

**SAFEGUARDING
CHILDREN
POLICY
OF
BRANDON BAPTIST
CHURCH**

Implemented: June 2019
To be reviewed: 2022

SAFEGUARDING CHILDREN POLICY STATEMENT

- Brandon Baptist Church is committed in all areas of its work to providing a safe, welcoming environment, where all people are treated with dignity and respect.
- Any of Brandon Baptist Church's work amongst children and young people (a "child" or "young person" is defined as being a person under the age of 18) carries a particular responsibility for their protection. We take seriously the charge given by Jesus to welcome and protect children.
- This policy recognises that most of our contact with children and young people falls into three categories - 1) structured activities aimed at children and young people 2) meetings/ gatherings which are recognised as 'church activities' where all are welcome and children are often present 3) informal contact between adults and children which is part of community life. This document is relevant to all aspects of the church's work with children and young people, whether formal or informal. However, the level of requirements governing structured activities is more in depth than for informal contact as part of community life.
- It is the responsibility of every adult to take every effort to prevent the physical, sexual, emotional or spiritual abuse of or the neglect of children and young people and to report any actual or suspected abuse that comes to light.
- Brandon Baptist Church recognises that safeguarding children is more than just preventing them from being abused, that children should be supported to be healthy, stay safe, enjoy and achieve, make a positive contribution and achieve economic well being.
- All those who wish to work with children or young people will be subject to the agreed procedures for the appointing of workers in this area of work.
- Brandon Baptist Church is committed to supporting and training those who work with children and young people and to providing adequate supervision.
- Each worker with children and young people will be given a summary of the policy in relation to safeguarding children, confidentiality, support to workers and codes of conduct, and will be expected to observe all of them. They will be encouraged to read the full policy and given access to it.

- With regard to on-going pastoral care of children and young people, Brandon Baptist Church workers will use a range of encouraging strategies to support parents and carers.
- The members and leaders have adopted the policy contained in this document. The policy includes agreed guidelines relating to the following areas:
 - Safeguarding children before child protection issues arise
 - Understanding abuse
 - Responding to disclosures or allegations of abuse including helping victims of abuse
 - Specific issues relating to children and young people: deliberate self harm, underage sexual activity, alcohol and substance use, online crimes and abuse, child sexual exploitation.
 - Specific issues relating to parents/carers: domestic violence, mental health problems, drug and alcohol misuse, spiritual abuse.
 - Appointing children and youth workers
 - Good practice for structured activities, including residential activities
 - Working with offenders
 - Supporting children and their families as part of community life
- Brandon Baptist Church is committed to a 3 yearly review of this policy.

Signed (by Trustees)

Date

If you have any concerns for a child or in relation to any child protection matter then speak to either:

Linda Cleverly - Advocate for Children and Young People

[phone numbers redacted]

Elaine Brown - Advisor to Child Advocate

Minister of Brandon Baptist Church

OTHER USEFUL NUMBERS:

Southwark Multi-agency Safeguarding Hub (MASH) 1921	0207 525
out of hours duty social worker 5000	0207 525
Churches Child Protection Advisory Service (Helpline) 1111	0303 003
NSPCC (Helpline) 5000	0808 800

A summary document for parents/carers and members has been prepared and a copy of the full policy can be seen by asking Child Advocate/Recruiter, Advisor to Child Advocate/Assistant Recruiter, Minister of the Church, Youth Leader or one of the Leaders of the Church.

CONTENTS

SECTION ONE: Safeguarding children before child protection issues arise	P 6
SECTION TWO: Understanding about abuse	P 8
SECTION THREE: Responding to disclosure of abuse	P 14
SECTION FOUR: Dealing with specific situations	P 21
SECTION FIVE: Appointment of workers	P 28
SECTION SIX: Supervision of activities and practice issues, including social networking and use of images	P 32
SECTION SEVEN: Issues relating to camps and other residential activities	P 41
SECTION EIGHT: Protecting children when those who have abused children become part of church	P 46

<p>APPENDICES:</p> <p>A: Consent to share information</p> <p>B: Recording concerns about a child</p> <p>C: Recording concerns about an adult</p> <p>D: Table from the London Child Protection Procedures re: the threshold for Child in Need (s17 Children Act 1989) and Child in Need of Protection (s47 Children Act 1989)</p> <p>E: Managing behaviour positively</p> <p>F: Volunteer agreement for working with children on behalf of Brandon Baptist Church</p> <p>G: Application form for working with children and young people with Brandon Baptist Church</p> <p>H: Reference form for those wanting to work with children and young people</p> <p>I: Record of Criminal Records Bureau check</p> <p>J: Risk Assessment Form for activities being undertaken within Brandon Baptist Church</p> <p>K: Registration form for Children’s Activities with Brandon Baptist Church</p> <p>L: Guidance for praying with children</p> <p>M: Request for exceptions to this policy to be agreed</p> <p>N. Parental Consent Form for Use of Images</p>	
---	--

SECTION ONE

SAFEGUARDING CHILDREN BEFORE CHILD PROTECTION ISSUES ARISE

1. INTRODUCTION

Protecting children from abuse starts with promoting their wellbeing. This is often done best through a multi-agency approach, where information is shared as a way of putting in support at an earlier stage before there are concerns that a child may be at risk of significant harm.

It is important that those within, and working for Brandon Baptist Church, grasp the opportunities that the Common Assessment Framework provide.

With this in mind it is recommended that those working (a volunteer is treated in the same way as a worker, therefore all references to workers or

working in this document also applies to volunteers) with children, especially those leading activities:

- Make an effort to get to know the parent/carer of those they work with
- Attempt to maintain good levels of contact with the parent so that sharing information about what happens in sessions and any strengths or concerns apparent are communicated in a routine way
- Ensure that where there are concerns regarding a child's welfare that this is discussed with the child/young person and the parent/carer at an early stage and a conversation takes place about whether there is additional support that could be given.
- Consideration should be given at this stage to asking for consent to liaise with other agencies working with the child or parent/carer, for example, the school, to ensure that a holistic, multi-agency approach is being given to meeting the needs of the child/young person and their parent/carer. -
- Link in with training and forums available through the Local Safeguarding Children's Board within Southwark.

1.2 COMMON ASSESSMENT FRAMEWORK

The Common Assessment Framework provides a standardised way of ensuring that where a child has additional needs, this is assessed at an early stage and unmet needs are met through a multi-agency approach where necessary, without always requiring a referral to Children's Services.

1.3 THE COMMON ASSESSMENT FRAMEWORK FOR BRANDON BAPTIST CHURCH

In practice, for those working within Brandon Baptist Church, this means that where there is an on-going relationship with children or young people who reach the threshold for Level 2, it is recommended that consent is sought from parents/carers to enquire of agencies already involved such as schools or health care professionals to see if a Common Assessment Framework Form has been completed, and whether a lead professional has been identified. If one has not already been completed, and depending on level of unmet need, it may be helpful to suggest one is completed and to be involved in this.

Children who require support at Level 3 (*These are children/young people who have a greater number of needs. They require a co-ordinated multi-agency assessment and provision of specialist services or statutory involvement. Their needs are complex, prolonged or critical*) will need the involvement of the Local Authority Children's Services and a referral needs to be made to the Referral and Assessment Team within Children's Services (0207 525 1921) if a social worker within the Local Authority is not already involved.

Training is required before a CAF form is completed and so workers within Brandon Baptist Church should not be undertaking assessments under CAF

until they have had training provided through the Local Safeguarding Children's Board. (The Local Safeguarding Children's Board is a statutory requirement of all local authorities to provide an over-view of all Child Protection Issues, including training).

For more information regarding the Common Assessment Framework see Working Together to Safeguard Children 2013, www.education.gov.uk

SECTION TWO

UNDERSTANDING ABUSE

2.1 DEFINITIONS OF ABUSE

The London Child Protection Procedures 2017 (Part A) (see www.londoncp.co.uk) based on government guidelines 'Working Together to Safeguard Children March 2015' set out definitions and examples of the categories of abuse which are used to determine if a Child Protection Plan is required. These are described as:

- **Neglect**

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy. It may involve a parent or carer failing to provide adequate food, shelter and clothing, failing to protect a child from physical harm or danger, or the failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

- **Physical Abuse:**

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces illness in a child.

- **Sexual Abuse:**

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, including prostitution, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative (e.g. rape, buggery or oral sex) or non penetrative acts. They may include non-contact activities such as involving children in looking at, or in the production of, sexual online images, watching sexual activities, or encouraging children to behave in sexually inappropriate ways. Such abuse is termed child sexual exploitation. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity in exchange for something the victim needs or wants or for financial advantage of the perpetrator.

The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology.

- **Emotional Abuse:**

Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on a child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate or valued only insofar as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill treatment of another. It may also involve serious bullying, causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of ill treatment of a child, though it may occur alone.

Controlling behaviour is a range of acts designed to make a person subordinate and/or dependent by isolating them from sources of support, exploiting their resources and capacities for personal gain, depriving them of the means needed for independence, resistance and escape and regulating their everyday behaviour.

Coercive behaviour is an act or a pattern of acts of assault, threats, humiliation and intimidation or other abuse that is used to harm, punish or frighten their victim. This definition, which is not a legal definition, includes so called 'honour' based violence, female genital mutilation (FGM) and forced marriages, and it is clear that victims are not confined to one gender or ethnic group.

All of these categories overlap and an abused child can frequently suffer more than one type of abuse.

- **Significant Harm**

This relates to the degree of harm that triggers statutory action to protect a child. It is based on the individual child's health or development compared to that which could reasonably be expected of a similar child. e.g. severity of ill treatment, degree and extent of physical harm, duration and frequency of abuse and neglect, premeditation. The Children Act 1989 introduced the concept of significant harm as the threshold that justifies compulsory intervention in family life in the best interests of children, and gives local authorities a duty to make enquiries (Section 47) to decide whether they should take action to safeguard or promote the welfare of a child who is suffering, or likely to suffer, significant harm.' (from London Child Protection Procedures www.londoncp.co.uk)

- **Fabricated or induced illness**

Fabricated or induced illness is a condition whereby a child is at risk of, or suffers, harm through the deliberate action of their parent and which is attributed by the parent to another cause. There are three main ways: fabrication of signs and symptoms, of past medical history or falsification of hospital information, induction of illness by a variety of means. The three methods are not mutually exclusive. (see www.londoncp.co.uk)

- **Spiritual Abuse**

Spiritual abuse is a form of psychological and emotional abuse that takes place within a faith context. People who report such abuse experience being controlled, coerced and pressurised within churches and places of worship. Currently there is no legal definition. The target experiences spiritual abuse as a deeply emotional personal attack. This abuse may include manipulation and exploitation, enforced accountability, censorship of decision making, requirements for secrecy and silence; pressure to conform, misuse of scripture or the pulpit to control behaviour, requirement of obedience to the abuser, the suggestion that the abuser has a 'divine position, isolation from others, especially those external to the abusive context.

Useful guidance on praying with children has been developed by CCPAS and is attached at Appendix L.

- **Child abuse linked to belief in possession, witchcraft, spiritual or religious belief**

The following extract is taken from www.londoncp.co.uk Section 28 Spirit Possession and Witchcraft.

'Where parents, families and the child themselves believe that an evil force has entered a child and is controlling them, the belief includes the child being able to use the evil force to harm others. This evil is variously known as black magic, kindoki, ndoki, the evil eye, djinns, voodoo, obeah. Children are called witches or sorcerers.

Parents can be initiated into and / or supported in the belief that their child is possessed by an evil spirit by a privately contacted spiritualist / indigenous healer or by a local community faith leader. The task of exorcism or deliverance is often undertaken by a faith leader, or by the parents or other family members.

A child may suffer emotional abuse if they are labeled and treated as being possessed with an evil spirit. In addition, significant harm to a child may occur when an attempt is made to 'exorcise' or 'deliver' the evil spirit from the child

- **Organised Abuse**

Complex (organised or multiple) abuse may be defined as abuse involving one or more abusers and a number of children. The abusers concerned may be acting in concert to abuse children, sometimes acting in isolation, or may be using an institutional framework or position of authority to recruit children for abuse.

