Wem Baptist Church

Safeguarding and Child Protection Policy

Reviewed and amended on 4th September 2023

Next review September 2024

Safeguarding & Child Protection Policy

Date	Section	Changes
23/08/22	1	Will seek advice from Charity Commission and follow CC guidelines.
	2	The eldership and/or recruiter will make any checks that are deemed necessary to ascertain suitability for the role.
	4	Procedure if abuse is suspected: an elder can be contacted if the pastor is unavailable. Allegations of sexual abuse – the CC should be informed of any serious incident.
	4	Update of telephone numbers for thirtyone:eight
	5	Essential Guidance on Good Practice: Keeping parents and carers informed. Use the proforma: for use in any situation where the parent is not present, KidZown and Ignite specifically. Good Working Practice (Where Facebook is used to share information) : parents should be aware and permission given. Workers should not keep pictures of the children on their own personal phones: Photos may be taken and used with the relevant permission but then must be deleted.
	7.	5. Removed informing doctors, police and fire of visit. Now reads: Know where the nearest hospital and doctor are especially if you are sleeping in the area.
01/11/21	2/Notes	The declaration provided should be signed by both the applicant and either the DSL (E.Dakin) of the officer in charge of checking the DBS (L. Dakin) to show their consent
23/11/22	4	Updated contact telephone numbers
	5	Good practice conforming to legal ages applicable.
	9	Child Protection Coordinator replaced with DSL
	11	Online safety policy added

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1. INTRODUCTION TO THE POLICY

This is the Safeguarding and Child Protection Policy of Wem Baptist Church (WBC).

This policy applies to all youth and children's work from birth until age 18 but also includes adults with care and support needs. This policy will be formally reviewed annually, prior to or soon after, the start of each new school year. This will be coordinated by the Designated Safeguarding Lead and approved by the Managing Trustees.

Organised Groups with Children and Young People in Wem Baptist Church

The following organisations or groups are the responsibility of WBC:

- Tiddlywinks (for toddlers and parents / carers)
- KidZown (for children 4 -11)
- Junior Church
- Ignite (youth group)
- Any other meeting which takes place with the authority of the trustees.

While there are currently no specific groups for Adults with Care Needs, both they and young people are included in Church Services, Meals and Prayer Meetings as appropriate. WBC has a significant ministry to young people. Managing Trustees accept their responsibility to protect and safeguard the welfare of children, young people and adults with care and support needs within their care. The policy and attached practice guidelines are based on the ten *Safe and Secure* safeguarding standards published by the Child Protection Advisory Service known as thirtyone:eight.

The Managing Trustees undertake to:

- Endorse and follow all national and local safeguarding legislation and procedures, provide on-going safeguarding training for all its workers and regularly review the operational guidelines attached.

- Ensure that the premises meet the requirements of the Equality Act 2010 and all other relevant legislation, and that it is welcoming and inclusive.]

- Support the Designated Safeguarding Lead and the Recruiter in their work and in any action they may need to take in order to protect children and adults with care and support needs.

As part of the mission of WBC, the Eldership will:

- Listen to, relate effectively to and value children and young people whilst ensuring their protection within activities, including those activities outside of the building.

- Encourage and support parents / carers.

- Ensure those who work with children and young people are given support and training.

The Managing Trustees recognise many young people today are victims of neglect, physical, sexual and emotional abuse. Accordingly, the Managing Trustees have formally adopted the policy contained in this document. The policy sets out agreed guidelines related to the following areas:

- Appointing leaders, including the Designated Safeguarding Lead (DSL)

- Training workers in Safeguarding.

- Responding to allegations of abuse or neglect, including those made against leaders or members of the staff and volunteers, including referrals to Social services.

- Recommendations on keeping volunteers safe and adult to child ratios.

- Keeping records related to Safeguarding

The Managing Trustees recognise the need to build constructive links with Child Care agencies. Accordingly, this policy has been prepared in line with 'Working Together to Safeguard Children March 2015' (DFE) and thirtyone:eight (the churches' advisory body on Child Protection) and advice from the Charity Commission.

The Eldership will nominate a Designated Safeguarding Lead (DSL) to act on their behalf as indicated in this policy. This person should have the appropriate training. This will either be through the provision of the education services in Shropshire or through thirtyone:eight. The Church Secretary will also act as Recruiter and will follow the Charity Commission guidelines as appropriate, and ensure that DBS checks are completed and checked at least annually.

Most of the advice which follows also applies to Adults with Care Needs although the referral system to Social Services does not apply.

The Designated Safeguarding Lead is Elizabeth Dakin 01939 232482 or 07757809876 The Recruiter is Lorna Dakin 01939 232583 or 07930343033

2. APPOINTING CHILDREN AND YOUTH LEADERS

Guidelines on Appointing Children and Youth Leaders

1. The Managing Trustees are committed to on-going safeguarding training and development opportunities for all workers, developing a culture of awareness of safeguarding issues to help protect everyone. All our workers will receive induction training and undertake recognised safeguarding training on a regular basis.

2. No one will take on the leadership of a children's or youth organisation within WBC without being officially appointed to that role by the Eldership. The Eldership and/or the Recruiter will make any checks that are deemed necessary to ascertain suitability for the role. No changes in leadership can take place without informing the DSL and Recruiter who will ensure that a DBS check has been carried out. The Recruiter will be responsible for keeping DBS records up to date and securely stored on the church premises overseen by the DSL.

3. Only church members are allowed to have overall responsibility for children and youth activities. Guests invited to lead or help in any capacity are the responsibility of the overall leader. If a guest or assistant is leading the activity and is not a church member, the overall leader or another church member with a DBS certificate must be present.

