



SELSDON BAPTIST CHURCH SAFEGUARDING POLICY AND PROCEDURES

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Safeguarding Children and Adults

A set of agreed policies and procedures for ensuring a safe environment for children and adults within the care of our church in accordance with the Children Act 1989 and The Children Act 2004, and The Care Act 2014

Next Review Date: May 2024

Based on the Best Practice Guidance for the Baptist Union of Great Britain Churches

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2 Introduction

Safeguarding means protecting the health, well-being and human rights of children, young people and adults at risk, enabling them to live safely, free from abuse and neglect. People and organisations need to work together to prevent and reduce both the risks and experience of abuse or neglect.

Safeguarding can sometimes be seen as a burden, an enforced requirement that must be met, a legal box that must be ticked, but it is so much more than that. It is about having a real and active concern for people, especially the most vulnerable in society and ensuring that we are all creating an environment that is safe, nurturing and enabling people to flourish. Safeguarding matters, safeguarding is everyone's business.

This document sets out how the church's Safeguarding Policy and Procedures are implemented in all the services, groups and meetings that are part of our church's life.

This Safeguarding Policy and Procedures applies to all "church workers" whether paid or not, i.e., church leaders, other church employees, deacons, church members, volunteers, helpers and any person whether a church member or not who works with or supports children, young people and adults at risk in the context of the church.

Safeguarding training will be provided to ensure that they have the knowledge and confidence to deal with safeguarding issues as they arise.

Within this document you will find, clear, specific information on understanding what abuse is, how to recognise and report abuse and how to respond to concerns raised within our church. In addition, the document provides information on safer behaviour and practices, and promotes a safe and welcoming environment for all those involved in the life of our church.

Selsdon Baptist Church (SBC) will be referred to as "the church".

* "Children": refers to a child up to the age of 18 years of age (Working together to safeguard children 2018)

* "Young people": has the same definition as a child to emphasise the range covered. (Safe to Grow, 2011)

* "Adults at risk": any adult aged 18 years or over, who due to disability, mental function, age, illness or traumatic circumstances may not be able to take care of themselves against the risk of significant harm, abuse, bullying, harassment, mistreatment or exploitation. (Safe to Belong, 2015)

This policy is approved and endorsed by Selsdon Baptist Church Diaconate

3 List of Contacts

Safeguarding at Selsdon Baptist Church		
CONTACTS		
<p>In an emergency, or if you believe a child or adult is at immediate risk of harm, call the police on 999</p>		
Position / Organisation	Name	CONTACT DETAILS
Minister	Trevor Neill	07950 172 380
Designated Person for Safeguarding	Sally Amokwandoh	07944 728 375
Deputy Designated Person for Safeguarding	Dawn Cox	07999 081 870
Safeguarding Deacon	Hilary Howard	020 8668 3124
Training	Theresa Nichols	020 8651 2131
SBC Safeguarding email address	safeguarding@selsdonbaptist.org.uk	
DBS Officer	Dawn Cox	07939 760 552
Regional Minister London Baptist Association	Carol Bostridge	020 7692 5592 carol.bostridge@londonbaptist.org.uk
Safeguarding Lead London Baptist Association	Rachel Swaby	020 7692 5592 safeguarding@londonbaptist.org.uk
Children		
Croydon Social Services Out of hours (urgent matters that cannot wait until the next working day)		020 8726 6400 ask for Out of Hours team childreferrals@croydon.gov.uk
Croydon Social Services Single Point of Contact (SPOC) (Same day intervention by a social worker)		020 8255 2888
Croydon Safeguarding Children's Partnership		https://croydonlcsb.org.uk/
Local Authority Designated Officer		020 8255 2889 LADO@croydon.gov.uk
Adults		
Croydon Social Services		020 8726 6500
Croydon Safeguarding Adults Board		https://www.croydonsab.co.uk/
Other useful information		
NSPCC		0808 800 5000 https://www.nspcc.org.uk/ https://www.nspcc.org.uk/keeping-children-safe/reporting-abuse/report/
Childline		0800 1111 https://www.childline.org.uk/
Samaritans		08457 909090 24 hours a day https://www.samaritans.org/

Disclosure and Barring Service	DBS helpline 03000 200 190 customerservices@dbb.gov.uk https://www.gov.uk/government/organisations/disclosure-and-barring-service
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4 Safeguarding Policy Statement

SBCs vision is to be:

- A God centred church
- A serving church
- A generous church
- A kingdom church
- A courageous church
- A contemplative church

In fulfilling SBC's vision, we:

- welcome children, young people and adults at risk into the life of our community
- have a programme of activities for children, young people and adults at risk
- make our premises available to organisations working with children, young people and adults at risk.

Our Safeguarding Responsibilities

- The church recognises its responsibilities in safeguarding all children, young people and adults at risk, regardless of gender, ethnicity or ability. (Children and Families Act, 2014; Safe from Harm 1994, Working together to safeguard children 2018; Safe to Grow 2011; Safe to Belong 2015; Social Services and Well-being Act 2014).
- As members of this church, we commit ourselves to the nurturing, protection and the safekeeping of all associated with the church and will pray for them regularly.
- We commit ourselves to the development of robust policy and procedures, to ensure their implementation and to follow them using best practice.

Prevention and Reporting of Abuse

- It is the duty of each church member and each member of the wider church family to prevent physical, sexual and emotional abuse of children, young people and adults at risk.
- It is the duty of all to respond to concerns about the well-being of children, young people and adults at risk.
- It is the responsibility of everyone to report allegations of abuse as soon as they are raised.
- Any abuse disclosed, discovered or suspected will be reported in accordance with our procedures.
- The church will fully co-operate with any statutory investigation into any suspected abuse linked with the church.

Safer Recruitment, Support and Supervision of Workers

- The church will exercise proper care in the selection and appointment of all paid and voluntary workers ensuring they have the appropriate Disclosure and Barring Service (DBS) Enhanced Disclosure.
- All workers will be provided with appropriate training, support and supervision to promote the safekeeping of children, young people and adults at risk.

Respecting Children, Young People and Adults at Risk

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

Safer Working Practices

- The church is committed to providing an environment that is as safe as possible for children, young people and adults at risk and will adopt ways of working with them that promote their safety and well-being.

A Safer Community

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

4.1 Responsible People

4.1.1 The Ministers and Deacons

The Ministers and Deacons of the church are ultimately responsible for ensuring that the policy is implemented and resourced in the church.