Complex abuse occurs both as part of a network of abuse across a family or community, and within institutions such as residential homes or schools. See *Section 8 Organised and Complex Abuse Part B London Child Protection Procedures* www.londoncp.co.uk

2.2 WHERE ABUSE CAN OCCUR

Child abuse can take place in a number of different settings, of which the following are examples:

- It is likely to occur most commonly where the young person knows the individual/s and is trusted. This can be a parent, carer, baby-sitter, sibling, relative or friend of the child or of the family.
- The abuser is sometimes someone in authority such as a teacher, youth leader, children's worker or church worker/leader.
- The abuser is sometimes a paedophile or other person who sets out to join organisations (including churches) to obtain access to children.

Brandon Baptist Church has a responsibility to act if abuse comes to light and, as far as possible, to protect children and young people from the possibility of being abused within the organisation.

2.3 RECOGNISING POSSIBLE CHILD ABUSE

The following signs *may* be indicators of child abuse, but care should be taken in interpreting them in isolation.

(i) Physical signs

- any injuries, bruises, bites, bumps, fractures, etc. that are not consistent with the explanation given for them
- injuries that occur to the body in places that are not normally exposed to falls, rough games, etc.
- injuries that appear to have been caused by a weapon e.g. cuts, welts, etc.
- injuries that have not received medical attention
- instances where children are kept away from the group inappropriately or without explanation
- self-mutilation or self-harming e.g. cutting, slashing, drug abuse

(ii) Emotional signs

- changes or regression in mood and behaviour, particularly where a child withdraws or becomes clingy; also depression/aggression
- nervousness or inappropriate fear of particular adults e.g. frozen watchfulness, sudden movements away from an individual, cowering movements
- changes in behaviour e.g. under-achievement or lack of concentration ; inappropriate relationships with peers and/or adults e.g. excessive dependence attention-seeking behaviour
- persistent tiredness, wetting or soiling of bed or clothes by an older child

(iii) Signs of neglect

- regular poor hygiene
- persistent tiredness
- inadequate clothing
- excessive appetite
- failure to thrive e.g. poor weight gain, consistently being left alone and unsupervised
- persistently less responsive than normal

(iv) Indicators of possible sexual abuse

- any direct disclosure made by a child concerning sexual abuse
- child with excessive preoccupation with sexual matters and detailed knowledge of sexual acts and/or play
- adult sexual behaviour, or who regularly engages in age-inappropriate sexual play
- preoccupation with sexual activity through words, play or drawing
- child who is sexually provocative or seductive with adults
- inappropriate bed-sharing arrangements at home
- severe sleep disturbances with fears, phobias, vivid dreams or nightmares, sometimes with overt or veiled sexual connotations
- other emotional signs (see above) may be indicative of sexual or some other form of abuse

(v) Signs that a Child/Young Person may be being Exploited

The following signs and behaviour may be seen in children who are already being sexually exploited:

- Missing from home or care;
- Absent from school for whole of part days;
- Sexually-transmitted infection/s;
- Injuries caused by sexual activity;
- Pregnancy and termination/s;
- Recruiting others into exploitative situations;
- Evidence of sexual bullying and/or vulnerability through the internet and/or social networking sites;
- Involvement in offending;
- Receipt of gifts and money from unknown sources;
- Physical injuries;
- Drug or alcohol misuse;
- Change in physical appearance
- Estranged from their family;
- Poor mental health;
- Self-harm;
- Thoughts of or attempts at suicide.

With this in mind, it is important to keep alert to these signs, particularly if several exist or persist over a longer period of time. Check things out with children in a non-threatening and child-centred way - don't make assumptions but don't ignore concerns - don't push for information. Their answer may heighten or alleviate concerns; consider what action may be most appropriate. Record concerns and ensure they are discussed with the Lead for Safeguarding Children. (where mention is made of 'the Lead for Safeguarding Children, in Brandon Baptist Church this will be the Child Advocate, Advisor or Minister).

SECTION THREE

RESPONDING TO DISCLOSURE OF ABUSE

1. HOW TO REACT WHEN A CHILD WANTS TO TALK ABOUT ABUSE

(i) General points

- Take seriously what the child says (however unlikely the account may sound)
- Keep calm
- Look at the child directly and do not look surprised or shocked
- Be honest
- Reassure them they are not to blame for the abuse
- Be aware that the child may have been threatened not to say what happened
- Never push for information - your role is not to investigate the matter; it is to listen to what the child wants to tell you and if possible, to get enough information to clarify whether abuse is being alleged, by who, when was the last time and to consider whether it is safe for the child to go home
- Let them know you will need to tell someone else - don't promise confidentiality

(ii) Helpful things to say or show

- Show acceptance of what the child says
- “I am glad you have told me”
- “It's not your fault”
- “I will help you”

(iii) Avoid saying

- “Why didn't you tell anyone before?”
- “I can't believe it”
- “Are you sure this is true?”
- Never make false promises
- Never make statements such as “I am shocked!”, or “don't tell anyone else”

(iv) Concluding

- Again, reassure the child that they were right to tell you and that you take them seriously, tell them that ‘it is not their fault’
- Let the child know what you are going to do next and that you will let them know what might happen
- Immediately refer the matter to the most appropriate person - see below
- Let the child know it is not their fault.

3.2 HOW TO RESPOND TO CONCERNS ABOUT ABUSE OR MALTREATMENT

It is important that the whole of this section is read before taking action, as the action to be taken would vary depending on the type and seriousness of the concern that has come to light.

Whilst allegations or suspicions of abuse or maltreatment will normally be reported to the Child /Young Person Advocate or the Minister should not delay referral to Children’s Services. MASH provides advice and guidance to employers and other individuals/organisations who have concerns relating to an adult who works with children and young people (including volunteers, agency staff and foster carers) or who is in a position of authority and having regular contact with children (for example religious leaders or school governors).

There may be concerns about workers who have:

- Behaved in a way that has harmed or may have harmed a child
- Possibly committed a criminal offence against or related to a child
- Behaved towards a child, or behaved in other ways that suggests they may be unsuitable to work with children
- Any concern that meets the criteria above should be referred. Initially it may be unclear how serious the allegation is. If there is any doubt, the LADO or the lead person for safeguarding in your agency should be contacted for advice.

Exceptionally, should there be any disagreement between the person in receipt of the allegation/suspicion and the Advocate/Minister as to the appropriateness of a referral to Children’s Services, the former retains a responsibility as a member of the public to report serious matters to Children’s Services , and should do so without hesitation.

The Church Trustees will support the Advocate/Minister for Safeguarding Children in their role and accept that any information they may from time-to-time have in their possession will be shared in a strictly limited way on a need to know basis.

(i) If there are concerns about a child’s immediate safety

If the disclosure made by the child to an adult suggests that there is a serious risk of abuse if he/she returns home from the activity attended, the adult should report the matter immediately to the Advocate for advice. The Advocate should then decide whether or not an immediate referral to the Council's Children's Services or the Police is appropriate. In the event of the person having difficulties contacting the Advocate or if the Advocate is implicated in the allegation, the adult should contact the Minister, listed at the front of the document for further advice. However, difficulties in contacting the above for advice should not delay a referral to Children's Services if there are significant concerns about a child leaving an activity. Time is often of the essence and so whilst it is important to seek advice from those with responsibility within the Church, it is also possible to get advice from the Churches Child Protection Advisory Service or the Council's Children's Service, even out of hours (see contact details at the front of this policy).

If a child's parent comes to collect their child when there are concerns about their safety attempt to seek co-operation to allow the child to remain such as " (Name) has been upset about something and we're just trying to sort it out, would you mind waiting/would it be OK if s/he stayed here for a little while whilst we sort it out?" Be mindful of the advice contained within this section regarding how much or how little to tell parents about what the concerns are.

The London Child Protection Procedures empower those who have care of a child to do all that is reasonable in the circumstances to safeguard children in their care and accordingly to take all reasonable steps to protect a child from immediate risk; this can include from an aggressive parent. This could therefore be used as legal justification for holding a child at an activity whilst you are awaiting further direction from statutory agencies, should you feel the child would be at significant risk were they to return home. (There is a copy of the London Child Protection Procedures available at www.londoncnp.co.uk)

However, if the Police or Children's Services have not attended to deal with the matter, and the parent is insisting they take the child home, The Police and Children's Services should be notified immediately.

Record what happened on the Recording Concerns form (see Appendix B) and keep securely with other confidential information. Ensure a copy is given to the Lead for Safeguarding Children to be held centrally.

ii) Responding to concerns about emotional abuse or neglect

Where neglect or emotional abuse is suspected the co-operation of parents/ carers will normally be sought, except where this would place the child at greater risk or where emergency attention is required.

It is important that in the context of structured activities, those working with children or young people should record behaviour or appearance that is unusual from a child or may give cause for concern. Examples may include wetting in an older child where there is no known physical explanation, or particular tearfulness, or symptoms that could be the result of neglect such as persistent complaints of being hungry.

(iii) Responding to concerns about physical abuse

When concerns come to light that a parent or family member has inflicted physical injury to a child, then a judgement needs to be made regarding how to proceed. The Advocate or Minister should be consulted.

(iv) Responding to concerns about sexual abuse

Where sexual abuse is suspected the workers will *not* speak to parents/ carers as this may make the task of investigation by the Police or Children's Services much harder.

In the event of allegations or suspicions of sexual abuse, the adult will:

- Contact the Advocate or Minister or Children's Services Child Protection Officer/Police Child Abuse and Investigation Team directly. **The person will not speak to the parent (or anyone else)**, as there is always the possibility that they could be involved. If named people are innocent, talking with them before contacting the authorities may make it harder for them to be cleared.
- If sexual intercourse is alleged to have occurred very recently, then contact the Police immediately so that any forensic evidence is preserved and a specialist medical practitioner can examine the person. Do not interfere with any evidence such as stained clothing. If the allegations concern events more than a week old then Children's Services or the Police must be informed as soon as possible.
- If, for any reason, the adult is unsure whether or not to follow the above, then advice from the Advocate or Minister or CCPAS will be sought and followed. The CCPAS will confirm its advice in writing in case this is needed for reference purposes in the future.
- Under no circumstances will the person attempt to carry out any investigation into allegations or suspicions of sexual abuse. The role of the concerned adult is to collect and clarify the precise details of the allegation or suspicion and to provide this information to the Children's Services Department, whose task it

is to investigate the matter under Section 47 of the Children Act 1989.

(v) Responding to concerns about child exploitation

A young person should be referred to LA children's social where there are a cluster of vulnerabilities that may indicate the young person is being sexually exploited or there are one or two indicators which, on their own, escalate concerns. Unless there is evidence of risk of significant harm, the young person will be assessed as a child in need.

3. ALLEGATIONS AGAINST CHILDREN/YOUNG PEOPLE

Children and young people have always been curious and/or experimented sexually. However, where a child is in a position of power or has responsibility over another child (as in a babysitting arrangement) and abuses that trust through some sexual activity, then this is abusive. Where one child introduces another child to some age-inappropriate sexual activity or forces themselves onto a child, then this is not mutual exploration, it is abusive. Such situations should be taken as seriously as if an adult were involved, because the effects on the child victim can be as great.

3.4 ALLEGATIONS MADE AGAINST THOSE WHO ARE WORKING WITH CHILDREN

When an allegation is made that someone volunteering or being paid to work with children or young people has abused a child, it is important that this is taken seriously and acted on speedily. Advice should be sought from the Advocate unless the allegation is about that person, in which case advice should be sought from the Minister.