4. Any adult leading or regularly helping with any organised children / youth activities must have a valid DBS certificate. Whilst a DBS application for WBC is awaiting completion, the church will accept a valid DBS from another organisation provided the document has been shown to the Recruiter. This is entirely at the discretion of the Managing Trustees, who must ensure that the church takes all reasonable precautions to protect all children who come under the care of the church including a risk assessment of the situation.

5. A regular church attendee, who is under 18 and also a believer, may assist with a church activity, but cannot lead or take responsibility and must take a supporting role.

6. All helpers at any Children or Youth activity must have read and signed the summary of the Policy and must receive appropriate training at the earliest possible opportunity. All leaders must have had training.

7. The Managing Trustees will also ensure that children and adults with care and support needs are provided with information on where to get help and advice in relation to abuse, discrimination, bullying or any other matter where they have a concern.

8. A non-church member should not be put in a position of representing the church unless specifically invited to do so by the Managing Trustees on a formal basis.

WBC Policy on Other Youth Organisations Child Protection Obligations

If other youth organisations use the church premises they are responsible for their own child protection rules. The Trustees have to be satisfied that appropriate child protection measures are in place to protect the reputation of the local church.

Notes:

It will be important to have information about a potential youth or children's worker's background before

they first take on a leadership role.

The legal position is that children's work is exempt from the Rehabilitation of Offenders Act 1974, as all convictions, however old, which relate to children and young people, must be declared by applicants, the declaration provided should be signed by both the applicant and either the DSL (E. Dakin) or the Recruiter (L. Dakin) to show there is no conviction.

If an Applicant is approved by the Eldership for Children and Youth leadership, the DSL will:

1. Discuss with the applicant in detail the church's policy on safeguarding young person's welfare and expectation in relation to practice issues, e.g. supervision of activities and workers.

2. Make the volunteer aware of their legal responsibilities and the general expectations of a leader with respect to child protection.

3. Ask the appointee to sign an agreement that they have read the WBC Safeguarding Policy and agree to adhere to the policy, procedures and guidelines herein.

4. Keep a record of all appointees to leadership posts in children and youth work at WBC.

Criteria for NOT appointing children's workers

If there are concerns / reservations about appointing an individual, then alternatives will be found where the individual can feel that s/he is serving God. Any reservations should be kept to a small discreet group of people.

Individuals who have previously abused a child or where it is known the individual has a record of violent and/or sexual behavior towards children will be excluded from being involved in youth and children's work in all cases.

3. TRAINING AND SUPERVISION OF CHILDREN AND YOUTH WORKERS

Training for children and youth leaders will be given initially in the form of a briefing by the DSL. They will be provided with a copy of the policy and the appointed leader will be asked to sign that they have read and understood the policy prior to undertaking the role. Assistants will also receive training as soon as is reasonably possible. This will be done under the auspices of the Local Education Services or thirtyone:eight.

Helpers / assistants in each organisation will be provided with a summary document and informed that they must discuss any concerns connected with child protection with the organisation leader or the DSL as soon as is practicable.

In the event of amendments or additions to the Safeguarding Policy being made, the DSL, with the support of the Managing Trustees will convene a training session with all children and youth leaders to communicate the changes and the reasons for the changes. They will then be asked to sign a new agreement to reflect the new requirements.

Children and Youth Workers will be accountable to and supported by the DSL who will work with the Managing Trustees to provide guidance in WBC Safeguarding matters as and when required.

The DSL and the Managing Trustees will meet annually to review the policy and its application, to make amendments where agreed necessary and review the compliance of individual Children and Youth Leaders.

4. RECOGNISING AND RESPONDING TO ABUSE

Definitions of Abuse
(a child may suffer more than one type of abuse):

Abuse and Neglect

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.

Physical Abuse

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer feigns the symptoms of, or deliberately causes ill health to a child whom they are looking after.

Emotional Abuse

Emotional abuse is the persistent emotional ill-treatment of a child so as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may involve causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of ill treatment of a child, though it may occur alone.

Sexual Abuse

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative (e.g. rape or buggery) or non-penetrative acts. They may include non-contact activities, such as involving children in looking at, or in the production of, pornographic material or watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

Neglect

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

Procedure if abuse is suspected to have occurred

Any concerns are to be reported as soon as possible to the DSL. All allegations or suspicions of neglect or abuse will be reported to the statutory authorities. In the absence of the DSL the matter should be brought to the attention of the Pastor or an Elder if the Pastor is unavailable.

If the suspicions in any way involved the DSL then the report should be made to the Pastor.

If the suspicions in any way implicate both the DSL and an elder, then the report should be made directly to the Pastor of the Church who may wish to enlist the help of thirtyone:eight, PO Box 133, Swanley, Kent BR8 7UQ. Telephone 0303 003 1111.

If the DSL, an Elder and Pastor are implicated, the report should be made in the first instance to thirtyone:eight (for address see above).

If a worker is concerned that the DSL has not acted on a concern then a worker should do the referral themselves.

Suspicions should not be discussed outside the process of this document.

Observations by leaders of Physical Injury or Neglect:

If a child has a concerning physical injury or symptom of neglect, the event leader should discuss this with the DSL as a matter of urgency. The DSL will keep the Eldership informed and will contact the one of the necessary agencies listed below or contact thirtyone:eight for advice.

- DO NOT inform the parents if it is considered the child may be at risk of further abuse.
- Where emergency medical attention is necessary then this should, of course, be sought immediately.