It is the Ministers and Deacons who have a duty of care to the children, young people and adults at risk who are involved in the life of the church.

Should there be an incident that gives rise to an investigation in the life of the church, it will be the Ministers and Deacons who will be deemed to be responsible for the outworking of the church's Safeguarding Policy and Procedures.

It will also be the Ministers and Deacons who will be held responsible for any legal obligations that arise under the Disclosure and Barring Service.

Therefore, Ministers and Deacons will be fully conversant with the church's Safeguarding Policy and Procedures.

The Ministers and Deacons:

- have a mechanism for monitoring or reviewing the policy
- give support to those who are working with children, young people and adults at risk
- ensure that the training needs of workers are met
- make budget provision for work with all age groups in the life of the church, including budget provision for the training of workers
- find ways of communicating the policy to all within the church.

Much of the work involved in implementing the policy can certainly be delegated to others within the church. The Ministers and Deacons can delegate the power to put in place the policy and procedures. However, Ministers and Deacons are not in a position to delegate their responsibility. The ultimate responsibility for the church's Safeguarding Policy and Procedures will always remain with the Ministers and Deacons.

4.1.2 The Safeguarding Team

The church has appointed **Hilary Howard** as the Safeguarding Deacon to:

- raise the profile of safeguarding within the church
- oversee and monitor the implementation of the Safeguarding Policy and Procedures on behalf of the diaconate.

The church has appointed **Sally Amokwandoh** as the Designated Person for Safeguarding (DPS) to:

- be the initial point of contact for the church's safeguarding requirements for children, young people and adults at risk
- respond appropriately to any concerns and take appropriate action when abuse is disclosed, discovered or suspected
- advise the church/church leadership as appropriate, on any matters related to the safeguarding of children, young people and adults at risk
- report any disclosure and subsequent action to the Minister/s and Safeguarding Deacon as appropriate and agree with them the subsequent pastoral support for the child, young person or adult at risk, ensuring the child, young person or adult at risk's views, wishes and feelings are respected
- liaise with London Baptist Association Safeguarding Lead
- fully co-operate with the relevant statutory authorities.

The Safeguarding Team also comprises:

Trevor Neill: Ministry Team Leader

Dawn Cox: Deputy Designated Person for Safeguarding (DDPS) if the DPS is unavailable

Theresa Nichols: responsible for training

4.1.2.1 Role of the Safeguarding Team

- Advocating for safeguarding within the church
- Maintaining and overseeing the implementation of the church's Safeguarding Policy and Procedures
- Ensuring church workers are safely recruited and receive appropriate safeguarding training
- working together where possible, when issues arise
- Sharing information and making an initial group decision on what action to take regarding any incidents either personally witnessed or reported to them
- Reviewing annually the Safeguarding Policy and Procedures

4.2 Putting our policy into practice

- We will promote safeguarding by ensuring a copy of the Safeguarding Policy statement will be prominently displayed on the notice boards: outside the Minister's office, and in the foyer. The statement and the policy and procedures document are available on the church [website](#)
- Each worker with children, young people and / or adults at risk whether paid or voluntary, will be asked to read in full the safeguarding policy and procedures, and sign to confirm that they will follow them
- A full copy of the Policy and Procedures document will be made available on request to any member of the church, the parents, family or carers of any child, young person or adult at risk, or any other person associated with the church.
- The Safeguarding Policy and Procedures will be monitored and reviewed at least annually by the Safeguarding Team, and any necessary revisions adopted into the policy and implemented through our procedures.
- The policy statement will be read annually at the church members' Annual General Meeting in November, together with a report on the outcome of the annual safeguarding review.
- This policy and procedures document should be read in conjunction with the church's current Health and Safety Policy and subsequent Risk Assessments.

5 Responding to Concern

5.1 Understanding, recognising and responding to abuse

Abuse and neglect are forms of maltreatment of a child, young person or adult at risk. Somebody may abuse or neglect a child, young person or adult by inflicting harm, or by failing to act to prevent harm. Children, young people and adults at risk may be abused in a range of settings, in a family, institutional or community setting, by those known to them or, more rarely, by a stranger. This abuse can be by an adult or adults, young person or young people, or another child or children.

Everyone has his or her part to play in helping to safeguard children, young people and adults at risk within the life of the church:

- if the behaviour of a child, young person or adult at risk gives any cause for concern
- if an allegation is made in any context about a child, young person or adult at risk of being harmed
- if the behaviour of any individual towards children, young people or adults at risk causes concern.

- ✓ **Recognise** that abuse may be taking place
- ✓ **Respond** to the concern

- ✓ **Record** all the information
- ✓ **Report** the concern to the DPS

5.2 How to respond when you want to raise a concern

If someone has disclosed something to you that causes you some concern, it is important that you talk this through confidentially with the DPS. Depending on the situation the DPS will either take further action as required, or the information will be filed for future reference.

5.3 How to respond when someone wants to talk about harm or abuse

Allegations of abuse are extremely sensitive issues and require tact and confidentiality. If someone approaches you to make an allegation of abuse, encourage them to speak to **Sally Amokwandoh** who is the Designated Person for Safeguarding for her to take the details.

If the person would rather talk to you then:

- listen, and keep listening, without interruption, acknowledging what is being said
- be reassuring and calm; do not show expressions of shock/horror
- do not ask leading questions
- if there are communication difficulties, you may need to ask the child/young person/adult at risk to repeat themselves or to check that you have understood what they have said
- avoid passing judgement on what you are told
- never promise confidentiality
- gain their permission to pass on the information, if possible. Still pass on the information but make DPS aware if that person has not given permission. [In exceptional cases, information may be shared without valid consent, if it is in the person's best interests.]
- explain clearly what you intend to do and what will happen next
- take immediate action
- write down what is said as quickly as possible, even if it is on the back of an envelope and contact **Sally Amokwandoh**, the DPS, face to face or, by telephone
- if there is any difficulty in contacting the DPS, contact the DDPS and then Safeguarding Deacon or Minister. Difficulty in contacting these individual(s) should not delay action being taken.

At all times, there is the need to respect personal confidentiality, and to take care with the sharing of sensitive information.

