



# Child Protection Procedures

Adapted from Baptist Union Model Policy

January 2020

(Reviewed and updated September 2015 and  
2016, 2017, 2018, 2019, 2020)

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## **Designated Person for Safeguarding**

Name: Melanie Whitlock

Contact Number: 01327 353495, mobile 07709 449950

## **Deputy Designated Person for Safeguarding**

Name: Shelagh Chapman

Contact Number: 01327 350413 mobile 07834 375345

## **Youth Co-ordinator**

Name: Melanie Whitlock

Contact Number: 01327 353495, mobile 07709 449950

## **Child Advocates:**

Andy Prescott and Anne Seaman

## **CCPAS – Churches’ Child Protection Advisory Service**

Contact Number: 24 hour line 0845 120 4550

## **Local Social Services Department (Children’s and Young Persons’ Services)**

Contact Number: 0300 1261000

**If the child is in immediate danger, call the police.**

**Telephone 01327 300300 or dial 999**

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### Policy Statement

#### **Safeguarding Children and Young People at Tove Valley Baptist Fellowship**

The vision of Tove Valley Baptist Fellowship is to:

Provide a safe, caring, loving, yet challenging environment in which children and young people encounter God and respond positively to the Gospel of Jesus. Through sound Bible teaching, positive relationships and personal examples, as well as actively teaching God's values, we aim to lead children and young people towards personal faith and growth into Christian maturity. We recognise that children and young people have an important role to play in the life of the church and of the community.

In fulfilling this vision the church

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

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

As members of this church we commit ourselves to the nurturing, protection and safeguarding of all children and young people associated with the church and will pray for them regularly.

In pursuit of this we commit ourselves to the following policies and to the development of procedures to ensure their implementation.

#### **Prevention and reporting of abuse and responding to concern**

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

#### **Safe recruitment, support and supervision of workers**

The church will exercise proper care in the selection and appointment of those working with children and young people, whether paid or voluntary. All workers will be provided with appropriate training, support and supervision to promote the safeguarding of children.

#### **Safe behaviour: a code of behaviour for workers**

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

#### **Safe practice and safe premises**

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

#### **A safe community**

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

#### **Responsible people**

The church has appointed **Melanie Whitlock** as the Designated Person for Safeguarding, and **Shelagh Chapman** as deputy, to:

- advise the church on any matters related to the safeguarding of children and young people
- take the appropriate action when abuse is disclosed, discovered or suspected.

The church has appointed **Andy Prescott** and **Anne Seaman** as child advocates. Their role is to speak on behalf of the children, ensuring there is an overall positive atmosphere within the youth & children's work across the fellowship. They will have access to all groups, so they can talk to children about the activities they are involved in. The advocates should encourage a positive ethos within all groups and pass on any concerns they might have (or any concerns about any type of abuse) to the eldership. They will report to an elders meeting as required.

### **Policy and procedures**

A copy of the policy statement will be displayed permanently on the noticeboard in the foyer.

Each worker (aged 18 or over) with children and young people whether paid or voluntary will be given a full copy of the policy and procedures and will be required to follow them.

A full copy of the policy and procedures will be made available on request to any member of the church (aged 18 or over), the parents or carers of any child or young person from the church or any other person associated with the church.

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

The policy statement will be read annually at the church meeting in September together with a report on the outcome of the annual review.

January 2020

## Part 1 - Responding to Concern

### A. Responding to concern

#### 1) Understanding, Recognising and Responding to Abuse

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting; by those known to them or, more rarely, by a stranger. They may be abused by an adult or adults or another child or children.

#### 2) How to respond when someone wants to talk about harm or abuse

- Listen-and keep listening
- Don't question
- Avoid passing judgement on what you are told
- Never promise confidentiality
- Explain what you intend to do and don't delay in taking action
- Contact the Designated Person for Safeguarding or Deputy – or in their absence take action yourself
- Write down what is said – details below

#### 3) What to do when a child talks about harm or abuse

You need to make a careful written record of what has been observed as follows:

- Make notes as soon as possible (preferably within one hour of the child talking) including a description of any injury, its size and a drawing of its location and shape on the child's body (see appendix 5).
- Write down exactly what the child has said and when s/he said it, what was said in reply and what was happening immediately beforehand (eg. a description of the activity).
- Write down dates and times of these events and when the record was made.
- Write down any action taken and keep all hand written notes even if subsequently typed up.

These notes will be passed on to the Designated Person for Safeguarding to assist them should the matter need to be referred to Children's Social Care Team. Any referral to Children's Social Care Team will be confirmed by the referrer in writing within 48 hours. All documents including copies of everything sent to Children's Social Care Team, will be signed by you, dated and kept by the Designated Person for Safeguarding.

#### 4) Responding to concerns for a child or an allegation of abuse

Where possible, concerns will be passed to the Designated Person for Safeguarding (or Deputy Designated Person for Safeguarding) but difficulty in contacting these individual(s) should not delay action being taken.