Allegations of Sexual Abuse:

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

- Inform the Pastor of the Church or an Elder if the Pastor is unavailable.
- Contact the appropriate Social Services Child Protection Officer or thirtyone:eight. See below for relevant numbers
- There should not be a delay between contacting the Pastor and contacting the statutory authorities or thirtyone:eight for advice.
- The DSL, or Elder(s), will not speak to the parent (or anyone else).
- If, for any reason, the DSL is unsure whether or not to follow the above, then advice from thirtyone:eight will be sought and followed. thirtyone:eight will confirm its advice in writing in case this is needed for reference purposes in the future.
- The DSL, after establishing the details of the allegation or suspicion, should provide this information to the Social Services Department, whose task it is to investigate the matter under Section 47 of the Children Act 1989.
- Exceptionally, should there be any disagreement between the person in receipt of the allegation or suspicion and the DSL as to the appropriateness of a referral to the Social Services Department, then that matter should be referred to the Pastor (or an Elder if the Pastor is unavailable). After that, if there

are still concerns that person retains a responsibility as a member of the public to report serious matters to the Social Services Department and should do so without hesitation.

- The Charity Commission should be informed of any serious incident.

The Eldership will support the DSL in their role and accept that any information they may have in their possession will be shared in a strictly limited way on a need to know basis.

thirtyone:eight
P0 Box 133, Swanley, Kent BR8 7UQ
Telephone: 0303 003 1111
info@thirtyoneeight.org

Shropshire LADO (Local Authority Designated Officer) or First point of contact (Compass)
0345 678 9021
lado@shropshire.gov.uk

Shropshire out of hours Emergency Duty Team
0345 678 9040
01743 249544

Childline
0800 1111
childline.org.uk

What to do once a child has talked to you about abuse – A DISCLOSURE

If a child has chosen an adult to disclose to it is important that the adult:

- Accepts what the child is saying.
- Listens carefully but tries not to show shock or disgust.
- Allows the child to set the pace without pressing for details.
- Uses open questions, e.g. is there anything else you want to tell me?
- The adult MUST NOT ask leading questions
- Don't burden the child with guilt, e.g. Why didn't you tell me before?
- DO NOT promise confidentiality but reassure the child that they have done the right thing.
- Do not criticise the perpetrator.

Never ask to see bruises that are under a child's clothing or allow them to show you. But do record precise details if any are observed.

Make brief notes either during or immediately after, using the key words used by the child, note the non-verbal behavior too. Record the time, date, place and context of the disclosure. Keep these original notes and hand then to the DSL as soon as possible.

Records must be kept secure and confidential and made available only to:

1. The DSL and the Pastor (or the Elder who has dealt with a specific situation)

2. Representatives of the professional agencies as required by them.

Once a child has talked about abuse there will have to be consideration as to whether the child is safe to go home. The Leader must get in touch with the DSL or an Elder to confirm this decision if it is thought the child is at immediate risk if they return home. This will require an immediate Social Services referral. If necessary contact the Police.

Individual workers should not:

- Take responsibility for deciding whether or not child abuse is actually taking place.
- Act alone;
- Take sole responsibility for what has been shared or any concerns they may have.

But must:

- Discuss concerns without delay with the leader and then the DSL so as to begin to protect the child or young person and gain some support for all those involved in what could be a difficult situation.
- If necessary refer a child themselves.

5. ESSENTIAL GUIDANCE ON GOOD PRACTICE

Keeping Parents / Carers Informed

All children and young people should be registered and parents / carers asked for details of full name, date of birth, address and contact telephone number(s). Consent forms for emergency medical treatment and for travel arrangements should be completed if children are being cared for in the absence of their prime carer, whether on or off the premises. Permission should also be sought if photographs are going to be taken. ALL this information should be readily available to workers. Be aware that in some families, there are legal constraints on contact with children by absent parents.

Please see attached suggested proforma for use in any situation where the parent is not present, KidZown and Ignite specifically.

As the children's events at WBC vary both in age range and invitation policy, whilst child registration is essential, there can be flexibility in cases where:

- children have been personally invited in advance to a one-off event (where arrangements can be made to include minimum consent information with invitations)

- children attend for the first time in the absence of a parent or carer (where they would be allowed to stay for a single session but asked to take away a form and have their parents complete it prior to any future attendance)

Parents / carers should be advised on request of the WBC Child Protection Policy in place and given a written statement about who is caring for their child, with workers' or leader's name(s) and telephone number(s). They should be advised on request of what action will be taken if a child protection issue arises.

A register of attendees both workers, helpers and children should be taken at every event to provide an audit trail for future reference. This should be stored securely along with the records for each event.

There should be a clear understanding of what sort of activities the child or young person will be doing and the time limits of these. Arrangements for returning children to their parents care should be clarified. Where children are collected from activities, (which will normally be the case with children up to 11 years of age) nominated persons should be identified by the parent / carer as acceptable to carry out this task.

Good working practice

- As far as possible a worker should not be alone with a child (or small groups of children) where the activity cannot be seen. This may mean leaving doors open when possible or two groups working in one room. There are occasions when this is unavoidable, e.g. taking small children to the toilet, in which case the worker should tell someone where they are going and how long they are going to be.

- Don't invite a child or young person to your home alone. It is acceptable to invite a group if you ensure that another adult is in the house. Establish that each parent / carer knows where their child is and at what time they should return home.

- In a counselling situation with a young person, where privacy and confidentiality are important, ensure that another adult knows the interview is taking place and with whom. Whenever possible, another adult should be in the building and the young person should know they are there. It is a good

practice to set an agreed time limit prior to the counselling session and to stick to it. It is your responsibility as the adult involved to set this ground rule and to end the session at the designated time. Make another appointed time to continue if necessary.

- Children and young people must not be given access to the premises unless responsible adults are present or parents are aware.

- At no time should one adult be alone on the premises with a child or group of children and young people.

