

Romsey Baptist Church

Safeguarding policy

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Policy Context

In developing this policy, Romsey Baptist Church (RBC) commits to following the safeguarding policies of the Baptist Union and commits to working within legislation and statutory guidance as related to the Safeguarding of Children, Young People and Adults.

Policy Overview

It is the responsibility of all members of the Romsey Baptist Church to give paramount importance to the nurture and care of children, young people and adults at risk in a safe and secure environment. It is about preventing harm to children and adults wherever possible.

We will ensure there is clear information available regarding our safeguarding arrangements, including a copy of the RBC Safeguarding Policy and other relevant information such as reporting arrangements on our website and displayed on the church noticeboard. We will also be providing a full copy of the policy to all members of staff and those on the leadership team, and a paired down copy for all volunteers.

The policy is subject to yearly review by the leadership team with any amendments being brought to the attention of the church members.

Any concerns about the policy itself should be reported to Daniel Owen and Hazel Hayter. Youthworker@romseybaptist.church

We recognise that:

- ❖ The welfare of the child, young person or adult at risk is paramount.
- ❖ Everyone has different levels of vulnerability and each of us may be regarded as at risk at some time in our lives.
- ❖ All children, young people and adults who may be at risk (regardless of age, disability, gender, marriage and civil partnership, pregnancy, maternity, race, religion or belief, sex or sexual orientation) have the right to equal protection from all types of harm or abuse which can occur in all families and communities.
- ❖ Working in partnership with children, young people, adults at risk and their parents, carers and other agencies are essential in promoting their welfare.

We will develop a culture in our church that:

- ❖ Enables a safe and caring community to provide a loving environment where there is a culture of 'informed vigilance' as to the dangers of abuse.
- ❖ Enables and encourages concerns to be raised and responded to appropriately and consistently and protects children, young people and adults who may be at risk from actual or potential harm.
- ❖ Ensures all people feel welcomed, respected and safe from abuse.

- ❖ Values, listens to and respects children, young people and adults who may be at risk, encouraging them to be active contributors to the church community.

When concerns are raised we will:

- ❖ Respond without delay to every concern raised that a child, young person or adult at risk may have been harmed, or may be at risk of harm, through abuse or neglect.
- ❖ Work with police, the local authority and other partners in any investigation, including where allegations are made against a member of the church community.
- ❖ Challenge any abuse of power, especially by anyone in a position of trust.

If abuse has occurred we will ensure:

- ❖ Informed and appropriate pastoral care is offered to any child, young person or adult who has suffered abuse, including support to make a complaint if so desired.
- ❖ Supervision is provided for any member of the church community known to pose a risk of harm to others.
- ❖ Appropriate pastoral care is provided to any member of our church against whom an allegation is made.

In all recruitment, we will:

Follow the RBC Safer Requirement guidelines listed later in this policy.

In our publicity, we will:

Share information about good safeguarding practices with children, young people and adults at risk, their parents, carers and all those working and worshipping with them.

Who is a child, young person or adult who may be at risk?

Children and young people:

As specified by the Working Together to Safeguard Children Act 2018 anyone under the age of 18 is considered a child.

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/942454/Working_together_to_safeguard_children_inter_agency_guidance.pdf

Within this policy we will be referring to children (aged 0-10) and young people (aged 11-17) collectively as child/ children. When we are referring specifically to either group we will specify this.

Adults who may be at risk:

The Care Act 2014 defines an adult to whom statutory safeguarding duties apply as an adult who:

- ❖ Has needs for care and support (whether or not the Local Authority is meeting any of these needs)
- ❖ Is experiencing, or at risk of abuse or neglect
- ❖ As a result of those care and support needs, is unable to protect themselves from either the risk of or the experience of abuse or neglect. (Care and Support Statutory Guidance, 2016)

The definition may apply to anyone 18 years old and over who may not be able to protect themselves from abuse, harm or exploitation, which may be by reason of illness, physical, sensory or learning disability or impairment, mental illness, use of drugs or alcohol.

A person, adult or child, may also have increased vulnerability and so be at risk for differing lengths of time due to circumstances in their life. These circumstances can be temporary or permanent and may be visible or invisible. I.e. someone who was recently bereaved will be at risk for a time.

<https://www.legislation.gov.uk/ukpga/2014/23/contents/enacted>

What is abuse and neglect?

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

Children and adults at risk with Special Needs

Children and adults at risk who have special needs can be at greater risk of abuse. They will often require more help with personal care, such as washing, dressing, toileting, feeding, mobility, etc. Some children and adults at risk may have limited understanding and behave in a non-age-appropriate way. It is good practice to speak with the relevant carers to find out from them how best to assist the child or adult at risk. Any arrangements that have been agreed upon, the Designated Person for Safeguarding (DPS) is to be informed.

Parental consent

When a child or young person joins an RBC group or club we will get a parent or guardian to complete a permission form. This will include relevant medical information, contact details and parental consent.

All information collected will be stored in accordance with our data protection policy.

https://romseybaptist.church/wp-content/uploads/2022/05/RBC_data_protection_policy_-_March_2019.pdf

What to do if you are concerned that abuse or neglect may be happening

If a child, young person or adult tells you that they have experienced abuse, are experiencing abuse or are concerned that they or someone else may be at risk of abuse,(a disclosure), or if you see or hear something of concern, then you are required to report this to the DPS following these steps below.