Responding to a concern (see Appendix 10.1 and 10.2)

If a child/young person or adult at risk is in imminent danger from harm, a referral should be made to the police or social services without delay

Having taken rough notes of the incident, and reported this to the DPS, with the support of the DPS, you will need to:

- make careful hand-written notes of what has been observed, using the Reporting Form (See Appendix 10.3). This may also include a description of the injury, if applicable
- write down exactly what the person has said and when s/he said it, what was said in reply to your questions if needed for clarification, noting the questions too, and what was happening immediately beforehand (e.g., a description of the activity)
- sign and date the Reporting Form
- keep all handwritten notes even if subsequently typed up.

It is not your role to verify or prove that the information given is true, only to record and report any concerns, allegations or disclosures to the appropriate people. This is true no matter who the alleged abuser is.

In the case of an adult at risk, it is not your role to decide whether an individual has mental capacity to make decisions that impact on their safety and well-being. If there are any concerns about the adult's mental capacity, the DPS will contact Croydon Council's Safeguarding Adults Board for advice.

The Safeguarding incident form should be completed as accurately as possible, within 24 hours after the disclosure or suspicions of abuse.

The DPS will review the report with you to ensure they fully understand the contents, then date, sign and give you a copy.

Your notes will assist the DPS should the matter need to be referred to the Social Care Team. Any referral to the Social Care Team will be confirmed in writing by the referrer within 48 hours. All documents including copies of everything sent to the Social Care Team will be signed and dated by the referrer.

5.4 Action by DPS

If there is a concern that a child/young person/adult at risk may have been harmed or abused, the DPS will act as follows:

5.4.1 Where there has been a physical injury or symptoms of neglect:

- contact the Social Care Team if there are concerns that the individual is at risk of significant harm or is afraid to return home
- do not tell other people including parents/family/carer; they could be involved
- if the individual needs urgent medical attention, call an ambulance or take them to hospital informing parents/family/carers afterwards of the action that was taken
- the hospital staff will be informed of any child/adult protection concerns.

5.4.2 Where there are allegations or concerns of sexual abuse:

- contact 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 it has not been possible to get an immediate response from the Social Care Team, contact the police
- do not touch or tamper with any evidence such as stained clothing
- do not tell other people including parents/family/carer; 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 feel that it is not necessary to refer the matter to the Social Care Team, but you (or anyone else) have serious concerns for their safety, then you will contact the relevant authorities directly. The safety of the individual overrides all other considerations. Sexual abuse of children is a serious crime.

If the DPS is not available, or if the allegation is against someone in a church leadership role, any reports or concerns should be passed to another member of the Safeguarding Team

5.4.3 Third party allegations and referrals

Where a third party alleges abuse towards a child, young person or adult at risk, the DPS will 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 appropriate Social Care Team, together with their details, so that the Department will be able to contact them if necessary.

5.4.4 Allegations against workers

Inappropriate behaviour by church workers must be challenged and addressed at an early stage,

before it escalates. If you are concerned about the welfare of a child, young person or adult at risk, record the concern, and speak to the DPS as soon as possible. This includes actions or behaviours of those in leadership positions in the church.

- When an allegation of abuse has been made, the alleged perpetrator should not be directly approached about it.
- Follow the usual safeguarding procedure of **Recognise, Respond, Record and Report**.
- The DPS will liaise with the relevant authorities for advice before taking the appropriate action with the alleged perpetrator. For example, suspension, putting a contract in place.
- 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, young people or adults at risk from possible further abuse or from being influenced in any way by the alleged perpetrator.
- During the enquiry, the alleged perpetrator will be suspended.
- During the period of suspension, the alleged perpetrator will receive pastoral care and support.
- A written record of all discussion with statutory authorities or other parties should be maintained by the DPS and stored securely and confidentially where only those directly involved in safeguarding can access them.
- No information about the allegation will be shared with people in the church other than those directly involved in safeguarding.
- It may be necessary for the sake of the child, young person or adult at risk (or to satisfy the needs of an investigation) for the alleged perpetrator to worship somewhere else and in such cases the new church DPS will be informed of the reasons for this happening.

5.4.5 Where concerns are expressed about the DPS or Safeguarding Deacon

Any safeguarding concerns involving the DPS or Safeguarding Deacon should be raised with Trevor Neill who is the Minister. If the Minister is not available, the concerns should be raised with the London Baptist Association Regional Minister.

Do not tell the DPS or Safeguarding Deacon that a concern has been raised about them.

5.4.6 Where concerns are expressed about the Minister

Any safeguarding concerns involving the Minister should always be reported immediately to the London Baptist Association Regional Minister in addition to following the church's usual procedures. **Do not tell the Minister that a concern has been raised about them.**

5.5 Abuse of trust

Relationships between children, young people and adults at risk and their church workers can be described as 'relationships of trust'. The relationship is not one of equal partners and there is a possibility of the worker, the more powerful partner, abusing that trust. The worker is someone in whom the child, young person or adult at risk has placed a degree of trust. This may be because the worker has an educational role, is a provider of activities, or is even a significant adult friend. It is not acceptable for a church worker to form a romantic relationship with a child, young person or adult at risk with whom they have a relationship of trust.

While by no means restricted to young leaders, those who are in their early adult years will need to be particularly aware of the need not to abuse their position of trust in their relationships with other young people who are not much younger than themselves. It is good practice not to appoint leaders to lead the peer group immediately below their own, but always have a gap of at least one peer group.

5.5.1 Allegations made against children, young people and adults at risk

Children and young people are by nature curious about the opposite sex. However, where a child or young person, is in a position of power, has responsibility over another child or young person (as in a babysitting arrangement) and abuses that trust through some sexual activity, then this is abusive. Where one child or young person introduces another child or young person to

age-inappropriate sexual activity or forces themselves onto a child or young person, this is abusive. Such situations will be taken as seriously as if an adult were involved, because the effects on the 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, as they may have also been abused. Since sexual abuse can be addictive and other children/young people 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 with any other allegation. It cannot be assumed that children/young people will grow out of it. Most adult sex offenders started abusing in their teens (or even younger).

The statutory authorities will investigate allegations against adults at risk. If the alleged perpetrator has difficulties in understanding and/or communication, they can access support from an 'appropriate' adult whilst they are being questioned. A range of people, such as a family member, carer, social worker, etc., can fill this role. In court, adults at risk may be allowed to be assisted by an intermediary or give evidence through a live link.

