



‘Safe to Grow’

**Policies and procedures to protect Children
and Young People participating in the life of
the church**

November 2017

CONTENTS

- 1. STATEMENT**
- 2. 'SAFE TO GROW' POLICY**
- 3. PROCEDURES**
 - 3.1 APPOINTMENT OF STAFF
 - 3.2 APPOINTING AND SUPPORTING YOUNG LEADERS
 - 3.3 RESPONDING TO ALLEGATIONS
 - 3.4 REGISTRATION OF CHILDREN & YOUNG PEOPLE
 - 3.5 WHEN A KNOWN OFFENDER IS PRESENT
 - 3.6 TRANSPORT
 - 3.7 OFFSITE ACTIVITIES
 - 3.8 STAFF RATIOS
 - 3.9 ONSITE ACTIVITIES
 - 3.10 SUNDAY MORNING ACTIVITIES
 - 3.11 FAMILY SERVICES
 - 3.12 PHOTOGRAPHY
 - 3.13 CAMP AND RESIDENTIAL ACTIVITIES
- 4. CODE OF BEHAVIOUR**
 - 4.1 RISK ASSESSMENTS
 - 4.2 PHYSICAL CONTACT
 - 4.3 DISCIPLINE OF CHILDREN AND YOUNG PEOPLE
 - 4.3.1 PROCEDURE
 - 4.4 CONDUCT OF ACTIVITIES LED BY LEADERS AND HELPERS
 - 4.5 WORKING WITH COLLEAGUES
 - 4.6 ABUSE OF TRUST
 - 4.6.1 STATEMENT

- 4.6.2 THE AIM OF THIS GUIDANCE
- 4.6.3 THE SCOPE OF THIS GUIDANCE
- 4.6.4 PRINCIPLE OF EQUALITY
- 4.6.5 A RELATIONSHIP OF TRUST
- 4.6.6 PROCEDURES
- 4.7 GUIDELINES FOR BEING ALONE WITH YOUNG PEOPLE
 - 4.7.1 AVOIDANCE
 - 4.7.2 UNPLANNED OCCASIONS
 - 4.7.3 WORKING ONE TO ONE
- 4.8 ELECTRONIC COMMUNICATION
 - 4.8.1 MOBILE PHONES
 - 4.8.2 SOCIAL NETWORKING SITES
- 5. CONFIDENTIALITY POLICY AND PROCEDURES**
- 6. DESIGNATED PERSON OR PEOPLE FOR SAFEGUARDING**
- 7. SAFEGUARDING TRUSTEE**
- 8. ANNUAL REVIEW**
- 9. CHILD PROTECTION PROCEDURE**
 - 9.1 TYPES OF ABUSE
 - 9.2 SIGNS OF ABUSE
 - 9.3 PROCEDURE FLOWCHART
 - 9.4 INFORMATION SHARING
- 10. EXTERNAL USERS OF CHURCH PREMISES**

1

EASTLEIGH BAPTIST CHURCH STATEMENT ON THE SAFETY OF CHILDREN, YOUNG PEOPLE, STAFF AND THE CHURCH.

'Safe to Grow'

This statement, policy and subsequent procedures will be reviewed and reaffirmed annually. The policy and statement will be presented annually at the church meeting in November, together with a report on the outcome of the annual review.

Eastleigh Baptist Church recognises that:

- Children and young people are a vital part of the church. They are not just the church of tomorrow but also the church of today.
- Children and young people are growing individuals who need to be provided with the best possible environment in which to grow physically and spiritually. They need to be listened to, respected, encouraged and nurtured.
- Children and young people are Individuals who have resources to give to others just as they need to receive from others.
- Children and young people are susceptible individuals, open to physical, emotional and sexual abuse.

Therefore: our provision must be of the highest quality. It is the responsibility of **every member** to ensure that all reasonable endeavours are taken to prevent abuse and provide care for children and young people in our care. We consequently have a responsibility to provide them with a supportive, secure and safe environment, and with good adult role models who reflect the love and care of Christ.

Jesus said "Whoever accepts a child in my name accepts me" Matthew 18:5 (CEV)

Eastleigh Baptist Church is committed to:-

1. Providing an agreed policy made available to all church members and displayed on the notice board in the vestibule of the Wells Place Centre.
2. Providing an adviser for the young people who is approachable and impartial, and whose task is to see that procedures are maintained, that training is provided and that new developments are being communicated to those involved.
3. Providing quality training for those involved in the youth work of EBC.
4. Providing supervision, support and pastoral care to all youth workers.
5. Providing quality resources for children's and youth work.
6. Providing a church environment for children and young people that protects them, nurtures them and gives them opportunity to grow and learn without danger.
7. Providing a process of application, interview, background checking and selection for workers with children and young people which will assess the suitability of the individual for this work.

2
EASTLEIGH BAPTIST CHURCH
'SAFE TO GROW'
POLICY

In order to safeguard the welfare of the children and young people in its charge, Eastleigh Baptist Church agrees to the following statements of principle and to take any action, which may be appropriate in the light of circumstances, structures and the nature of its activities.

1. To adopt and regularly review a policy statement on safeguarding the welfare of children and young people.
2. To plan the work of the activities of the church so as to minimise situations where the abuse of children may occur.
3. To appoint Lyn Hart as the 'Safeguarding Trustee' to: oversee and monitor the implementation of the policy and procedures on behalf of the church's charity trustees.
4. To appoint Toby Dodson, Lyn Hart, Cheryl Nichols, Emma Leggett, Lynda Wisbey and Chris Walker as the safeguarding team or 'Designated People for Safeguarding' to: advise the church on any matters related to safeguarding of children and young people and take appropriate action when abuse is disclosed, discovered or suspected.
5. To ensure that all paid staff and volunteers apply agreed procedures for protecting children.
6. To ensure that the young people are aware of the procedures and help available to them. Also being made aware of appropriate boundaries with leaders.
7. To give all paid staff and volunteers clear roles.
8. To treat all would-be paid staff and volunteers as job applicants for any position involving contact with children by obtaining a Disclosure and Barring Service check (DBS), a completed application form, an interview and references from two people who have experience of the applicant's paid work or volunteering with children.
9. To issue guidelines on how to deal with the disclosure of discovery of abuse.
10. To train paid staff and volunteers, their line managers or supervisors, and policy makers in the prevention of child abuse.
11. To adopt a code of behaviour for all who are appointed to work with children and young people so that all children and young people are shown the respect that is due them.
12. To follow the BU recommended practice in relation to the restriction of contact with children and young People by those members of the congregation and users of the premises who are known offenders under the terms of the Criminal Justice and Court Services Act 2000.
13. To be committed to the safeguarding of all children and young people under the age of 18 (regardless of gender, ethnicity or ability) as set out in The Children Act 1989 and 2004 *Safe From Harm* (HM Government 1994) and *Working Together to Safeguard Children* (HM Government 2015)

Signed:.....

Date:.....

Print Name:.....

Date of Review:

3 PROCEDURES

3.1 APPOINTMENT OF STAFF AND VOLUNTEERS PROCEDURE

The process for appointment of new staff (unpaid) can be undertaken by any group leader but be overseen by the safeguarding trustee or the designated people in charge of safeguarding. In seeking new staff the guidelines below must be followed.