- 1) **Recognise** that abuse may be taking place.
- 2) **Respond** to the concern.
- 3) **Record** all the information they have received.
- 4) **Report** the concern to the Designated Person for Safeguarding who may, in turn, report it to the statutory authorities.

Recognise

- ❖ When receiving a disclosure do not act shocked or with disbelief, listen to what is being said. Thank the person for sharing and reassure them that they did the right thing.
- ❖ Don't ask leading questions, instead ask general questions to get a better idea of the situation. Don't force the person to talk, let them speak in their own time.

Respond

- ❖ Do not promise to keep this confidential, inform them that you will pass this on to the DPS and only the DPS, in order to keep them safe.
- ❖ Reassure them that you will work to get this situation resolved and that they did the right thing.

Record

- ❖ Make some very brief notes at the time and write them up in detail as soon as possible.
- ❖ Do not destroy your original notes in case they are required by the Court.
- ❖ Record the date, time, place, words used by the child and how the child appeared to you – be specific.
- ❖ Record the actual words used; including any swear words or slang.

- ❖ Record statements and observable things, not your interpretations or assumptions
– keep it factual

Report

- ❖ Pass the report onto the DPS within 24 hours

WHAT TO DO	WHAT NOT TO DO
❖ Listen to and acknowledge what is being said. ❖ Try to be reassuring & remain calm. ❖ Explain clearly what you will do and what will happen next. ❖ Try to give them a timescale for when and how you / the DPS will contact them again. ❖ Take action – don't ignore the situation. ❖ Be supportive. ❖ Tell them that: ➤ They were right to tell you; ➤ You are taking what they have said seriously; ➤ It was not their fault; ➤ That you would like to pass this information onto the appropriate people. ❖ Be open and honest. ❖ Give contact details for them to report any further details or ask any questions that may arise.	❖ Do not promise confidentiality. ❖ Do not show shock, alarm, disbelief or disapproval. ❖ Do not minimise what is being said. ❖ Do not ask probing or leading questions, or push for more information. ❖ Do not offer false reassurance. ❖ Do not delay in contacting the DPS. ❖ Do not contact the alleged abuser. ❖ Do not investigate the incident any further. ❖ Never leave a child or adult at risk waiting to hear from someone without any idea of when or where that may be. ❖ Do not pass on information to those who don't need to know; not even for prayer ministry.

Responding to Concerns

When there are concerns that children or adults at risk are being abused, the following process must be followed. More detailed information can be found in **Appendix 2 - DETAILED GUIDANCE ON REPORTING REQUIREMENTS**

STAGE 1 – The Responder

A worker/church attendee has a concern about the welfare of a child, adult at risk, or the behaviour of an individual.

The person who has the concern has a duty to:

RECOGNISE, RESPOND AND RECORD

A hand-written record must be made of the concern using the guidance listed above, further details can be found in appendix 2. This then needs to be handed to the church DPS within 24 hours of the disclosure.

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

STAGE 2 – The Designated Person for Safeguarding (DPS)

The DPS receives the report of concern and then has a duty to:

REVIEW AND REPORT

The report will be reviewed by the DPS with any other relevant information and a decision will be taken (often in liaison with others) as to what action should follow. See appendix 2 for examples of possible actions. Any formal referral to the police or Social Services should normally be made within 24 hours of receiving the report.

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

STAGE 3 – The Next Steps

After the decision has been made as to what action should be taken, the DPS, Safeguarding Trustee and the Minister may have a duty to:

SUPPORT AND REPORT

Support should be offered to all parties affected by any safeguarding concerns (this could be the church as a whole, but more specifically victims; alleged perpetrators; children; adults at risk; other family members; church workers; the DPS; Minister; members of the leadership team).

Where formal referrals are made, reports may need to be made to the Disclosure and Barring Service (DBS) and the Charity Commission.

If the DPS is not available, or is implicated in the situation, any reports or concerns should be passed to another member of the church Safeguarding Team.

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

Designated Person for Safeguarding

The Designated Person for Safeguarding (DPS) at RBC is Fiona Blaker. She is supported in this role by the following people:

Under 18 - Fiona Blaker

Over 18 - Hisham Saba

Safeguarding Trustee (for use if the DPS is not available) - Aaron Shutt

Confidentiality and consent

Confidentiality:

RBC accepts the principle that only those with a need to know should be made aware of safeguarding concerns or other confidential information. All staff, ministers, leadership team, and volunteers are expected to share confidential information appropriately and to ensure that written records and verbal information is shared responsibly and stored securely.

Consent:

RBC accepts that all people have a right to make their own views and wishes known and that these wishes should be followed wherever possible.

Children:

Where there is a concern that a child is experiencing or at risk of abuse or neglect they may ask those that know not to tell anyone. RBC accepts that we cannot do this; these concerns must be reported to the appropriate authorities to enable the child or young person to receive appropriate help and support. The child must be made aware of this before they disclose it.