- A worker should not befriend individual children on social media although it is acceptable to have a group Facebook page (or similar) that is open and has the approval of church elders and the DSL. This should be used for information giving and sharing news. Parents should be aware and permission given. Those included in these groups should conform to the legal ages applicable for these apps, e.g. Facebook users must be at least 13 years old.

- Workers should not keep pictures of the children on their own personal phones. Photos may be taken and used with the relevant permission but then must be deleted.

- Please be aware where the children and young people are at all times, they should not leave before the expected time unless with or the permission of a parent or guardian.

Rules on Touching a Child under your supervision

It is hard to conceive how you can be a caring worker with children and young people without some physical contact happening at least occasionally! For example, putting an arm around the shoulders of a distressed child. It could even be thought of as abusive not to respond by touching a child in such circumstances. However, you must be conscious that what to you is an innocent touch may have another, more sinister meaning for children who have experienced abuse. If you find that the child is cringing or responding in a negative way to being touched, then stop immediately and find an alternative, non-tactile way to convey your concern.

Be aware of your own and other workers' behaviour in terms of touching. Always be prepared to answer the question, 'For whose benefit is this taking place?' It is advisable to avoid touching a child when no-one else is present in the room. If you see another worker acting in ways that might be misconstrued, speak to them or to a leader about your concerns. Leaders should encourage an atmosphere of mutual support and care which allows all workers to be comfortable enough to discuss inappropriate attitudes or behaviour.

Abuse of Trust

Relationships between children or young people and their leaders, can be described as 'relationships of trust'. The trust may be because the leader has an educational role, is a provider of leisure activities, or even is a significant adult friend. In every case, however, that relationship is not one of equal partners and there is the potential for the trust to be abused by the leader, who is in a position of power over the child or young person.

This imbalance of power, which means it is wrong for a teacher to develop a romantic relationship with a sixth-former or for a doctor to enter into a romantic relationship with a patient, can exist in other non-professional contexts.

It is always wrong for a leader to enter into any form of sexual relationship with a young person. Whilst young people aged 16 or 17 can legally consent to some types of sexual activity, they may still be emotionally immature. Their vulnerability could be exploited either deliberately or unwittingly. In these circumstances it does not make any difference whether or not the sexual relationship is consensual. The imbalance of power makes it an abuse of trust.

It is, therefore, not acceptable for a leader to form a romantic relationship with a child or young person with whom they have a relationship of trust. Such a romantic relationship (even if consensual) would not be a relationship of equal partners – the leader is always in a position of power over the young person and exploitation is almost inevitable, even if unintentional.

The inappropriate nature of romantic relationships is obvious where the leader is an adult, but less so where the leader is also a young person. However, if such a romantic relationship did occur, there would still be a confusion of the roles between leader and romantic partner. Normally in these circumstances the leader should cease either the relationship of trust or the romantic relationship with the young person.

6. TRANSPORTING CHILDREN AND YOUNG PEOPLE

- Avoid giving lifts to children or young people on their own. In emergency situations, if they are alone, ask them to sit in the rear of the car.

- Ask parents / carers to sign a consent form in respect of travel arrangements.

- All private transport must have correct insurance cover for passengers. Always insist that seat-belts are worn when travelling.

- If you use a minibus and people are making a contribution to its use, you are required to get a Section 19 permit from the Department for Transport.

- When using coaches, ensure that the company has full insurance cover. Check on the limit of passenger numbers and do not exceed this number. Children should remain seated and wear seat belts provided.

- On every trip, an adult should be allocated a group, with a written list of those children or young people for whom they have responsibility, even if the whole group is to remain together.

- If travelling in several small groups, it is good practice to insist that the same group of children travel on both the outgoing and return journeys with the same adult. This minimises the possibility of children going astray because of false assumptions that someone else has taken them.

7. LOOKING AFTER CHILDREN AND YOUNG PEOPLE OVERNIGHT

If you are planning an overnight stay you must inform the DSL personally and you must complete a check list.

This is an area potentially fraught with difficulties! It is impossible to lay down hard and fast rulings that will cover every situation. However, sensible precautions will minimise the risks for both workers and children and young people.

- Males and females should sleep separately. If the group of children has both boys and girls, then it is important to have a mix of male and female workers.

- Whilst adults should be sleeping separately where possible, it is essential practice that a regular night patrol and checks are carried out, particularly at teenage camps.

- Special care should be taking when camping as there is often more public access.

There will be differences in the most appropriate way to deal with the overnight care of children and young people in light of the venue, the children's ages and other prevailing conditions. What is important is that the situation is discussed by the workers and an agreement reached together as to how they will proceed. Children are best protected in an environment where the adults concerned are aware of the issues of child abuse and there is an acceptance of the need to be watchful.

Particularly when taking away a mixed age group, it is important to remember that some children are abused by other (often older) children or young people.

BEFORE the trip:

- All parents / carers should be given written details of an identified contact worker, with an address and telephone number of the overnight location. Parents / carers must be advised in writing of how their children will be cared for in their absence. It will often be helpful to arrange a meeting with parents / carers before the event where questions can be raised.

- Parents / carers must complete suitable consent forms in respect of their child's medical care, travel and collection arrangements, sleeping conditions, dietary needs, other specific activities. This should include the name of their doctor.

- All medical information, plus emergency contact names and numbers, must be taken with the group to the location of the overnight care.

- A reliable mobile phone is an essential requirement in working away from the usual base. Ascertain the telephone numbers for emergency situations before any possible crisis occurs.

The following checklist will help to identify a number of important issues that should be considered for the safety and well-being of the children and young people:

1. It is helpful to make sure that at least one adult is in charge of specific aspects of the programme, for example, Cook – First Aider – Putting to bed – Preparing for meals – Activities etc. These jobs will vary, taking into consideration location, type of programme, etc. The person with overall responsibility must check that the person designated as the First Aid officer holds an appropriate,

valid certificate. The person responsible for catering may need to hold a Basic Food Hygiene Certificate.