3.5 RECORDING CONCERNS AND ACTION TAKEN

Where a child has made a specific disclosure regarding abuse, make notes as soon as possible (preferably within an hour of the interview), writing down exactly what the child said and when he/she said it and what was happening immediately beforehand (e.g. description of the activity). Record dates and times of these events including what action was taken and the response from others. Include when you made the record. This should be recorded on the *Recording Concerns About a Child* form kept on site of any structured activity (found at Appendix B). However, if this is not practical then still make detailed notes and transfer to the appropriate form as soon as possible. Keep all notes, even if these are subsequently typed up or transferred to another form. They may become part of a criminal investigation.

Whenever a *Recording Concerns* form is completed, this should be passed on to the children's advocate to be held centrally and securely. They may have received additional concerns about the same child from other sources and will be able to oversee action taken and any patterns emerging.

3.6 ALLEGATIONS BY ADULTS ABUSED AS CHILDREN

If an adult makes allegations about abuse they experienced as a child, it is for them to decide whether or not to report the matter to Children's Services or the Police. The only exception is where there is a possibility that the alleged perpetrator still has close contact with children. In such circumstances, the allegations should be reported to the child protection authorities (Police Child Abuse and Investigation Team/Children's Services) so that children who may be at immediate risk can be protected. Checks may be made to discover whether the person has been barred from working with children. Sexual abuse of children is often addictive behaviour and perpetrators can continue to abuse for many years.

3.7 HELPING VICTIMS OF ABUSE

Brandon Baptist Church is committed to supporting victims of abuse through pastoral care, counselling and advice. We will seek to ensure that children understand they are highly valued by means of the attitudes and actions of all adults in the church they come into contact with. We will make contact with other support and counselling services if this is requested and appropriate and in some cases give financial support if expenses are incurred.

3.8 CONFIDENTIALITY AND SUPPORT POLICIES

It is right to respect the wishes of adults and children to keep private information private. However, it is absolutely necessary to breach confidentiality where a child/young person is deemed to be at risk.

As the Minister has overall pastoral responsibility for the church he/she should be informed that an issue has arisen and who it is between. The Minister should only be informed of the specific nature of the case if his pastoral role gives him/her some responsibility for action in relation to the case. For example if there should be some action necessary in relation to the adult involved. To know the names of those involved in a specific case will enable the minister to be alert for any subsequent situations arising in relation to those particular people.

In order to maintain confidentiality as far as possible however, the concerns should only be discussed with the Advocate or Minister and, if within the context of a structured activity, the leader of that activity.

Consider your own feelings and seek pastoral support if needed. Please do not divulge specific information regarding the child/young person or the case.

9. IF A CHURCH MEMBER DOES NOT FEEL ADEQUATE ACTION HAS BEEN TAKEN

It is, of course, the right of any individual as a citizen to make direct referrals to the child protection agencies or seek advice from them. However, we hope that those who are part of the churches or working on behalf of them will use the procedure outlined above.

If, however, a person feels that the Advocate or Minister has not responded appropriately to their concerns, then it is open to them to contact the relevant organisation directly.

SECTION FOUR

DEALING WITH SPECIFIC SITUATIONS

Where there are lower level concerns or no direct disclosure, discuss this in the first instance with the activity leader. They may have additional information regarding the child which could affect how your concerns are viewed.

It is important to log concerns, whether minor or significant in written form - in the Action book in the case of structured activities, and cross referencing to the "Recording Concerns" file. This is important to track frequency or patterns and may, if they persist, highlight the need for a referral to Children's Services.

WORKING WITH CHILDREN WHO SELF HARM

For the purpose of this document, the definition of self harm will be understood as any immediate acts of self-inflicted pain and/or injury to the body, such as:

- Scratching, scraping or picking
- Cutting arms or other parts of the body
- Burning or scalding
- Banging or hitting the head or other parts of the body
- Purposefully breaking bones
- Hair-pulling
- Scouring or scrubbing
- Inserting things into the body
- Swallowing harmful things or substances including an overdose of medication
- Tying something tight around part of the body
- Under or over eating

The London Child Protection Procedures Section 19 'Self Harming and Suicidal Behaviour' www.londoncp.co.uk

'Any child or young person, who self-harms or expresses thoughts about this or about suicide, must be taken seriously and appropriate help and intervention, should be offered at the earliest point. Any practitioner, who is made aware that a child or young person has self-harmed, or is contemplating this or suicide, should talk with the child or young person without delay'

Professionals should also consider the circumstances of a serious eating disorder or extreme risk-taking as a threat or attempt at self-harm or suicide by a child.

Where people within Brandon Baptist Church become aware that a child or young person has harmed themselves, it is important to immediately bring this to the attention of the Advocate who can then consider how best to discuss with the child's parent/carer and arrange for medical and psychiatric attention. It is recognized that some young people will not want their parents contacted and would not want medical attention to be sought. However, the benefits of such need to be highlighted and attempts made to seek co-operation on this, highlighting the obligation to seek help.

Where a young person who is "Gillick" or "Fraser" Competent (*sufficient understanding and intelligence to enable her/him to understand fully what is proposed*) refuses to consent to such, or there are concerns that notifying a parent/carer may lead to further significant harm, then advice needs to be taken from the Advocate within Brandon Baptist Church and one of the Child Protection Advisors within the Child Protection

(iii) Useful organisations and resources:

www.samaritans.org

National Inquiry into Self Harm: <http://www.nhs.uk/conditions/Self-injury>
Anorexia and Bulimia Care.

4.2 WORKING WITH CHILDREN WHO ENGAGE IN UNDERAGE SEXUAL ACTIVITY

It is important to remember that the legal age to give consent for penetrative sexual activity is 16 and that sexual activity under that age could give rise to concern. Underage sexual activity which presents cause for concern is likely to raise difficult issues and should be handled particularly sensitively.

For the purposes of this procedure, the term "sexual activity" will be used to imply penetrative (including oral) sexual activity.

(i) Working with children under 13

A child under 13 is not legally capable of consenting to sexual activity. Any offence under the Sexual Offences Act 2003 involving a child under 13 is very serious and should be taken to indicate a risk of significant harm to the child.

Situations involving under-13s engaged in sexual activity should always be recorded as a concern and discussed with the Advocate. Under the Sexual Offences Act, penetrative sex with a child under 13 is classed as rape. Where the allegation concerns penetrative sex, or other intimate sexual activity occurs, there would always be reasonable cause to suspect that a child, whether girl or boy, is suffering, or is likely to suffer, significant harm

and therefore there should be a presumption that the case will be reported to the MASH team within Children's Services.

(ii) Working with children aged 13-15

Sexual activity with a child under 16 is also an offence. Where it is consensual it may be less serious than if the child were under 13, but may nevertheless have serious consequences for the welfare of the young person. Consideration should be given in every case of sexual activity involving a child aged 13-15 as to whether there should be a discussion with other agencies and whether a referral should be made to the MASH team within Children's Services.

(iii) Working with 16-17 year olds

Sexual activity involving a 16- or 17-year-old, though unlikely to involve an offence, may still involve harm or the risk of harm. The considerations and processes outlined above should be borne in mind when assessing that risk, and should share information as appropriate.

It is an offence for a person to have a sexual relationship with a 16- or 17-year-old if that person holds a position of trust or authority in relation to them.

4.3 WORKING WITH CHILDREN WHO ABUSE ALCOHOL OR SUBSTANCES

(i) Tobacco

It is not illegal for a young person to smoke cigarettes in public and guidance from CCPAS indicates that workers do not have a right therefore to confiscate any cigarettes or tobacco products in the young person's possession.

(ii) Alcohol

Children aged 5 and over may legally consume alcohol in private but no one under 18 can do this in public. However, CCPAS guidance is that those working with children and young people do not have the right to confiscate alcohol found in a young person's possession. Brandon Baptist Church has a no alcohol on the premises policy.

(iii) Solvents

It is not illegal for a young person of any age to abuse solvents but if a worker becomes aware there may be a problem, they should pro-actively encourage the young person to seek professional help from an organisation specialising in this area. This should be discussed with the young person and the *Recording Concerns about a Child* form should be used to record this and a copy passed to the Advocate. It is likely that needs at Level 2 of the Common Assessment Framework have been met and consideration should be given to engaging with the parent/carer and other agencies as appropriate, outlined in Section 1.

(iv) Illegal substances

Possessing, using or supplying illegal drugs is a criminal offence. Therefore, if a young person attending an activity within Brandon Baptist Church is carrying, using or supplying illegal drugs they need to be made aware that the following action needs to be taken:

- The young person should be told to stop and not do it again
- The parents/carers need to be informed if the young person is under 16 years.
- If the young person is over 16 the parent/carer will be informed with their permission
- Discuss with the young person the proposed course of action, particularly if they re-offend (e.g. informing the police).
- Write down the content of any discussion with the young person, including the action taken on the *Recording Concerns about a Child* form, a copy of which should be passed to the Lead for Safeguarding Children, and kept in a secure place.
- If this is noticed to be a common problem, liaise with the Police to devise a strategy for dealing with the use of illegal substances.

Substance misuse is a category indicating that at least Level 2 of the Common Assessment Framework has been met and therefore consideration should be given to engaging with the parent/carer and other agencies as appropriate, outlined in Section 1.

Where the substance misuse is leading to significant harm either because of the type of drug being used, the frequency/amount being used, or the impact on other areas of the young person's life including exploitation from adults, a referral needs to be made to the MASH team within Children's Services as a Safeguarding matter.

4.4 WORKING WITH FAMILIES WHERE THERE IS DOMESTIC VIOLENCE

It is becoming increasingly apparent that there are strong links between domestic violence and children experiencing significant harm. For this reason, Supplementary Guidance has been developed by the London Safeguarding Children Board to complement the London Child Protection Procedures, and this can be found at www.londoncp.co.uk

(ii) Risks for children related to domestic violence

All within Brandon Baptist Church need to be alert to the following risks that children may be at if they are living with domestic violence:

- Direct physical or sexual abuse of the child.
- The child being abused as part of the abuse against the mother:
 - Being used as pawns or spies by the abusive partner in attempts to control the mother;

- Being forced to participate in the abuse and degradation by the abusive partner.
- Emotional abuse and physical injury to the child from witnessing the abuse:
 - Hearing abusive verbal exchanges between adults in the household;
 - Hearing the abusive partner verbally abuse, humiliate and threaten violence;
 - Observing bruises and injuries sustained by their mother;
 - Hearing their mother's screams and pleas for help;
 - Observing the abusive partner being removed and taken into police custody;
 - Witnessing their mother being taken to hospital by ambulance;
 - Attempting to intervene in a violent assault;
 - Being physically injured as a result of intervening or by being accidentally hurt whilst present during a violent assault.
- Negative material consequences for a child of domestic violence:
 - Being unable or unwilling to invite friends to the house;
 - Frequent disruptions to social life and schooling from moving with their mother fleeing violence;
 - Hospitalisation of the mother and/or her permanent disability.

(iv) What to do to support a child who discloses domestic violence

If there is concern about the risk of significant harm to the child/ren, then our overriding duty is to protect the child/ren. The guidelines for responding to children who disclose there is violence within the home is largely the same as those guidelines contained in Section 2. The *Recording Concerns* forms should be used to record any information relating to the disclosure of domestic violence and passed to the Lead for Safeguarding Children.

(v) Useful contact information

National Domestic Violence Helpline - 0808 2000 247 Rights of Women

www.rightsofwomen.org.uk

www.victimsupport.org.uk / NSPCC Child Protection Helpline - 0800 800 500

www.Childline.org.uk - 0800 1111

england.shelter.org.uk - 0808 800 4444

www.broken-rainbow.org.uk (Les.GayBi-sexualTrans-sexual nat .help line)
- 0845 260 4460

www.respect.uk.net Phonenumber (for perpetrators) - 0845 122 8609

www.reunite.org (advice about child abduction) - 0116 2556 234

www.mensadviceline.org.uk - 0808 801 0327

4.5 WORKING WITH FAMILIES WHERE AN ADULT HAS A MENTAL HEALTH PROBLEM

Research indicates quite a strong link between parental mental ill health and significant harm to children, and it is important that those with responsibility for safeguarding children are mindful of potential risks.