Adults:

Adults have the right to make their own decisions about their lives. Consent should be sought from an adult before the information is shared about them. However, if you are concerned for their safety, always share your concerns with the DPS even if you do not have the consent of the adult to do so – in this instance, make sure the DPS knows that the person concerned has not given consent for the information to be passed on.

Record Keeping

Records of all safeguarding concerns will be kept by the DPS. They will keep a record of the initial concern and all actions taken. The records will be securely held in a locked cabinet to which only the DPS and Designated Safeguarding Trustee have the key. All those involved with any safeguarding concern must ensure that they provide the DPS with any records related to that case for secure storage.

Allegations Against Workers

If you see another worker acting in ways which concerns you or might be misconstrued, speak to the DPS about your concerns as soon as you can. This includes the actions or behaviours of those in leadership positions in the church.

Church workers should encourage an atmosphere of mutual accountability, holding each other to the highest standards of safeguarding practice. The following procedure should be followed:

- 1) When an allegation of abuse has been made do not approach the alleged perpetrator about it.
- 2) Follow the usual safeguarding procedure: **Recognise, Respond, Record, Report.**
- 3) Once the allegation has been reported to the DPS they can liaise with the relevant statutory authority and with the regional Baptist Association Safeguarding Contact if they need further advice.
- 4) Whilst waiting for an outcome from the statutory authorities, the worker about whom concerns have been raised will be asked to not attend groups where they have a position of authority. They will also be told that a formal allegation has been made.
- 5) Once the statutory authorities are involved, the church will follow their advice with regard to the next steps to take (for example suspension of worker, putting a contract in place)
- 6) A written record of all discussions with statutory authorities or other parties should be maintained by the DPS and stored securely and confidentially, where only those directly involved in safeguarding (DPS, Safeguarding Trustee, Minister) can access them.
- 7) No information about the allegation will be shared with people in the church other than those directly involved in safeguarding; not even for prayer purposes.

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

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

When concerns are expressed about the Minister

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

When concerns are expressed about the church DPS / Safeguarding Trustee

Any safeguarding concerns involving the DPS or Safeguarding Trustee should be raised with the Minister, they, in turn, should consult the regional Baptist Association Safeguarding Contact. Do not tell the DPS / Safeguarding Trustee that a concern has been raised about them.

Allegations against under 18s and those considered at risk

We recognise that abuse might come from those who are under 18 or are considered at risk. If a disclosure of this nature is made then you are required to follow RBC's reporting procedures and inform the DPS.

Safer recruitment

As a church, we are committed to safer recruitment practices. When recruiting both paid and volunteer church workers, the following process will be applied:

- 1) We will develop a clear role profile, person specification and application form;
- 2) When advertising a role which involves working with children or adults at risk we will make it clear that any appointment is subject to a Disclosure and Barring Service (DBS) check;
- 3) All applicants will be asked to complete an application form and include the names of two referees;

- 4) Shortlisting of applicants will be carried out by at least two people, including the line manager or Trustee directly overseeing the role being recruited for;
- 5) Interviews will be carried out by at least two people, including the line manager or Trustee;
- 6) References, a Self Disclosure Form and an enhanced DBS check must be completed satisfactorily before the appointed person starts in their role.

Note: Under the Criminal Justice and Court Services Act 2000, it is an offence for anyone disqualified from working with children or adults at risk to knowingly apply, accept or offer to work with children or adults at risk. It is also a criminal offence to knowingly offer work with children or adults at risk to an individual who is so disqualified or to knowingly allow such an individual to continue to work with children or adults at risk.

Additional checks for paid workers

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

References

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

Appointment and Supervision

The church's safeguarding policy and procedures will be discussed with the applicant and they will be required to sign their agreement to adhere to them. All workers will have a role description and clear lines of accountability to a line manager and the Trustees.

Paid workers will also have an assigned supervisor whom they will meet with regularly to discuss work and address any issues or areas of concern.

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

Training

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

Young helpers under 18 years of age

In law, those under the age of 18 are children and cannot be treated as adult members of a team. Training and mentoring will be given to ensure that they are helped to develop and hone their skills, attitudes and experience. Young helpers must always be closely supervised by an adult leader and never given sole responsibility for a group of children. When considering ratios of staff to children, young helpers need to be counted as children, not leaders. The safeguarding procedures apply to a young helper just as they do to any other person. Parent/carer permission needs to be sought for young helpers to attend an event or help with a children's group just as you would for any other person under 18 years of age.

In compliance with government standards, anyone over the age of 16 may be asked to complete a DBS check if it is viewed as relevant for the role they are undertaking.

<https://www.gov.uk/guidance/db-check-requests-guidance-for-employers>

Safer Behaviour

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

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

Specific considerations when working with children:

- ❖ The level of assistance with personal care (e.g. toileting) must be appropriate and related to the age of the child, whilst also accepting that some children have special needs.
- ❖ Do not invade the privacy of children when they are using the toilet or showering.
- ❖ Avoid rough games involving physical contact between a worker and a child.
- ❖ Avoid sexually provocative games.
- ❖ When it is necessary to discipline children, this must never be done using physical punishment. There may, however, on the rare occasion be circumstances where a child needs to be restrained in order to protect them or a third person.
- ❖ Only invite children and young people to your home or on trips in groups and always make sure that another worker is present. There must also be the relevant parental/carer permissions in place.