If there is a concern that a child may have been harmed or abused, the Designated Person for Safeguarding will act as follows.

##### 4.i) Where a child has a physical injury or symptom of neglect:

- Contact Children's Social Care Team if there are concerns that a child may have been deliberately hurt, is at risk of 'significant harm' or is afraid to return home. Do not tell the parents, or other people involved.
- If a child needs urgent medical attention an ambulance will be called or they will be taken to hospital, informing the parents/carers afterwards of the action that was taken.
- The hospital staff will be informed of any child protection concerns.

##### 4.ii) Where there are allegations or concerns of sexual abuse:

- Contact Children’s Social Care Team. DO NOT try to investigate the matter.
- In the case of very severe sexual assault (such as rape), which may have occurred over the last few days, and where it has not been possible to get an immediate response from Children’s Social Care Team, contact the police.
- Do not touch or tamper with any evidence, such as stained clothing.
- DO NOT tell other people including the parents / carers; they could be involved.
- Keep information on a need-to-know basis so that any alleged perpetrator is not ‘tipped off’.

Should the Designated Person for Safeguarding not feel it necessary to refer the matter to Children’s Social Care Team but you (or anyone else) have serious concerns for the child's safety, then you will contact the relevant authorities directly. The safety of the child over-rides all other considerations and it is important to remember that sexual abuse of children is a serious crime.

If the allegation is against a Church leader who has responsibility for implementing the Policy, you will refer it directly to Children’s Social Care Team or seek appropriate professional advice, eg. from CCPAS or the Local Social Services Department.

## **B. Third Party Allegations and Referrals**

Where a third party alleges abuse towards a child, your role is to gather as much information as possible from this person. The third party will be advised that the information they have provided will be shared with the Designated Person for Safeguarding and may result in a referral to the Children’s Social Care Team Department with their details. This is so that Children’s Social Care Team can contact them if necessary.

## **C. Allegations against Workers**

- The advice of Children’s Social Care Team and the police will be sought before taking any action such as suspension of employment.
- During an enquiry, the worker will be supervised as closely as possible without raising suspicion during the period between the matter coming to our attention, the authorities being informed and the appropriate action being taken.
- The suspension of a worker following an allegation is by definition a neutral act but may be necessary because the priority is to protect children 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 (or to satisfy the needs of an investigation) for the alleged perpetrator to worship somewhere else and in such cases the new church leaders will be informed of the reasons.

## **D. Pastoral care**

When an allegation/suspicion arises in the Church, a period of investigation will follow, which will be stressful for all involved.

- Support will be offered to the suspected perpetrator without compromising the children or their families.
- This is one reason for limiting information in relation to allegations of abuse on a need-to-know basis. In this way leaders not privy to the detail are free to offer support to other parties, including the suspected perpetrator.
- Where an investigation is under way, this support will be provided with the knowledge of the child protection authorities.
- The Church will ensure that one person is responsible for dealing with the authorities, another offers support to the victim and their family, and another gives pastoral care to the alleged perpetrator. It may be necessary to appoint another person to support the perpetrator's family.

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

## **E. False Allegations**

False allegations are possible: all allegations will be properly investigated in an endeavour to establish the truth.

## **F. Allegations against children/young people**

Children and young people are curious about the opposite sex. However, where a child is in a position of power, has responsibility over another child (as in a babysitting arrangement) and abuses that trust through some sexual activity, then this is abusive. Where one child introduces another child to some age-inappropriate sexual activity or forces themselves onto a child this is abusive. Such situations will be taken as seriously as if an adult were involved, because the effects on the child victim can be as great.

Instances such as these are investigated by the child protection agencies in the same way as if an adult were involved, though it is likely that the perpetrator would also be regarded as a victim in their own right. The possibility is that they have also been abused. Since sexual abuse can be addictive and other children could be victims now or in the future, it is important to take the matter seriously and we will need to deal with this as they would any other allegation. It cannot be assumed that young people will grow out of it. Most adult sex offenders started abusing in their teens (or even younger).

## **G. Children who disclose that they 'self harming' or considering suicide.**

If a child or young person makes such a disclosure they should be encouraged to tell their parents and support to help them to do so should be offered. The issue should be discussed with the Designated Person for Safeguarding (or Deputy Designated Person for Safeguarding) as soon as possible in order to decide how best to proceed to ensure that the parents are made aware of the issue whilst maintaining the young person's trust as far as possible. The family may require support to access professional advice.



## Part 2- Safe Recruitment, Support and Supervision

### A. Application

Under the Criminal Justice and Court Services Act 2000, it is an offence for anyone disqualified from working with children and young people to knowingly apply, accept or offer to work with children. The Act specifically includes trustees of charities working with children. This means that a person banned from working with children cannot serve as a trustee of a church. It is also a criminal offence to knowingly offer work with children to an individual who is so disqualified or to knowingly allow such an individual to continue to work with children.