The London Child Protection Procedures highlight that the following factors may lead to increased concerns that a child may have suffered or is at risk of suffering significant harm:

- History of mental health problems with an impact on the sufferer's functioning;
- Unmanaged mental health problems with an impact on the sufferer's functioning;
- Maladaptive coping strategies;
- Misuse of drugs, alcohol, or medication;
- Severe eating disorders;
- Self-harming and suicidal behaviour;
- Lack of insight into illness and impact on child, or insight not applied;
- Non-compliance with treatment;
- Poor engagement with services;
- Previous or current compulsory admissions to mental health hospital;
- Disorder deemed long term 'untreatable', or untreatable within time scales compatible with child's best interests;
- Mental health problems combined with domestic abuse and / or relationship difficulties;
- Mental health problems combined with isolation and / or poor support networks;
- Mental health problems combined with criminal offending (forensic);
- Non-identification of the illness by professionals (e.g. untreated post-natal depression can lead to significant attachment problems);
- Previous referrals to LA children's social care for other children.

Where these factors are present, this should be recorded on a *Recording Concerns about a Child* form and discussed with the Advocate. It is also important that consideration is given to whether a referral to the Advice and Assessment Team within Children's Services is necessary, which would usually be with the parent's knowledge and ideally with consent - See Sections 1 and 2.

4.6 WORKING WITH FAMILIES WHERE AN ADULT ABUSES ALCOHOL OR SUBSTANCES

Where there are concerns regarding an adult who abuses alcohol or substances, it is likely that needs at Level 2 of the Common Assessment Framework will exist. This should be recorded on the *Recording Concerns About a Child* form and discussed with the Advocate. Guidance contained in Section 1 should be followed including trying to ensure that the right services are in place to support the parent and the child.

However, it may be that the nature of the alcohol or substance misuse is such that there is reasonable cause for concern that a child may be at risk of significant harm. In these circumstances, it is important to urgently discuss with the Advocate with a view to making a referral to the Advice and Assessment Team within Children's Services.

SECTION FIVE

APPOINTMENT OF WORKERS

5.1 INTRODUCTION

Earlier parts of this document refer to actions to be taken by any adult who is part of Brandon Baptist Church who has concerns about a child's welfare. This is in recognition that we all have responsibility for the protection of children.

However, it is important that Brandon Baptist Church is pro-active in ensuring that there are systems in place that safeguard children as far as possible when they are part of structured activities with us. For clarity, the term "worker" is used in this section and the next to refer to anyone who helps out with or leads specific children's activities as part of Brandon Baptist Church. This includes Mayhem, children's Sunday groups, Redcar club children's club, holiday clubs, and any other activity aimed at children.

These policies provide a baseline for all work with children and young people

5.2 APPOINTING WORKERS OR VOLUNTEERS

CCPAS suggests that the minimum age for a worker is 16 and there will be circumstances when those aged 16 or 17 could be assessed as being mature and skilled enough to undertake work with children through Brandon Baptist Church although the full procedure for appointing workers would apply equally to them.

Young people under 16 are frequently used as helpers. This also happens outside the church when, for example, children from secondary schools obtain a work experience placement in an infant school or nursery. In this situation, such helpers should be responsible to a named worker and never be in a position where they are providing unsupervised care of children. They should also not be counted as a 'worker' when considering staff/child ratios (see below). In these circumstances a Criminal Records Bureau check would not be necessary although an application form should still be completed and references taken up.

Drivers appointed by the church should always be regarded as 'workers' and it follows therefore that all the appropriate checks should be carried out.

(i) Application forms

Prospective workers will be asked to complete an application form which should request the following minimum: basic personal details, current and previous addresses dating back 5 years, any experience looking after or working with children/young people, whether or not there has been any

concern regarding their conduct with children, whether there has ever been any allegations made against them which has been reported to and investigated by Children's Services and/or the Police and details of any charges or convictions - See Appendix G. Disclosure of a criminal record or prior involvement with Children's Services may not in itself prevent appointment, as the nature of any offence or involvement with Children's Services is considered. In addition, two references will be requested using the sample reference form at Appendix H: one should be from someone who has known the person for a minimum of two years and the other should be from a more formal source such as an employer, tutor, Church leader or GP who has *ideally* known the person for a minimum of two years.

(ii) Disclosure forms

All applicants, engaged in regular work with children will be asked to complete a Disclosures form which is forwarded to CCPAS (registered with the Disclosure and Barring Service) who in turn request the DBS to check information supplied by the individual against police records. Linda Cleverly and Elaine Brown have been approved as lead recruiter and assistant recruiter for DBS Checks. This means that the information from the DBS and CCPAS will be available to either of them. It will be important that they liaise with the Sunday Group Leaders for Children's Groups and Mayhem Leaders with regards to the decisions made following the information being received.

There are safeguards in place for individual applicants: the information received from the DBS/CCPAS will be considered by the Lead and Assistant Recruiters. Once a decision is made regarding recruitment, the information from DBS/CCPAS will be recorded on the decision sheet.

Where it is anticipated that a person is helping out as a one off or short-term arrangement then it is desirable but not essential for a DBS check to be completed. However, in these circumstances, an application form to volunteer with the church still needs to be completed including the provision of referees. Furthermore, the worker will not be allowed any unsupervised time with a child and it is the responsibility of both the worker and the main leader of the activity to ensure that strategies are in place for ensuring this remains the case throughout.

Brandon Baptist Church commits itself to reviewing the status of DBS checks to ensure that everybody working with children on a regular basis or in an unsupervised capacity, has a check completed at least every 3 years.

(iii) Interviews and suitability for the position

Prospective workers will have an interview with two of those holding positions of responsibility with regard to child protection, i.e. the child Advocate, the Minister, the Sunday Group Leader, Mayhem Organiser or the two recruiters. The applicant will be told more about the work and current needs of Brandon Baptist Church and their expectations, and will have the

opportunity to raise points and ask questions. During this interview the following factors will be taken into account:

- Support of the aims of Brandon Baptist Church's work with children and young people
- Previous experience of looking after or working with children or young people
- Ability to provide warm and consistent care
- A willingness to respect background and culture of children in their care
- Commitment to treat all children and young people as individuals and with equal concern
- An appropriate level of physical health, mental stability, integrity, flexibility
- Willingness to work as a team member
- If it is applicable, evidence of a Christian faith through being a regular attender of Brandon Baptist church

If appointed, a worker will be given a copy of the summary of the Safeguarding Children Policy, a task description and a volunteer agreement that requires them to sign a declaration that they have read these and understand their duty to protect the children and young people they come into contact with. They will have an awareness of the full Safeguarding Children Policy and told how to access it.

5.3 CRITERIA FOR NOT APPOINTING WORKERS

(i) Reasons

Brandon Baptist Church's responsibilities towards those it works with means that on occasion it will exclude people from working with children and young people. This will happen where:

- it is known that the individual has a criminal record for offences relating to children. Even where real change has taken place in the life of the individual, it would be unwise to place an individual in a position of temptation, and refusal would be for the benefit of the individual concerned as well as for the children
- there has been failure to disclose a criminal record
- an unsatisfactory reference is received
- those responsible for the Church/Project have reservations about the overall suitability of an applicant to undertake work with children and young people within specific contexts. In these circumstances there must be clear and specific reasons recorded and communicated to the applicant

(ii) Disclosure

Where a criminal record is disclosed relating to other types of offence, this will be brought before the relevant leadership in confidence, together with other relevant background information, for a decision to be made to appoint or not.

5.4 GOOD PRACTICE WHEN USING VOLUNTEERS

It is important that any volunteer used to work with children is clear about what is expected of them and who they are accountable to. This would usually be a named leader of the activity in the first instance who in turn is accountable to a named person within the Church Leadership.

All workers should be made familiar with this safeguarding children policy including the guidelines for managing behaviour positively, as well as other policies relating to health and safety and risk assessment. They will sign the volunteer agreement to confirm standards of behaviour expected of them.

However, it is also important that workers are supported in an on-going way so that best practice can be maintained. This should include regular workers' meetings to review procedures to ensure a common approach, sharing of concerns and identifying other matters that may need clarification and guidance.

Everyone who works with children should have some relevant training, either provided internally through Brandon Baptist Church or accessed externally, for example through the Local Safeguarding Children's Board.

5.5 DEALING WITH CONCERNS ABOUT VOLUNTEER CONDUCT

Whilst nobody is perfect, there are certain expectations regarding how those working with children and young people should behave towards them and this is outlined in Section 6.2 and Appendix F and J.

When there are child protection concerns regarding a worker, the procedures as outlined in Section 3 need to be followed. Concerns should be recorded using the *Recording Concerns about an Adult* form found at Appendix C and passed to the child advocate (or in absence Minister) to be stored as confidential information. Furthermore, where the concerns relate to somebody who is employed by the church then there will be a separate disciplinary procedure for dealing with concerns.

However, where the concerns are not at the level of child protection, they should be brought to the attention of the person in charge of the activity or particular area of work, and addressed with the individual concerned in a sensitive but open and honest way. Opportunity to understand how the situation causing concern arose and how to avoid this in the future could avert this developing into an on-going problem. The *Recording Concerns about an Adult* form found at Appendix C should nonetheless still be

completed and passed to the Lead for Safeguarding Children for safe storage.

If the problem persists, or is of a more serious nature, then consideration needs to be given as to whether the person should continue helping out.

SECTION SIX

SUPERVISION OF ACTIVITIES AND PRACTICE ISSUES

6.1 INTRODUCTION

It is important to remember that there are legal requirements in place that cover activities which last for six days or more, for children up to eight years of age where there is no one with parental responsibility with them and where the activity lasts for two hours or more in a day. These legal requirements place a duty on the provider of such a service to register the activity with OFSTED and it falls under the Day Care regulations. This needs to be borne in mind before embarking upon any activity that would require such registration, to ensure that the regulations are complied with.

However, it is more likely that the activities of the church would not fall within these regulations, and instead require good practice principles to underpin the way in which the activity is run to ensure as far as possible that children are safeguarded from harm.

Every worker of each project therefore, should have a clear understanding of what they are doing and what is expected of them, and activities should be planned in a way that reduces opportunities for abuse or harm to occur. Where activities are being run in partnership with another Church or organisation, it is important for the worker within Brandon Baptist Church to ensure that the Safeguarding Children Policy that other workers have in place complements this policy. This policy should be used as a minimum standard and any conflict between policies or ways of working should be brought to the attention of the Leader of the Activity and the Lead for Safeguarding Children within Brandon Baptist Church as soon as possible, in order for this to be resolved and for all workers to be clear about the policy they are working under and the expectations of them.

The guidance that follows seeks to ensure the safety and well-being of children and young people and their protection from abuse, whilst also protecting workers from false allegations.

6.2 DUTY OF CARE

The physical safety and well-being of children and young people worked with must be the highest priority. Workers have a legal 'duty of care' to act as a careful parent would. This means that if a worker causes loss or injury by failing to carry out his/her responsibilities in a careful way, the worker could be held liable in civil law for negligence.

It is therefore important when planning activities involving children that a full risk assessment is undertaken beforehand taking into account the premises that will be used, the type of activities likely to be undertaken and the number and competence of the volunteers that will be used. A model risk assessment is attached at Appendix J.

The duty of care involves exercising adequate supervision, which will depend on age, maturity and the particular circumstances pertaining to the child/young person. Supervision can mean giving adequate advice and instructions rather than constantly watching a child (which even the most careful parent/carer wouldn't do). It is therefore important that care is taken to ensure that volunteers are aware of what is expected of them and who to ask for advice.

It is also important to have somewhere secure in which to keep young people's belongings if they are being handed over for safe keeping.

A basic first aid kit should be on site during activities with children and young people. All accidents and first aid administered should be recorded in the accident book and parents and older children encouraged to sign it.

