICY STATEMENT

On

Safeguarding Children and Young People in the Church

Our church's vision and mission

- can be found on our church's website: borehamwoodbapch.org

In fulfilling our vision and mission the church

- has a programme of activities with children and young people
- welcomes children and young people into the life of our community
- makes our premises available to organisations working with children and young people

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

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

Preventing and reporting of abuse

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

Safe recruitment, support and supervision of workers

The church will exercise proper care in the selection and appointment of those working with children and young people, whether paid or voluntary. The church is committed to supporting, supervising, resourcing and training those who undertake this work to promote the safeguarding of children. The church will encourage the take up of external Baptist safeguarding training.

Respecting children and young people

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

Safe working practices

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

A safe community

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

Responsible people

The church has appointed the following:

- **Safeguarding Trustee Nicky Barrass, to:**
- oversee and monitor implementation of the policy and procedures on behalf of the church's charity trustees
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- **Contact numbers:** 020 8207 4305 / 0771 427 5309
- **Designated Person for Safeguarding Carol Conner, to:**
- advise the church on any matters related to the safeguarding of children and young people
- take the appropriate action when abuse is disclosed, discovered or suspected.
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- **Contact numbers:** 020 8386 2774 / 0775 977 4032
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- **Deputy Designated Person for Safeguarding Sonia Steer to:**
- assist the Designated Person in matters related to the safeguarding of children and young people
- deputise for the Designated Person in their absence
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- **Contact number:** 0790 865 3531
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Policy and procedures

A copy of the policy statement will be displayed permanently on the noticeboard in the foyer and on the church's website.

Each worker with children and young people, whether paid or voluntary, is required to follow the policy and procedures. On appointment they will be asked to sign to say they have read and will follow the policy and procedures.

A full copy of the policy and procedures will be on the church's website and a paper copy made available on request to any member of the church, the parents or carers of any child or young person from the church or any other person associated with the church.

The policy and procedures will be monitored and reviewed at least annually.

The policy statement will be summarised annually at the church's AGM meeting together with a report on the outcome of the annual review.

PROCEDURES & GUIDELINES

The following procedures and guidelines include key elements from **Safe to Grow** (Baptist Union of Great Britain 2011) that is a comprehensive document of 80+ pages.

Therefore, for further information of the elements included in this document, reference should be made to **Safe to Grow**. Please request this from the Designated Person for Safeguarding if required.

PREVENTION & REPORTING OF ABUSE

We all share the responsibility for promoting the welfare of children and young people and Borehamwood Baptist Church has procedures in place to show how we are going to achieve this. This is particularly important when it comes to knowing how to respond to concerns about the welfare of children and young people.

Who causes harm?

Children and young people can be subject to harm in any and every setting, by both males and females and by other children and young people. It is most often someone known to the child i.e. parent, carer, sibling, other relation, family friend or neighbour, but can be others.

Understanding abuse and its signs and symptoms

The ways in which children can be harmed through abuse and neglect are numerous. Some of the indicators which might be suggestive of abuse are, but not exclusively:

- unexplained injuries
- injuries on areas of the body not usually prone to injury
- an injury that has not been treated/received medical attention
- an injury for which the explanation seems inconsistent
- changes in behaviour or mood (e.g. becoming very quiet, withdrawn or sudden bursts of temper)
- body language
- inappropriate sexual awareness
- signs of neglect (e.g. under-nourishment, untreated illnesses, inadequate care, inappropriate clothing for the weather or time of year)

How can children express their concerns?

All children and young people within the church will be made aware of those people within the church who have been given special responsibility to act on their behalf in relation to safeguarding concerns.

A photograph of the Designated Person for Safeguarding, with contact details, will be displayed in the church vestibule and those areas occupied by children during their activities.

However, children who are being abused will often only talk about what has happened to them to people they trust and with whom they feel safe. All who work with children and young people should know how to respond if a child or young person talks to them about an abusive or harmful relationship.