It will be made clear in job advertisements, at interview and on application forms that all those having contact with children or young people will be asked to agree to an enhanced Disclosure and Barring Service (DBS) check being carried out before the position is confirmed.

#### 1) References

Formal references will be requested.

Where applicable an applicant's UK residency status and/or right to work in the UK will be checked.

#### 2) Interviews

All prospective workers will have an interview with the Youth Co-ordinator or Department Co-ordinator

### Appointment and Supervision

The Church's safeguarding policy as well as the practical expectations will be discussed with the applicant. The worker will be required to sign their agreement in acceptance of and agreement to the procedures.

Any appointee will have a written agreement which includes a clear role description, lines of accountability to the church leadership and an assigned supervisor with regular opportunities for planned meetings so that work can be discussed, issues aired and areas of concern dealt with.

It is also advisable to have a probationary period (say 6 months) before the appointment is confirmed.

There will be regular team meetings to review procedures to ensure a common approach, sharing of concerns and identifying other matters that may need clarification and guidance.

#### 1) Training

It is important that all workers understand the agreed procedures for protecting children.

Child protection training must be attended at least once every 3 years.

Training for workers in relevant areas will be arranged, eg. first aid, food hygiene.

#### 2) Young People

Young people under 16 may be used as helpers but such helpers will be responsible to a named worker and will never be in a position where they are providing unsupervised care of children. As they will never be in unsupervised care they don't need a DBS check. However, those over 16 years old will be required to undertake the DBS procedure and full recruitment process, including interview and provision of two referees.

## **Part 3 – Safe behaviour: a code of behaviour for workers**

### **A. Overview/code of behaviour**

The aim of these general guidelines is to ensure quality childcare, protect children from possible abuse and workers from false accusation.

- Workers should treat all children /young people with dignity and respect in attitude, language and actions.
- Use age appropriate language and tone of voice.
- Do not engage in any of the following;
  - Invading the privacy of children or young people when they are using the toilet or shower.
  - Rough games including contact between a leader and a child or young person.
  - Sexually provocative games.
  - Making sexually suggestive comments.
  - Scapegoating, ridiculing or rejecting a child or young person.
- When it is necessary to control and discipline children and young people, this should be done without using physical punishment. A situation may arise where a child or young person needs to be restrained in order to protect them or a third person.
- If there is a lone leader within a group, then internal doors should ideally be left open or a room used where the group is visible to other adults e.g. a window in the door. Where this is not possible consideration should be given to providing a second leader
- At least two people are present before external doors are opened for an 'event', for example, Youth Club.
- If workers do find themselves on their own they should;
  - Assess the risk of sending child/young person home
  - Phone another team member and let them know the situation
  - Get a second trained leader as soon as possible
  - Write down a record of what happened
- If a child or young person 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.
  - Or if you are in a room on your own, leave the door open.
  - Or you make sure another team member knows.
- Respect confidentiality. Children and young people may tell you things that they wouldn't necessarily tell their parents e.g. they have been in trouble at school. In most instances to pass on such information to others, including the child's parents represents a betrayal of trust. **See separate notes if the nature of disclosure is one of abuse or risk of significant harm**
- 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.
- The only adults allowed to participate in children's and young people's activities are those appointed and trained as children's/youth workers. The leader of the activity should be aware of any other adults who are in the building.
- The parents/carers may or may not attend church and it is important therefore they have been given information about the group including contact telephone numbers. It may also be useful for the church/organisation to issue formal identification.

Below are suggested ratios of adults to children, recommended for all activities with children and young people.

Age group	Adult Helpers	Number of Children
2 years and under	1	3
3 years	1	4
4 to 7 years	1	8
8 years or older	1	10

- The level of personal care (eg. toileting) must be appropriate and related to the age of the child whilst also accepting that some children have special needs.
- 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.

## **B. Taking Care of Touching**

- Keep everything public. A hug in the context of a group is very different from a hug behind closed doors.
- Touch should be related to the child's needs, not the worker's.
- Touch should be age-appropriate and generally initiated by the child rather than the worker.
- Avoid any physical activity that is, or may be thought to be, sexually stimulating to the adult or the child.
- Children are entitled to privacy to ensure personal dignity.
- Children have the right to decide how much physical contact they have with others, except in exceptional circumstances when they need medical attention.
- When giving first aid (or applying sun cream etc), 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 are free to help each other by constructively challenging anything which could be misunderstood or misconstrued.

## **C. Mentoring**

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

- The parents of all young people involved in mentoring will sign the relevant consent form to say they are aware that the mentoring is happening and who it is with.
- A mentoring meeting should have an agreed start and end time and someone should be aware that you are meeting; usually a parent.
- Keep a basic record of dates of significant meetings, text messages and emails.
- Appropriate boundaries in regards to times and demand should be in place, ie. not phoning during the night, etc.
- A written record should be kept of significant issues/decisions discussed at meetings.

## **D. Visiting Children or Young People at Home**

It is unlikely that workers will need to make a pastoral visit of children and their families at home on behalf of TVBF.