All staff (paid and unpaid) working with children and young people, including those engaged in training, leading, teaching, caring for, supervising, providing transport, and others including Deacons who may have unsupervised contact with such people or are involved in appointing new paid and unpaid staff will:

1. Be required to provide an Enhanced Disclosure and Barring Service (DBS) certificate and names of 2 referees who are able to support the individual's suitability for working with children and young people. These references will be taken up by the church administrator and copies will be held in confidence.
2. Be required to inform the Minister or Deacon responsible for youth work if they have had an allegation of a sexual nature made against them – if the volunteer makes a decision that they want to continue working with children or young people that the parents will need to be notified so that they can make an informed decision if they want their child to attend that group. Also a proper plan will be drawn up to ensure the safety of the both volunteer and the young person.
3. Be asked to read the copy of this document and required to agree to the church's policy and agreed guidelines for working with children and young people.
4. Be made aware of the Baptist Union's document Safe to Grow and its recommendations and be advised to follow recommendations. Have read and kept a copy of "Safe to Grow - What You Need to Know"
5. Be required to sign a Volunteer agreement form or staff contract.
6. Be made aware of child abuse, its signs, and what to do if abuse is suspected, alleged or confirmed and to know where the latest Department of Health publication 'What to do if you're worried a child is being abused', is kept.

In addition to the requirements above, all staff (paid and unpaid) seeking to work with children or young people will be required to complete an application form (available from group leader or safeguarding team) and attend a face to face interview (with at least one member of the safeguarding team). The appointment decision will then be made the safeguarding trustee, designated people and appropriate group leader. Applicants will then be required to complete a probationary period of three months.

No paid or unpaid staff will be allowed unsupervised contact with children, young people or vulnerable adults whilst DBS checks are awaited.

Further DBS checks will be required every 3 years.

Any person with previous convictions for offenses against children or included on the Sex Offenders register cannot work with children, young people or vulnerable adults in any capacity

Any appointment decisions regarding close family members must be undertaken by members outside of that family.

The Church will:

1. Provide appropriate checking signatories for Disclosure applications- Church Secretary Nick Bishop, Church Administrator Linda Mandley and Safeguarding Trustee Lyn Hart.
2. Cover the costs involved in DBS criminal record check where necessary
3. Make children and young people aware of what the church is doing to protect them, of their rights as individuals and of who they should speak to if they need help or advice.
4. Provide staff with role descriptions that will be created by appropriate leaders and members of the safeguarding team
5. Provide staff with initial training (from members of the safeguarding team) and ongoing training appropriate to their role

3.2 APPOINTING AND SUPPORTING YOUNG LEADERS

Young leaders aged 16 or over **will not** need to be appointed under these procedures and therefore **will not** be required to apply for an enhanced DBS certificate if:

- They are asked to take increasing leadership responsibility in a group in which they are a member; and
- They are always exercising leadership by assisting adult workers and leaders of that group
- They are part of a peer-led group and emerge within that group as leaders

Young leaders aged 16 or over **will** need to be appointed under these procedures and therefore **will** need to apply for an enhanced DBS certificate if:

- They are appointed to work in a regulated activity with children and young people in a group to which they do not belong.

Young leaders are not to be alone with a child where their activity cannot be seen.

Young leaders must be supervised by an adult leader at all times.

When considering ratios of staff to children or young people, the young leader needs to be counted as a child, not a leader.

The church's safeguarding policy applies to a young leader just as it does to any other person.

The permission of parents or carers needs to be sought for the young leader just as you would for any other person under 18 years of age.

If a young leader accompanies you on a residential activity ideally they should have separate sleeping accommodation to both the adult leadership team and the children or young people they are working with.

3.3 RESPONDING TO ALLEGATIONS

Concerns for the safety and well-being of children could arise in a number of different ways and in a range of settings. It is essential to act quickly and effectively if an allegation is made or if there is suspicion or concern about a professional or volunteer's relationship with a child, young person or group of children/young people, particularly if they 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; or

- behaved towards a child or children in a way that indicates she/he is unsuitable to work with children.

If an allegation is made, or a concern arises, about a member of staff or volunteer, ensure that a Designated Person for Safeguarding or the Safeguarding Trustee is informed immediately. They will contact the local authority designated officer (LADO) on **01962 876364**. The LADO is available to provide advice or support in any allegations process, including advising whether or not immediate suspension of the person concerned should be considered.

If the LADO is unavailable, or the concern is raised out of hours, you should contact hantsdirect or the out of hours service or, in an emergency, the police.

Records should be secured and information sharing should be strictly limited to relevant staff and external professionals on a need to know basis.

The member of staff or volunteer should be treated fairly and honestly, helped to understand the concerns expressed, the process being followed and any outcomes of the process. Senior managers should seek advice from the LADO and social care/police before informing the person who is subject to an allegation.

3.4 REGISTRATION OF CHILDREN & YOUNG PEOPLE

General information and consent forms will be completed by parents or full time carers upon joining a church activity and then be renewed every September.

Copies will be held i) By each activity leader ii) By the Designated People for Safeguarding and iii) in the Church Office for access to emergency contact numbers and as evidence of permission for medical treatment.

3.5 WHEN A KNOWN OFFENDER IS PRESENT

As a church we strive to be a community that is welcoming and open to all. However, the gospel imperative to welcome the sinner needs to be set alongside the gospel imperative that the protection of children and young people must be paramount.

When it is known that a person who has been convicted of sexually abusing children or young people is attending the church it is required that a written contract is put in. This contract will set out the rules that the offender must abide by should they wish to continue to attend the church.

The Safeguarding Trustee, Designated people for Safeguarding and the minister are to be informed of the presence and identity of the offender. All other disclosures of identity are negotiable with the offender.

The Designated People, Safeguarding Trustee or minister, should inform and take advice from the regional minister in the local Baptist Association.

The contract must be signed by the offender, the minister and a member of the safeguarding team. One copy will be kept by the offender and one by the minister in a secure location.

The contract will be reviewed by the minister and a member of the safeguarding team every three months.

An example contract can be found in the appendix to this document.

3.6 TRANSPORT

The transporting of young people on any church activity should be through the use of mini buses with seat belts.

A minimum of two adults should travel in each minibus

If private cars are to be used, evidence of appropriate insurance must be provided to the activity leader.

Where possible a child or young person should not travel alone in a vehicle with a helper or leader. Where this is unavoidable, the child or young person should always sit in the back.

Seat belts must be worn and vehicles not overloaded.

3.7 OFFSITE ACTIVITIES

Whenever off site activities are undertaken a contact telephone number must be obtained for each young person attending. A standard church form must be used to secure parental permission and to provide telephone number for emergencies. This will be retained by the activity leader for the duration of the activity

A risk assessment must be carried out before the event and retained in the records of the group.

Venues for activities will be checked as far as possible by activity leaders for appropriateness and safety before being used.

Activities involving outdoor pursuits such as mountain walking, sailing, paddle sports, skiing, climbing etc. should only be carried out in the presence of a qualified instructor.