When a child expresses a concern... Listen, listen, listen

When a child or young person talks about harm or abuse they are suffering:

- create a safe environment in which the child or young person can share their concerns
- react calmly so as not to further distress the child or young person
- listen carefully to what the child or young person has to say
- allow them to say what they want
- don't rush or interrupt them or ask more questions than you need to in order to establish whether there is a cause for concern or to ensure a clear and accurate understanding of what has been said
- if you need to ask questions to clarify what the child is saying, always use open questions and not closed questions (e.g. "Who is it you are afraid of?" not "Is it Daddy you are afraid of?")
- as soon as you believe there is cause for concern allow the child to finish, but do not question them any further. Explain that you will have to tell someone who knows what to do next
- accept what the child or young person says and take seriously what you are hearing
- reassure the child or young person, and tell them that you know how difficult it must be to confide in you
- tell the child or young person that s/he is not to blame and that s/he has done the right thing in speaking to you
- help the child or young person to understand what is going to happen next – the child should be informed that other people will need to be told about the concerns which have been shared and who those people may be
- ***do not promise or lead a child to believe that any child protection concern which affects them or other children or young people will be kept confidential***
- be aware that a child or young person may be frightened and that they may have been threatened if they tell of what has been happening to them
- remember that most children feel loyalty to their parents and other significant children in their lives and often find it difficult to say things to their detriment
- make notes as soon as possible afterwards using the child's language and recording any questions that you asked to prompt a response

What to do if abuse is suspected or disclosed

Everyone has a part to play in the safeguarding of children and young people within the church.

If the behaviour of a child or young person gives any cause for concern:

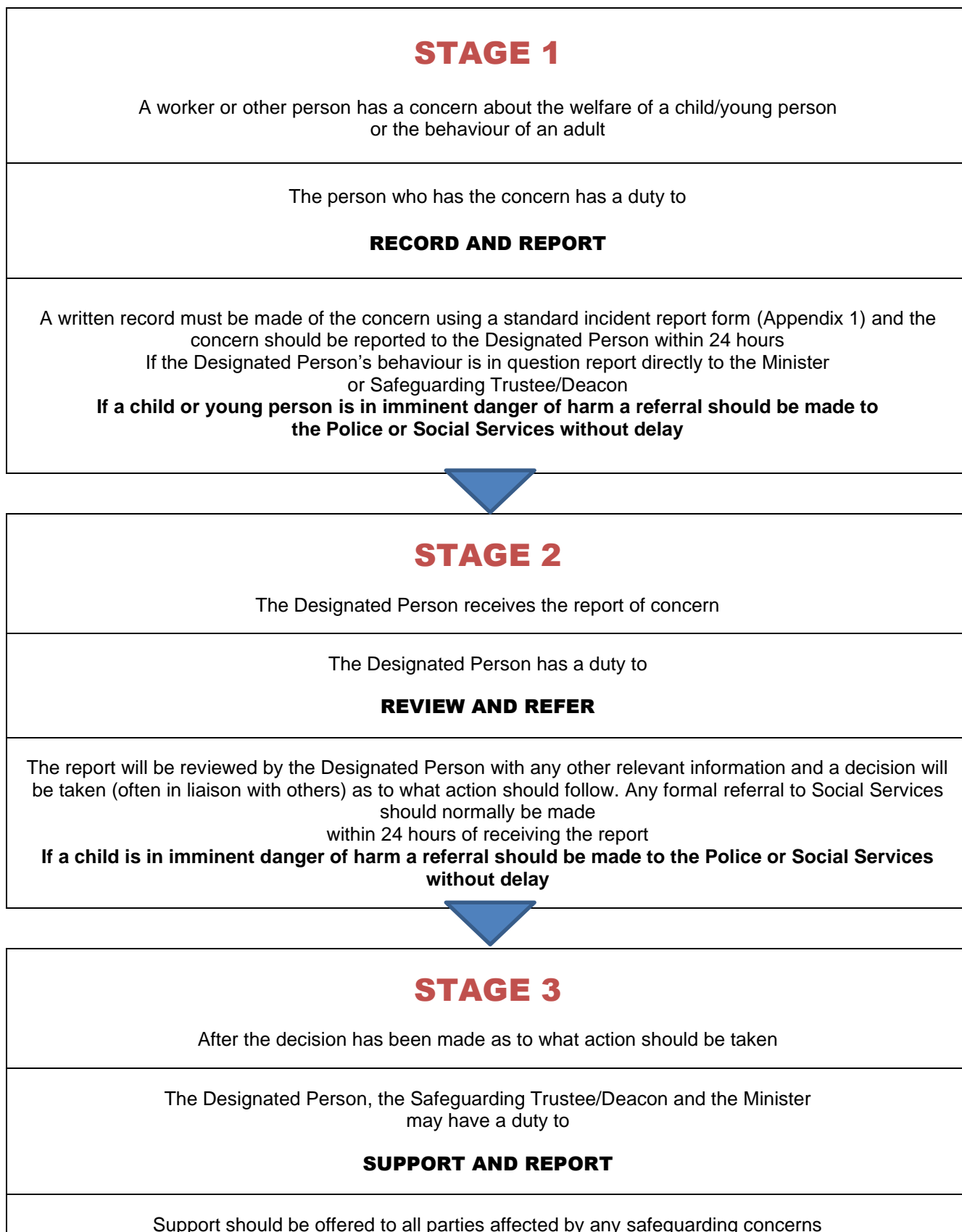
If an allegation is made in any context about a child or young person being harmed:

If the behaviour of any adult (including colleagues and members of the public) towards children or young people causes you concern:

- **Do not** dismiss your concerns. In particular do not ignore or dismiss concerns about a professional or a colleague
- **Do not** confront the adult about whose behaviour you have concerns
- **Do not** take responsibility for deciding whether or not child abuse is actually taking place
- **Do not** investigate allegations
- **Do not** act alone
- **Do not** take sole responsibility for what has been shared or any concerns you may have

- **Do** follow the church's procedure for responding to concerns:

The following flowchart details the procedure for responding to concerns.



and where formal referrals are made reports may need to be made to
the Central Area Baptist Association Regional Minister,
the Independent Safeguarding Authority or the Charity Commission

SAFE RECRUITMENT, SUPPORT AND SUPERVISION OF WORKERS

In all cases of recruitment we will:

- provide a written role description
- require the candidate to complete an application form and sign a declaration that there is no reason why they should not be working with children and young people
- conduct a face-to-face interview
- take up references
- check the candidate's criminal record using the current procedure required (where applicable)
- appoint for a probationary period
- require the candidate to sign an undertaking to work within our church's Safeguarding Policy and Procedures

RESPECTING CHILDREN AND YOUNG PEOPLE

The church has a code of behaviour for all those who are appointed to work with children and young people. It should go without saying that all children and young people whatever their age, gender, racial background, culture or disability should always be treated with respect and dignity and that their safety and welfare should be a priority.

To this end:

- We will use age-appropriate language and tone of voice.
- We will be aware of body language and the effects that this might have on an individual child or young person.
- We will listen well to children and young people being careful not to assume what a child or young person is thinking or feeling.
- We will listen to what is spoken and how it is said and at the same time observe the body language to better understand what is being said.
- We will not engage in any of the following:
 - invading the privacy of children and young people when they are using the toilet or showering. It is advisable in the case of younger children requiring assistance that the door should be left open.
 - rough games which involve physical contact between a leader and a child or young person
 - sexually provocative games.
 - making sexually provocative comments about or to a child or young person even in fun.
 - scapegoating, belittling, ridiculing or rejecting a child or young person.
- When it is necessary to control and discipline children and young people, this will be done without using physical punishment. Although a situation may arise where a child or young person needs to be restrained in order to protect them or a third person. If the occasion arises where restraint is necessary, then a written record should be made and the Designated Person informed at the earliest opportunity. The child's or young person's parent or carer should also be informed of the incident.
- We will make sure that another adult is present if, for example, a young child has soiled their underclothes and needs to be thoroughly washed. If possible, the child's parent or carer should be called in to carry out such a task.
- We will not respond to or encourage excessive attention seeking that is overtly sexual or physical in nature.

SAFE WORKING PRACTICES

Guidelines to avoid being alone with children and young people

All workers must plan their work with children and young people in such a way that they will not normally be alone with children or young people where their activity cannot be seen by others.

This will mean:

- A worker must never plan to be alone on church premises with children or young people.
- Where there are insufficient leaders and helpers to have at least two for each group the group must be cancelled. Alternatively, two groups may work in the same room.
- In the event there is only one child or young person from a group present the group should not take place and the child or young person returned to their parent or carer. On Sundays only, if a young person wishes the session to go ahead without another young person present, providing there are two leaders present, it can take place in the foyer where it can be seen by the congregation
- At least two adults must be present on the premises before as children and young people arrive for a group and at least two adults should remain until the last child or young person has left the building or room at the end of the meeting.
- Workers must ensure that each parent/carer knows where their child is and what time they should return home.
- A worker must never invite a child or young person to their home alone. It may be acceptable to invite a group if another worker is in the house. Ensure that each parent/carer knows where their child is and at what time they should return home.

There may be occasions when, despite careful planning, a worker finds him or herself in a situation when they are in sole charge of children or young people in the context of a church activity.

In these situations the worker must:

- assess the risks involved in sending the child/children or young person/s home against the risks of vulnerability of being alone with them
- wherever possible immediately phone another appropriate person to report the situation. This should normally be the Designated Person for Safeguarding or the Safeguarding Trustee. Failing that the Minister should be contacted. The worker should make a written report of the situation immediately afterwards and give a copy to the Designated Person and the Safeguarding Trustee. This ensures appropriate accountability and monitors situations where workers are on their own with children or young people. If the same situation keeps recurring working practices will be reviewed.