If a situation occurs where it is needed then it can only be done with both DSL's being aware of the visit.

## **Children with Special Needs**

Children and young people who have a disability can be at greater risk of abuse. They will often require more help with personal care, such as washing, dressing, toileting, feeding, mobility etc, may have limited understanding and behave in a non age appropriate way. It is good practice to speak with the parents of children/young people with special needs and find out from them how best to assist the child or young person.

## **E. Children with no adult supervision**

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

- Welcome the child and try to establish their name, age, address and telephone number, and record their visit in a register.
- Ask the child if a parent/carer is aware of where they are. Phone and make contact.
- On leaving, give the child a consent form and explain that it needs to be filled in and brought back the next time that they attend.
- Without interrogating the child, you will need to find out as soon as possible whether they have any special needs (eg. medication) so that you can respond appropriately in an emergency.

## **F. Peer Group Activities for Young People**

All youth activities will be overseen by named adults who have been selected in accordance with agreed recruitment procedures. It is accepted that groups aged 16+ may benefit from being led and run by peers. In this situation adult leaders will contribute to programme planning and reviews and will always be readily available on the premises when peer-led activities take place.

## **G. Electronic Communication**

### **1) Modern Technologies and Safe Communication**

A worker's role description requires that they agree to read and abide by the guidance outlined within this document. These technologies are acknowledged and approved as a legitimate means of communicating with young people but the Church has clear expectations in relation to their use. Additionally, whilst social media is a valuable tool within youth work it does not replace the time spent with young people in person

It is not appropriate to use these communication methods with children of primary school age (under 11).

On the Youth Consent Form parents/carers sign to agree that the young person can receive such communications.

### **2) Workers' Communication with Young People**

All young people need to be aware of the protocols that workers follow in relation to email, messenger services, social networks and mobile phones including texting. It is important to remember that as well as the parent/carer, young people will have a right to decide whether they want a worker to have their email address or mobile telephone number and will not be pressurised into divulging information they would rather keep to themselves.

Youth workers and volunteers are expected to live lives which are a good example to the young people; behaviour, actions, words and treatment of others is as important online as it is face to face. Furthermore, as those who hold roles of leadership or responsibility over young people in a Christian organisation, professing and living out a Christian faith, leader's values should permeate online as well as face to face. How youth workers and volunteers present and conduct themselves online should be the person the young people see in reality, without exaggeration or misrepresentation.

Contact should only be made during the hours of 8am and 10pm. This guideline extends to all forms of communication with young people, such as texting or calling, other than email.

### **3) Email**

Email is sometimes used by workers to remind young people about meetings. If email is being used, volunteers should always keep copies of the emails. It is important that workers use clear and unambiguous language to reduce the risk of misinterpretation, and although it should be obvious when an email is ending, workers should never use inappropriate terms such as 'luv', 'kisses' (xx) or 'smileys' to round things off.

### **Communicating using Instant Messaging (eg. MSN Messenger, AOL AIM, Yahoo Messenger, Facebook, WhatsApp, Instagram, Snapchat)**

Instant messenger should be kept to an absolute minimum and not used for 1:1 communication between a leader and a young person. Workers should use email in the manner described. If texting is used, the worker must be willing to print off text conversations if asked to do so.

Group messaging may be used e.g. WhatsApp in order to communicate with a group of young people; such as to communicate meeting details to a Cell Group, for example. There must be at least 2 adult leaders within the group.

#### 4) Mobile Phones

Particular diligence needs to be applied when workers use mobile phones to communicate with young people:

- All mobile phone use will be primarily about information sharing.
- Workers should keep a log of significant conversations/texts/messages.
- Any texts or conversations that raise concerns should be passed on/shown to the worker's supervisor.
- Workers should use clear language, particularly when texting, and should not use words such as 'luv' or abbreviations like 'lol' which could mean 'laugh out loud' or 'lots of love'. Symbols such as 'kisses' (xx) and 'smileys' should not be used
- Workers should not take photos on their mobile phone

#### 5) Social Networks

Those involved in the youth work at TVBF in paid or voluntary positions may use social media accounts to communicate with young people provided the following guidelines are adhered to:

- Best practice is that workers should not be 'friends' with any young person on social media platforms although there are some cases where workers may be family friends. These situations should be agreed with the child's parents/carers. (see below)
- On many social media accounts, there are options to create groups. These can be used when there is a purpose, but must be protected by privacy settings so that only members can see the content and have more than one youth worker/volunteer as part of them. Dates/Times/Locations of meetings/events can be communicated via this method.
- Within such groups, when content is posted on Facebook by young people which is deemed inappropriate by the youth workers and volunteers then it is reasonable that this might be challenged or commented on, but this should not happen via social media. Equally, if the content posted by other leaders or volunteers is considered inappropriate then this may be held to account.
- Any safeguarding issues which arise during online communication with a young person should be dealt with by following the Church's safeguarding procedures. Once a disclosure has been made, or a concern arisen, social media should not be the method of communication by which it is followed up or investigated.
- Be aware of age limits on social network sites.
- Information which has been considered confidential by the church or young person should not be released or published online.