- ❖ Notify the DPS of any children's trips which take place in the name of the church. Parental permission must always be sought.
- ❖ Do not give lifts to children or young people on your own. Ensure that if transporting children as part of your church role, you have the correct insurance cover in place as well as parental permission. In an emergency, where a child or young person needs transportation they should travel in the rear of the vehicle and have two leaders present, and where possible one of the leaders should be the same sex as the child or young person.
- ❖ No person under 18 years of age should be left in sole charge of any children of any age. Nor should children or young people attending a group be left alone at any time.

No one should normally be left working alone with children, young people or adults at risk, but should instead work as part of a team. If there are insufficient leaders for groups:

1. Ensure at least two people should be present before external doors are opened for an event.
2. Consider whether you could combine groups together or rearrange planned activities.
3. Reconsider whether you can run the group safely, carrying out a Risk Assessment to record your findings.
4. Internal doors should be left open

If a child or adult at risk wants to talk on a one-to-one basis you should make sure that:

- ❖ You try to hold the conversation in a corner of a room where other people are present.
- ❖ You leave the door open if you are in a room on your own.
- ❖ You stay clearly visible to those walking by.
- ❖ Another team member knows where you are.

Consideration should be given to how many workers should be involved with the group and whether they should be male or female workers, or both. See the section below for recommended ratios.

The only adults allowed to participate in children's and adult at risk activities are those safely appointed and appropriately trained. The leader of the activity should be aware of any other adults who are in the building whilst the activity is running.

Ratios

When working with children the following recommended minimum ratios of workers to children apply:

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

This does not take into account special circumstances such as behavioural issues, developmental issues, disability and so on, which may mean an increase to the recommended ratios. In calculating the ratios of workers to children, young helpers who are under the age of 18 should be counted as one of the children, not one of the workers.

Safeguarding outside of the church building

Visiting Children or Young People at Home

When visiting a child or young person the worker will make sure a trusted adult is in the house as well and will meet the child/young person in a public room. The DPS will also be informed that this meeting is taking place.

Mentoring

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

- ❖ The parents of all young people involved in mentoring are required to sign a letter to say they are aware that the mentoring is happening and who it is with.
- ❖ Mentoring meetings should only be held in agreed places, and should be in view of other people.
- ❖ A mentoring meeting should have an agreed start and end time and someone should be aware that a meeting is taking place and where it is being held.
- ❖ A basic record should be kept of dates of significant meetings and any text messages or emails.
- ❖ Appropriate boundaries should be put in place in regard to times, ie not phoning or texting late at night.
- ❖ A written record should be kept of issues/decisions discussed at meetings.

Record keeping

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

Physical Contact

- ❖ Keep everything public. A hug within a group context is very different from one behind closed doors.
- ❖ Touch should be related to the child's needs, not the worker's.
- ❖ Touch should be age-appropriate and generally initiated by the child rather than the worker.
- ❖ Workers should avoid any physical activity that is, or maybe thought to be, sexually stimulating to the adult or the child.
- ❖ Children are entitled to privacy to ensure their personal dignity.
- ❖ Children have the right to decide how much physical contact they have with others, except in exceptional circumstances such as when they need medical attention.
- ❖ When giving first aid (or applying sun cream, etc), workers should encourage the child to do what they can manage themselves but consider the child's best interests and give appropriate help where necessary.
- ❖ Team members should monitor one another in the area of physical contact. They should help each other by constructively challenging anything which could be misunderstood or misconstrued.
- ❖ If a team member is unsure about whether the actions of another volunteer or worker constitute a concern, they should raise this with the Designated Person for Safeguarding.

Electronic Communications - Cyber Safety

At RBC we recognise the use of social media platforms for communicating with one another, and aim to do so in a safe way as laid out in our Social Media Policy.

If you have any concerns about something you have seen electronically or on a social media platform please contact the DPS.

Photographs

In recognition of RBC being a public building all who enter it are entitled to take photographs, however, they are required to follow these safeguarding guidelines.

- ❖ Permission must be obtained, via the consent form, of all children who will appear in a photograph or video before the photograph is taken or footage recorded.
- ❖ It must be made clear why that person's image is being used, what you will be using it for, and who might want to look at the pictures.
- ❖ If images are being taken at an event attended by large crowds, such as a sports event, this is regarded as a public area and permission from a crowd is not necessary.
- ❖ Many uses of photographs are not covered by the Data Protection Act 1998, including all photographs and video recordings made for personal use, such as a parent/carer taking photographs at school sports days or videoing a church nativity play.
- ❖ Children and young people under the age of 18 should not be identified by surname or other personal details, including email, postal address or telephone number.
- ❖ When using photographs of children and young people, it is preferable to use group pictures.
- ❖ Photographs taken are to be kept until they are no longer relevant for the purpose they were taken, at which point they are to be deleted from personal devices.

Pastoral Relationships

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

- ❖ Workers should be aware of the power imbalance within pastoral relationships and the potential for abuse of trust.
- ❖ Behaviour that suggests favouritism or gives the impression of a special relationship, should be avoided.
- ❖ Workers should be aware of the dangers of dependency within a pastoral relationship.