When an allegation is made against a child, young person or adult at risk the following procedure should be followed:

- do not approach the person about whom the allegation has been made or their parents/carers
- follow the church's Safeguarding Policy and Procedures: **Recognise, Respond, Record, Report**
- seek advice from the DPS, who will speak to the police or social services about when to inform a parent. The DPS will also seek advice about what steps need to be taken to ensure the needs of both the victim and alleged perpetrator are met; this may include placing the child or adult at risk on a Safeguarding Contract or equivalent (see section 9.4: Safer Community/Working with Alleged or Known Offenders)
- make sure there is pastoral support in place for the child, young person or adult at risk throughout the process involved.

5.5.2 Allegations

The protection of any child, young person or adult identified as being at risk of harm is paramount, but the sharing of information and confidentiality issues should be treated with due consideration for the subject of the allegation (SOA). Selsdon Baptist Church will endeavour to minimise the potential disruption and damage to the subject of the allegations' private and professional life caused by a protracted investigation. Where allegations are subsequently found to be unfounded, or it can be proven that false or malicious allegations have been made, the needs of the SOA should be treated with sensitivity. See 5.3, 5.4.4, 5.5

5.6 Role of Designated Person for Safeguarding

The Designated Person for Safeguarding will:

- receive reports about incidents
- review reports about incidents
- refer reports about incidents.

5.6.1 Receiving a report about an incident

- Reassure the person reporting the incident that they have done the right thing in coming to you.
- Let them know what will happen next and when and how they will be kept informed.
- Carefully go through the report with them ensuring that you understand everything contained in it and that as far as they are concerned it is correct.

- If the DPS was not involved with writing of the original report, and there is further information to add to the report, ask the person who is reporting the incident to write the information on a separate piece of paper and to sign and date it.
- Sign and date the report, copy it and give a copy to the person reporting the incident.
- Emphasise the need for confidentiality.
- If they need support as a result of the incident refer them in the first instance to the Safeguarding Pastoral Team.
- Start a file and remember that the information you now have is sensitive highly, confidential and needs to be handled according to the principles of the Data Protection Act 2018.

5.6.2 Reviewing a report about an incident

The DPS now needs to review the report and come to a decision on the action to be taken. In most cases the options are:

- a referral to the police – usually if the child/young person/adult at risk is in imminent danger
- a referral to Croydon Council's Safeguarding Team
- further monitoring of the situation.

If a child/young person or adult at risk is in imminent danger from harm, a referral should be made to the police or social services without delay.

The DPS:

- should take account of their own experience and expertise in assessing the risk to children, young people and adults at risk, and be prepared to seek advice from others if necessary
- may contact the Regional Minister and London Baptist Association Safeguarding Lead who will be able to assist with advice
- may contact Social Services, the Police or Croydon Council's Safeguarding Adults/Children's Boards who will give advice without the disclosure of the names of the people involved in the incident and if they advise a formal referral, the advice should be taken
- must take account of other reports that may have been received concerning the same child, young person, family or adult
- may speak to others in the church who may have relevant information and knowledge that would impact on any decision that will be made
- should keep a full record of the review process including details of all conversations held in making the review.

5.6.3 Referring a report of an incident.

Once the review has been completed, the DPS will endeavour to make a decision over the action to be taken within 48 hours of the incident. Dependent on the nature of the incident reported, the DPS:

- may refer back to the person who made the initial report if there is little evidence to proceed, asking for appropriate continued observance
- should refer the concern to other leaders of the team to ensure that each session attended by the young person, is supervised by someone with an awareness of the situation
- may speak directly to the adult about whom the concern has been raised, but if there is any question at all about sexual, physical, emotional or mental abuse, do not approach the adult directly as this may put the child/young person/adult at risk in danger of further abuse
- may make a formal referral to the police or Social Services. The referral can be made by telephone, face to face or by email, but a copy of all the paperwork should be passed on as soon as possible.

If a formal referral is made the DPS should confirm this agreed action by informing:

- The Safeguarding Deacon – **Hilary Howard**
- The Minister – **Trevor Neill**

- Safeguarding Lead LBA – **Rachel Swaby**
- The Regional Minister – **Carol Bostridge**
- Deputy Designated Person for Safeguarding – **Dawn Cox**

If a worker has been removed from their post or would have been removed, even if they chose to resign instead because of the risk of harm they present to children, young people, or adults at risk, the DPS has a duty to refer them to the DBS even if a referral has also been made to Croydon Council's Social Care Team or professional regulator. A referral can be made via a secure online form or by downloading a paper form and posting it to DBS Barring, PO Box 3963, Royal Wootton Bassett, SN4 4HH.

Further information and referral forms can be found <http://www.gov.uk/dbs>

A full record of all actions taken at the referral stage must be kept.

5.7 Pastoral care

When an allegation/suspicion arises in the church, a period of investigation will follow, which will be stressful for all involved whether or not statutory authorities are involved. 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.

Support will be offered to:

- the person who has made the report
- the child/young person or adult at risk – the victim, alongside the statutory authorities
- the suspected perpetrator, without compromising the children or their families
- other family members who may need pastoral or practical support as they try to cope with a variety of feelings
- other members of the church, who may not have been directly involved with the incident but may be experiencing a variety of disturbing feelings
- ministers and deacons who may need support in dealing with the sometimes traumatic issues surrounding safeguarding issues

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.

5.7.1 Supporting those who have experienced abuse

As a church, we are committed to caring for those who have experienced abuse and refer to the Baptist Union of Great Britain **Supporting Those who have Experienced Abuse** guide to ensure that we adhere to a model of best practice

<https://www.baptist.org.uk/Publisher/File.aspx?ID=220262&view=browser>

We recognise it is important that those who have experienced abuse:

- are accepted for who they are, without being made to feel they have to forgive or being put into a position of feeling guilty and responsible for what happened to them
- know that God loves them unconditionally, and that nothing can or will change this truth
- can be confident that those in the church community who know about the abuse are with them on their journey – no matter how long or difficult that journey may be.

It may be necessary to signpost individuals to specialist support. The DPS has a list of relevant local information and contacts, ready for anyone who may need it. See also Appendix 10.10.

6 Safer Recruitment, Support and Supervision

6.1 Recruitment

As a church, we are committed to safer recruitment practices. One of the greatest privileges entrusted to a church in its mission and outreach is that of sharing the love of God with children

and young people, passing on the gospel of life and hope to the next generation. For this reason alone, it is important that SBC should have good procedures in place to ensure that the right people are appointed to share in this task, and that those people are trained and supported.