Exceptions:

It is possible that a young person could be related to a youth worker/volunteer. In this instance it is possible that they may be 'friends' on 'Facebook' due to that relationship. A similar situation might arise between a young person in one family and an adult another where the 2 families are friends. In both circumstances it is the responsibility of the young person's parents to set boundaries and to monitor the communication. These situations fall outside of the scope of this policy and are not the responsibility of the church. Therefore, adults within the church are advised that they should always obtain consent from the young person's parents before accepting a young person under 18 as a friend.

## 6) Taking Video and Photographs of Children

Since the introduction of the Data Protection Act in 1998, churches must be very careful if they use still or moving images of clearly identifiable people. There are several issues to be aware of:

- 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.
- When taking photographs, the purpose of taking photographs should be made clear to the participants, and that any photos taken on personal devices must be deleted once they have been used for the said purpose.
- 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 for personal use, such as a parent/carer taking photographs at school sports days for the family photo album, 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 e-mail or postal addresses, telephone or fax numbers.
- When using photographs of children and young people, it is preferable to use group pictures.

## ***Part 4 – Safe practice and safe premises***

### **A. Safe practice and safe premises**

#### **1) Consent forms**

It is essential that we have important information about all children and young people involved in any activities at the church. This information is recorded on our consent forms (appendices 1 and 2)

The first week someone attends we must have name, medical emergency information and a contact name and number. Then they must bring their form back with them the next week that they attend.

#### **2) Health and Safety**

All activities for children and young people will comply with the Church's current health and safety policy, with particular attention paid to the sections on Fire Action, First Aid, PAT testing, Health and Safety and Kitchen and Food Hygiene.

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

#### **3) Fire**

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

#### **4) First Aid : Does this happen below?**

TVBF have a number of trained First Aiders. First aid kits are held by Anne Seaman who ensures that the contents of the first aid boxes are checked on a regular basis. A first aid kit must be carried by a leader on all events and activities as well as an incident reporting book/forms which must be completed in the event of any accidents, injuries or incidents.

Completed accident forms should be retained by the group leader/event organiser.

All TVBF groups will ensure that they have sufficient trained first aiders on their regular team so that there is always a first aider present at events and activities.

#### **5) Supervision of groups**

The person responsible for a group/activity should ensure that it is clear who the 'responsible person' for that activity is and must keep a register so that they know who is on the premises. The responsible person must ensure that all children leave with the appropriate person. This role can be delegated to another leader.

#### **6) Food Hygiene /Health and Hygiene**

The Food Safety (General Food Hygiene) Regulations 1995 state that anyone who handles food or whose actions could affect its safety must comply with the regulations. It follows therefore that those with responsibility for food will need to possess the Basic Food Hygiene Certificate and be aware of food safety (preparation, handling and storage, disposal of waste, etc.)

#### **7) Transporting Children**

These guidelines will apply to all drivers involved in the transportation of children and young people (under the age of 18), on trips organised by or on behalf of the Church. They do not apply to private arrangements for transportation made, for example, between parties with parental responsibility.

Our practice on transporting children is as follows:

- Usually only those who have gone through the Church recruitment procedures for workers will transport children. Drivers will be accompanied by another adult in the vehicle when transporting children. In the event that the driver has not gone through the Church recruitment procedures for workers, the second adult must have done so.
- All drivers will have read the Church's Child Protection Policy and agree to abide by it.
- Parental consent (may be implied consent) will be given for all journeys.
- At collection or dropping off points a child will not be left alone and must be collected by an appropriate adult. NB – children will usually be taken home and not left at a 'dropping off point'
- Drivers will be 21 or over and have held a full driving licence for at least two years.
- As far as possible, boys will be transported by men and girls by women. There should always be a female adult in the vehicle when a girl is being transported
- The driver must ensure that they have adequate insurance cover: The driver should declare to their insurers that they are participating in the activity of transporting people for the church. 'Business use' cover may be required. The response of the Insurance Company may be different if the driver is being reimbursed. The vehicle will need to be road worthy.
- All hired minibuses used to transport children will have a small bus permit, the necessary insurance, a driver with a valid driving licence that entitles them to drive a minibus.
- If parents transport each other's children around other than trips organised by the church, for example to and from activities, such arrangements are the responsibility of the parents involved and not the responsibility of the Church.
- Parents will usually be required to transport their own children to and from local Youth Activities
- Where parents are required to collect children following events organised by the church, for example a Youth Club event, Youth Leaders should not take responsibility for transporting children home. The exception to this is where the parents have difficulty in collecting the child and arrangements are made between the parent and Leader for a Leader to take the child home. In this event, the child must be taken straight home following the organised event and the person with overall responsibility for organising the event must be made aware of the arrangements. Where possible, a second adult should be in the car.
- Where transport arrangements fall outside of these arrangements, the DSL's must be advised and contacted about the arrangements so this can be discussed and agreed.