- ❖ Workers should never take advantage of their role and engage in sexual activity with someone with whom they have a pastoral relationship.
- ❖ All people receiving pastoral ministry should be treated with respect and should be encouraged to make their own decisions about any actions or outcomes.
- ❖ Workers should not pastorally minister to anyone whilst under the influence of alcohol or drugs.
- ❖ Workers need to recognise the limits of their own abilities and competencies and get further help when working with situations outside of their expertise or role.

Transport

These guidelines apply to all drivers involved in the transportation of children, young people and adults at risk on behalf of the church. They do not apply to private arrangements, for example, transport arrangements made between friends.

- ❖ Only those who have gone through the church's safer recruitment procedures for workers will transport children and adults at risk (within the DBS eligibility criteria).
- ❖ All drivers will have read the church's Safeguarding Policy and agree to abide by it.
- ❖ Drivers will be aged 21 or over and have held a full driving licence for at least two years.
- ❖ Drivers must ensure that they have adequate insurance cover and that the vehicle being used is roadworthy.
- ❖ All hired minibuses will have a small bus permit, the necessary insurance and a driver with a valid driving licence that entitles them to drive a minibus.

Our practice specifically for transporting children is as follows:

- ❖ Parental consent will be given for all journeys.
- ❖ All children and young people should be returned to an agreed drop-off point. At the collection or drop-off points, children should never be left on their own; make sure they are collected by an appropriate adult.
- ❖ At least two workers should be present when transporting children as part of a church role.

Outings and Overnight stays

When taking groups out from the church, be it children or adults at risk, these items will be considered:

- ❖ A risk assessment must be carried out beforehand.
- ❖ Parents of children will be informed in writing of all the arrangements.
- ❖ Consent forms will be obtained, from parents of children, for the specific activities involved.
- ❖ Depending on the outcome of a risk assessment, there may be the need for a worker with first aid certificates present during the whole trip.
- ❖ There will be a worker with a food hygiene certificate with the group when we are the ones providing the food.
- ❖ Leaders and children will sleep in separate areas, where possible they will have separate rooms. When this is not possible the leaders will designate separate areas for children and leaders.
- ❖ Sleeping arrangements will also be separated by biological sex*.
- ❖ When at an external organisation we will follow their fire safety and general safety policy, and where applicable will have read their risk assessments beforehand.
- ❖ Planning for the trip should consider specific medical, physical and support needs of each group member, bearing in mind that there may be people in the group who have individual care needs that will have to be met (including personal care).
- ❖ Adults at risk should be included in the planning of trips and events.
- ❖ Consideration should be given to the suitability and accessibility of the venue and accommodation, travel time and mode of transport, and the affordability of the event.
- ❖ Adults at risk should be given all the information about the trip beforehand so that they know where they are going, how long it will take to get there and what type of activities they will be taking part in.
- ❖ There should be a minimum of two leaders with each group; the individual needs of those attending may determine the additional number of people required.
- ❖ Where necessary, when potential contentious matters need to be decided, the organisers should involve the DPS and Designated Safeguarding Trustee in making a decision.

*RBC is in the process of conducting various conversations on the topic of sex and gender. Once these conversations have taken place this policy will be updated if required.

Sleeping Arrangements

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

Personal Care

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

Activities

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

Safety

It is the responsibility of the workers to always know the whereabouts of every person in the group; this may include monitoring access on and off the site.

General safety rules will be applied as appropriate and advice sought from the event organiser/venue about the fire evacuation procedures. A copy of the event/venue risk assessment should be included with the group leader's risk assessment.

Consent and Medical Information

It is important to recognise that adults at risk are mostly able to give consent for their own involvement in activities, inclusion in photographs and medical treatment. However, in some situations, the question of capacity may arise. The guidelines clearly state that an adult at risk should have a say in their care and any arrangements made for them, however, there may be occasions when you need to involve others in decision-making. In these situations, seek advice from the DPS with regard to who should be involved.

A medical consent form should be completed by each member of the group and held by the leader. This will include any health concerns, emergency contact information and contact details for their GP. This will allow emergency medical personnel to have access to information should the need arise.

Holding and Dispensing of Medication

Church workers should never agree to hold or dispense medication for those on an event. If someone is unable to manage their own medication then consideration should be given as to whether their usual carer could attend with them or whether they will not be able to attend the event.

Hiring of Church Premises

When the church building is being used by external groups they will be required to provide a copy of their safeguarding policy to our DPS and Safeguarding Trustee. If they do not have a safeguarding policy of their own then they will be required to read RBC's and sign to show they have read it.

Working with Alleged or Known Offenders

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

When it is known that a person who has been convicted of abusing children, young people or adults is attending our church, it is important that their behaviour within the church community is properly managed and that a contract is put in place. There are also times when it will be appropriate to take such measures with a person who has faced allegations of abuse, but hasn't been convicted.

In determining the details of the contract:

- ❖ The DPS will inform and take advice from the local Baptist Association Safeguarding Contact.