The need to safeguard children, young people and adults at risk only adds to the importance of adopting a robust appointment process and good support structures for those working with children, young people and adults at risk. Not least, it is vital to ensure that inappropriate people are prevented from working with children, young people and adults at risk, in the life of the church. To work with children, young people and adults at risk is not a right but a privilege and the need for safety is paramount as we seek to give children, young people and adults at risk the best experience we can of Christian living. Good recruitment practice has been identified as one of the key measures that organisations need to adopt if they are serious about safeguarding children and young people and adults at risk.

Under the Criminal Justice and Court Services Act 2000, it is an offence for anyone disqualified from working with children or adults at risk, to knowingly apply, accept or offer to work with children or adults at risk. 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 (deacon) 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.

Although it is essential that the information required be obtained, even for volunteers from among the church congregation, it is acceptable that a more informal approach is taken in taking such volunteers through the recruitment procedure. A checklist for recruitment should be used to ensure that everything is done correctly.

6.1.1 Recruitment of volunteer workers

The following elements should always be part of any recruitment process for volunteers. See the BU website page for detailed information on this, including the suggestion that the church has a policy for recruitment. <https://www.baptist.org.uk/Publisher/File.aspx?ID=248928>

Each role will have a clear role profile, person specification and application form.

- When advertising a role which involves working with children, young people or adults at risk, it will be made clear that any appointment is subject to an enhanced Disclosure and Barring Service (DBS) (see next section about DBS checks).
- All applicants will be asked to complete an application form, providing two references.
- If necessary, a panel will consider applications and shortlist suitable applicants for interview.
- The interviewing panel if necessary, will consist of at least two people.
- References, a Self-Disclosure Form and an enhanced DBS check must be completed satisfactorily before the position is confirmed.
- Where applicable, an applicant's UK residency status and/or right to work in the UK will be checked.

6.1.2 Recruitment of paid church workers

The following process will be applied *in addition* to the recruitment of volunteers:

- a full job description and person specification should be drawn up
- the post will be advertised appropriately
- there will be a need to shortlist the applicants
- a panel will consider applications and shortlist suitable applicants for interview
- the interviewing panel will consist of at least two people
- the interview will be more formal and will normally be a 'competitive interview', with a number of candidates being interviewed for a single post

- it is important to ensure that there is an exploration of the candidate's understanding of and commitment to safeguarding procedures within the interview
- check the candidate's right to work in the UK; this is a statutory requirement for all paid employment situations in the UK
- issue a contract of employment (or 'terms of appointment' if it is a ministerial appointment).

See **Appendix 10.8.1** Supporting and Expectations for Leaders and workers at Selsdon Baptist Church

6.2 DBS checks

SBC carries out Disclosure and Barring Service (DBS) checks to ensure the safety of all those who attend church, church events and groups. It also helps the church make safer recruitment decisions, preventing unsuitable people working with at risk groups such as children, young people and adults at risk.

There are three levels of a Disclosure and Barring Service (DBS) check.

Each level contains different information and the eligibility for each check is set out in law. They are:

- **Standard check:** This allows employers to access the criminal record history of people working, or seeking to work, in certain positions, especially those that involve working with children or adults in specific situations. A standard check discloses details of an individual's convictions, cautions, reprimands and warnings recorded on police systems and includes both 'spent' and 'unspent' convictions.
- **Enhanced checks:** This discloses the same information provided on a Standard certificate, together with any local police information that the police believe is relevant and ought to be disclosed.
- **Enhanced with barred list checks:** This check includes the same level of disclosure as the enhanced check, plus a check of the appropriate barred lists.

6.3 Appointment, supervision, training and reviews

A probationary period of three months will be put in place for both paid and voluntary workers before the appointment is confirmed. During this time training and supervision will be given and 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.

Towards the end of the probationary period an informal interview will be held to review whether or not the appointment will continue.

6.3.1 Induction

All new appointees paid or voluntary, will undergo an induction which will:

- provide training for the work they will be doing
- familiarise them with the building
- provide them with a full copy of the Safeguarding Policy and Procedures. The practical expectations will be discussed, and they will be required to sign a declaration that they have read and understood the policy and procedures and will follow the procedures at all times during their work
- provide them with 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.

6.3.2 Training

It is important that all workers understand our church's agreed safeguarding procedures. SBC will ensure that all workers, will receive safeguarding training as soon as possible **after they are appointed to their role**, so that they understand their safeguarding responsibilities within SBC.

Selsdon Baptist Church has signed up to the Baptist Union Excellence in Safeguarding, which has been specially designed to reflect safeguarding in the church context.

This training will help workers to:

- have confidence in responding to safeguarding concerns about adults at risk within the church and know what support is available if needed
- build a greater understanding of safeguarding and why it is important within the church context
- be aware of different types of abuse
- recognise possible signs of abuse specific to adults at risk
- know when and how to report any concerns
- know the name and contact details of the Designated Person for Safeguarding in Selsdon Baptist Church.

Where a worker has been recruited but not yet been able to attend the training, they will be given a copy of the Baptist Union of Great Britain's **Gateway to Level 2 Excellence in Safeguarding** booklet.

Level 3 training is for all church leaders including, the minister, deacons/trustees, and the designated person for safeguarding. It is designed to follow on from Level 2 and you should attend the Level 2 Course before accessing Level 3.

Safeguarding training should be completed every three years in order to keep leaders and workers refreshed and up to date with safeguarding practices and procedures.

Additional specialist training for workers will also be arranged where needed, for example, in First Aid, food hygiene. A record of any training undertaken will be kept for each individual on a checklist; the Safeguarding Team will keep a record of all safeguarding training and dates of updates.

6.3.3 Reviews

Regular reviews will be undertaken with the group leader to provide the opportunity to recognise the workers contribution to the church, to find out how they feel about the role in which they are serving, exchange ideas and identify further needs they may have to support the role.

6.4 Young people under 18 years of age

People under the age of 18 may be used as "Young Leaders", who will be responsible to a named worker and never in the position where they are providing unsupervised care of children.

Leaders will have to judge what responsibilities young leaders are able to take on; training and mentoring will be provided.

When considering ratios of staff to children, young leaders need to be counted as children, not leaders. Parent/carer permission needs to be sought for young leaders, as for any other person under 18 years of age.