(i) Ratio of adults to children

Judgements and risk assessments should be made as to number of adults to children for any particular activity, either on site or off site bearing in mind the age and ability of children and the activities they are undertaking.

National guidance recommends minimum staffing numbers to be

0 - 2 years	-	1 adult to 3 children
2 - 3 years	-	1 adult to 4 children
4 - 8 years	-	1 adult to 6 children
9 - 12 years	-	1 adult to 8 children
13 - 18 years	-	1 adult to 10 young people

recommendations of NSPCC

(ii) Guidelines for supervision

The following guidelines should be adopted wherever possible:

- There should always be two adults on site when a structured children's activity is taking place. It is recognised that ideally this should be at least one male and one female, and steps should be taken to promote this. However, where there is a lack of suitable volunteers of one gender, this would not in itself mean the activity

could not go ahead, providing there are enough adults to meet the minimum ratio requirements.

- Where possible, aim to ensure that a worker is not alone with a child/young person but when circumstances lend themselves to this happening, another worker will be informed and where appropriate doors will be left open.
- Where confidentiality is important and a child/young person is being seen on their own, then ensure that others know the interview is taking place and that someone else is around in the building.
- No person under 16 years of age should be left in charge of any children of any age.

(iii) Guidelines for discipline

See Appendix E.

(iv) Boundaries

All workers are responsible for establishing and maintaining appropriate boundaries, and for ensuring that meeting their own emotional needs is not dependent on their relationships with children and young people. All workers and volunteers are encouraged to attend in-house and/or accredited child protection training. They are to be familiar with the Safeguarding Children Procedures and issues of maintaining safe boundaries.

Social Networking

In order to protect both young person and volunteers by avoiding over familiarity by the child or young person with the volunteer's life and to help to avoid the forming of inappropriate relationships between an adult and a child Brandon Baptist Church asks:

Volunteers who are adults not to accept children or young people they are working with as a 'friend' on social networking sites. They should only accept adults (18 and over).

Young volunteers (16 - 18 year olds) will have social network 'friends'. It is recommended that they do not accept children and young people they >>

are working with unless they are their friends in the real world. They should definitely not accept a child or young person they are working with below the age of 13 years.

When a Young Volunteer reaches the age of 18 they should aim to only have as social network 'friends' those who are also over 18, we recognise that this may take a little time but by the time they are 25 years this should be

the case.

Use of Mobile Phones

Texts and calls to children and young people from volunteers should only be made in connection with organisational or safety issues.

For example the leader of a group needs to organise a session or is concerned about the safety of a child or young person.

Mobile numbers should only be held by the leaders of the group and not volunteers, with the permission of parents/carers

Recording concerns

Should it be necessary to note a matter of concern to the Safeguarding Administrator in relation to a child or young person, email can be used but the name of the child or young person should only be included in the body of the email not in the subject heading. Once the email has been passed on to the Safeguarding Administrator it should be deleted from the senders email records.

(vi) Personal care

Workers should ensure that the level of personal care given is appropriate and related to the age and ability of the child or young person. Good hygiene should always be practised. Disposable latex gloves should always be used when dealing with broken skin or bodily fluids. Due to the age of the children who would currently be attending activities without a parent present, it is anticipated that a worker taking a child to the toilet, would be there to provide general supervision and basic assistance if requested, such as with fastenings but no more. In this situation, latex gloves are not required, but the adult should set a good example by washing their hands afterwards and ensuring the child does also.

Where a child has additional needs and would require more assistance going to the toilet, then agreements need to be made with the parent prior to the activity regarding what would be appropriate in terms of level of care provided and whether the level of need can safely be managed. This should be recorded in writing. This may require latex gloves to be used.

(vii) Touch

Physical contact between adults and children/young people can be quite healthy and encouraged in public settings and discouraged where an adult is alone with a child/young person. The following guidelines should be followed:

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

- Touch should be related to the child's/young person's needs, not the worker's
- Touch should be age-appropriate and generally be initiated by the child/young person rather than the worker
- Avoid any physical activity that is, or may be construed as, sexually stimulating to the adult or child, e.g. fondling, touching private parts of the body, etc.
- Do not let play fighting happen in the context of an organised activity
- Children/young people are entitled to determine the degree of physical contact with others except in exceptional circumstances, i.e. when young children need medical attention
- Church members should take responsibility for monitoring one another in the area of physical contact. They should be free to constructively challenge a colleague if necessary

(viii) Respect

Workers should treat all children and young people with dignity and respect in attitude, language used and actions. There should be respect for the privacy of children/young people and questionable activity should be avoided. (e.g. rough/sexually provocative games or comments).

(ix) Restraint

Any form of physical response to misbehaviour is unlawful unless it is by way of restraint. On those occasions when it proves necessary for workers to restrain a child or young person physically to prevent him/her from inflicting injury to others or damage to property, only the minimum force necessary should be used. Any such incident will be logged with the child advocate. Accounts from those who witnessed the incident should also be recorded.

6.3 DOCUMENTATION

When a child attends an activity for the first time a registration form should be completed if their parent or carer is not going to be present. This should record basic information about the child's needs as outlined in Appendix L and should include obtaining written consent from the parent for the child to attend the activity.

If a child attends an activity for the first time *without* a parent, then a judgement needs to be made regarding whether verbal consent is acceptable on this occasion and followed up after the session with written consent. Factors to take into consideration would be age of the child, whether the child/family are known to the church, whether there are

concerns about the identity of the person on the phone (see below regarding “Children attending ad hoc”). A register of children or young people attending a children’s club or activity should be kept. This is to include a register of workers/volunteers/visitors; times of arrival and departure should be recorded if any individual is not attending the whole session.

A separate “Recording Concerns” file should be kept (see *Recording Concerns About a Child* form, Appendix B)

A separate Accident Recording Book should be maintained which Parents/carers (and older children) should be asked to sign. Any accident should be cross-referenced in the Action Book.

6.4 CHILDREN ATTENDING AD HOC WITHOUT THEIR PARENT

Sometimes children playing outside or wandering the streets with no adult supervision will want to join in with church activities without the knowledge of their parents. CCPAS recommends the following:

- On arrival, welcome the child/children and try to establish their name, age, address and telephone number. Record their visit in a register.
- Ask the child/ren if a parent/carer is aware where they are, and what time they are expected home. If this is before the session ends, the child should be encouraged to return home, unless permission to stay can be obtained from the parent/carer via a telephone call. In any event suggest the child seeks the parent/carer’s permission to return the following week.
- Without interrogating the child, you will need to find out as soon as possible whether they have any special needs, (e.g. medication), so that you can respond appropriately in an emergency.
- Link the visiting child with a regular attendee who can introduce them to the group and show them the ropes.
- On leaving, give the child a leaflet about the group with contact telephone numbers etc and perhaps a standard letter to the parent/carer inviting them to make contact if they wish.

6.5 PROTECTION OF CHILDREN WHEN TAKING AND USING IMAGES

BBC requires written parental consent if a photo or video image is taken of a child or young person under the age of 18 attending a Brandon Baptist Church event.

The permission is to allow the use of the images within Brandon Baptist church and not to be used outside of this setting, particularly not to be shared on social media.

Special permission should be sought from parents if the church wishes to use images, for other purposes, i.e. for display at church occasions or for use on the church website. Any images displayed at church should not be visible to other users of the building (i.e. removed from walls at the end of Sunday service).

See Appendix N.

6.6 VENUES AND TRANSPORT

(i) Risk assessment

It is the responsibility of those leading any structured activities with children and young people to ensure that the venue is safe and fit for purpose. A risk assessment should be undertaken beforehand (See Appendix K) which should highlight any risks, with a plan regarding how to manage these.

(ii) Parental consent

Specific additional parental consent will be obtained in writing for all organised activities, outings and residential trips that differ to the usual activity.

(iii) Practicalities

Arrangements for transporting children/young people must also be with the knowledge of the worker and with parental/carer approval. In some circumstances it may be unwise to carry a particular child/young person on their own.

(iv) Qualifications and Legal requirements

All workers driving any vehicle transporting young people must hold a valid driver's license for the type/class of vehicle that they are driving. All vehicles used in the transportation of young people must have a valid vehicle license, be appropriately insured, have a valid MOT certificate, have back seat seatbelts and comply with all appropriate legislation and regulations. Seat sharing is not permitted.

6.7 EXCEPTIONS TO THESE GUIDELINES

Where it is thought that aspects of this policy cannot be put in to practice, either because of resources or because there appears to be good reasons where it is not appropriate, then due thought needs to be

given as to whether this would compromise the safety of children and workers and whether there is alternative safeguards that can be put in place.

The process for considering this needs to be recorded on the form at Appendix M and shared with the Advocate. The Advocate will then consider whether the breach of policy can be justified and whether there are appropriate alternative safeguards in place. Furthermore, this process should be clear as to the limit of the agreement and identify how it will be monitored and reviewed.

6.8 HELPING CHILDREN/YOUNG PEOPLE TO PROTECT THEMSELVES

Children should have access to an independent adult outside of Brandon Baptist Church. For this reason, we promote the NSPCC and Child Line 'phone numbers which are included in the useful numbers poster displayed during structured children's activities.

Opportunities should be taken to teach safety generally and to help children to develop common sense rules. Workers are reminded that there are helpful resources available through NSPCC and Childline to facilitate such conversations/sessions. Workers should be willing to listen to and talk with a child/young person about their suspicions and expressions of feeling uncomfortable.

SECTION SEVEN

ISSUES RELATING TO CAMPS AND OTHER RESIDENTIAL ACTIVITIES

7.1 INTRODUCTION

This section relates to taking children and young people away overnight in situations where they will be the responsibility of the workers present rather than their parents. It is recognised that this could be in a range of scenarios for example, where ‘our group’ is joining up with other children and young people as part of an organized event which is not led by Brandon Baptist Church; it could be that we are taking children and young people to a venue which is designed to receive children and may or may not be led by our workers; or we could be taking children and young people away, for example on holiday, where it is not to a “purpose built” residential activity setting.

This section sets out what Brandon Baptist Church view as good practice when ensuring the safety of children and young people on residential trips.

It is recognised that taking children and young people away overnight can be very rewarding both for the children and for the adults involved. However, it is also a big responsibility and those within Brandon Baptist Church who are leading this activity should have had prior experience of taking young people away before. Advice and consultation is available from the Advocate and CCPAS and can be sought in the early stages of planning if needed.

They, or someone they trust, will be able to offer advice and guidance regarding the process of planning a residential including the type of consent that will be needed from parents, the sort of health information required and how to try to ensure the trip goes as safely as possible.

It is recognised that in more formal residential settings, either the premises or the organizers of an event should have their own Safeguarding Children Policy and procedures relating to the issues outlined below. Such policies from external organizations should complement rather than supersede this policy, however, this is explored further in Section 7.9 below.

7.2 RISK ASSESSMENT

Taking care of children and young people who are away from home involves taking responsibility for their well-being at all times, being prepared for

every eventuality and anticipating situations where there is harm and taking steps to minimise the risks.

(i) Fire procedures

The condition of fire and electrical appliances will be examined on preliminary visits undertaken. Everyone on residential will be warned of the danger of fire. If the residential is in a building then everyone will be made aware of the fire exits. A fire drill should be practised on the first day of the residential.

(ii) First Aid

Best practice dictates that there should be at least one worker qualified in first aid (through a course run by St. John Ambulance/Red Cross or similar). The First Aider will ensure that on the residential:

- First Aid boxes are available and their location known.
- That the First Aid kit contains those items recommended by St. John Ambulance/Red Cross.
- All accidents and injuries will be reported and accurately recorded.
- That the location and telephone numbers of the nearest doctor and hospital are readily available.

(iii) Boundaries

The safety of the building, chalets or tents will be considered and a consistent set of rules will be applied as appropriate. The children/young people will be made aware of the rules at the start of the residential.