2. Check the insurance cover of any building in which you will be sleeping. There may be a limit on numbers it accommodates. If you exceed these, insurance can be invalid.

3. Check the building and know where water, electricity and gas can be turned off. Know the fire drill for the building, and make sure you have a fire drill as soon as possible after entering the premises. Know where the fire extinguishers are. A Location Specific Plan should be displayed alongside the Fire Notice in each room.

4. Halls and rooms used for sleeping larger numbers of people MUST have TWO means of exit.

5. Know where the nearest hospital and doctor are especially if you are sleeping in the area.

6. Residential activities must have safety rules and clear boundaries, e.g. letting adults know where you are, not entering the kitchen without asking the cook, etc.

7. Make sure the children have correct clothing for whatever activity they are taking part in. It is useful to issue a 'kit' list for residential activities.

8. Where outdoor activities are concerned, leaders should have the appropriate qualification. If the activity is being provided by an outside organisation, then leaders should check that this organisation is registered with the Adventure Activities Licensing Authority and have appropriate insurance. Current guidelines suggest that for any camping or hill walking activity, the basic qualification which should be held is the Basic Expedition Leader Award (BELA) or an equivalent, for example a scout or guiding qualification.

Sensible precautions will minimise risks for both workers and children and young people.

8. DISCIPLINE POLICY

It is the responsibility of the group leader to maintain order and to maintain the safety and well- being of all children attending activities.

Each leader should as far as possible use rewards based systems to encourage good behaviour appropriate to the age of the children or young people.

However, all young people benefit from clear boundaries and these should be made clear to them. These should be reinforced with clear sanctions appropriate to the age of the children but should never, in this context, involve any sort of physical punishment, as this would be considered assault.

Most children and young people respond quickly to being told off and their poor behaviour and its consequences being pointed out. It is often effective to use team rewards and demerits.

However, if any very poor behaviour should arise then the leader should contact home immediately and ask parents to pick the child / young person up with a clear explanation of why this has happened. At no point should a young person be sent away without the clear permission of the parents. This sort of behaviour could include physical aggression, bullying or intimidating, stealing, continued use of poor language, willful disobedience.

If there are ANY concerns about behaviour within a group or from an individual then the Eldership should be informed.

9. DEALING WITH AN ALLEGATION AGAINST A WORKER

The leader of any event must be informed immediately there is any incident. If possible please contact the DSL or an Elder at this point.

The leader then needs to decide whether to:

1. Defer action until the session ends

2. Isolate the complainant

3. Ask the worker to move to another room on the premises, but continue as normal

4. Ask the worker to move out of the way of children (e.g. kitchen)

5. In extreme cases, the worker should be asked to leave – but bear in mind that this has serious repercussions

6. If the team leader is in any doubt, he/she must seek advice from someone not involved.

The leader and another independent worker must then sit down with complainant who has made the allegation. The details of the allegation must be listened to and appropriate open questions asked. Notes must be made, signed, timed and dated by both workers.

The leader and another independent worker must then sit down and get details from any other children who have first- hand knowledge of what happened – this should happen with each child individually, without influence from others. The details must be listened to and appropriate open questions asked. Notes must be made, signed and dated by both workers.

The worker should be asked to write their own notes of the event immediately and without consultation with other workers. This should be signed, timed and dated and handed to the leader. This should happen straightaway and can be done in parallel to the above actions.

The leader (maybe with another worker) must then listen to the person who has had the allegation made against them. Appropriate questions should be asked. Notes, dated, timed and signed.

The leader must then talk to all workers who have any bearing on the allegation. Notes of the interview must be made, dated, timed and signed. Each worker should then be asked to provide a written statement of events straightaway and without consultation with others.

The leader or the DSL should then determine whether there is a case to answer. If there is, it must be notified immediately to the Pastor or an Elder as well as the DSL. This person will then determine the necessary course of action, which is likely to include a review of the written statements and further exploration before anything else.

If there is no case to answer, then the worker must be told ASAP. If the allegation is regarded as being at all malicious, the child must be permanently excluded from all church activities.

If the concerns in any way involve the DSL, the concerns should be discussed with the Church Pastor and, in those cases where abuse is suspected or disclosed, the matter should be referred to Social Services and

the Charity Commission informed.

Records should be kept secure and confidential and made available only to:

1. the Pastor or an Elder

2. Representatives of the professional agencies as required by them.

10. RECORD KEEPING AND ADMINISTRATION

Storage and Keeping of Records

All records relating to WBC Safeguarding will be stored on the church premises in a locked filing cabinet.

The nominated DSL will be responsible for these records.

Additionally, the Leader of each Child or Youth activity at Wem Baptist Church will be responsible for all paperwork relating to their event / activity on the church premises.

This paperwork (specific to an individual Children or Youth activity or event) should be stored in a location accessible to leaders in the case of an emergency where data such as Parents Contact Details and medical information are required.

In keeping with the Data Protection Act, all data relating to children or parental or Children and Youth Workers should be securely stored to avoid abuse of privacy. This is the responsibility of Children or Youth Leaders.

The DSL will provide on-site guidance to Children and Youth Leaders in the form of a folder situated on the Church Premises. There will also be blank copies of all the forms they may require to remain compliant with this Policy.

11. ONLINE SAFETY POLICY

thirtyone:eight Online Safety definition:

Online safety is the collective term for safeguarding involving the use of electronic devices and applications to communicate and access the Internet; often referred to as Information and Communications Technology. An online safety policy should be adopted and adapted to reflect all communications between church / organisation's workers and children (those under 18 years of age).