Parents to be provided with a base contact number for enquires

Any accidents involving bumps or blows to the head, or which have involved the administration of First Aid should be reported to the parent or carer collecting the child or young person.

3.8 STAFF RATIOS

The following staffing ratios will be observed:

Age Range	On Site and Indoors	Off site and Outdoors
0-2 yrs	1:3 (minimum 2)	1:3 (minimum 2)
3 yrs	1:4 (minimum 2)	1:4 (minimum 2)
4-7 yrs	1:8 (minimum 2)	1:8 (minimum 2)
8-12 yrs	2 adults for up to 20 children (preferably one of each gender) with an extra adult for every 10 additional children	2 adults for up to 15 children (preferably one of each gender) with an extra adult for every 8 additional children
13 yrs and over	2 adults for up to 20 children (preferably one of each gender) with an extra adult for every 10 additional children	2 adults for up to 20 children (preferably one of each gender) with an extra adult for every 10 additional children

Remember when calculating the ratio of workers to children you should not include young leaders who are under the age of 18 among your number of adult workers.

3.9 ONSITE ACTIVITIES

EASTLEIGH BAPTIST CHURCH AND WELLS PLACE CENTRE;

Fire – All leaders and helpers must be aware of fire evacuation procedures and follow procedure notices on the walls of rooms.

Arrival and collection - all young people under the age of 11 years should be brought into and collected from the church buildings by a known adult.

Dangerous equipment - (use of cookers, knives, electrical equipment). To be used only under supervision.

Use of lift – Able bodied Children under 12 years are not allowed to use the lift without supervision.

Recording of accidents and injuries - all accidents and injuries will be recorded in the Wells Place Centre Accident Book which is to be found on the Reception desk. A copy of the accident and injury form shall be lodged with the Minister or Deacon responsible for Youth Work.

Any accidents involving bumps or blows to the head, or which have involved the administration of First Aid should be reported to the parent or carer collecting the child or young person

Activity Logs - Logs of activity sessions will be kept by activity leader's workers in which all significant incidents, numbers attending and leaders present will be recorded.

Overnight stays Only ground floor rooms may be used for overnight stays. Sleeping arrangements must be segregated according to gender and Camp and Residential Activity Procedures (below) will be followed

3.10 SUNDAY MORNING ACTIVITIES

The following procedures will be followed:

Where children and young people are expected to attend a parade service for Girl's Brigade, the parents and carers will have a proper expectation that their children and young people are in the care of the GB officers, until such time that the children and young people leave for their junior church groups. At this point the duty of care falls to the junior church leaders.

If a child is found wandering about they will be encouraged to return to their group or encouraged to stay in the Coffee Shop. Attempts will be made to prevent them from leaving the building.

Any child under 8 years old cannot leave junior church without being collected by a parent or guardian. If a parent or guardian wishes for their child to be allowed to leave without being collected they must submit a signed, written statement to that effect.

If a child leaves the building without an adult, their parents or carer should be informed even if they are participating in the Church Service or leading an activity. The parent or carer will then be expected to decide on appropriate further action.

All such incidents should be reported to the Duty Deacon and the Junior Church coordinator, Cheryl Nichols.

3.11 FAMILY SERVICES

Any parents/carers who are present should know that they are not entrusting their children into the care of others but remain responsible themselves for the welfare of their children.

Any parents/carers who send their children unaccompanied should understand the level of care and supervision that their children will be given.

Where children and young people are expected to attend a family service because it is a parade service for Girl's Brigade, the parents and carers will have a proper expectation that their children and young people are in the care of the GB officers.

3.12 PHOTOGRAPHY

Photographing young people or children should be conducted with sensitivity and courtesy. Consent of the child or young person is important.

When photographs are displayed children and young people should not be identified by name, nor should it be possible to infer the identity of individual children or young people from the photograph.

Leaders should not store images of children and young people on their mobile phones. Any images taken on mobile phones should be downloaded to storage within 48 hours.

If a parent/carer has a need for a child's image not to be used, then provision should be made for this fact to be recorded and the group leaders informed. However, given the public nature of church events, it cannot be guaranteed that photography does not happen.

For the avoidance of doubt, it is recognised that church services are video recorded and it is not practical to exclude the filming of specific individuals from this.

Information will be sent to parents and carers annually, informing them of this photographic policy and the intended use of images and videos taken at church events and services, including the fact that videos of services will be distributed.

3.13 CAMP & RESIDENTIAL ACTIVITY PROCEDURES

All procedures listed in section 3.6(off site activities) will be followed with the following additions:-

Parental Consent

No children should be allowed to participate in any activity within the camp programme without the written consent of the parent/guardian.

Logs

Daily logs of Camp activities will be kept by all workers in which all significant incidents should be recorded.

Health Information and Consent Form

All children or young people participating on camp must have had a Health Information and Consent form completed by their parent or full time carer, which will be retained at the camp by the activity leader

Fire Hazard

Everyone on camp should be warned of the danger of fire. If the camp is in a building then everyone will be made aware of the fire exits. A fire drill will be practised on the first day of camp.

First Aid

Where possible there should be at least one person qualified in first aid (through a course run by St John Ambulance or similar) who should ensure that on camp:

- First Aid boxes are available and their location known.
- The First Aid kit contains those items recommended by St. John Ambulance.
- The First Aider should record all accidents and injuries personally.
- The location and telephone numbers of the nearest doctor and hospital are readily available.

Camp Site/ Residential Venue

The safety of the building, chalet or tents needs to be considered and rules applied as appropriate (i.e. no running around tents due to the risk of injury from tripping over guy lines). The condition of fires and electrical appliances should be checked and their use controlled.

Health and Hygiene

As food is technically being sold (if food is included and a charge is made for the camp) the person with responsibility for food should possess the Basic Food Hygiene Certificate and ensure food safety procedures (preparation, handling and storage, disposal of waste, etc.) are followed.

Camp Safety

It is the responsibility of all workers to know the whereabouts of all children and young people who are on Camp. No person under 16 should leave the campsite/venue alone.

4 CODE OF BEHAVIOUR

4.1 RISK ASSESSMENTS

All leaders of children's and young people's groups must assess the risks involved in the group they are running.

Every group must have a risk assessment for the general activities of the group which should be reviewed annually. Any activities out of the ordinary will require another risk assessment.

Risk assessments must contain details of potential hazards of the event/session, an evaluation of the risk and subsequent precautions to be undertaken and a plan for review of the risk assessment.

A model risk assessment can be found in the appendix of this document.

4.2 PHYSICAL CONTACT

In some situations it may be appropriate to have physical contact with a child or young person. For example, if a child or young person is distressed it may be appropriate to put an arm around them. However we must be conscious that what to most is an innocent touch may have another, more sinister meaning for children who have experienced abuse.

The following guidelines should be followed:

- When dealing with physical contact of a leader and a child or young person always ask the question: "For whose benefit is this contact taking place?" The answer should always be the child or young person.
- If no-one else is present it is always advisable to avoid physical contact
- Use physical contact in a way that conveys appropriate concern but in a way that is least likely to be misconstrued. For example, an arm around the shoulder standing by the side of a young person may be more appropriate than a full 'hug'.
- Remember not all express friendship or affection the same way and some people find excessive touching an infringement on personal space.
- If you find a child or young person is cringing or responding negatively to being touched, then stop immediately and find an alternative, non-tactile way to convey concern.
- Workers should be prepared to be accountable to fellow workers for their use of touch and physical contact and should listen to the concerns of others if it is felt that boundaries are being crossed.