If a situation arises when a child or young person asks to speak to a worker on their own and where confidentiality is important, the following guidelines should apply:

- If the worker believes that to speak to the child or young person alone would place them in a vulnerable position (for example, because the young person has developed an inappropriate attachment to the worker) the worker should insist that another worker should also be present.
- If it is possible for the conversation to be held in a quiet corner of the room where others are present, but where privacy can be assured, this option should be taken.
- If this is not possible, the conversation is best held in a room with the door left open so that others can see inside the room.
- Another adult should know that the interview is taking place and with whom.

- The worker should set an agreed time limit prior to the conversation and stick to it. It is the responsibility of the worker as the adult involved to set the ground rules and to end the session at the designated time. Make another appointed time to continue if necessary.
- A youth worker must not invite a child or young person to their home alone nor go to the child or young person's home if they are alone.

Similar guidelines should be followed in all cases where it is appropriate for one-to-one working with a young person or child.

Working one to one

Youth workers may meet periodically with young people of secondary school age on a one to one basis. The following conditions will always apply:

- The youth worker has the specific authority of the Diaconate to work one to one
- Specific consent has been obtained from the young person's parent or adult with parental responsibility
- Meetings between the youth worker and the young person are held in a public place, e.g. a local coffee shop, at appropriate times (not early morning, late at night or during school hours) and the duration previously agreed
- Prior to a meeting taking place, the youth worker notifies the Minister and Designated Person for Safeguarding by email or text stating:
 - who they are meeting
 - where they are meeting
 - when they are meeting
- A paper log specific to the young person is kept detailing where and when meetings have taken place, with notes recording the essence of the conversation, advice given or recommendations made and what was agreed.
- Records are securely stored in an agreed place
- The young person is made aware they have the right to see any records kept about them
- The youth worker is supervised to monitor the frequency of appointments as well as the content of meetings, ensuring the worker isn't getting in over their head and a young person is not becoming too dependent on the worker
- Appropriate confidentiality is kept at all times
- The youth worker maintains a professional distance
- The youth worker knows what to do with the information given to them and when to involve other agencies

Transporting children and young people in vehicles as part of a church activity

Vulnerable situations can be created when workers offer lifts to children and young people either to take them to and from church activities or to take them on planned outings. The following practices must be adopted to minimise the risks involved:

All vehicles:

- Parents must give written permission for their child to be given transport and should be informed about what time to expect their child home
- Whenever possible two adults must be present in a car with children and young people
- Where possible workers should avoid giving regular lifts to children or young people on their own to and from church activities
- If the same group of children are regularly given lifts, consideration should be given to picking them up or dropping them off in a different order every week so that the same child is not always the first or last to be picked up or dropped off
- If a child or young person is travelling alone in the car with a worker, the child or young person must be asked to sit in the back seat of the car

- Workers should not spend unnecessary time alone in a vehicle with a child or young person engaging in long conversations either outside the church premises or outside their home
- The driver/s must sign an agreement to the church's code of behaviour.
- The driver/s must have fully comprehensive motor insurance relating to the vehicle they will be driving and that they are covered for volunteer driving (the insurer should be part of the Association of British Insurers' Volunteer Driving Agreement). Paid workers must have insurance that covers them for transporting others in the course of their employment.
- Seat belts must always be worn and proper child seats and child restraints must be used in accordance with the law.
- When a driver who has not been appointed as a children's or young persons' worker is asked to provide transport they must be as in the church's *Safe Recruitment* policy.
- If a driver's criminal record shows a record of driving offences the person will not be used as a driver.

Mini-buses:

- The driver must have a MIDAS certificate if the hiring organisation requires it.
- The vehicle must be fitted with seat belts on all of the seats and these must always be worn.
- The number of children, young people and adults must not exceed the capacity of the vehicle so that all have an allocated seat with a seat belt.

Guidelines for appropriate physical contact with children and young people

It is hard to conceive how you can be a nurturing, caring worker with children and young people without some physical contact happening at least occasionally.

The following guidelines should be applied when considering whether or not touch is appropriate in any given situation:

- For whose benefit is this taking place?
- Is it for the sake of the child/young person or is it for your own benefit?
- If no-one else is present it is always advisable to avoid physical contact.
- Use physical contact in a way that conveys appropriate concern but in a way that is least likely to be misconstrued (e.g. an arm around the shoulder standing by the side of a child or young person may be more appropriate than a full 'hug').
- Remember that not all express friendship or affection in the same way and some people (children included) find excessive touching an infringement of their personal space.
- If you find that a child or young person is cringing or responding in a negative way to being touched, then stop immediately and find an alternative, not tactile way to show your concern.
- Workers should be prepared to be accountable to fellow workers for their use of touch and physical contact and should listen to the concerns of others if it is felt that boundaries are being crossed.