## 8) Risk Assessment

Before undertaking any activity the activity leader will ensure that a risk assessment is carried out and it is advisable to appoint someone specifically for this task. This could be a generic risk assessment

## 9) Insurance

Residential activity/camp organisers will ensure with the church treasurer that there is adequate insurance cover for the event activity. If the trip is at a centre it is also important to establish that there is appropriate public liability insurance.

## **B. Outings and overnight events**

- Before undertaking any outing or overnight activity a special risk assessment must be carried out.
- Parents will be informed in writing of all the arrangements.
- Consent forms will be obtained for each overnight activity.
- There will be leaders with first aid and food hygiene certificates with the group.

### 1) Sleeping Arrangements (Outings and overnight events)

Arrangements for residential holidays will be considered carefully. Workers will not share sleeping accommodation with fewer than three children. It may be acceptable for workers to share sleeping accommodation with



children/young people in a large dormitory or on an activity such as youth hostelling where it is customary practice. Arrangements will be age-appropriate, provide security for the child/young person and be safe for children/young people and workers. Girls will be accommodated with girls/female workers and boys with boys/male workers. The activity leader will ensure that parents understand what the arrangements will be.

## 2) Adventurous Activities (Outings and overnight events)

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

## 3) Fire Safety (Outings and overnight events)

The residential activity/camp organisers will have a fire safety procedure, which will include the following:

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

## 4) Safety (Outings and overnight events)

At all times, it is the responsibility of the workers to know the whereabouts of every child/young person participating in a residential activity/camp and this may include monitoring access on and off the site.

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

## 5) Swimming Trips

There will be an increased adult to child ratio for all swimming trips and prior to the trip the swimming ability of a child/young person will be established. A swimming consent for each child (or a copy) will be taken by the group leader on the trip.

## **Part 5 – Safe Community**

### **A. Bullying**

Bullying is another way in which children (or adults) abuse other children, and it can be verbal or physical. Bullying includes teasing, making unkind comments about a child, demanding money, "ganging up" on a child or physically assaulting a child. You might see evidence of torn clothes, bruising, burns, or scratches. A child might be afraid to attend school or other activities if they think the bully will be present.

The effect of bullying on the victim can be profound, both emotionally and physically.

Bullying can take many forms including:

- Name-calling, taunting, teasing, mocking
- Kicking, hitting, pushing, intimidating
- Unwanted physical contact of a sexual nature or sexually abusive comments
- Taking belongings
- Inappropriate text-messaging and emailing
- Sending offensive or degrading images by phone or over the internet
- Gossiping, spreading hurtful and untruthful rumours
- Excluding people from groups
- 'Unofficial' activities such as initiation ceremonies or practical jokes which may cause physical or emotional harm.

Bullies will often pick on a particular feature of a person's appearance or character as a supposed 'reason' for bullying:

- Racial difference; disability; sexuality; hair colour; gender

Bullies can be:

- Children or young people bullying others in their peer group, or other children and young people either older or younger
- Adults bullying children and young people
- Children and young people bullying adults.

Bullying will always cause a great deal of pain and harm for those on the receiving end. Many children and young people affected by bullying believe they have nowhere to turn. They are scared to speak out and often blame themselves. They can become fearful and reclusive.

Some signs that can indicate that a child or young person is being bullied are as follows:

- Withdrawal; lack of desire to join activities with certain individuals; drop in school marks; torn clothing; loss of friends; avoidance of church groups and other activities; bruises; need for extra money or supplies.

In order to prevent bullying the following procedures will be adopted:

- The children and young people themselves will be involved in agreeing a code of behaviour which makes it clear that bullying is unacceptable
- Children and young people should know how they can report any incidents of bullying
- All allegations of bullying will be treated seriously
- Details will be checked carefully before action is taken
- The bullying behaviour will be investigated and bullying will be stopped as quickly as possible
- The parents of the bully and of the bullied will be informed
- An attempt will be made to help bullies change their behaviour
- All allegations and incidents of bullying will be recorded, together with actions that are taken.

## B. Working with Offenders

When someone attending the Church is known to have abused children, an individual appointed by the pastor and Designated Person for Safeguarding will supervise the individual concerned and offer pastoral care, but in its commitment to the protection of children, will set boundaries for that person which they shall be expected to keep.

When it is known that a person who has been convicted of sexually abusing children or young people is attending TVBF, 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 a series of allegations about the sexual abuse of children and young people but has never been convicted (such allegations may be revealed on an Enhanced DBS Disclosure under relevant non-conviction information).

If an offender is on the Sex Offenders' Register they will be monitored under guidelines known as the Multi-Agency Public Protection Arrangements (MAPPA). In the latest guidance there is provision to require a written contract to be in place if the offender wishes to attend a place of worship.