4.3 DISCIPLINE OF CHILDREN AND YOUNG PEOPLE

Discipline is the education of a person's character. It 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)

WE WILL: Ensure all children and young people are aware of the church's Code of Behaviour and make sure that children understand what action will be taken if not kept. (See Below)

Remember that 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.

NEVER smack or hit a child and don't shout - change voice tone if necessary.

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 not allow some children to take all our time and energy.

Be pro-active and encourage helpers to be pro-active and not wait to be told to deal with a situation. Be consistent in what we say and ensure that other team members know what we have said - this avoids manipulation.

Look honestly at our programme - if children are bored, they misbehave. Is the programme at fault?

4.3.1 PROCEDURE

- 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.)
- 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.
- Take the child aside and talk to them, challenge them to change, whilst encouraging them in their strengths- but always in the presence of another adult
- Warn a child that you will speak to their parents and do so if necessary. Warn them that they may be banned from their particular activity. (Never issue a ban without reference to your leader and ensure parents are advised in cases of banning.)
- If a child's behaviour is constantly disruptive, seek advice and guidance from a leader or a 'Designated Person for Safeguarding'. It may be symptomatic of a deeper problem (See church policy of Child Protection)
- Record the incident, action and outcome of disciplinary encounters with date, time and countersignature of another leader
- Pray before you meet and talk over the session with the other leaders or staff before you leave.

4.4 CONDUCT OF ACTIVITIES LED BY LEADERS AND HELPERS

Activity Leaders will:

- Ensure that the room and equipment to be used is in a safe and serviceable condition before the session
- Ensure a risk assessment has been completed for the group and the church's health and safety policy is adhered to
- Ensure that access to the building is safe and well-lit and that there is adequate security against early exits or unauthorised entry

- As far as possible a worker is not to be alone with a child where their activity cannot be seen. On church premises, this may mean leaving doors open, or two groups working in the same room.
- In a 'counselling' situation with a young person, where privacy and confidentiality are important make sure that another adult knows the interview is taking place and with whom. If possible, another adult should be in the building, and the young person should know they are there.
- Meet with workers regularly to review and plan the work.
- Ask about working and personal relationships with the children.
- Take or create opportunities for observing the working with the children.
- Ensure they listen to and value input from the children they work with.
- Ideally, keep a brief written record of facts of each meeting and anything of note, which you have observed.

If the supervisor has any doubts about the worker's relationships, he or she should explore further by talking with him or her, then confidentially with other workers, and with the child/young person and informing the Minister or Deacon responsible for youth work. This issue should not be dropped until the leader is sure there is no possibility of abuse. Watch for any child receiving exceptional treatment, being highly favoured or treated unduly harshly.

Helpers and other Leaders should:

- Treat all children and young people with respect and dignity befitting their age: watch language, tone of voice, and your body language.
- **Not engage in any of the following:**
 - Invading the privacy of children when they are showering or toileting. Make sure another adult is present if, for example, a young child has soiled their underclothes and needs to be thoroughly washed or receive first aid, or call for a parent. Seek parents consent in crèche for changing of nappies.
 - Rough, physical or sexually provocative games:
 - Making sexually suggestive comments about or to a young person, even in 'fun':
 - Inappropriate and intrusive touching of any form:
 - Any scapegoating, ridiculing, or rejecting a child or young person.
 - Use physical punishment.
 - Allow youngsters involve you in excessive attention seeking that is overtly sexual or physical in nature
 - Inviting a child or young person to your home alone: Only invite a group or ensure that someone else is in the house. Make sure that parents know where the child is.
 - Giving lifts to children or young people on their own if possible if they are alone ask them to sit in the rear of the car.
 - Sharing sleeping accommodation with children or young people if you take a group away.

4.5 WORKING WITH COLLEAGUES

If you see another member of staff acting in ways which might be misconstrued, be prepared to speak to them or to your supervisor the minister/or the Designated People about your concerns. Leaders should encourage an atmosphere of mutual support and care which allows all workers to be comfortable enough to discuss inappropriate attitudes or behaviour.

These measures will also protect workers from false accusation.

4.6 ABUSE OF TRUST

4.6.1 STATEMENT

As a church we have a responsibility to provide children and young people with a supportive, secure and safe environment, and recognise that in doing so, our workers will develop relationships of trust with these groups of people. To provide the safest environment possible we identify that we have a duty to protect children and young people from romantic and sexual activity from those looking after them within a relationship of trust.

4.6.2 THE AIM OF THIS GUIDANCE

This guidance is aimed at helping the staff (paid and unpaid) of Eastleigh Baptist Church provide safeguards and prevent abuses of trust involving some form of romantic or sexual activity. This guidance is aimed at protecting both those in a position of trust: Ministers, Trustees, staff (paid and unpaid) and those for whom they are responsible: children and young people. Those in a position of trust carry the responsibility of ensuring that they do not abuse their position or put themselves in a position where allegations of abuse of trust, whether justified or unfounded, could be made. The guidelines and procedures in this safeguarding document are designed to minimize the risk of abuse of trust and other forms of abuse.

4.6.3 THE SCOPE OF THIS GUIDANCE

The guidance is intended to protect children and young people that have contact with the people and activities of Eastleigh Baptist Church. The guidance applies where a relationship of trust exists between a child or young person and a member of church staff (paid or unpaid), other member of the ministry team or trustees.

The Home Office guidance points out that, although young people of 16 or 17 can legally consent to some types of sexual activity, they may be still relatively immature emotionally. In many areas of the law, for example the right to vote or the provisions of the Children Act 1989, they are still classed as children. Staff (paid and unpaid), ministry team members and trustees have to recognise this vulnerability and ensure it is not exploited.

4.6.4 PRINCIPLE OF EQUALITY

The principles behind the guidance apply irrespective of sexual orientation; neither homosexual nor heterosexual relationships are acceptable within a position of trust. The principles apply equally to all without regard to gender, race, religion, sexual orientation or disability. This is an area where it is very important to avoid sexual or other stereotyping. In addition, it is important to recognise that women as well as men may abuse a position of trust.

4.6.5 A RELATIONSHIP OF TRUST

A relationship of trust, for the purposes of this Guidance, is one where member of staff (paid or unpaid) or trustee is in a position of power or influence over a child or young person by virtue of the work or nature of the activity being undertaken

A relationship of trust must not be distorted by fear or favour and those in positions of trust must exercise responsibility as consequence of the power they have over those they care for. Where a relationship of trust exists, allowing a relationship to develop in way that might lead to a romantic or sexual relationship is wrong. A romantic or sexual relationship will be intrinsically unequal within a relationship of trust and is therefore unacceptable. It is also inappropriate since the professional relationship of trust would be altered.

This guidance should not be interpreted to mean that no genuine relationship can start between two people within a relationship of trust. But given the inequality at the heart of a relationship of trust, the relationship of trust should be ended before any romantic or sexual relationship develops.