Abuse of trust

- The relationship between the worker and child/young person is one of a leader who is in a position of authority over that child/young person. There is therefore a responsibility to exercise that power responsibly. It is acknowledged that it is wrong for a leader to enter into a sexual relationship with a young person in their care whatever their age. Neither is it acceptable for a leader to form a romantic relationship with the young person with whom they have a relationship of trust even if it is consensual.

Electronic communication

Electronic communication can be an easy way to communicate with young people in particular, but there are dangers associated with electronic communication that call for vigilance. With electronic communication changing so rapidly, it is not possible to issue guidance that covers all eventualities.

However, the following general principles should be applied:

- Electronic communication must never become a substitute for face-to-face contact with young people
- Parents or carers and children and young people themselves have the right to decide if a worker is to have email addresses or mobile phone numbers etc.
- Workers should only use electronic means of communication with those children and young people from whom appropriate consent has been given
- Workers should not put any pressure on children or young people to reveal their email addresses, mobile phone numbers etc.
- Direct electronic communication with children of primary school age is inappropriate and should be avoided
- Only workers who have been appointed under the church's safeguarding procedures should use any electronic means of communication to contact children or young people on behalf of the church
- Contact with children and young people by electronic communication should generally be for information-giving purposes only and not for general 'chatter'
- Where a young person in need or at a point of crisis uses this as a way of communicating with a worker:
 - significant conversations should be saved as a text file if possible, and
 - a log kept of when they communicated and who was involved
- Workers should not share any personal information with children and young people, and should not respond to any personal information from the child or young person other than that which is necessary and appropriate as part of their role
- Workers should be careful in their communications with children and young people so as to avoid any possible misinterpretation of their motives
- Clear, unambiguous language should be used, avoiding the use of unnecessary abbreviations
- Electronic communication should only be used between the hours of 8.00am and 10.00pm
- Emails to young people should include a church header and/or footer showing this to be an official communication from a youth team member and (wherever possible) parents should be copied in to any communication

Mobile phones

- Text messages should be primarily about information giving
- 'Text language' should be avoided to reduce the risk of misunderstanding of what is being communicated
- 'Text conversations' should usually be avoided (that is a series of text messages/emails etc. being sent to and from between mobile phones)
- The use of the phone camera should comply with the Photography/Video policy
- Workers should not retain images of children and young people on their mobile phones

Instant Messaging Services (IMS)

- The use of IMS should be kept to a minimum
- Where a child or young person in need or at a point of crisis uses this as a way of communicating with a worker, significant conversations should be saved as a text file if possible, and a log kept of when they communicated and who was involved

Social Media

The phrase 'social media' refers to the developing range of web-based and mobile telephone technologies and internet-based applications that allow for the creation and exchange of user-generated content. Enabled by widely available and accessible mobile electronic devices, social media has substantially changed the way organisations, communities and individuals communicate. Whilst it can be both an essential and valuable communications tool for those providing services for people in the church, it also presents significant challenges if the user is to avoid what can be quite significant pitfalls in practice. In recognition of this, the church's use of social media for those working with children and young people will be limited to the following:

Facebook (*minimum age required for users is 13*):

If the youth worker has the specific authority of the Diaconate to create a Facebook page that advertises the work being done with young people, the following settings will apply:

- All posts will be for information purposes with the aim of sharing what the group does, when it meets and who it is for.
- Facebook privacy controls will be set up so that anyone can view the page but none other than the page administrator is able to comment or share any content other than to 'like' the page.
- All content displayed will be of a suitable nature with no pictures of any children or young people uploaded to the page.

Twitter (*minimum age required for users is 13*):

The youth worker has the specific authority of the Diaconate to create a Twitter account that advertises the work being done with young people.

The following settings will apply:

- All tweets will be for information purposes with the aim of sharing what the group does, when it meets and who it is for.
- Twitter privacy controls will be set up so that only those approved can view the tweets.
- All content displayed will be of a suitable nature with no pictures of any children or young people uploaded to the page.
- Settings will ensure no direct messages can be received.
- The account will not follow any individual users, youth leaders or helpers, only relevant youth or church organisations that would be considered helpful or useful to our work.