- ❖ A risk assessment will be undertaken with the help of the local Baptist Association Safeguarding Contact to determine the contents of the Safeguarding Contract.
- ❖ There will be a discussion about who should be informed about the nature of the offence and the details of the contract.
- ❖ The rights of the offender (or alleged offender) to rebuild their life without people knowing the details of their past offence should be balanced against the need to protect children, young people and adults at risk.
- ❖ The members of the church Safeguarding Team will always be informed.
- ❖ The DPS should determine whether the person is subject to supervision or is on the Sex Offenders' Register. If so, the DPS should contact the offender's specialist probation officer (SPO) who will inform the church of any relevant information or restrictions that they should be aware of.

An open discussion will be held with the person concerned which will contribute to the risk assessment and in which clear boundaries are established for their involvement in the life of the church. A written contract will be drawn up which identifies appropriate behaviour. The person will be required to sign the contract and it will be monitored and enforced. If the contract is broken certain sanctions will be discussed and considered with the local Baptist Association Safeguarding Contact.

Alleged or known offenders who are themselves, adults, at-risk

A Risk assessment and formal contract may be quite a daunting process for someone with learning difficulties or a young person yet having safeguards in place is still necessary. Therefore, an alternative may be to arrange a meeting with the individual in question where they can be taken through the main elements of a formal contract in a way that is non-threatening and easy to understand. Notes would be taken and the individual would need to verbally agree to the requirements laid out in the meeting.

Rather than signing a formal 'contract', the individual would instead sign to say that they agree with the minutes or meeting notes, and that they will stick to what has been agreed during the meeting. This will result in the same outcome as a contract but is a more informal and appropriate approach for an adult at risk. The agreed requirements will need to be reviewed regularly to make sure that the individual is complying, exactly as a formal contract would be. The church will work with the Association Safeguarding Contact throughout this process.

Appendix 1 - Types And Indicators Of Abuse

Type of harm and who it affects	Definition	Examples	Indicators
Physical Adults and Children	Non-accidental harm to the body. From careless rough handling to direct physical violence. Unlawful or inappropriate use of restraint or physical interventions.	Hitting, slapping, pinching, shaking, pushing, scalding, burning, dragging, kicking, physical restraint, locking an individual in a room or a car.	History of unexplained falls or minor injuries, bruising which is characteristic of nonaccidental injury – hand slap marks, pinch marks, grip marks, bite marks, scalds, flinching, reluctant to undress.
Sexual Adults and Children	Direct or indirect involvement in sexual activity without capacity and/or consent. Individual did not fully understand or was pressured into consenting. Note: A child under 16 years old can never consent to any sexual act	Coercion to be involved in the making or watching of pornographic material. Coercion to touch e.g. of breasts, genitals, anus, mouth, masturbation of either self or others, penetration or attempted penetration of vagina, anus, mouth with or by penis, fingers and or other objects	Pregnancy in a woman unable to give consent, difficulty in walking or sitting with no apparent explanation, torn, stained or bloody underclothes or bedding, Bleeding, bruising to the rectal and/or vaginal area, bruising. Behavioural changes, sexually explicit behaviour, explicit language, self-harm, obsession with washing, and fear of pregnancy may be exaggerated
Emotional Adults and Children's	Behaviour which has a harmful effect on an individual's emotional well-being or development, causing mental distress and undermining their self-esteem and affecting an individual's quality of life. Wilful infliction of mental	Shouting, coercion, bullying, blaming, insulting, ignoring, threats of harm or abandonment, intimidation, harassment, humiliation, depriving an individual of the right to choice and their privacy, dignity, self-expression,	Loss of interest, withdrawn, anxious or depressed, frightened, avoiding eye contact, irritable, aggressive or challenging behaviour, unexplained sleep disturbance, self-harm, refusing to eat, deliberate soiling, unusual weight gain or loss

	suffering by a person in a position of trust and power.	deprivation of contact, undermining self-esteem, isolation and overdependence. Failure to provide a loving environment for a child.	
Neglect Adults and Children	Failure of any person who has responsibility for the charge, care or custody of an adult at risk or child to provide the amount and type of care or treatment that a responsible person could be expected to provide.	Fail to meet basic needs including food, environment, access to health care and education, and failure to provide for social needs.	Unwashed/ dirty appearance, clothes too small/big, untreated sores or infections, isolation.
Financial Adults	The unauthorised taking (theft), deprivation or misuse of any money, income, assets, funds, personal belongings or property or any resources of an adult at risk without their informed consent or authorisation.	Misuse of power of attorney or appointeeship. Money and possessions are stolen, misuse or misappropriation of money, valuables or property, possessions or benefits, undue pressure in connection with wills, property, inheritance or financial transactions, denying the adult at risk the right to access funds, unauthorised disposal of property or possessions, being asked to part with money on false pretences,	Unexplained or sudden inability to pay bills, Power of Attorney obtained and misused when a person lacks or does not lack the mental capacity to understand, unexplained withdrawal of money with no benefits, a person lacking goods or services that they can afford, extortionate demands for payments for services
Organisational Adults	Involves the collective failure of an organisation to	Lack of individualised care, inappropriate	Whistleblowing policy not in place and accessible,