This guidance should not be interpreted to mean that all forms of physical or close contact with children or young people should be avoided, in order to avoid misplaced allegations. The guidance is concerned with avoiding sexual activity in a relationship of trust. A test of that would be what a reasonable person would consider to be sexual in all the circumstances. This document deals with the issue of physical contact and the guidelines and procedures stated should be followed.

4.6.6 PROCEDURES

This section is intended to give guidance to individual teachers, education staff and volunteers who have concerns about circumstances which could represent an abuse of trust.

It is important that a culture of openness is fostered in which staff (paid and unpaid) and trustees feel able to raise issues of concern to them and that their duty to do so in terms of child protection is recognised.

Further, it is important to recognise that a variety of circumstances can arise, including a sexual relationship at one end of the scale, through close friendships, to, at the other end of the scale, an innocent situation which has been entirely misconstrued. The advice set out below applies to all of these, although the action required to respond to each set of circumstances will vary considerably. Staff (paid and unpaid) and trustees should take steps to minimise the risk of circumstances being misconstrued or misunderstood.

The primary aim of raising any issue of concern must be to help to prevent a situation developing which, if it does, is likely to have a detrimental effect on the young person involved and potentially serious outcomes in terms of disciplinary action, termination of employment for a member of staff or trustee and possibly barring from further work with children. When draft legislation becomes law, the possibility of criminal investigations by the police will also arise.

Certain general principles apply to any situation involving a potential abuse of trust, as they do in any circumstances where there may be a child protection issue. A member of staff or trustee with concerns about any situation must record and report that situation and seek advice from the Designated People or the Safeguarding Trustee. Contemporaneous recording will avoid circumstances being misconstrued and ensure that the situation is responded to appropriately. Contemporaneous recording and reporting the facts of the situation will also assist in responding to a subsequent complaint from any source. These principles apply to all of the possible scenarios described below:

- If a member of staff (paid or unpaid) or trustee is concerned that he or she might be developing a relationship with a child or young person which could have the potential to represent an abuse of trust, the first advice must be to ensure that the relationship does not develop further. It can be particularly important in this context to note the advice already given above, and take steps to minimise risk and to avoid situations which might be misconstrued.
- A member of staff (paid or unpaid) or trustee who needs advice about what might be a developing relationship should contact the Designated People for Safeguarding, the Safeguarding Trustee or the Minister.
- If member of staff (paid or unpaid) or trustee is concerned that a child or young person is becoming attracted to him or her or that there is a developing attachment or dependency,

the member of staff (paid or unpaid) or trustee must record and report the situation and seek advice from the Designated People for Safeguarding.

- Similarly, if a member of staff (paid or unpaid) or trustee is concerned that his or her actions or words have been misunderstood or misconstrued by a child or young person or circumstances arise such that an abuse of trust might be wrongly suspected by others, the general advice above should be followed as to recording, reporting and seeking advice on the appropriate response to the particular set of circumstances.
- If a member of staff (paid or unpaid) or trustee is concerned about the apparent development of a relationship by another member of staff or volunteer, or receives a report from a child or young person about such a relationship, it is again important to seek advice from the sources already described.

4.7 GUIDELINES FOR BEING ALONE WITH YOUNG PEOPLE

4.7.1 AVOIDANCE

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

- A worker should never plan to be alone on church premises with children or young people
- When there are insufficient leaders and workers, to have two for each group, rooms with windows in the doors should be used, else the doors should remain open.
- At least two people should be present before the doors are opened as children and young people arrive for a group and at least two adults should remain until the last child or young person has left the building or room at the end of the meeting.
- A worker should never invite a child or young person to their home alone. It may be acceptable to invite a group if another adult is in the house. Establish that each parent/carer knows where their child is and at what time they should return home.

4.7.2 UNPLANNED OCCASIONS

There may be occasions where a worker finds themselves in a situation when they are in sole charge of children or young people in the context of a church activity. In these situations the worker should:

- Assess the risks involved in sending the child or children home against the risks and vulnerability of being alone with them.
- Wherever possible immediately phone another appropriate person to report the situation. Ideally phone a member of the Safeguarding team or the Safeguarding Trustee.
- Make a written report of the situation immediately afterwards and give a copy to the Designated People for Safeguarding and the Safeguarding Trustee

There may be situations where a child or young person wishes to speak with a worker on their own. If this situation occurs the following guidelines should apply:

- If the worker believes that to speak to the young person on their own would place them in a vulnerable position (for example, because the young person has developed an inappropriate attachment to the worker) the worker should insist that another worker should also be present.
- If it is possible for the conversation to take place in a quiet corner where others are present, but where sufficient privacy can be assured, this option should be taken.

- If this is not possible, the conversation is best held in a room with the door left open or where there is glass in the door so others can see into the room.
- Wherever possible another adult should be in the building and the young person should know that they are there.
- Another adult should know that the interview is taking place and with whom.
- A worker should set an agreed time limit prior to the conversation and stick to it. Make another appointed time to continue if necessary.
- A worker should never invite a child or young person to their home alone, nor go to the child or young person's home if they are alone.

4.7.3 WORKING ONE TO ONE

If a worker wishes to conduct regular one to one sessions with a child or young person this must be agreed by the two of the following people: a Designated Person for Safeguarding, the Safeguarding Trustee and the Minister.

In addition to this the following guidelines must be followed:

- A log sheet must be kept detailing who, where and when workers and young people have met.
- Written notes should be made following the meeting recording the essence of the conversation, advice given or recommendations made and what was agreed.
- Notes must be stored securely and young people should be aware that they have a right to see any records kept about them.
- The worker has a responsibility to make the Designated People for Safeguarding aware of the frequency of the meetings with young people.
- The Designated People for Safeguarding have a responsibility to monitor the frequency of the worker's meetings with young people.
- Workers need to maintain a healthy self-awareness when working one to one. Phrases such as "you're the only one who understands me" should ring alarm bells.
- Workers need to maintain a professional distance, and not be at the beck and call of an individual young person.
- Appropriate confidentiality should be afforded to the young person; however absolute confidentiality is never to be promised. The young person should be made aware of the confidentiality that will be afforded to them.
- Any contact with young people in a one to one context should be in a public place, at an appropriate time and in view of another adult.

4.8 ELECTRONIC COMMUNICATION

Electronic communication is an excellent tool however it contains certain potential hazards. In its use with children and young people the following general guidelines must be followed:

- Parents or carers and children and young people themselves have the right to decide if a worker is to have email addresses or mobile phone numbers etc.

- Workers should only use electronic means of communication with those children and young people from whom appropriate consent has been given
- Workers should not put any pressure on children or young people to reveal their e-mail address, mobile phone number etc.
- Direct communication with children of primary school age is inappropriate and to be avoided
- Only named workers who have been appointed under the church's agreed safeguarding procedures should use any electronic means of communication to contact children or young people on behalf of the church or one of the church's organisations. The named workers that may contact young people via electronic means are Chris Walker and Narelle Walker.
- Contact with children and young people by electronic communication should generally be for information-giving purposes only and not for general chatter
- Transcripts or copies of all electronic communication with young people should be kept securely by the worker. If the content of any communication concerns the worker in any way they should forward it to a Designated Person for Safeguarding
- Where a young person in need or at point of crisis uses this as a way of communicating with a worker:
 - Significant conversations should be saved as a text file if possible
 - A log should be kept of when they communicated and who was involved
- Workers should not share any personal details with children and young people, and should not request or respond to any personal information from the child or young person other than that which is necessary and appropriate as part of their role.
- Workers should be careful in their communications with children and young people so as to avoid any possible misinterpretation of their motives.
- Clear, unambiguous language should be used, avoiding the use of unnecessary abbreviations
- Electronic communication should only be used between the hours of 8.00am and 10.00pm
- E-mails to young people should be BCC'd to a Designated Person for Safeguarding.