Youth Leaders' and Helpers' private social networking accounts:

- Youth leaders and helpers should have their Facebook and Twitter accounts set to private and should not be friends with young people on Facebook or follow them or allow them to follow them on Twitter.
- Youth leaders and helpers may use their personal accounts to 'like' the Facebook page, as they will remain anonymous.
- If personal Twitter accounts have been set to private then youth Leaders or helpers can choose to follow the youth Twitter account.

Management of accounts:

- The Facebook and Twitter account are to be administrated by the church Youth Worker and reviewed regularly by the Minister or Designated Person for Safeguarding.

Video Conferencing

At times, for example during periods of lockdown due to a pandemic, it may not be possible to continue meeting in person for extended periods. In this case video conferencing platforms such as Zoom/ MS Teams/ GoogleMeet may be used for meetings. Consideration should be given to the following aspects

- The meeting should have a password and this will be circulated to parents but not posted in public places such as the church website
- Two leaders will be present wherever possible – this may be difficult to guarantee at the start of the meeting
- Parents/carers are asked to be aware of what their children are doing and wherever possible parents/carers should have access to the room where the child is on and off during the meeting
- Wherever possible children should not be in their bedroom when on a video conferencing meeting. If this is not practical, they should be asked to blur the background of their video

Outings and overnight events

When children and young people are taken off the church premises the following must be followed:

All events:

- A special risk assessment must be carried out (Appendix 3), including an assessment of the ratio of adults to children/young people.
- All venues used must have insurance.
- Specific church insurance must be obtained for any 'hazardous' activities undertaken.
- Parents must be informed in writing of the arrangements and must give written consent.
- When necessary, children and young people must be divided into groups, each with a responsible adult who has a written list of those for whom they have responsibility.
- The groups must remain the same throughout the journeys and event.

Overnight events:

For overnight events particular care must be taken. All of the above and best practice as detailed in **Safe to Grow** (Baptist Union of Great Britain 2011) pages 72 & 73 must be followed.

This covers:

- Risk assessment
- Parental consent
- Sleeping arrangements
- First aid
- Food hygiene
- Insurance cover
- Water, gas & electricity safety
- Fire safety
- Nearest medical facilities
- Police & Fire Brigade notification
- Health forms
- Safety rules
- Correct clothing
- Appropriate qualifications for leaders & registration for outside activity organisations

A detailed form that includes a check list (Appendix 4) must be completed and copies given to the Diaconate and the Designated Person for Safeguarding in good time for event specific approval to be given.

Photography/Video

It is not illegal to take photographs/videos of children, but there are necessary guidelines to be followed:

- Signed consent must be obtained from parents/carers for photographs/videos to be taken at church activities. The consent form must clarify where these photos are likely to be used.
- Photographing children and young people should be conducted with sensitivity and courtesy. Consent of the child or young person is just as important as parental permission.
- When photographs are displayed, children and young people should not be identified by name and nor should it be possible to infer the identity of individual children and young people from the photograph, unless specific parental consent has been given.
- Leaders and workers must not store images of children or young people taken during a church event or activity.
- Parental permission must be given before any photographs are sent to the press, other media or external organisations.
- Any photographs sent to the press must not identify individual children or young people by name, nor should the names of individual children be able to be inferred from an accompanying caption or story, unless specific parental consent has been given.
- Copies of photographs must not be distributed to other individuals without the permission of the parent. This includes digital images.

Parental consent (Appendix 2)

A key component in developing safe practice with children and young people is to work in partnership with parents/carers. When children and young people are in the care of church organisations it is important:

- to have the consent of the parent/carer
- to have a point of contact in the event of an emergency
- to know key information about the child or young person that may impact on their well-being
- to provide clear information to parents/carers about the organisation and activities the child or young person is involved in and the safeguarding policy of the church

All children and young people must be registered and parents/carers should be asked for the following details of their child:

- Full name and address
- Home telephone number and alternative contact numbers in case of an emergency
- Date of birth
- Details of any medical condition/s the church should be aware of or of any food or drug allergies
- Details of any behavioural issues or other matters that may be relevant

In addition, consent must be explicitly obtained for the following:

- Emergency medical treatment
- Travel arrangements when transport is being organised
- Taking the child or young person off the church premises for occasional activities
- Special consent for an overnight event or activity
- Use of the child's or young person's photograph in church publicity material or on the church website
- Electronic communication with the child/young person
- For children up to the age of 7, consent regarding who is entitled to collect the child from a group

Parents/carers must be given the following information:

- The name and contact number for the leader of the group activity attended by the child or young person

- Outline details of the group activity the child or young person is attending, including the starting time and the time the event ends, together with expectations as to whether children or young people should be collected, or whether they make their own arrangements to go home
- That the church has a Safeguarding Children and Young People Policy and that in the event of the parent/carer having any concerns about the welfare of a child in relation to the church, they should contact the Designated Person for Safeguarding
- The name and contact number of the Designated Person for Safeguarding

The person who is ultimately responsible for obtaining the parental consent forms and how these are stored lies with the appointed group leader.