(iv) Food hygiene qualifications and checks

The Food Safety (General Food Hygiene) Regulations 1995 state that anyone who handles food or whose actions could affect its safety must follow the regulations. As technically food is being sold (if food is included and a charge is made for the camp) then best practice dictates that those with responsibility for food should possess the Basic Food Hygiene Certificate and be aware of food safety (preparation, handling and storage, disposal of waste, etc.) Brandon Baptist Church workers attending residential trips organised by an outside agency will check the status of workers involved in food handling. Staff organising in-house residential trips are encouraged to complete Food Hygiene courses.

(v) Adventurous activities and legal requirements

No adventurous activities will be engaged in without the written consent of the parent/carer. The Residential Organisers will ensure that the staff engaged in such activities are properly trained and qualified and that the correct ratio of staff to children is met. If use is made of an activity centre or organisation whose own staff undertake all instructions then the Camp Organisers will ensure that the premises are licensed, if the activities come within the scope of the Adventure Activities Licensing Regulations 1996.

7.3 SUPERVISION OF CHILDREN & YOUNG PEOPLE

It is the responsibility of all workers to know the whereabouts of all children and young people who are on the Residential.

(i) Worker/Child ratios

Judgement and risk assessment needs to be made as to the ratio of adults to children on residential trips, taking into account the age and maturity of individuals and the group as a whole. National guidance recommends minimum staffing numbers to be

0 - 2 years	-	1 adult to 3 children
2 - 3 years	-	1 adult to 4 children
4 - 8 years	-	1 adult to 6 children
9 - 12 years	-	1 adult to 8 children
13 - 18 years	-	1 adult to 10 young people

recommendations of Safenetwork.org.uk

(ii) Sleeping arrangements

Sleeping arrangements for residential holidays should be considered carefully. It would be unwise for a worker to share sleeping accommodation with 1 or 2 children. In a large dormitory, adults sharing sleeping accommodation with children might be acceptable or on an activity such as youth hostelling where it is customary practice.

The following guidance is therefore given:

- Look for arrangements that are age-appropriate and provide security for the child and that would be considered safe for children and workers.
- Young people/children should be accommodated in single-sex rooms/dormitories/tents.
- Whilst it would be usual practice for workers not to sleep in the same room/tent as a child, where it is thought appropriate due to the size of the room or to increase safety, there should be no less than 2 children and no less than 2 workers of the same sex in the room. Careful consideration will be given to the proximity of the worker sleeping accommodation to ensure safety of children/young people.

- Parents and children should be informed of and understand what the sleeping arrangements will be.
- Workers need to be advised prior to the trip about steps they should take to protect both children and themselves

4. DOCUMENTATION

(i) Consent

No children/young people will be allowed to participate in any activity without the written consent of the parent/guardian and a Parental Consent Form will be issued as a matter of course.

(ii) Health information

All children on residential will need to have completed a Health Information prior to attendance on the residential.

(iii) Daily logs

Daily Logs of residential activities will be kept by all workers which should include all significant incidents.

7.5 TRANSPORTATION

The Residential Organisers will ensure that all drivers have adequate car insurance if they are transporting children on a camp and that they are CRB checked if they are transporting children by themselves.

Mini-buses: Any motor vehicle adapted to carry more than eight passengers for hire or reward is regarded in law as a Public Service Vehicle (PSV). A small bus permit is therefore required for all mini-buses used to carry between 9 and 16 passengers.

All mini-buses used to transport children/young people to the residential should therefore have:

- a small bus permit
- the necessary insurance
- a driver with a valid driving licence that entitles them to drive a minibus

7.6 INSURANCE

Brandon Baptist Church has a legal obligation to ascertain the type of insurance required for activities undertaken. Appropriate checks will be made when staying at a centre to see that Public Liability Insurance is in place.

7.7 RESIDENTIAL SUPERVISION - WORKERS

Opportunities for workers to meet together, to evaluate how sessions have gone and to be able to receive supervision before and during residential trips will be provided.

Workers will only ever enter dormitories/rooms/tents, when given permission to do so by a young person/child and only then with two workers present except exceptionally when there is concern for the safety of children/young people.

7.8 GUIDELINES FOR DISCIPLINE WHILST ON RESIDENTIAL

See Appendix E.

7.9 RESIDENTIALS ORGANISED BY EXTERNAL ORGANISATIONS

When planning to take a group of children away to something that has been organized by others, the existence of policies governing the issues outlined above should be ascertained. If in place, they should be requested in advance. Clarification should also be sought in relation to the issues raised above e.g. sleeping arrangements, first aid arrangements, fire safety.

It is important that if, in planning a residential activity, it becomes clear that either the policy or the practicalities of the residential mean that any of the guidelines contained within this policy cannot be adhered to, this should be brought to the attention of the Advocate, who may in turn seek advice from others. Consideration should be given to whether this renders the residential activity unsuitable/unsafe or whether there are ways in which exceptional circumstances can be granted and an agreement on how to minimize risk made; this planning needs to take place in advance so that children are not disappointed if the trip can no longer go ahead.

SECTION EIGHT

PROTECTING CHILDREN WHEN THOSE WHO HAVE ABUSED CHILDREN BECOME PART OF CHURCH

8.1 INTRODUCTION

It should be noted that the Christian faith upholds as one of its principles that an individual is put right in their relationship with God and forgiven, solely by the grace of God through the death and resurrection of Jesus. This is balanced by the recognition that whilst individuals are justified, temptation is still a very real issue and an offender needs to be challenged and protected to avoid evil and the appearance of evil. Because sexual offences are often addictive, it is naïve to assume that the offender has learnt their lesson and we can just simply forgive and forget. They may well be tempted to re-offend, may fantasise about abusing and might try to gain access to children and young people by befriending parents. They may try to manipulate and control, and start attending the church specifically to come into contact with children.

8.2 HOW SEX OFFENDERS INVOLVE CHILDREN

Common themes that have emerged regarding how children are sexually abused indicate the following:

- By befriending, spending time with them, spending money on sweets and presents
- By targeting vulnerable children and their families, e.g. lone parent families, isolated children who may have been emotionally deprived, neglected or previously.
- By "grooming" - gradually introducing a child to physical contact, cuddles and kisses which a parent may feel is quite innocent. Physical contact becomes increasingly sexual over a period of time
- By taking photographs or videos or by introducing a child to information and material on the internet
- By saying to a child that what is happening is OK - parents won't mind etc.
- Threatening dire things if a child should "tell"

Further information is available from Kidscape and NSPCC.

8.3 ROLE OF THE ADVOCATE/MINISTER/CHURCH LEADERSHIP

Where someone attending church is known to have abused children, then it will be important to extend love and friendship to the individual, but at the same time the leadership will need to ensure that a frank discussion takes place with the person concerned and efforts made to sustain open

communication. It will be necessary to establish clear boundaries for both the protection of the young people and to lessen the possibility of the adult being wrongly suspected of abuse in the future.

This is the case for people who have either admitted offences against children, or who have been convicted of, or cautioned for such offences, irrespective of whether they state they are innocent.

Someone who is on an after-care licence for sexual offences against children may be receiving a high level of intensive supervision from a specialist probation officer. There could well be a restriction on where they live and work, particularly if they are thinking of returning to their family when children are still at home, if they were previously lodging where there are children, or living close to a school. It is therefore important for Advocate and Minister to ensure that liaison takes place with any professionals involved in supporting the person, such as the Probation Service or the Public Protection Unit within the Police. If it is not known who is involved, but there are reasonable grounds to believe that a person has been convicted or cautioned of an offence against children, then contact should be made with the Police Child Abuse and Investigation Team for clarification regarding the current situation including view on current level of risk.

Details about such concerns should be recorded using the form in Appendix C and held by the advocate and shared with the minister. The information should be shared on a 'need to know' basis, with key individuals such as the Church Trustees and any leaders of children and youth work activities. The information should be conveyed in such a way as to promote understanding and support to the individual, but at the same time help to ensure that other church members do not unwittingly allow children contact with them. There should be no gossiping or breaching of agreed boundaries of confidentiality not least because an offender could derive sexual pleasure or undue attention from their story being known. In any event, they should never be on their own with children and young people.

8.4 BOUNDARIES

When it comes to a light that someone who has offences against children is attending church activities, it will be important for a member of the church leadership team in conjunction with the Advocate/Minister to meet with the offender at an early stage. It will be important for an agreement to be made regarding expected boundaries, which should have the input of any professionals involved with the offender, and this should be written up in the form a contract,

Although this sounds very formal, sex offenders are often manipulative people. This contract should involve the person's family and partner who may also be attending church and they will need to be kept informed.

CCPAS have developed a model written contract for working with those who have sexually abused children and it is recommended that this is used, developed and personalised to fit the particular situation. The contract could begin by setting out the pastoral support and care that is being offered. However, as a minimum, offenders will agree to:

- not be in a situation where they are alone with children/young people
- declining offers of hospitality where there are children present in the home
- not offering him/herself to baby-sit or to offer to take part in activities involving children
- agreeing to meet on a monthly basis with a designated Church Leader to review and discuss these expectations
- information regarding concerns to be shared with specific people
- exploring areas of work where the individual can use his/her gifts and talents other than in work with children or young people

An offender who has previously abused children will be excluded from working with children and young people.

The document will need to be signed and dated by the offender and by the church representatives.

There is, of course, always the issue of someone not keeping to the boundaries set. If there are concerns in this area, the Police Child Abuse and Investigation Team should be contacted for advice. If the person leaves the church the statutory agencies, such as Probation and Children's Services, should be informed and consideration given as to whether other local churches or relevant organisations, should also be informed. If the person joins another church, it should be suggested to the leader of that church that they need to contact the individual's Probation Officer or the Police Child Abuse and Investigation Team for information about them.

8.5 HELPFUL ORGANISATIONS

The following may be helpful organisations to get advice or support from should this issue arise.

Churches Child Protection Advisory Service - includes in the members section a suggested contract to be drawn up with a Sex Offender.

www.ccpas.org.uk

Lucy Faithful Foundation - A national child protection agency working with adult male and female perpetrators of child sexual abuse.

Tel: 01527 591 922

Web: www.lucyfaithfull.org.uk

Stop It Now! - A national campaign that aims to prevent child abuse by encouraging offenders to seek help. It also provides adults with information to help protect children.

Helpline: 0808 1000 900

Email: help@stopitnow.org.uk

Web: www.stopitnow.org.uk

Circles of Support and Accountability - A Community support system for sex offenders.

Tel: 0870 774 6354

Sanctuary - Training and support to help churches working with child sexual abusers: Tel: 0870 991 1876

Email ccpas@sanctuary.co.uk

APPENDIX A: Brandon Baptist Church - Safeguarding Children Policy

Consent to Share Information

Brandon Baptist Church
Redcar Street, London, SE5 ONA

This is to confirm that I, _____ (Insert Name)

of

_____ (Insert Address), give

permission for

_____ of Brandon Baptist Church

to contact you for information in relation to myself or my children for the purposes of considering the welfare of myself or my children and providing appropriate support.

My children are:

Name

D.O.B.