4.8.1 MOBILE PHONES

- Mobile phone usage should be primarily about information-giving
- Text language should be avoided so that there is no misunderstanding of what is being communicated
- Text conversations are to be avoided
- Workers should not retain images of children or young people on their mobile phone

4.8.2 SOCIAL NETWORKING SITES

- If youth leaders are going to communicate via social networking sites they must create a separate profile used solely for youth work.
- Be aware of the content of photos that may be uploaded to your site
- All communication with young people should be kept within public domains
- Workers should ensure that all communications are transparent and open to scrutiny
- Copies of communications should be retained and where possible other workers should be copied in on communication.

5

CONFIDENTIALITY POLICY AND PROCEDURES

The Church confirms that those working with children and young people will:

- always work within the law and with the interests of young people as a priority
- take every measure to ensure that information obtained from and about a young person is treated with respect and not passed on to any other person or agency without the expressed consent of the young person, except in exceptional circumstances (as defined below) Children and Young people should be made aware that a worker cannot give an assurance that all information will not be passed on.
- By “ **in exceptional circumstances** “ we mean:-
 1. When a young person discloses that they have been abused (physically, sexually or otherwise) and inaction could place them back into the same threatening situation;
 2. When other young people are considered to be at risk, e.g. if siblings are subject to the same threatening situation.
- Should it be necessary, in such circumstances, to decide to pass on confidential information without the young person’s consent, the young person will be made aware of what information is being passed on and for what reason. This decision will only be taken after discussion with one of the following people,
 - A member of the ‘Designated People for Safeguarding’
 - The ‘Safeguarding Trustee’

6

DESIGNATED PERSON OR PEOPLE FOR SAFEGUARDING

The Designated Person or People shall be appointed annually by the Church Meeting in October.

The name and contact number of the Designated Person or People shall be published and known to children and young people and vulnerable adults.

The Designated Person or People will receive and record concerns or allegations of abuse or inappropriate behaviour from children, young people, vulnerable adults and adults.

The Designated Person or People will

- Be responsible for advising any party seeking assistance about the next appropriate step or will implement the church’s Child Protection Procedure.
- Consult with outside bodies where appropriate to discuss concerns
- Make a formal referral to Social Services or the police if appropriate or advised
- Inform both the Safeguarding Trustee and the Minister of any referral
- Be the link between the church and the local Baptist Association for safeguarding matters

7

SAFEGUARDING TRUSTEE

All trustees should be fully conversant with the church's Safeguarding policy and procedures.

The Safeguarding Trustee's responsibilities are:

- To ensure on behalf of the trustees that there is a proper process in place to write and update the safeguarding policy and procedures
- To monitor the implementation of the policy and procedures in behalf of the trustees
- To ensure that the policy and procedures are reviewed annually and to present the report of the annual review to the trustees
- To receive reports from the Designated People for Safeguarding regarding any safeguarding incidents in the life of the church and to be responsible for keeping the trustees informed as appropriate

8

ANNUAL REVIEW

These policies and procedures will be reviewed annually. The next review date will be November 2018

The annual review will consider the following:

- Any new legislation or guidance which requires the policy to be amended
- Any concerns or incidents in the last year
- How well the procedures have been followed and what adjustments could be made
- The current procedures in light of recently started work or new projects that are about to commence
- Changes in workers and office-holders
- Current staff appointments and the procedures regarding their commencement of service
- Training
- Any concerns from parents or carers regarding the conduct of workers

9

CHILD PROTECTION PROCEDURE

9.1 TYPES OF ABUSE

The members of Eastleigh Baptist Church and all its appointed children's and youth workers are committed to the protection of children from physical, sexual, spiritual or emotional abuse.

Physical: where children's bodies are hurt or injured.

Emotional: where children don't receive love and affection, may be frightened by threats or taunts, or are given responsibilities beyond their years.

Sexual: where adults (and sometimes other children) use children to satisfy sexual desires.

Neglect: where adults fail to care for children and protect them from danger, seriously impairing health and development.

Psychological: is characterized by a person subjecting, or exposing, a child to behaviour that may result in psychological trauma, including anxiety, chronic depression, or post-traumatic stress disorder. Such abuse is often associated with situations of power imbalance, such as abusive relationships and bullying.

Spiritual: occurs when someone uses their power within a framework of spiritual belief or practice to satisfy their own needs at the expense of others

9.2 SIGNS OF ABUSE

The following *may* indicate abuse, but do not jump to conclusions. There could be other explanations.

Physical: unexplained or hidden injuries, lack of medical attention.

Emotional: reverting to younger behaviour, nervousness, sudden underachievement, attention seeking, running away, stealing, and lying.

Sexual: pre-occupation with sexual matters evident in words, play, drawings: being sexually provocative with adults; disturbed sleep, nightmares, bedwetting; secretive relationships with adults or children; tummy pains with no apparent cause.

Neglect: looking ill-cared for and unhappy, being withdrawn or aggressive, having lingering injuries or health problems.

Psychological: underachievement, lacking in confidence, low self esteem, speaking carefully or not at all, anxiousness, depression.