The forms are to be kept in a locked cupboard, but always available to group leaders.

The information collected must comply with data protection legislation and we should ensure information we retain is accurate and held only while the information is necessary and relevant.

Ideally parents should complete the consent forms annually, ensuring that the contact information is accurate and that any changes in the child's medical condition are updated.

Record keeping

A register must be kept for each group accurately recording:

- group name
- date of each meeting, to include:
- names of children or young people in attendance
- names of all workers and others in attendance

The records of any children and young people who have stopped attending should be deleted or destroyed other than the need to retain the group registers which contain only names and dates of birth. Old registers should be retained by the Designated Person for Safeguarding. This is to keep an accurate record of previous attendance should any safeguarding issues arise in the future.

Risk assessments

The church has adopted a Health and Safety Policy. The person responsible for ensuring that this is adhered to is the Health and Safety Deacon (or appointed officer) who should work in partnership with the Property Deacon (or appointed officer) and the Youth Deacon (or appointed coordinator) to ensure that the policy is implemented with children in mind.

As well as assessing the church premises for risks that they may pose to children, all leaders of children's and young people's groups should assess the risks involved in the programmes they are planning (Appendix 3)

Ratios

An important aspect of any risk assessment is ensuring a suitable ratio of staff to children.

A number of factors will come into play in assessing the ratio for any particular activity or group. Consideration should be given to:

- the age of the children and young people
- special needs
- the venue

- covering for emergencies
- gender balance

The following table represents recommended **minimum ratios** of adults (not young leaders under 18 years of age) to children:

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

A SAFE COMMUNITY

To promote the safety and welfare of children and young people in the life of our church, our Policy and Procedures address:

- the importance of children's and young people's workers being properly appointed
- appropriate behaviour
- safe practices

However, when children and young people become part of the life of the church they become part of a far wider community that has the potential to enrich their development and growth, but is also brings with it additional risks that need to be addressed.

Responsibility

All occasions:

- Parents/carers are always responsible for their own children/young people when they are not in their groups and must not assume other adults will supervise them.
- It should be taken into account that the church is open to anyone to attend. Our building has many rooms/areas with hazards that children and young people can access and doors they can exit by, therefore they can be in danger if unsupervised
- Before the last person/people leave and the church premises locked it should be ascertained that no child or young person remains in the building

Sundays:

- Group leaders are responsible for the children and young people attending group sessions and should ensure they are safely back with their parent/carer when the group activities have finished
- If group leaders are concerned about the whereabouts of a child or young person they should contact the parent/carer on the emergency contact number provided, then take appropriate action if necessary

- If parents/carers are in attendance the responsibility for the children and young people lies with them whenever they are not under the direct supervision of group leaders during the children and young people's groups.
- If parents/ carers are not in attendance they will be informed what time the group session finishes and responsibility lies with the group leader until a parent/carer arrives, or in the case of children or young people who attend unaccompanied until they leave the premises
- Group leaders should be aware if children or young people are arriving or leaving unaccompanied by a parent/carer
- Parents/carers must be informed of the start and finishing times of the group or activity being attended

Other days:

- Group leaders are responsible for the children and young people attending during the meeting times of the groups or additional activities
- If group leaders are concerned about the whereabouts of a child or young person they should contact the parent/carer on the emergency contact number provided, then take appropriate action if necessary
- Group leaders should be aware if children or young people are arriving or leaving unaccompanied by a parent/carer
- Parents/carers must be informed of the start and finishing times of the group or activity being attended

Bullying

The government defines bullying as "Behaviour by an individual or group, usually repeated over time, that intentionally hurts another individual or group either physically or emotionally."

In order to prevent bullying:

- the children and young people themselves should be involved in agreeing a code of behaviour
- children and young people should know how they can report any incidents of bullying
- all allegations of bullying will be treated seriously and dealt with appropriately

When a known offender is present

The church should be a community that is welcoming and open to all. It is for people who fail and people in need. Those who have abused children and young people in the past are to be included in this welcome and we will:

- determine (where known) if the offender is subject to supervision or is on the Sex Offender's Register
- enter into a contract with the offender identifying appropriate behaviour in all church situations
- require the offender to sign the contract under advice and guidance from a Regional Minister
- determine who should be informed of the nature of the offence and the details of the contract
- if ultimately necessary, ban the person from attending our church

Pastoral Care

The church will seek to provide support or find external support for:

- **a child or young person who has been the victim of abuse**
- **the parent/s of a child or young person who has been the victim of abuse**
- **the volunteer/s who has/have been involved in any case/s of abuse**

Appendix 1

Incident Report Form

This report form is to be completed by children’s and young people’s worker and given to the Designated Person or other Responsible Person for Safeguarding. As well as this report, make a full factual written record of your observations and any conversations, which must be signed and dated.