Signed: _____

Name of Parent/Carer: _____

Date: _____

Any information gained will be treated as confidential and shared only in accordance with the consent given unless there are grounds for concern that a child or vulnerable adult is at risk of significant harm. It will be held in accordance with the Safeguarding Children Policy of Brandon Baptist Church (2013) and The Data Protection Act (1998)

APPENDIX B: Brandon Baptist Church - Safeguarding Children Policy

RECORDING CONCERNS ABOUT A CHILD

Name of child: _____

Date of Birth: _____

Address: _____

Details of others in the family household or significant others:

Name	D.O.B.	Relationship to Child	Address/Tel Number

Date of concern: _____

Nature of concern - please record any relevant conversation with the child including how the conversation started; if the concern relates to injuries/marks then please record where those are on a separate body map sheet making reference to that below. Continue overleaf if necessary:

Action Taken (Please refer to Safeguarding Children Procedures):

Signed: _____ Dated: _____

Print Name: _____

COMPLETE NEXT PAGE
Brandon Baptist Church - Safeguarding Children Policy

Date of discussion with Advocate/Minister (if necessary): _____

Details of discussion:

Agreed course of action:

Outcome:

Date form passed to Advocate :

Signed: _____

Dated: _____

Print Name: _____

Additional Action needed/taken by Advocate/Minister:

Signed: _____

Print Name: _____

Date: _____

**APPENDIX C: Brandon Baptist Church - Safeguarding Children Policy
RECORDING CONCERNS ABOUT AN ADULT**

Name: _____

D.O.B.: _____

Address:

Tel Number: _____

Household composition and/or details of children in regular contact with if known:

Name	D.O.B. (if not known, indicate if u 18)	Relationship to adult	Address/Tel Number

Details of concern:

Does the concern relate to a specific allegation against a child? Yes/No
If yes, give details of child

Is adult involved in work with children and/or young people? Yes/No

If yes, does this issue need to be dealt with under the Allegations Against a Worker guidelines contained within Section 3.4 of this policy? Yes/No
Give details of decision and reasoning

Brandon Baptist Church - Safeguarding Children Policy

Are other agencies involved regarding the concerns about this adult? Provide details if known.

Date of discussion with Advocate/Minister : _____

Details of discussion:

Agreed course of action:

Date form passed to Children's Advocate : _____

Signed: _____ Dated: _____

Print Name: _____

Additional Action needed/taken by Lead for Safeguarding Children

Outcome:

Signed: _____

Print Name: _____

Date: _____

APPENDIX D: Brandon Baptist Church - Safeguarding Children Policy
Table from the London Child Protection Procedures (Ed 3) regarding the
threshold for Child in Need (Section 17, Children Act 1989) and Child in
Need of Protection (Section 47, Children Act 1989)

S.47	S.17
Any allegation of abuse or neglect or any suspicious injury in a pre or non mobile child	Allegation of physical assault with no visible or only minor injury (other than to a pre-or non mobile child)
Allegations or suspicions about a serious injury/sexual abuse to a child including through ICT	Any incident/injury triggering concern e.g. a series of apparently accidental injuries or a minor non-accidental incident
Inconsistent explanations or an admission about a clear non-accidental injury Two or more minor injuries in pre-mobile or non verbal babies or young children (including disabled children)	Any incident/injury triggering concern (Eg a series of apparently accidental injuries or a minor non-accidental incident)
Repeated allegations or reasonable suspicions of non-accidental injury	Repeatedly expressed minor concerns from one or more sources
A child being traumatised, injured or neglected as a result of domestic violence	Level 3 domestic violence (See Safeguarding Children abused through Domestic Violence for the assessment of risk to a child)
Repeated allegations involving serious verbal threats and/or emotional abuse	Allegation concerning serious verbal threats to children Allegations of emotional abuse including that caused by minor domestic violence

Registered sex offender or convicted violent offender subject to MAPPA moving into a household with under eighteen year olds	
Suspicion that child has suffered or is at risk of significant harm due to fabricated/ induced illness	
Children subject of parental delusions	
A child at risk of sexual exploitation or trafficking	
Pregnancy in a child aged under 13	
A child at risk of Female Genital Mutilation, honour based violence or forced marriage	

APPENDIX E: Brandon Baptist Church - Safeguarding Children Policy

Managing behaviour positively

- Discipline includes nurturing, training, instruction, chastisement, verbal rebuke, teaching and encouragement. It brings security, produces character, prepares for life, is evidence of love and is God's heart (Hebrews 12:5-12 and Proverbs 22:6).
- Ask God for wisdom, discernment and understanding and pray for and if appropriate, with the child
- Work on each individual child's positives, do not compare them with each other, but encourage and build them up, giving them responsibility for simple tasks
- Build healthy relationships with children and be a good role model, setting a good example. You can't expect children to observe ground rules if you break them yourself
- Take care to give quieter and well behaved children attention and don't allow some children to take all your time and energy
- Be consistent in what you say and ensure that other team members know what you have said - this avoids manipulation
- Look honestly at your programme - if children are bored, they misbehave. Is the programme at fault?
- NEVER smack or hit a child and don't shout - change voice tone if necessary.
- Discipline out of love NEVER anger. (Call on support from other leaders if you feel you may deal with the situation unwisely in your anger.)
- Don't threaten violence, even in jest
- Lay down ground rules e.g. having a respect for property, no swearing, racism or calling each other names, and make sure the children understand what action will be taken if not kept
- Each child is unique, special and individual, and each child needs a different method of being dealt with. We need to ask why the child is behaving that way
- Separate children who have a tendency to be disruptive when together. Give them a chance, warn them and only separate if they are disruptive, as a last resort.
- Have the child sit right in front of you or get a helper to sit next to the child.
- Be pro-active and encourage helpers to be pro-active and not wait to be told to deal with a situation.
- Take the child aside and talk to them, challenge them to change, whilst encouraging them on their strengths.

- Warn a child that you will speak to their parents and do so if necessary. Warn them, give them “time out” (care re supervision), exclude from activities as necessary. (Never a total exclusion without reference to the Activity Leader and ensure parents are advised in cases of exclusion.)
- If a child’s behaviour is constantly disruptive, seek advice and guidance from the Activity Leader.
- Pray before you meet and talk over the session before you leave

APPENDIX F: Brandon Baptist Church - Safeguarding Children Policy

Job Application Form

APPLICATION FORM FOR PAID OR VOLUNTARY WORK WITH CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS

Brandon Baptist Church ask all prospective workers with children, young people and vulnerable adults to complete this form. If there is insufficient room to fully answer any question, please continue on separate sheet. The information will be kept confidentially by the place of worship/organisation, unless requested by an appropriate authority.

1. Personal Details

We will need to see birth/marriage certificates or documents regarding a change of name.

Full Name: _____

Maiden/Former Name(s): _____ **date of marriage** _____

Date of birth: ___ / ___ / ___ **town of birth,** _____ **country of birth** _____

Address : _____

_____ **Postcode:** _____

Home Tel No: _____ **Mobile Tel No:** _____

Email address _____

Please give the year and month when you moved into the above address Year ____ Month _____

If less than 5 years, please give previous address(es) with dates:

From/To ___ / ___ / ___ ___ / ___ / ___ From/To ___ / ___ / ___ ___ / ___ / ___

Previous _____ Previous _____

Address _____

Post Code _____ Post Code _____

Please tell us about your Christian experience/experience in the church(es)/organisation(s) you have been involved in, including names, dates and detail of the areas of your involvement.

Please give details of previous experience of looking after or working with children, young people or vulnerable adults.

This should include details of any relevant qualifications or appropriate training either in a paid or voluntary capacity.

Have you ever had an offer to work with children, young people or vulnerable adults declined?

YES NO (Please tick)

If yes, please give details

2. Employment History

Please tell us about your current employment / voluntary work (job title and description of work)

3. Are you currently working in any other care position in either a voluntary or paid capacity?

If yes please give details:

Name of the organisation: _____ Contact person: _____

Address: _____

_____ Tel no: _____

Details of duties:

I confirm that the submitted information is correct and complete, I understand and agree to the conditions involving a Disclosure Check

Signed: _____ **Date** _____

As an organisation we undertake to meet the requirements of the Data Protection Act 1998, and all appropriate Acts in relation to Criminal Record Disclosures (see Self Declaration Form).

Self-declaration Form For a Position Requiring; An Enhanced Level Check With Barring Disclosure

STRICTLY CONFIDENTIAL

As a place of worship/organisation we undertake to meet the requirements of the General Data Protection Regulations made effective from May 25th 2018 and all other relevant legislation and the expectations of the Information Commissioners Office relating to the data privacy of individuals.

All applicants that require an Enhanced Disclosure are asked to complete this form, detach it from the Application Form and return it, to the Lead Recruiter detailed below, in a separate sealed envelope.

To:

(Name of Recruiter/responsible person in place of worship/organisation processing Criminal Records Disclosure checks)

A d d r e s s :

Position applied for:

CONVICTION HISTORY

If you have never been convicted of a criminal offence or never received a caution, reprimand or warning then please select 'No' below. If you have been convicted of a criminal offence, or received a caution, reprimand or warning that is now spent according to DBS filtering rules*, then please select 'No' below.

If you have an unspent criminal offence, caution, reprimand or warning (according to DBS filtering rules*), please select 'Yes' below.

For exceptions to this legislation or for more information please refer to the Rehabilitation of Offenders Act 1974** and the DBS filtering guidance*.

Having read the above, do you have any unspent convictions; or are you at present the subject of a criminal investigation/pending prosecution?

Yes No (please tick)

If yes, please give details including the nature of the offences and the dates. Please give details of the court(s) where your conviction (s) were heard, the type of offence and sentence(s) received. Could you also give details of the reasons and circumstances that led to the offence(s). Continue on a separate sheet if necessary.

For notes marked with an asterix, please see links on page .

Has there ever been any cause for concern regarding your conduct with children, young people, or adults at risk?

Please include any disciplinary action taken by an employer in relation to your behaviour with children, young people or adults at risk.

Yes No (please tick)

If yes, please give details

DECLARATION

To help us ensure that we are complying with all relevant safeguarding legislation, please read the accompanying notes and complete the following declaration.

I (full name) _____

of (address) _____

consent to a criminal records check if appointed to the position for which I have applied. I have read the Standard/Enhanced Check Privacy Policy for applicants – <https://www.gov.uk/government/publications/dbs-privacy-policies>. I understand how DBS will process my personal data and the options available to me for processing an application. I am aware that details of pending prosecutions, previous convictions, cautions, or bind-overs against me may be disclosed along with any other relevant information which may be known to the police

i agree to inform the person within the place of worship/organisation responsible for processing disclosure applications if I am convicted of an offence after I take up any post within the place of worship/organisation. I understand that failure to do so may lead to the immediate suspension of my work with children or adults at risk and/or the termination of my employment.

I agree to inform the person within the place of worship/organisation responsible for processing disclosure applications if I become the subject of a police and/or (Children’s Social Care or Adult Social Services)/Social Work Department investigation. I understand that failure to do so may lead to the immediate suspension of my work with children or adults at risk and/or the termination of my employment.

Signed: _____ Date: _____

Those applying for work with children and/or adults at risk in positions which fall within the scope of regulated activity please confirm that you are not barred from working with children or adults at risk. (please delete which does not relate to the post you are applying for).

I confirm that I am not barred from working with children OR

I confirm that I am not barred from working with adults at risk

Signed: _____ Date: _____

Those applying for work with children and/or adults at risk in positions which fall outside the scope of regulated activity should not complete the declaration above.

*<https://www.gov.uk/government/publications/filtering-rules-for-criminal-record-check-certificates>

<http://www.ccpas.co.uk/Documents/QRGDBSFiltering.pdf>

Volunteer Agreement for working with Children on behalf of Brandon Baptist Church

I confirm that:

- I have read the Safeguarding Children summary of Brandon Baptist Church and the Appendices attached to the full policy. I am aware of the more detailed policy and know how to access it. I understand it is good practice to familiarise myself with the full policy.
- I am willing to adhere to this Safeguarding Children Policy including the way I treat children attending the activity and the safeguards that should be put in place in relation to staff:child ratio, the recording of information in relation to accidents or concerns that I have about a child and the prompt passing on of any concerns to the relevant person (prompt is viewed as being immediate if possible; 'relevant person' is viewed as the Activity leader and/or the Lead for Safeguarding Children
- I understand that I have a legal and moral duty to safeguard and promote the welfare of children, and that the duty to take action to protect a child who may be at risk of harm is the most important factor to consider when dealing with such matters.
- I agree to ensure I am not under the influence of alcohol or illegal drugs whilst working with children.
- I recognize the importance of being a good role model to children and young people and will bear this in mind in the way I act.