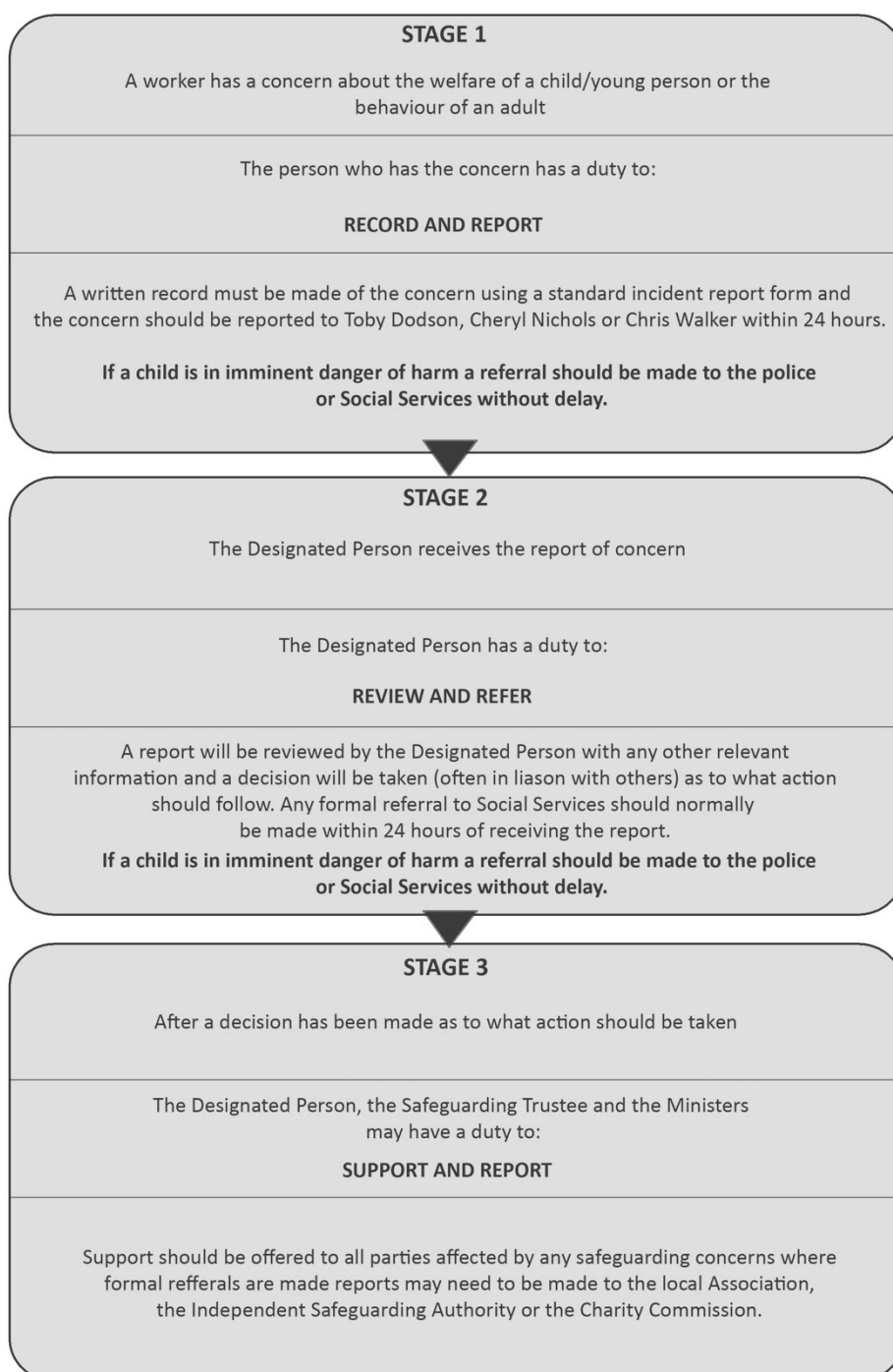
Spiritual: Problems in relating to God as father, inability to trust God, fear of receiving from God, fear of being prayed for, seeing God as a sexual being (sometimes), feeling of being too bad for God

If abuse is disclosed or discovered:

- Do not delay.
- Do not act alone.
- Do not start to investigate.
- Complete an incident form
- Consult with the person to whom you are responsible and the Designated Person Contact
- The designated person or Safeguarding trustee will then call Children's Social Care, at Hantsdirect on **0845 603 5620**

If the child is in immediate danger, call the police. Their number is **0845 45 45 45** or dial **999**

9.3 PROCEDURE FLOWCHART



The action taken must be to minimise the danger for the young person in the most effective way. Some occasions may justify breaking confidentiality established with the young person. The over-riding priority is to provide safety. The telephone numbers of the Designated Person and the Safeguarding Trustee are displayed on the notice board in the church office.

9.4 INFORMATION SHARING

The Department for Education's new safeguarding document "Working together to safeguard children" suggests that any organisation involved with work involving children, young people or families must be prepared to share information with other professionals and the Local Safeguarding Children's Board (LSCB).

The following guidelines should be considered when making decisions on what information to share:

- Is it necessary?
- Is it relevant?
- Is it adequate?
- Is it accurate?
- Is it timely?
- Is it secure?
- Has it been recorded?

Full details of these guidelines can be found in the "Information sharing advice for safeguarding practitioners" document compiled by the LSCB.

The most important consideration is whether sharing information is likely to safeguard and protect a child. The designated people for safeguarding and the safeguarding trustee should be the only people that undertake any information sharing with other organisations.

10

EXTERNAL USERS OF CHURCH PREMISES

All organisations using The Wells Place Centre and church premises for activities involving children, young people or vulnerable adults will be asked to sign that they have in place, and be willing to provide, Child Protection Policies and Procedures. If none are available, they will be asked to confirm their acceptance and observance of this document.

Based upon the Government document "Safe from Harm", the Church shall require all appropriate groups who use the church premises to have a safeguarding policy.

The Church reserves the right not to accept a booking that might involve a risk of such a person coming into unsupervised contact with children, young people or vulnerable adults whilst being on the premises.



‘Safe to Grow’

APPENDIX

Application form for Voluntary Work with Children and Young People

We ask all prospective workers with children and young people (0 – 18) to complete this form. If there is insufficient room to fully answer any question, please continue on a separate sheet. The information will be kept confidentially by the church, unless requested by an appropriate statutory authority.

1 Personal Details

Full name

.....

Other names by which known in past

Address

.....

Postcode

Telephone Number.....(Daytime).....(Evening).....(Mobile)

How long have you lived at the above address? Years

If less than 3 years, please give previous address(es) with dates

From/...../..... To/...../..... From/...../..... To/...../.....

Address Address

.....

Postcode Postcode

2 Experience and skills

Please tell us about your Christian experience (ie how long have you been a Christian, which church(es) have you attended (with dates), any activities undertaken):

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

Please give details of previous experience of looking after or working with children and/or young people.
Please include details of any relevant qualifications or appropriate training either in a paid or voluntary capacity:

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

Do you suffer, or have you suffered any illness which may directly affect your work with children or young people?

Yes No (Please tick)

If yes, please give details:

.....
.....

3 References

Please give the names, addresses and telephone numbers and role or relationship of two people who know you well and who would be able to give a personal reference and comment on your character and work with the church. At least one referee should be external to the church. If you have experience working with children and/or young people, at least one referee should be a colleague with whom you have worked. If you have moved from another church in the past five years, one referee should be from your previous church. In addition, we reserve the right to take up character references from any other individuals deemed necessary.

Name Name

Address Address

.....

.....
Postcode Postcode

Connection with you Connection with you

4 Criminal Records Declaration

Because of the nature of the duties the postholder would be expected to undertake, the successful candidate will be required either to make a full declaration of their past criminal record or will be asked to co-operate in obtaining a DBS check. If considered suitable for the post, do you agree either to make a full declaration of your criminal record or to co-operate in obtaining a Disclosure and Barring service check*

Yes No (Please Circle)

* Because of the nature of the work for which you are applying, this position is exempt from the provision of section 4(ii) of the Rehabilitation of Offenders Act 1974 (Exceptions Order 1975), and you are therefore not entitled to withhold information about convictions which for other purposes are 'spent' under the provisions of the 1974 Act and in the event of appointment, any failure to disclose such convictions could result in the withdrawal of approval to work with children and / or young people within the church.

5 Declaration

I confirm that the submitted information is correct and complete.

Signed Date

Role Description for Voluntary Work with Children and Young People

This sheet gives you information about a voluntary position working with children and/or young people. It is designed to help you consider whether you would be able to fulfil this role and to give you important information about the appointment process.