Policy guidelines for Church Workers / Volunteers

- Generally, maintain good and open relationships with parents and carers regarding communication with them and their children.
- Use an appropriate tone: friendly, but not over-familiar or personal.
- Be warm and friendly, but do not suggest or offer a special relationship.
- Be clear and explicit about information that you need to share; don't abbreviate or short-cut your communications.
- Be circumspect in your communications with children to avoid any possible misinterpretation of your motives or any behaviour which could be construed as grooming.
- Do not share any personal information with children, or request or respond to any personal information from a child other than that which might be appropriate as part of your role.
- Only give personal contact details to children that are within the public domain of the church / organisation, including your mobile telephone number.
- If children want you to have their mobile phone numbers, e-mail addresses or similar, and communicate with them this way, make sure that their parents know and have agreed.
- Only make contact with children for reasons related to the work of the church / organisation and maintain a log of all electronic contact with individuals or groups including messaging and texting.
- Where possible only use equipment provided by the church / organisation to communicate with children.
- Respect a child's right to confidentiality unless abuse / harm is suspected or disclosed.
- Ensure that every internet post made officially on behalf of the church or posted from a church computer is clearly marked with the church's name, logo and domain name (website or email address). This enables users to be viewed as a representatives of the church while conducting business on the internet.
- Email should only be used to communicate specific information. (e.g. times and dates of events). It should not be used as a relationship building tool.
- Email History should be kept and dated.
- When using email / internet for communication with children, it is advised that it should take place between the hours of 9am-5pm. Where working with children outside normal office hours workers should seek advice from their leader but there should be no email communication after 9pm.
- Use of skype and any other web camera or visual communication via the internet is generally not permitted.
- Workers should refrain from using such methods on a one to one basis as they cannot be recorded. (It can be used for conference calls and is considered appropriate if a project or group uses a web camera / Skype in a group environment for project purposes, and has clear aims and objectives for its use).

Social Media Policy

- All social media interaction between workers, paid or voluntary, and children under 18 shall be limited to monitored / administrated groups.

- Text and any other media posted shall be subject to the acceptable use policy.
- All interaction on social media groups shall be recorded for safeguarding purposes.
- Any private messages shall be recorded for safeguarding purposes.
- Any safeguarding concerns / allegations arising from social media shall be referred onto the DSL.
- All users of social media must be above the minimum age limit, i.e. 13 for Facebook.
- Workers should ensure their privacy settings ensure the highest levels of security in order to restrict children being able to see any more than what is relevant to communication within the group.
- All social media groups should provide links to statutory authorities such as CEOP, to enable children to report online abuse.

Consent for photographic images and videos online

- Photographs that include children will be selected carefully and will endeavour to prevent children from being easily identified.
- Children's full names will not be used on the website in association with their photographs.
- Permission will be sought before any images are taken or displayed and images will only be used for the specific purpose for which permission was sought for and how the image will be stored if not destroyed. If the intention is to use an image on the internet this must be clearly stated and further permission must be acquired if an image is to be used in a way not originally stated.
- Use of images will reflect diversity of age, ethnicity and gender of the activity.
- Live streaming of events must be clearly advertised in advance and where children are involved permission should be sought in line with the photographic guidelines.

Acceptable Use Policy (This can be included with consent / registration forms for children and young people with a request for acknowledgement by both parent and child)

- Where access to the internet is provided on our organisation's devices or devices owned by an individual via WiFi, we will exercise our right to monitor usage which includes access to websites, interception and deletion of inappropriate or criminal material or unlawfully copied text, video, images or sound.
- WiFi Access will be via a secure password that will be changed from time to time.
- Social media groups must be used in compliance with Wem Baptist church's policy on social media.

Children and Workers should not:

- Search for or download pornographic, racist or hate motivated content.
- Illegally copy or play copyrighted content where permission has not been given.
- Send, request or display offensive messages or pictures.
- Harass, insult or bully others.
- Access the internet using another person's login details.
- Access, download, send or receive any data (including images), which Wem Baptist Church considers offensive in any way, including sexually explicit, discriminatory, defamatory or libellous material.

Sanctions for violating the acceptable use policy in the opinion of Wem Baptist may result in:

- A temporary or permanent ban on internet use.
- Additional disciplinary action in line with existing practice on inappropriate language or behaviour.
- Where applicable, police or local authorities may be involved.

APPENDICES
Proformas Available

- Appendix 1 Safeguarding Policy Summary
- Appendix 2 Online Parental Agreement
- Appendix 3 DBS Self-Declaration Form
- Appendix 4 Registration Form
- Appendix 5 Events Checklist
- Appendix 6 Reporting Incidents Of Abuse

APPENDIX 1
Wem Baptist Church
Safeguarding And Child Protection Policy Summary

All Leaders and assistants working with children and young people must be familiar with this Summary document.

All Leaders must also be familiar with the full Safeguarding and Child Protection Policy

Wem Baptist Church (WBC) has significant ministries to children and young people. The Managing Trustees place a high priority on their responsibility to protect the welfare of children and young people within their care. WBC is committed to:

- Listening to and valuing the opinions of children and young people
- Ensuring that those who work with children are 'fit and proper people' and have support and training
- Ensuring the safety of children and young people in all activities.

Leadership of Children and Young People Groups

Each of the Church groups has an officially appointed Leader. The Leader is responsible for what goes on during the group meetings and for the conduct of their assistants. All Leaders must be familiar with the full Safeguarding and Child Protection Policy of WBC.

If the Leader is absent on any occasion, it is vital that the leadership is delegated to another Church Member who must be present for the duration of the session.

Groups of children and young people must not be left in the care of non-church members or anyone under 16.

Children and young people must not be left in the care of non-church members except when the Elders have specifically given permission.