It is not always necessary for young leaders under 18 years to undergo the full procedures for appointment including applying for an enhanced DBS disclosure. When a young leader reaches the age of 18 the full recruitment process will be applied.

6.5 Volunteers from overseas.

As far as is practically possible overseas workers, say on a mission, will be treated in the same way as when appointing local workers. An application form will be completed. The sending church should be asked to provide a statement from the local police service indicating that there is no reason known to them why the applicant should not work with children and young people. The applicant will be asked to provide two references.

7 Safe Behaviour – A code of Behaviour for Workers

7.1 Overview/code of behaviour

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

Workers will:

- treat all children, young people and adults with dignity and respect in attitude, language and actions
- use age- and ability-appropriate language and tone of voice
- listen carefully and not assume they know what a child, young person or adult at risk is thinking or feeling. Listen to what is being spoken and how it is said, observing body language to better understand what is being said
- control and discipline without the use of physical punishment. A situation may arise where a child/young person/adult at risk needs to be restrained in order to protect them or a third person.

Do not engage in any of the following:

- invading the privacy of children, young people or adults at risk when they are using the toilet or shower
- inappropriate rough games
- sexually provocative games
- making sexually suggestive comments
- scapegoating, ridiculing, belittling or rejecting a child, young person or adult at risk
- responding to, or encouraging excessive attention seeking that is overly sexual or physical in nature.

7.2 Smoking and drinking

Smoking and drinking is not permitted in the presence of children, young people or adults at risk, nor is the consumption of alcohol prior to an event or group.

7.3 Language

The language people use can often reflect their attitudes and opinions of others. In addition, it should be considered that negative and uncaring attitudes could be a major barrier to accessing church life. This can include the language used within worship (for example referring to God as a father can be difficult for some, and words like mankind and brotherhood exclude others).

- Every effort will be taken to use appropriate language and suitable vocabulary, enabling the greatest level of inclusivity and accessibility.
- Be mindful of the language used within worship and the language used to describe people (such as derogatory words focusing on aspects of someone's disability, race or sexuality rather than the person themselves).
- Please make it a priority to befriend, listening carefully and taking an interest in what they have to say.
- Speak about your Christian faith, honestly and openly, when opportunities arise.
- Make sure there is nothing inappropriate – physical or sexual – in what you say or do.
- Do not make jokes at the expense of others, or mock someone's appearance.
- Bad language and rude jokes are completely unacceptable.
- Do not shout; you can use a firm voice without shouting.
- Be clear about the limits of your role in the life of the child, young person or adult at risk.
- Do not make contact with the child, young person or adult at risk outside the event or activity, unless the parent or carer has given permission.
- If there is anything in your contact with the child, young person or adult at risk where you feel uncomfortable, please speak to the group leader in the first instance.

- If you have any concerns about how another helper is speaking or acting, you can challenge them at the time, or as soon as possible after the event or activity. Any disagreements between team members should be raised with the group leader.

7.4 Specific considerations when working with children, young people and adults at risk

- No one should normally be left working alone with children, young people or adults at risk, but as part of a team showing mutual responsibility for each team member.
- Contact should be in a public place, at an appropriate time, and in view of another adult.
- 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 activities for children, young people and adults at risk, are those workers appointed and trained. The leader of the activity should be aware of any other adults who are in the building whilst the activity is running.
- 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.
- The parents/carers may or may not attend church and it is important therefore that they have been given information about the group including contact telephone numbers.
- If there are insufficient workers to have two for each group:
 - internal doors should be left open or two groups work together
 - at least two people should be present before children or young people arrive and after they have left the event
 - the level of assistance with personal care (e.g., toileting) must be appropriate and related to the age of the child, whilst also accepting that some children have special needs
- Only invite children and young people to your home or on trips in groups and always make sure that another worker is present.

7.4.1 Workers finding themselves on their own with children, young people or adults at risk

must:

- assess the risk of sending the child, young person or adult at risk home
- phone another team member/responsible person and let them know the situation
- get a second responsible person as soon as possible
- write an account of this situation and give to the DPS

7.4.2 If a child, young person or adult at risk wants to talk on a one-to-one basis

- You must ensure that another responsible person is present.
It is also advised that the following guidance is observed in all such meetings:
 - hold the meeting in a corner of a room where other people are present
 - if you are in a room on your own, if there is a glass panel, leave the blind up, or leave the door open, so that others can see into the room
 - another adult should be in the building and the child/young person or adult at risk knows they are there
 - another adult must be made aware that the interview is taking place and with whom; for your own safety ensure you have a contact to hand of a suitable person you can call immediately should the need arise
 - a time limit should be agreed before the start of the interview and adhered to
 - you do not invite a child to your home alone or go to their home if they are alone.

7.4.3

7.4.4 Working one to one with children, young people or adults at risk

Anyone working one to one should:

Be recognised

- have proved their ability to work within the policy and procedures of the Safeguarding Policy
- have demonstrated capacity to respect appropriate boundaries in their relationships with children, young people and adults at risk
- be formally recognised by someone who has the trust of the church to engage in this way with children, young people and adults at risk.

Be accountable

- keep a log sheet of when, where and with whom meetings have been held
- make notes after each meeting, recording the essence of the conversation
- keep notes securely stored.

Be supervised

Supervision sessions will be used to monitor the frequency of appointments as well as content of the meetings.

Maintain distance

Always maintain a professional distance and be able to decide when issues need to pass on to other agencies.

Maintain Confidentiality

Appropriate confidentiality needs to be maintained. Children, young people and adults at risk need to know that what they are sharing will not be passed on to others, but in certain circumstances confidentiality will not apply in situations where the worker feels that they are in danger of harming themselves or others and there is a responsibility to pass such information on.

7.4.5 Ratios of leaders to children

Age group	Indoor activities	Outdoor activities
0 to 2 years	1:3 minimum 2	1:3 minimum 2
3 years	1:4 minimum 2	1:4 minimum 2
4 to 7 years	1:8 minimum 2	1:6 minimum 2
8 to 12 years	2 adults for up to 20 children (preferably one of each gender) with an extra adult for every 10 additional children	2 adults for up to 20 children (preferably one of each gender) with an extra adult for every 8 additional children
13 years and over	2 adults for up to 20 children (preferably one of each gender) with an extra adult for every 10 additional children	2 adults for up to 20 children (preferably one of each gender) with an extra adult for every 10 additional children

The table represents minimum ratios. Further consideration should be taken in circumstances where:

- some of the children have special needs and require additional support
- a child or children have behavioural issues and can be difficult to control
- the venue is large and sprawling and it is difficult to contain children.