This church values its children and young people and we seek to ensure that those who work with them are suited for the role and are called by God. Because of this we also value those who give their time to work with children and young people. A thoughtful appointment process expresses our valuing of the children and young people of our church and also expresses our valuing of those who work with them.

Description of position

Organisation

Job title

Brief job profile

.....

Time commitment Day of week From to

Weekly/Fortnightly/Monthly

Other:

.....

Planning will be required which may take approximately hours per week

You would also be expected to attend the following meetings:

.....

You would be responsible to

You would be responsible for

All appointments are made initially for a probationary period of three months after which time the Appointment will be reviewed and either confirmed or terminated.

Appointment process

If you wish to be considered for the position the procedure will be as follows:

- You will be asked to fill in an application form and give the names of two referees. The references will be taken up.
- You will be interviewed. In the interview we will explore with you your gifts and your Christian experience; we will talk with you about any previous experience you have had in caring for children and/or young people; and we will ask about your reasons for wanting to take on this role at this time.
- If, following the interview, it is decided to invite you to work with children and/or young people, in order to offer the appropriate protection to children and young people we will need to ensure that there is nothing in your past that indicates that you might pose a risk to their safety. To this end, you will either be asked to make a declaration about your criminal record, or you will be asked to apply for an Enhanced DBS check.

Two points should be made:

First, we do not wish to prevent all people with past criminal convictions from working with children and young people in the church. Only relevant convictions will be taken into account – that is, convictions that suggest that a person might be a risk to children's or young people's safety.

Secondly, the information will be treated in the strictest confidence. Indeed, if you are asked to apply for a DBS check no-one in this church will have access to the information. The application for the Disclosure will be processed by an ecumenical agency, The Churches' Agency for Safeguarding (CAS). If your criminal record reveals nothing of concern, the CAS will inform the church that you are 'not unsuitable' to work with children. If there is any information that may give cause for concern the CAS will pass the information on to a Baptist Union panel of specialists who will assess the information on the Disclosure. This panel is assisting the church in its appointment procedures. The panel will not disclose detailed information to the church but will advise the church whether or not you are unsuitable for the position in question. If the BU panel is involved you will be contacted before any advice is given to the church.

This church has an equal opportunities policy which covers the appointment of ex-offenders, which you can see on request. The Disclosure and Barring Service also has a Code of Practice which will also be made available to you on request.

Reference form for Voluntary Work with Children and Young People

Section 1 (To be completed by church)

Name of volunteer

has applied to work with children/young people aged in Eastleigh Baptist Church

His/her responsibilities will include:

.....

Name of referee

Section 2 (To be completed by the referee)

What is your relationship/connection with the volunteer?

How long have you known the volunteer?

What personal experience do you have of the volunteer's ability to work with/relate to children and/or
Young people?.....

.....

.....

What are the gifts and experience the volunteer will bring to the role?.....

.....

.....

.....

Please comment on the volunteer's honesty and reliability

.....

To your knowledge, is there anything about the volunteer's past behaviour, their character or attitude that gives
you any cause for concern about their suitability to work with children and/or young people?

.....
.....

Are there any other comments you would like to make about the volunteer?

.....
.....

(Please continue any of your answers over the page if necessary.)

Signed Date

Volunteer Agreement Work with Children and Young People

Name of worker

We welcome you as

You are joining a team which, together with the whole church, commits itself to the care and nurture of children and young people. On behalf of the members of this church, we undertake to support you and your work, by prayer, by our interest and by providing resources and training.

The person who will give you primary support is:

She/he is there to discuss any matters of concern you may have.

The responsibilities of your role are:
.....
.....
.....

You would be responsible to

You would be responsible for

Once a year you will have the opportunity to talk about your work, and, if you wish to continue, we will discuss your development and training as appropriate.

All appointments are made initially for a probationary period of three months after which time the appointment will be confirmed.

Working with children and young people is a responsibility, but it also bring great rewards. We hope you will enjoy your work.

Signed Minister

Signed Church Secretary

Date

Declaration (to be completed by the worker)

I understand the nature of the work I am to do. I have read the church's guidelines for safeguarding children and young people. I understand that it is my duty to protect the children and young people with whom I come into contact. I agree to abide by the policies and procedures agreed by the church for the protection of children and young people.

Signed Date

One copy of this form should be retained by the worker and one by the church. If the person is appointed to a new role, or if the job description changes a new form should be completed.

Example Incident Report Sheet

Date:

Name of worker:

Name of child:

Time of incident:

Nature of concern:

.....

.....

.....

.....

.....

.....

.....

Who have you spoken to about your concerns?

Child	Yes	No (Please Circle)
Carer	Yes	No (Please Circle)
Organisation leader	Yes	No (Please Circle) Name
Other	Yes	No (Please Circle) Name
Social Services	Yes	No (Please Circle) Name

What feedback have you received?

.....

.....

.....

.....

How have your concerns been followed up?

.....

.....

Signature of Worker: Date and time

Signature of Designated Person..... Date and time

Example Log Sheet

Date of Session: / /

Nature of Session:

Activities undertaken during session:

.....

.....

Adults Present:

.....

.....

Incidents: Yes No If Yes please attach 'Incident Report'

Concerns:

Name of Child	Name of Leader Reporting	Nature of concern:
	Signed:	
	Signed:	

Signature of Worker: Date and time

Signature of
 Children's Advocate/
 Responsible Person Date and time

Checklist for Appointing Volunteers

Post:		
Name of Candidate:		
	By Whom	Date
Given copy of role description		
Received signed application form		
Interview	1.	
	2.	
References received:		
	1.	
	2.	
DBS		
Signed undertaking on safeguarding policy		
Induction training completed		
Probationary period completed		

Contract outlining the agreed boundaries for the welfare and safety of [Offender] and the children and youth attending Eastleigh Baptist Church

The Designated Person for Safeguarding– presently Mrs Lyn Hart and the Minister - presently Rev Jonathan Hunt, will endeavour to pastorally listen to you, care for you, and advise you, as well as pray for you. Chris' telephone number is: 01234 567890; Joth's telephone number is: 01234 567891. Please feel free to call either number, and be assured of their support and honesty.

Name:.....

Address:.....

.....Postcode:.....

Telephone number:.....

- *I will never allow myself to be in a situation where I am alone with children/young people*
- *I will attend meetings/house groups as directed by the church leadership*
- ***I will not accept hospitality from or offer hospitality to vulnerable people (insert as appropriate – single women, families with children, etc)***
- *I will not enter areas of the building during any meetings where children's or youth activities are in progress*
- *I accept that there are certain people who will need to be told of my circumstances in order for them to protect the children/young people in their care*
- *I accept that pastoral care is available within the church*
- *I understand that if I do not keep to these conditions, then I may be barred from attending XYZ Baptist Church and its activities, and in such circumstances the leadership may choose to inform the statutory agencies, relevant organisations, the church congregation, and other congregations*
- *I understand that any other concerns will be taken seriously and reported*
- *I understand that this Contract will be reviewed regularly every three months and will remain for an indefinite period*

Signed:.....Date.....

Countersigned:.....Date:.....

Countersigned.....Date:.....