Signed: _____

PRINT NAME: _____

Date: _____

APPENDIX G: Brandon Baptist Church - Safeguarding Children Policy

Brandon Baptist Church - Safeguarding Children Policy

Referee 1:

Name: _____

Address: _____

Postcode: _____

Telephone number(s): _____

Capacity in which they know you: _____

Referee 2:

Name: _____

Address: _____

Postcode: _____

Telephone number(s): _____

Capacity in which they know you: _____

It is a requirement of the Safeguarding Children Procedures of Brandon Baptist Church that anyone working with children on a regular basis on behalf of these churches will have a Criminal Records Bureau check carried out. No one will be able to have unsupervised contact with children as part of a structured activity without this.

APPENDIX H: Brandon Baptist Church - Safeguarding Children Policy

REFERENCE FORM FOR THOSE WANTING TO WORK WITH CHILDREN AND YOUNG PEOPLE

**Brandon Baptist Church
Redcar Street, SE5 ONA**

Details of who is requesting
Inc Name and Address for return

Dear

Reference for

The person named above has given your name as referee for their application to join the volunteer team of [Insert name of activity/project]. I would be grateful if you could give your opinion of the applicant's suitability for the post by completing the enclosed form.

[Activity/Project] has been established by [insert appropriate organisation/collaboration eg Brandon Baptist Church/local churches...] and the mission/aims are as follows:

We aim to inspire children and young people who come into contact with Brandon Baptist Church to realise their potential, to contribute positively to the communities in which they live and discover meaning and direction for their lives. .

Aims

- To provide opportunities for children and young people to enjoy new experiences, try different activities, meet others, make informed decisions and have fun
- To encourage young people to develop and explore their social skills, identity, self esteem, spirituality, faith and their relationship to the family and community in which they live.
- To offer a safe and supportive environment for young people.

The role for which [Insert Name of applicant] has applied involves her being part of a team (insert role). The role will include her helping with planning, leading and evaluating sessions and building positive relationships with young people.

A pre-paid envelope is included for your use. Your reply will be treated in the strictest confidence. Thank you for your help.

Yours sincerely

Brandon Baptist Church - Safeguarding Children Policy

Volunteer Reference Form

Name of
volunteer: _____

1. How long have you known the applicant and in what capacity?

2. What key skills/experience do you feel the applicant will bring to a
volunteer with children and young people role?

3. Do you have any concerns about the applicant working with children/
young people?

4. Please add any other comments on the applicant's suitability for the
volunteer with children/ young people role.

Name of referee: _____

Signature: _____

Thank you for your time!!

Brandon Baptist Church - Safeguarding Children Policy

APPENDIX I: Record of Criminal Records Bureau check

Name: _____

Date of Birth: _____

Reason check was done:

-

Who requested the check: _____

Date of issue of disclosure: _____

Disclosure number: _____

Date original DBS record seen: _____

Decision made:

Signed: _____

Print Name: _____

Date: _____

One copy of this form should be held by the LEAD as confidential information, for storage in line with DBS Code of Conduct.

Minor Injury	3	3	4	4	4
No injury	4	4	4	4	4

Key to matrix:

- 1 or 2 - should stop the activity immediately and assess the situation further
- 3 - need to prioritise this for further action before continuing
- 4 - you may be inclined to consider this an acceptable risk.

**APPENDIX K: Brandon Baptist Church - Safeguarding Children Policy
Registration Form for Children’s Activities with Brandon Baptist Church**

Name of child: _____

Date of Birth: _____

Address: _____

Name(s) of Parent/carer: _____

1ST Contact Telephone Number: _____

2ND Contact Telephone Number

Emergency Contact details:

What language(s) does your child speak and understand?

How would you describe the ethnicity of your child?

What will be the arrangements for the child returning home at the end of the session?

Please detail below any health conditions (inc toileting issues), medication details, significant behavioural difficulties, allergies, or any other information that would be important for providing safe and appropriate care for the child (use overleaf if necessary)

Is there anything else you would like us to know about your child?

Are you happy for us to use photos of your child in displays, reports or publicity?

(This permission is to allow the use of images within Brandon Baptist church and will not to be used outside of this setting, particularly not shared on social media, unless special permission is sought for a particular reason.)

Please circle:

YES

NO

Brandon Baptist Church - Safeguarding Children Policy

Important Notes

- I agree to my child receiving emergency first aid or medical treatment, including anaesthetic as considered necessary by medical authorities
- The project cannot accept responsibility for your child's possessions, valuables and clothing whilst attending the group
- Certain behaviour cannot be tolerated and may result in the sending home or exclusion of any young people involved.
- Young people are not the responsibility of the staff/volunteers if they leave the group. We cannot enforce a young person to stay if they wish to leave.
- I understand that if staff are concerned about a child protection issue the relevant authorities may be contacted.

Consent by a parent/carer

I, (insert name) _____ give
consent for

my child _____ to take part

in _____

Signed: _____

Print Name: _____ Date: _____

Form completed by: _____ Date:

APPENDIX L: Brandon Baptist Church - Safeguarding Children Policy

Guidance developed by CCPAS regarding Praying for Children

Introduction

Some of the main ingredients that underpin any effective ministry to children and young people, including prayer, are:

- acceptance
 - respect
 - non-judgemental listening,
- sensitivity,
- discernment,
- patience.

In applying these values in the area of prayer, not only will you build trust and respect, but you will also be providing a good 'prayer' model so that children and young people can learn how to pray for others in a sensitive and responsible way.

Although it may seem obvious, it is important parents/carers are aware that prayer is an integral part of church life (particularly if they don't attend church themselves), and that on occasions you may pray with their child either corporately, or individually at the child's request.

You can reassure any concerned parent/carer with the principles contained in these guidelines, or if a child is part of a club or Sunday school within the church this could be mentioned, for example, on the information leaflet given to parents/carers when the child joins the group.

In the unlikely event of a parent/carer requesting that their child does not participate in individual prayer, this must be respected.

2. Praying

Prior to praying, always make sure you have the child's permission, and always pray in an open area where other leaders, and/or children are around. If there is a general invitation to come forward for prayer in or after a family service then it will be helpful to have children's workers available to pray with the children/young people rather than relying on other leaders who may be used to dealing with adults. Only those authorised by the church leadership should be involved in this ministry.

Ask the child what they are requesting prayer for and remember to listen to their reply. Speak quietly and calmly, never shout or raise your voice. Don't laugh at or dismiss out of hand if they want to pray for something you consider trite or irrelevant (e.g. my cat's poorly). If they do not have specific needs or requests then simply ask God to bless them. Having said this a child or young person may want prayer for a specific reason e.g. following a church service with a sermon on David and Goliath, they may want prayer for 'giants' they feel they may have in their own lives.

Those praying with children and young people should always be alert to child protection issues and other concerns such as bullying. In these circumstances do not forget about or delay taking appropriate action because you are caught up with praying!

If you have prayed about a specific issue it may be helpful to write it down afterwards and give it to the child so that they can let their parents/carers know and remember it themselves.

If a child/young person becomes distressed, stop praying. Stay calm and gently ask them what has caused the distress and talk to another leader if appropriate. Before continuing to pray, consider with whom they might feel more comfortable. Are there any gender issues? If unsure or the child/young person remains distressed do not continue praying but stay with them until they are calm, offering them reassurance and complete acceptance. Then talk to the child's parents/carers, assuming you have no child protection concerns.

3. Practicalities

When it comes to praying, consider your body language, particularly in relation to things like your height and the height of the child/young person. Try to ensure you are on their level rather than towering over them perhaps by both of you sitting down; but do avoid crowding.

Refrain from placing your hands on a child/young person's head as they may find this frightening or threatening. If you think they may appreciate something like an arm round a shoulder or their hand being held always ask them if this is what they would like *before* doing it.

Some churches use substances such as oil on the forehead when praying for healing. Bear in mind that a child/young person may be uncomfortable with the use of anointing oil so it is important to take care with this and only go ahead with the child and parents' agreement.

Remember also that a child/young person may not, for example, understand the use of 'tongues' and it is important therefore not to do anything that may cause confusion or distress.

4. Language

Use clear uncomplicated language. Reflect back what the child has said to you, to show you have understood their prayer request. If a child says they are feeling tired, you could reply “let us pray for you as you are feeling tired” not “I think you are depressed, let’s pray about that”. Keep the prayers simple and short so you can then be confident your prayers have been understood.

5. Giving Advice

Avoid giving specific advice about problems involving decisions. A child or young person could be very susceptible to suggestion, particularly if they are distressed. Be careful what you say even if you believe you have heard from God about their situation. It would be far wiser to pray this through on your own or with another leader. Never advise a child/young person to stop taking medication or cease seeing professionals involved in their care or welfare.

6. Confidentiality

Never promise total confidentiality. Should a child/young person wish to disclose to you a situation such as abuse within a prayer ministry context, you have a duty to pass this on to your church’s child protection co-ordinator/social services/police. You may need to gently give clear boundaries but reassure the child that if you share anything about their situation with someone else it will be on a ‘need to know’ basis only and you will make sure they are supported and cared for (See ‘Guidance to Churches’ In Focus 4: How to respond to a child wanting to talk, page 15).

7. Deliverance / Exorcism

When consideration is being given to pray for anyone in the area most commonly known as deliverance or exorcism, they should always be referred to those within the denomination/movement authorised in this area of ministry who have recognised expertise and experience. Where this type of praying is being considered for a child or young person we would ask you bear in mind the following notes of caution:

- (i) Parental permission and the permission of the child must always be sought before praying for children.
- (ii) Those praying for children should always be members of the church who are suitably trained and formally authorised within the church, denomination or movement to do so in recognition of their expertise and experience in this sensitive area.

- (ii) Children are easily frightened and very susceptible to suggestion. They may also be upset by shouting and will easily believe they are bad, wicked etc.. A child should *never* be told they are demonised, possessed or oppressed by the devil, evil spirits or such like..
- (iii) It is important not to miss problems arising from behavioural issues, learning difficulties, mental health problems, copied or unconventional behaviours. In CCPAS' experience these are far more likely to be the cause of a child's difficulties and should be handled with care.

CCPAS has consulted widely on this issue and spoken to experienced church leaders from a range of different traditions including Pentecostal, modern church movements and a Church of England Diocese. Although some leaders could not say this type of prayer would never be used for children attending their church, they did recognise the necessity for those in authority within the church to handle such situations with wisdom and discernment. Every leader consulted expressed the need for caution, never acting on impulse, and never shouting at a child. Some also suggested that this type of prayer did not necessitate the child's physical presence.

Conclusion

Whatever your church's view, the interests and welfare of the child are paramount. In all your actions towards children and young people the greatest model is that of Christ himself. In all his dealings with children he was approachable, gentle and *never* frightening. In applying this model and following these guidelines on prayer, your ministry to children and young people can prove to be fruitful, effective and enrich the life of your church.

APPENDIX M: Brandon Baptist Church – Safeguarding Children Policy

REQUEST FOR EXCEPTIONS TO THIS POLICY TO BE AGREED

Activity the request relates to:

Person making the request: _____

Aspect of the safeguarding children policy that the exception is being requested for:

Reason and context of why this is thought necessary/appropriate/beneficial:

Alternative plans/guidelines for safeguarding the welfare of children and adults:

Limitations/concerns/weaknesses with this plan:

Grounds for reviewing/limiting this practice:

Date discussed with _____ (Name) Advocate/Minister

Decision made and Rationale for this decision:

Other comments:

APPENDIX N: Brandon Baptist Church – Safeguarding Children Policy

Parental Consent Form for use of images of children

I/We, The parent(s)/
guardians of:

(child's full name)

.....

(child's full name)

.....

(child's full name)

.....

(child's full name)

.....

I hereby give/do not give permission (please circle) Brandon Baptist Church permission to use any still and/or moving image, being video footage, photographs and/or frames and/or audio footage depicting my/our children named above, to be used in the church setting only.

Special permission is to be requested if photos are to be used for other purposes, i.e. the church website.

Signed Date

.....

SignedDate

.....

Address

.....

.....