DBS Checks

It is vital that all members of the regular team who are over 18 have been DBS checked. It is the role of the 'Recruiter' (Lorna Dakin) to check that this is done.

Occasional helpers who are not DBS checked must not accompany children to the toilet or any out-of-sight place or be left alone or in charge of children.

Child Protection Concerns

The Designated Safeguarding Lead (DSL) for the church is Liz Dakin

If an assistant has any safeguarding concern it must be brought immediately to the attention of the

Leader of the group in the first instance.

Any concerns of a Safeguarding nature, particularly relating to possible physical or sexual abuse must be reported to the DSL as soon as possible and certainly by the end of the day. If the DSL is unavailable, the Pastor (or one of the elders) must be contacted.

If the Leader of an organisation fears that a child or young person is in danger of harm after leaving his/her care, s/he should contact the DSL immediately.

Discipline

It is the responsibility of the group Leader to maintain order and to ensure the safety of all children attending activities. If any leader or helper is concerned about safety and order in the group, it is his or her responsibility to make their concerns known to an Elder.

Essential Guidance for all workers with children and young people

1. As far as possible a worker should not be alone with a child or children. This may mean leaving doors open.

2. DO NOT invite a child or young person to your home alone. It is acceptable to invite a group, under the direction of the Leader, but only if another adult is present.

3. Adults are advised not to touch children unnecessarily, unless a child is distressed and then if possible only in the company of others.

4. All workers must help to promote a caring, safe and positive environment for the children and young people.

5. If any Worker has concerns about a child's welfare, it should be passed on to the Leader who must then decide on further action and speak to the DSL if it is of a Safeguarding nature.

6. Workers should not take pictures of the children unless both parents and the Leader have given permission, these pictures should not be kept on personal mobile phones.

7. Workers should not befriend individual children on social media.

Transporting children and young people in private cars

This is only allowed under the direction of the Leader. It is vitally important that all Health and Safety regulations are followed and that the speed limit is never exceeded.

Whenever possible, children should not be transported alone. Leaders must be aware of the full Policy.

Please sign below to show that you have read and understood this summary.

I have read and understood the summary of the Safeguarding document

NAME: _____

SIGNATURE: _____

DATE: _____

ROLE: _____

Return this sheet to Liz Dakin for her records.

APPENDIX 2
Online Parental Agreement

Parent / Carer agreement on the role and use of social media and the internet.

As the parent / guardian of _____ I declare that I have read and understood the Online Safety acceptable use policy for Wem Baptist Church and that my child will be held accountable for their own actions. I understand that it is my responsibility to set standards for my child when selecting, sharing and exploring online information and media.

Child / Young Person agreement on the role and use of social media and the internet

I understand the importance of safety online and the church guidelines on acceptable use.

I will share any concerns, where I or another person may be at risk of harm with the safeguarding coordinator or a trusted adult.

Child Name (Please print)	**Child Signature**	**Date**
Parent / Guardian (Please print)	**Parent / Guardian Signature**	**Date**

APPENDIX 3
Self-Declaration Form
for Wem Baptist Church volunteers
in positions requiring a DBS Disclosure

STRICTLY CONFIDENTIAL

As a place of worship / organisation we undertake to meet the requirements of the Data Protection Act 1998 and all other relevant legislation, and the expectations of the Information Commissioner's Office relating to the data privacy of individuals. All volunteers are asked to complete this form and return it to Lorna Dakin (WBC's "Recruiter" with the responsibility of undertaking DBS checks) or to Liz Dakin (Designated Safeguarding Lead). Please do so in a separate envelope marked "Private and Confidential".

CONVICTION HISTORY

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

If you have an unspent criminal offence, caution, reprimand or warning (according to DBS filtering rules*), please select 'YES' below. or exceptions to this legislation, or for more information, please refer to the Rehabilitation of Offenders Act 1974** and the DBS filtering guidance***.

Do you have any unspent convictions; or are you at present the subject of a criminal investigation/pending prosecution?

Yes / No (please circle)

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

POLICE INVESTIGATIONS

Have you ever been the subject of a police investigation that didn't lead to a criminal conviction (and is not subject to DBS filtering rules*)?

Yes / No (please circle)

If yes, please give details below, including the date of the investigation, the Police Force involved, details of the investigation and the reason for this, and disposal(s) if known below.

To your knowledge have you ever had any allegation made against you, which has been reported to, and investigated by, Social Services / Social Work Department (Children's or Adult Social Care)?

Yes / No (please circle)

If yes, please provide details, we will need to discuss this with you.

Has there ever been any cause for concern regarding your conduct with children, young people or vulnerable adults? Please include any disciplinary action taken by an employer in relation to your behaviour with adults.

Yes / No (please circle)

If yes, please give details.

DECLARATION

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

I (full name) _____ of _____ _____(address) consent to a criminal records (DBS) check. I am aware that details of pending prosecutions, previous convictions, cautions, or bind overs against me may be disclosed along with any other relevant information which may be known to the police.

I agree to inform the person within the place of worship / organisation responsible for processing disclosure applications if I am convicted of an offence in the future. I understand that failure to do so may lead to the immediate suspension of my work with children or vulnerable adults.

I agree to inform the person within the place of worship / organisation responsible for processing disclosure applications if I become the subject of a police and/or a social services (whether child or adult services)

I understand that failure to do so may lead to the immediate suspension of my work with children or vulnerable adults.

Signed: _____ Date: _____

Please confirm that you are not barred from working with children/vulnerable adults because you are on a DBS "barred list."

I confirm that I am not barred from working with children / vulnerable adults.