	provide safe, appropriate and acceptable standards of service to adults at risk. Mainly relates to health and social care provision but aspects may be relevant to Church settings	confinement or restriction, sensory deprivation, inappropriate use of rules, custom and practice	insufficient employees training and development. Organisational standards not meeting those laid down by regulatory bodies, service users not treated with dignity and respect, diverse needs not recognized and valued in terms of age, gender, disability, ethnic origin, race or sexual orientation, services not flexible
Discriminatory Adults	Exists when values, beliefs or culture result in a misuse of power that denies opportunity to some groups or individuals.	Verbal abuse, harassment or similar treatment, unequal treatment, deliberate exclusion from services such as education, health, justice and access to services and protection, harmful or derisive attitudes, and inappropriate use of language	Repeated exclusion from rights afforded to citizens such as health, education, employment and criminal justice
Modern Slavery	Encompasses slavery, human trafficking, forced labour and domestic servitude. Traffickers and slave masters use whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment.	Adult or Child trafficked into the UK or between places in the UK for purpose of sexual abuse or labour. Adult or Child forced to work as a domestic servant. Adult or child forced to work as a sex worker, farm labourer, or car cleaner.	The individual may not have their passport or identity documents. They may not have access to or contact with friends and family. May never be left alone, live in poor conditions, not be able to leave of own free will. May have no access to funds. May not know where they are or who they are with.
Self-Neglect	A wide range of	May not react to or	Environment, which

	behaviour involving: neglecting to care for one's personal hygiene, and health or surroundings and includes behaviour such as hoarding.	appropriately fulfil needs for health care, food, and warmth. May live in an environment that is an environmental or fire risk and not take any measure to reduce risk or inadequate measures.	is poorly maintained, dirty, animal infested, cramped to the degree that it places the individual's wellbeing at risk. May have untreated or inadequately treated physical health issues
Domestic Violence	Incident or pattern of incidents of controlling, coercive or threatening behaviour, violence or abuse by someone who is or has been an intimate partner or family member regardless of gender or sexuality. Age range 16+	includes: psychological, physical, sexual, financial, and emotional abuse; so, called 'honour' based violence; Female Genital Mutilation; forced marriage.	Appears to be afraid of their partner / of making their own choices, behaves as though she/he deserves to be hurt or mistreated, has low self-esteem or appears to be withdrawn, appears unable or unwilling to leave the perpetrator, makes excuses for or condones the behaviour of the person alleged to have caused harm, blames abuse on themselves
Spiritual Abuse	Inappropriate use of religious belief or practice	The misuse of the authority of leadership or penitential discipline, oppressive teaching or intrusive healing or deliverance ministries which may result in various types of harm.	Could be any of the above.

Appendix 2 - Detailed Guidance On Reporting Requirements

STAGE 1 – The Responder

The duty of the person who receives information or who has a concern about the welfare of a child, young person or adult at risk is to **RECOGNISE** the concerns, make a **RECORD** in writing and **RESPOND** by passing on their concerns to the DPS. If he/she is not contactable, or they are implicated in the situation, another member of the church Safeguarding Team should be contacted instead.

Concerns should be passed on to the DPS within 24 hours of the concern being raised. If anyone is considered to be in imminent danger of harm, a report should be made immediately to the police by calling 999. If such a report is made without reference to the DPS, they should be informed as soon as possible afterwards.

A written record should be made as soon as possible after a child or adult at risk tells you about harmful behaviour, or an incident takes place that gives cause for concern.

The record should:

- be hand-written as soon as possible after the event
- be legible and state the facts accurately (when hand-written notes are typed up later the original hand-written notes should be retained)
- include the child or adults at risk name, address, date of birth (or age if the date of birth is not known)
- include the nature of the concerns/allegation/disclosure
- include a description of any bruising or other injuries that you may have noticed
- include an exact record of what the child or adult at risk has said, using their own words where possible
- include what was said by the person to whom the concerns were reported
- include any action taken as a result of the concerns
- be signed and dated
- be kept secure and confidential and made available only to the church Safeguarding Team (including the church minister), representatives of any statutory authorities involved and the local Baptist association.

If concerns arise in the context of children's or adults at risk work, the worker who has the concern may in the first instance wish to talk it through with their group leader, where

appropriate. However, such conversations should not delay concerns being passed on to the DPS. It should be clear that the duty remains with the worker to record and pass on their concerns to the DPS.

If an issue concerns an adult at risk who does not give permission to pass on the information to anyone else, the worker should explain that they will need to speak with the DPS, who will have greater expertise in dealing with the issue at hand.

If a concern is brought to the attention of a group leader by one of the workers, the leader should remind the worker of their duty to record and report, and will also themselves have a duty to pass on the concern to the DPS.

STAGE 2 – THE DESIGNATED PERSON FOR SAFEGUARDING (DPS)

The duty of the DPS on receiving a report is to REVIEW the concern that they have received and REPORT the concern on to the appropriate people, where necessary.

The duty to REVIEW

In reviewing the report that is received, the DPS:

- ❖ should take into account their level of experience and expertise in assessing risk to children or adults at risk.
- ❖ must take into account any other reports that have been received concerning the same individual or family.
- ❖ may speak with others in the church where appropriate (including the Minister and church Safeguarding Team, unless allegations involve them) who may have relevant information and knowledge that would impact on any decision being made. Such conversations should not lead to undue delay in taking any necessary action.
- ❖ may consult with other agencies to seek guidance and advice in knowing how to respond appropriately to the concerns that have been raised.