In determining the details of the contract:

- There will be a discussion about who should be informed of the nature of the offence and the details of the contract
  - The rights of the offender to re-build their lives without everyone knowing the details of their past offence should be balanced against the need to protect children and young people
  - The Designated Person for Safeguarding and the Pastor should always be informed
- The Designated Person for Safeguarding should determine whether the person is subject to supervision or is on the Sex Offenders' Register
  - if so, the Designated Person for Safeguarding should make contact with the offender's specialist probation officer (SPO) who will inform the church of any relevant information or restrictions that the church should be aware of
- The Designated Person for Safeguarding should inform and take advice from CCPAS.

An open discussion must be held with the person concerned in which clear boundaries are established for their involvement in the life of the church. A written contract should be drawn up which identifies appropriate behaviour. The person should be required to sign the contract. The contract:

- Will identify the meetings the person may attend
- Will specify that they will always sit apart from children and young people
- May ask that they are always accompanied by a befriender on church premises
- Will require the person not to attend small group meetings where children or young people are present
- Will require that the person declines hospitality where there are children or young people
- Will state that the person will never be alone with children or young people while attending church functions
- Will require the person to stay away from areas of the building where children or young people meet.

The contract should be monitored and enforced. Those who offend against children and young people can often be manipulative. If the contract is broken certain sanctions should be considered.

Appendix 1  
**Academic Year:**  
**(year 0-6; up to age 11)**  
**Child Consent Form**



Tick group/activity attended by child

Creche		Footprints		Pathfinders	
Crossroads		Youth Club			
<b>CONTACT DETAILS &amp; INFORMATION</b>					
Name of Child			Date of Birth		
School			School Year		
Address			Home phone		
			Mobile phone (parent/guardian)		
			Other emergency contact number		
preferred E-mail Contact					
<b>MEDICAL INFORMATION</b>					
Please provide details of any:					
<ul style="list-style-type: none"> <li>• Medical condition or disability</li> <li>• Allergies</li> <li>• Dietary needs</li> <li>• Special needs</li> </ul>					
<b>CONSENT</b>					
Do you consent to photos being taken of your child for local display or publicity?				Yes	No
Do you consent to un-named photos being used on the church website?				Yes	No
In an emergency, if I cannot be contacted, I give permission for my child to receive first aid or necessary hospital treatment, including anaesthetic.					
Parent/Guardian to sign and print name:					
Date					


**Youth Consent Form**

Tick all activities attended by young person

Youth Club - Seniors	Youth Cells	Crossroads or G - Team
<b>CONTACT DETAILS &amp; INFORMATION</b>		
Name of young person	Date of Birth	
School	School Year	
Address	Home phone	
	Mobile phone (parent/guardian)	
	Other emergency contact number	
preferred E-mail contact		
<b>MEDICAL INFORMATION</b>		
Please provide details of any: <ul style="list-style-type: none"> <li>• Medical condition or disability</li> <li>• Allergies</li> <li>• Dietary needs</li> <li>• Special needs</li> </ul>		
<b>CONSENT</b>		
Do you consent to photos being taken of your child for local display or publicity?	Yes	No
Do you consent to un-named photos being used on the church website?	Yes	No
In an emergency, if I cannot be contacted, I give permission for my child to receive first aid or necessary hospital treatment, including anaesthetic.		
I give permission for my child to take part in organised trips to activities off site and to travel with a driver deemed responsible according to child protection guidelines.		
I give permission for recognised youth leaders to use electronic means of communication with my child (eg mobile phones, e-mail, facebook etc)		
Parent/Guardian to sign and print name:		
Date		

# Accident form

Full name of injured person and age if under 18:

Date/Time of accident:

Did the accident occur within a structured activity/meeting? If so, which meeting?

**Give details of how the accident occurred, where it occurred, what supervision was being given at the time and the nature of the injury sustained. Continue on the back of the form if necessary - diagrams may be helpful.**

Names of any witnesses to the accident:

Name of First Aider:

What treatment or advice was given?

Items used from First Aid Kit:

Was it necessary to call the Emergency Services or take or send them for further treatment? Give details:

Recommendations to the Health and Safety Deacon in light of this accident:

**Signed - Injured Person**

**Print Name**

**First Aider**

**Print Name**

**Parent/Guardian**

**(if injured person is under 18)When**

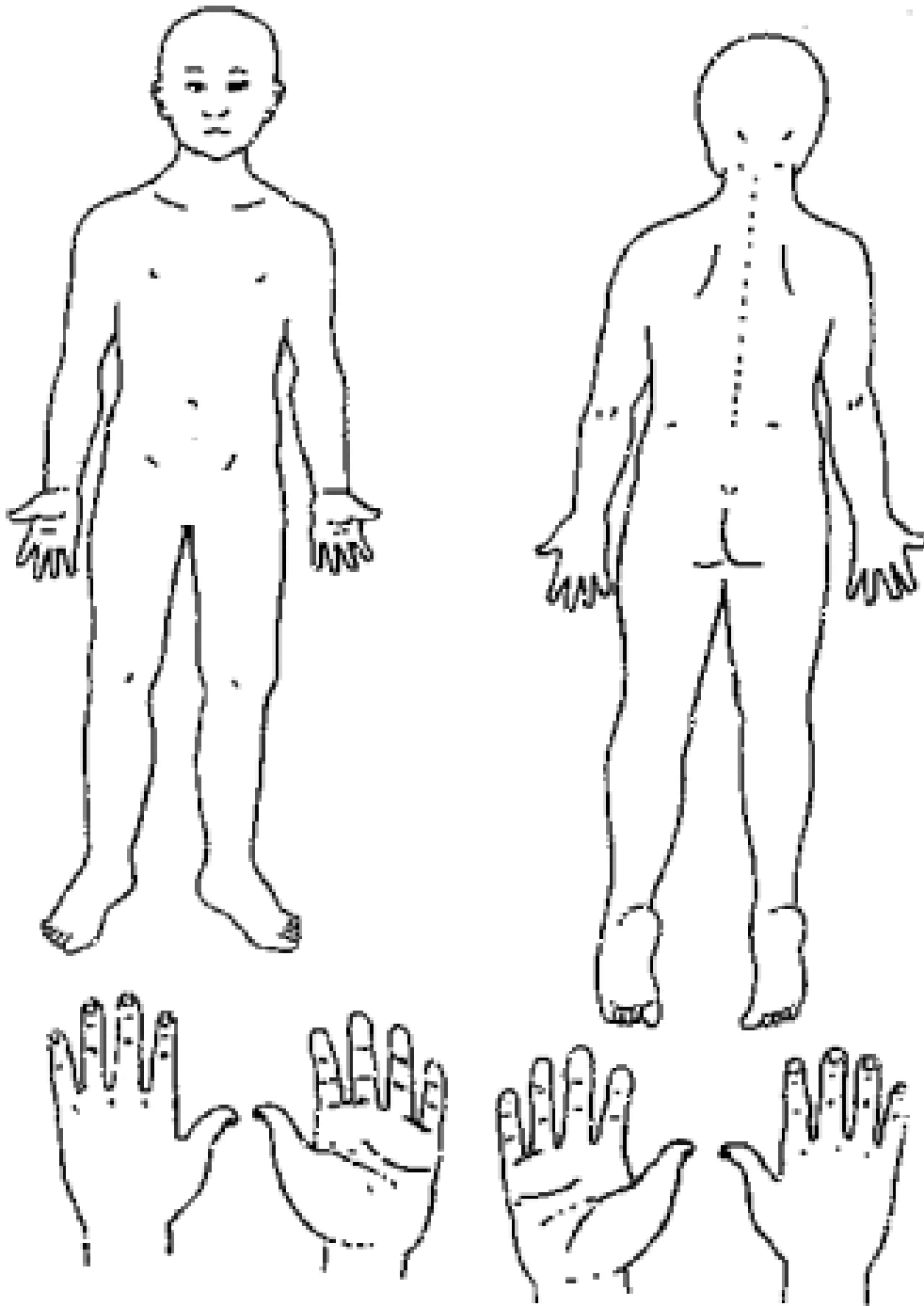
**completed, this form must be signed by parent/guardian of injured person (if under 18). They may wish to have a copy. The form should then be kept by the event organiser/group leader.**



# Incident Form

<b>Activity/Event</b>	
<b>Date and time</b>	
<b>Leaders present</b>	
<b>Any other activities or people in the building or at the event?</b>	
<b>DETAILS OF INCIDENT</b> (ie what happened; when did it happen; who was involved; who witnessed it?)	
<b>RESPONSE TO INCIDENT</b> (ie what did you do; who did you tell; how else did you or will you follow up?)	
Sign and print name: <i>Pass this form to the Designated Safeguarding Person</i>	
Date	

# Body Chart





Stage 1

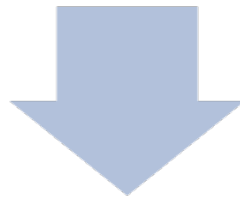
A worker has a concern about the welfare of a child/young person or the behaviour of an adult

The person who has the concern has a duty to

**RECORD AND REPORT**

A written record must be made of the concern using a standard incident report form and the concern should be reported to the Designated Person within 24 hours.

If a child is in imminent danger of harm a referral should be made to the police or Social Care Team without delay.



Stage 2

The Designated Person receives the report of concern

The Designated Person has a duty to

**REVIEW AND REFER**

The report will be reviewed by the Designated Person with any other relevant information and a decision will be taken (often in liaison with others) as to what action should follow. Any formal referral to Social Care Team should normally be made within 24 hours of receiving the report.

If a child is in imminent danger of harm a referral should be made to the police or Social Care Team without delay.



Stage 3

After the decision has been made as to what action should be taken

The Designated Person, the 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 and where formal referrals are made reports may need to be made to the local Association, the Independent Safeguarding Authority or the Charity Commission.