Consideration should also be given to covering for emergencies and gender balance.

Remember that young leaders under 18 cannot be included among the number of adult workers.

7.4.5.1 Falling below the ratio – one-off situation

- See if there are ways of working that would reduce the risk.
- If children's safety is being put at risk cancel the event.
- Write a report explaining why staffing levels were too low and the actions taken to reduce the risk of harm and give a copy to the Designated Person for Safeguarding.

7.4.5.2 Falling below the ratio – ongoing situation

- Can the programme be adapted to reduce the risk?
- Could the group meet at the same time as another group and share staffing?
- Could group numbers be limited to keep within the ratio?

Any decision to run a group can only be made by the deacons giving reasons as to why they consider this feasible and what action has been taken to reduce risks.

For each activity a Risk Assessment should be undertaken to decide on supervision ratios, taking into account children and young people's behaviour, ability and mobility.

7.5 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, young person's or adult at risk's needs, not the worker.
- Touch should be age-appropriate and generally initiated by the child, young person, adult at risk rather than the worker.
- Avoid any physical activity that is, or may be thought to be, sexually stimulating to the child, young person or adult at risk.
- Children, young people and adults at risk are entitled to privacy to ensure personal dignity.
- Children, young people and adults at risk have the right to decide how much physical contact they have with others, except in exceptional circumstances when they need medical attention or are in danger.
- When giving first aid (or applying sun cream etc.), encourage the child, young person, adult at risk to do what they can manage themselves, but consider their 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.

7.6 Mentoring with a young person

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 a letter to say they are aware that the mentoring is happening and whom it is with
- mentoring meeting should only be held in agreed places, and should be in view of other people
- these meetings should have an agreed start and end time, and someone should be aware that a meeting is taking place and where it is being held
- a basic record should be kept of dates of significant meetings, text messages and emails
- appropriate boundaries should be put in place for times and demand i.e., not phoning or texting late at night etc.
- a written record should be kept of issues/decisions discussed at meetings.

7.7 Children, young people, adults at risk with Special Needs

Children, young people and adults at risk, 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/carers of children/young people/adults at risk with special needs and find out from them how best to assist them.

7.8 Children and young people 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 it needs to be filled in and brought back next time
- without interrogating the child, find out as soon as possible whether they have any special needs (e.g., medication) so that we can respond appropriately in an emergency.

7.9 Peer group activities for young people

Named adults who have been selected in accordance with agreed recruitment procedures will oversee all youth activities. 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.

7.10 Worship and other activities/events

Depending on the needs of our congregation, and our community, it is important to be inclusive. Consideration should be given to where services/groups are held that specifically cater for certain groups such as those with learning disabilities, sensory impairment, bereavement etc. If doing so, it is important to include members of these groups in the planning and possibly the delivery of the service/groups. Other considerations might include language used, pace of service, physical layout of room.

Worshipping and meeting with God is no different from a 'normal' service. In worship services consideration should be given to the wide range of requirements within a congregation.

This might include:

- speakers always facing the congregation and not covering their mouths when talking, enabling those who rely on lip-reading
- using inclusive language
- using a microphone during times of open prayer so that all can hear
- providing some copies of large print type
- describing what is being presented on a screen for those who cannot see it clearly
- using a variety of resources to cater for different levels of understanding.

7.11 Insurance

The Diaconate will take reasonable steps to safeguard the church and follow any specific safeguarding requirements as laid out by our church insurance company. If the insurance company deems that these steps have not been taken, it may invalidate the church's insurance policy and leave the Diaconate liable for any losses incurred.

7.12 Financial integrity

- Leaders and workers of the church are in a "position of trust".
- Those who work with adults at risk may become involved in some aspects of personal finance – collecting pensions or benefits, shopping or banking, etc. If

handling money for someone else, always obtain receipts or other evidence of what has been done.

- Some may be experiencing financial difficulties, and you should avoid getting drawn into discussion of personal finances. However, you can refer people to an organisation that might be able help.
- Leaders and workers should not seek personal financial gain from their position beyond any salary or recognised allowances or expenses.
- Leaders and workers should not be influenced by offers of money.
- If anyone insists on making a gift, it should be discussed with the church accountant.
- Any gifts received should be reported in the first instance to the church treasurer, who with the church deacons, will decide whether or not the gift can be accepted.
- Two unrelated church workers should handle any money received by the church.
- Care should be taken not to canvass for church donations i.e., from adults who may be recently bereaved.
- Leaders and workers should ensure that church and personal finances are kept apart to avoid any conflict of interest.
- If someone alters their will in favour of an individual known to them because of their church work or pastoral relationship, it should be reported in the first instance to the church treasurer. Leaders and workers should not act as Executors for someone they know through their work or pastoral role, as this may lead to a conflict of interests.
- Expert legal advice should be sought on matters such as Power of Attorney and Appointeeship to ensure that the situation is clearly understood and is the most appropriate course of action for the adult at risk.

7.13 Records

Good record keeping is a vital part of safeguarding best practice.

Under the Data Protection Act 2018, organisations are required to meet certain requirements and principles in relation to what information is recorded, how this information is shared and with whom, and the arrangements for the storage of the records.

- Records should use clear, straightforward language; be concise and accurate so a reader who is not familiar with the situation easily understands them.
- They should clearly differentiate between facts and opinion.
- It is important that records are stored safely and securely, and not kept longer than necessary.
- It is good practice to record pastoral visits or meetings, noting the date, time, location, subject and any actions that have been or are to be taken, being factual and avoiding opinion.
- Records that need to be stored in a safe and secure manner for **at least 5 years** are:
 - Events/activities specifically for children and young people/adults at risk, where no safeguarding incidents or concerns raised for example registers, consent forms.
- Records that need to be stored in a safe and secure manner for **at least 75 years** are:
 - Allegations/concerns /safeguarding risk assessments /safeguarding contracts
 - Employment
 - Disclosure and Barring service (DBS) checks
 - Disciplinary procedures

Cloud storage will safely secure the retention of electronic safeguarding records; paper records will be stored securely in a locked cupboard, on church premises. Only the members of the Safeguarding Team will have access to these records.