Signed: _____ Date: _____

*https://www.gov.uk/government/publications/filtering-rules-for-criminal-record-check-certificates
**https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/148542/rehabilitation-offenders.pdf.pdf
***https://www.gov.uk/government/publications/dbs-filtering-guidance

APPENDIX 4
Wem Baptist Church Child Registration Form

Dear Parent / Carer,

As your child has joined a club in our church, we would request that you complete the following form which will give us basic information to ensure your child's safety at all times.

Please be aware that Wem Baptist Church also has a Privacy Policy which is available on request.

The information on this form will only be accessible to the Leader/s of the club your child attends and the Church's Designated Safeguarding Lead, it will be kept securely and destroyed once your child has not attended the club for 6 months. If you have more than two children then please feel free to use the attached 'Additional Children' Form.

The form has several purposes: to enable information about clubs and visits to be disseminated to parents, to ensure that children are picked up by approved people, and to enable us to have your wishes about photographs and medical care followed.

Many thanks,

Wem Baptist Church

CHILD REGISTRATION FORM

CONFIDENTIAL PERSONAL DETAILS FOR YOUR CHILD

1	Child's surname	
2	Child's forename(s)	
3	Name child prefers to be known as	
4	Child's date of birth	D D M M Y Y Y Y
5	Child's full address (where he/she resides for most of the week)	
6	Postcode	
7	Does your child have any medical conditions (including asthma or allergies) that we need to be aware of?	
8	Name and contact telephone number of child's doctor	

CHILD'S PARENT / CARER DETAILS (1)

This should be the person with whom your child resides for the majority of the week.

9	Relationship to child	
10	Title (Mr / Mrs / Miss / Ms / Rev etc)	
11	First name	
12	Surname	
13	Home phone number	
14	Work phone number	
15	Mobile phone number	
16	Email address *We will not divulge to any third party*	

CHILD'S PARENT / CARER DETAILS (2)

17	Relationship to child	
18	Title (Mr / Mrs / Miss / Ms / Rev etc)	
19	First name	
20	Surname	
21	Full address if different from above	
22	Post code	
23	Home phone number	
24	Work phone number	
25	Mobile phone number	
26	Email address *We will not divulge to any third party*	
27	Emergency contact number (2) *Please list in the order you would wish us to contact*	

ANYONE ELSE WHO MAY COLLECT CHILD

28	Relationship to child	
29	Title (Mr / Mrs / Miss / Ms / Rev etc)	
30	First name	
31	Surname	
32	Full address	
33	Post code	
34	Home phone number	
35	Work phone number	
36	Mobile phone number	

We also need your separate permission for certain aspects.

Please circle YES or NO as appropriate. Thank you,

Photographs in the media	YES / NO
Photograph in displays	YES / NO
Emergency medical aid *If you circle no, please let the Leader have details as to what you would not allow under this consent.*	YES / NO

Is there any other information of which we should be aware?

Signed: …… (Parent / Carer)

Date: ……

ADDITIONAL CHILDREN

1	Child's surname	
2	Child's forename(s)	
3	Name child prefers to be known as	
4	Child's date of birth	D D M M Y Y Y Y
5	Child's full address (where he/she resides for most of the week)	
6	Postcode	
7	Does your child have any medical conditions (including asthma or allergies) that we need to be aware of?	
8	Name and contact telephone number of child's doctor	

1	Child's surname	
2	Child's forename(s)	
3	Name child prefers to be known as	
4	Child's date of birth	D D M M Y Y Y Y
5	Child's full address (where he/she resides for most of the week)	
6	Postcode	
7	Does your child have any medical conditions (including asthma or allergies) that we need to be aware of?	
8	Name and contact telephone number of child's doctor	

1	Child's surname	
2	Child's forename(s)	
3	Name child prefers to be known as	
4	Child's date of birth	D D M M Y Y Y Y
5	Child's full address (where he/she resides for most of the week)	
6	Postcode	
7	Does your child have any medical conditions (including asthma or allergies) that we need to be aware of?	
8	Name and contact telephone number of child's doctor	

APPENDIX 5
Visit Checklist

Prior to arranging the event

- Check all helpers have an up-to-date DBS and you have sufficient numbers of helpers for the trip. The ratios are for children:
    - 2 - 3 years - one adult to four children
    - 4 - 8 years - one adult to six children
    - 9 - 12 years - one adult to eight children
    - 13 - 18 years - one adult to ten children
- Check out the place you are visiting. You should know where the nearest doctors and hospital are.
- Check emergency fire exits and protocols.
- Check with the Trustees that they are happy for the trip to go ahead.

Before the trip

- Fill in a risk assessment sheet for all activities and the location (available from Deacons).
- Put out a clear letter and the Visit Proforma to the Parents.
- Check out finances for the trip.
- Keep clear records of Permission slips and payments.
- Note and clarify any dietary or medical information and ensure all helpers are aware.
- Go through the WBC Safeguarding and Child Protection policy with the helpers and if necessary ask the DSL (Designated Safeguarding Lead) to assist or check the list of children attending.
- Think through your First Aid Provision.
- Check transport is safe and that adequate insurance is in place.

At the start of the visit

- Check Weather and other related forecasts.
- Roll call of all children participating - grouping and supervision arrangements checked and repeated throughout.
- Contingency plans and roles should be understood by all.
- Fire drills and other safety checks carried out at venue.

APPENDIX 6
Wem Baptist Church
Incident Report Form

Name of child/ren or vulnerable adult/s:
Date of incident:
Describe the incident or issue using the child/ren's or vulnerable adult/s' own words where possible, or describing concisely and accurately what you saw or heard. (Use overleaf if necessary.)

Your actions so far:
People informed: DSL ☐ Pastor ☐ Other elder ☐ Parents ☐ *You must inform either the DSL or the Pastor* Please give details:
Your name and signature
Date