Name of worker

Name of group

Name of child

Date & time of incident

Nature of concern:
.....
.....
.....

Have you made a full written record of the incident/concern? Yes / No (please circle)

Who have you spoken to about your concerns?

Child Yes / No (please circle)

Parent / Guardian Yes / No (please circle) Name

Group leader Yes / No (please circle) Name

Social Services Yes / No (please circle) Name

Other Yes / No (please circle) Name

What feedback have you received?

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

How have your concerns been followed up?

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

Signature of Worker Date and time

Signature of Responsible Person Date and time

Appendix 2

Parental Consent and Medical Form for Events, Activities and Residential Holidays for under 18s*

Group leader and Designated Person for Safeguarding must have copies.
*Individual groups may use their own versions, incorporating the following:

Borehamwood Baptist Church, 12 Furzehill Road, Borehamwood, Herts. WD6 2DF

Group

Event

Venue Date(s)

This form must be completed by a parent/guardian in order for the child/young person to participate in the group/event/activity. It should be signed and returned to:

Name By

Full name of child/young person

Date of birth

Address

..... Post Code

Telephone number(s)

The person to contact in case of emergency during this event is:

Name

Relationship to child/young person

Address

..... Post Code

Telephone number(s)

Child's/young person's registered GP

Address

..... Post Code

Telephone number(s)

National Health Service Number

Please state date of last anti-tetanus injection (if known) / /

Does the child/young person suffer from any allergies? (e.g. medicine, food, insects...) If yes, please give details: Yes / No (please circle)

Does the child/young person have any medical conditions about which we should be aware? (e.g. asthma, fits, migraine, epilepsy) If yes, please give details: Yes / No (please circle)

Does the child/young person have any disability about which we should be aware? If yes, please give details: Yes / No (please circle)

Taking any medication? If yes, please give details: Yes / No (please circle)

Has the child/young person been in contact with or suffered from any disease which is or may be contagious or infectious, in the last four weeks? If yes, please give details: Yes / No (please circle)

Declaration

I give permission for my child named above to take part in the event, activity or residential holiday detailed above.

In an emergency and/or I cannot be contacted, I am willing for my child named above to receive necessary hospital or dental treatment including an anaesthetic.

Yes / No (please circle)

I give permission for my child named above to be included in photographs or videos taken in connection with the event for:

- use within the church Yes / No (please circle)
- for external purposes Yes / No (please circle)

(e.g. press release, local publications)

I give permission for my child to be transported by church appointed drivers if required.

Yes / No (please circle)

I UNDERTAKE TO INFORM THE LEADER SHOULD ANY OF THE ABOVE INFORMATION CHANGE BEFORE THE EVENT.

Signed:
(Parent or adult with parental responsibility only)

Date: / /

Appendix 3

Risk Assessment Forms

To be completed by children's and young people's group or event leader.
Advice should be sought from the Health and Safety Officer.

General Risk Assessment Activity:

Identify the Hazards	Who might be harmed and how?	Evaluate the risk and decide on precautions	Review your assessment and update if necessary

Trips out		Specific risk assessment to be completed	

Specific Risk Assessment: Activity:
What/Where:

Identify the Hazards	Who might be harmed and how?	Evaluate the risk and decide on precautions	Review your assessment and update if necessary

Appendix 4

Overnight Event Details Form

To be completed by the group or event leader and copies given to the Diaconate and Designated Person for Safeguarding in good time before the event

Group:	Event:
Dates & times:	Venue:
Group Leader:	Additional staff:

Checklist	Answers / Details
Risk assessment completed? (copy required)	
Parental consent being obtained for each participant	
Sleeping arrangements	
First aiders	
Food hygiene	
Insurance cover in place?	

Water, gas & electricity safety being followed?	
Fire safety equipment in place & fire procedures being followed?	
Nearest medical facilities	
Police & Fire Brigade being notified?	
Health forms being obtained for each participant?	
Safety rules (copy required)	
Appropriate clothing - will participants be given details?	
Appropriate qualifications for leaders & registration for outside activity organisations in place?	

Signature of Leader:	Date:
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