The duty to REPORT

The DPS will decide who the report should be referred on to, working in conjunction with the church Safeguarding Team where appropriate. They may:

- ❖ refer back to the worker who made the initial report if there is little evidence that a child or adult at risk is being harmed, asking for appropriate continued observation.

- ❖ refer the concern to others who work with the child or adult at risk in question, asking for continued observation where appropriate.
- ❖ inform parents/carers under certain circumstances, where doing so would not present any further risk of harm.

· Make a formal referral to the police or local Social Services team. With adults at risk, confidentiality means that someone's personal business is not discussed with others, except with their permission. This is not always possible when considering passing relevant information about abuse or concerns to the statutory authorities, however, it is possible to keep the information confidential to the relevant parties. This means not telling or hinting to others what has been disclosed, not even for prayer ministry purposes. For adults at risk, concerns will only be referred to the police or Social Services without consent where:

- ❖ the person lacks the mental capacity to make such a choice
- ❖ there is a risk of harm to others
- ❖ in order to prevent a crime

If an allegation is made against someone who works with children* the allegation should be reported to the Local Authority Designated Officer (LADO) or equivalent. The LADO is located within Children's Services and should be alerted to all cases in which it is alleged that a person who works with children has:

- ❖ behaved in a way that has harmed, or may have harmed, a child
- ❖ possibly committed a criminal offence against children, or related to a child
- ❖ behaved towards a child or children in a way that indicates s/he is unsuitable to work with children.

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

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

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

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

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

STAGE 3 – THE NEXT STEPS

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

The duty to SUPPORT

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

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

As part of this, the person under investigation will be asked to step back from engaging with in-person church activities. This is for both their safety and the safety of those around them.

The duty to REPORT

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

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

Appendix 3 - Safeguarding Incident Form

This form should be completed by the Designated Person for Safeguarding

Name of church/organisation	
Contact details of church/organisation	

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

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

INDIVIDUAL OF CONCERN - CONTACT DETAILS

Name	
Date of birth	
Address	
Phone number / Email address	

THE INCIDENT

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

When did it happen? (date, time)

Where did it happen? (specific location)

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

ANY ACTION THAT HAS BEEN TAKEN

Yes		No	
-----	--	----	--

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

If so, when and by whom?

Yes		No	
-----	--	----	--

Have the statutory authorities been informed?

If so, please complete the table:

Example:

Authority	Police				
Name	Bobby				
Position	Child abuse officer				
Email contact	bobby@police.com				
Phone contact	077999				
Contacted by	Minister				

Date & time of contact	1.30pm 1/4/15				
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Yes		No	
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Has the Local Association been informed?

(Please do so if the statutory authorities are involved)

If so, when and by whom?

Any other action taken:

FUTURE ACTION TO BE TAKEN

What action needs to be taken?

Who is responsible for this?

SIGNATURES

Signature of Designated Safeguarding Person		Signature of the minister, or Church Safeguarding Team member	
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Date & time		Date & time	
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Appendix 4 - Safeguarding Roles And Responsibilities

Each church needs to identify and fill several important posts that underpin effective safeguarding in the church. These notes outline the main responsibilities relating to safeguarding connected with key leadership roles.

Trustees / Deacons

- Ultimately responsible for safeguarding
- Responsible for the implementation of policy and procedures
- Responsible for supporting the church workers
- Responsible for raising awareness about best practice within the church
- Responsible for ensuring that the relevant people have received the appropriate training

Safeguarding Trustee / Deacon

Not necessarily the person who heads up safeguarding in the church – could be a trustee / deacon with an interest and willingness to learn.

- Takes a lead on safeguarding matters for the trustees / deacons
- Is the point of contact with trustees / deacons for safeguarding issues
- Ensures church policy and procedures are reviewed annually

Designated Person for Safeguarding

- Receives all reports of concerns regarding the safeguarding of children, young people and adults at risk
- Listens, observes and passes on those concerns appropriately, having taken advice from the relevant people
- Acts as a link between the church and other agencies or bodies on safeguarding matters

Disclosure and Barring Service (DBS) Verifier

- Responsible for all aspects of processing DBS checks for church staff and volunteers (with the exception of the accredited minister who is checked by the regional association)

The Minister

- Shares with the trustees the general responsibility for the adoption and implementation of the church's safeguarding policy
- Takes responsibility for ensuring that the pastoral needs of all are being met

Appendix 5 - Terminology

RBC - Romsey Baptist Church

DPS - Designated Person for Safeguarding

Safeguarding Team - This is composed of the DPS, the Minister, and the Safeguarding trustee.

DBS - Disclosure and Barring Service

Worker - someone who holds a position of authority within RBC, this could be a paid employee, a volunteer, a member of the leadership team, or a trustee.

Responder - This is anyone who has a disclosure made to them.

Biological Sex - The aspects of an individual as determined by their anatomy, which is produced by their chromosomes, hormones and their interactions