Please speak to the Designated Person for Safeguarding if you have records that need to be

stored for this purpose. (see Appendix 10.11)

7.14 Pastoral relationships

All those involved in pastoral ministry should work in a way that follows clearly defined procedures agreed by the church, which set out the boundaries for pastoral care.

This may include:

- avoid any behaviour that suggests favouritism or gives the impression of a special relationship
- leaders or workers should never take advantage of their role.
- leaders and workers should be aware of any power imbalance within pastoral relationships and the potential for abuse of trust
- leaders and workers should be aware of the dangers of unhealthy attachments within a pastoral relationship.
- all people receiving pastoral ministry should be treated with respect and be encouraged to make their own decisions about any actions or outcomes.
- leaders and workers should not pastorally minister to anyone whilst under the influence of alcohol or drugs.
- leaders and helpers should recognise the limits of their own abilities and competencies and should not hesitate to seek further help when working with situations outside of their expertise or role.

7.15 Formal meetings and conversations

The leaders and workers should consider:

- the place of the meeting, arrangement of the furniture and lighting, their dress code
- the balance of privacy for conversation with the opportunity for supervision (open doors or windows in doors, another person nearby)
- the physical distance between people determined by hospitality and respect, being aware that someone may have suffered abuse or harassment in the past
- whether the circumstances suggest a professional or social interaction
- the propriety or danger of visiting or being visited alone, especially in the evening
- the personal safety and comfort of all participants
- establishing at the outset the nature of the interview in respect to subject matter, confidentiality and duration
- the appropriateness of initiating or receiving any physical contact, for example gestures of comfort, which may be unwanted or misinterpreted.

7.16 Confidentiality

Confidentiality means that someone's personal business is not discussed with others, except with their permission. This is not always possible when considering passing relevant information about abuse or concerns to the Designated Person for Safeguarding, the statutory authorities or the London Baptist Association. However, it is possible to keep the information confidential to the relevant parties. This means not telling or hinting to others what someone has disclosed, not even for prayer ministry.

7.17 Electronic communication

Electronic communication is often an extremely informal mode of communication, which can create potential for communication to be misunderstood. Some adults who are intent on harming children, young people and adults at risk choose to use electronic communication as a way to meet, "groom" and exploit. Because of the informal style of electronic communication, workers can easily cross appropriate boundaries in their relationships with children, young people and adults at risk.

- A paid and non-paid worker's role description will include an acknowledgement and approval of these technologies as a legitimate means of communicating with children over 11 years of age, young people and adults at risk. It should also include the expectations of the church in relation to their use.

- Electronic communication must never become a substitute for face-to face contact with children and young people.
- Parents or carers and children and young people have the 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.
- All children and 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
- Personal contact details of church members/leaders must not be passed to adults at risk or to other members of the public. The church telephone number or e-mail address should be given instead.
- Workers should only use electronic means of communication with those children and young people for whom written consent has been given.
- Direct electronic communication with primary school children, aged 11 years and younger is inappropriate and must be avoided. For more information on cyber safety, please refer to the Baptist Union of Great Britain **Cyber Safety Guide**, which can be found on their website. <https://www.baptist.org.uk/Publisher/File.aspx?ID=163516&view=browser>
- Only workers who have been appointed under the church's agreed safeguarding procedures should use electronic means of communication to contact children over 11 years of age, young people, or adults at risk on behalf of the church or one of the church's organisations.
- Communication online with children over 11 years of age or young people should be done through the Selsdon Baptist Church Youth Social Accounts.
- All accounts are accessible by two members of the youth team.
- Information is communicated as a platform for youth work and informal education.
- At times pastoral conversations will be had with the young people until face-to-face meetings can be arranged. These pastoral conversations will be recorded by the youth team and stored in a secure file.

When a child, young person or adult at risk in need, or at a point of crisis, uses this as a way of communicating with a worker:

- significant conversations should be saved as a text file if possible, and
- a log kept of when they communicated and who was involved
- workers should not share any of their personal information with children or young people, or adults at risk, and should not request or respond to any personal information from the child, young person or adult at risk, other than that which is necessary and appropriate as part of their role
- electronic communication should only be used between 8.00am and 10.00pm

7.17.1 Emails

When using emails to convey information to children, young people, adults at risk and others, workers:

- will ensure that they are accountable by copying each message to a designated email address
- importantly, should 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', 'love' to finish
- should include a church footer showing this to be an official communication from a church worker
- should use a church email address if the worker has one
- if using their own email address should copy the group leader into the email.

7.17.2 Instant messaging

- Such use should be kept to a minimum.
- Any significant conversations:
 - should be saved as a text file if possible and
 - a log kept of when they communicated and who was involved.

7.17.3 Social networking sites

- Workers should have a site that is used solely for children's/youth work communications and is totally separate from their own personal site.
- All communication with children and young people is kept within public domains.
- Workers need to be aware of age limits on social network sites.
- Workers should ensure that all communications are transparent and open to scrutiny.
- A worker's personal site should not be accessible to young people, or if a leader uses their personal site, they should ensure that all their content is suitable for young people to see.
- Workers should not send private messages to children, young people and adults at risk on social networks. There is a Facebook and Instagram SBC youth page used to send messages and these sites are run by two leaders to ensure safety.
- Workers should not accept 'friend' or 'following' requests from children on their personal site, nor seek to be 'friends' or a 'follower' of any child known to them in a church context.
- Be aware of the content of photographs that may be uploaded to the site.
- Be aware that children and young people could view photographs and communications of other people linked to that site.
- Copies of communications should be retained and where possible other workers be copied in on the communication.

7.17.4 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.
- Text language should be avoided so that there is no misunderstanding of what is being communicated. and should not use words such as 'luv' or abbreviations like 'lol' which could mean 'laugh out loud' or 'lots of love'.
- Text conversations should be avoided.
- Workers should keep a log of significant conversations/texts.
- Any texts or conversations that raise concerns should be passed on/shown to the worker's supervisor.

7.17.5 Taking photographs using mobile phones

- The use of a phone camera should comply with the church policy on photographs and videos.
- Workers should not retain images of children, young people and adults at risk on their mobile phones.

7.17.6 Taking videos 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.

- 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. Consent of the child should also be sought.
- It must be made clear why that person's image is being used, what you will be using it for, and who might want to look at the pictures.
- If images are being taken at an event attended by large crowds, such as a sports event, this is regarded as a public area and permission from a crowd is not necessary.

- Many uses of photographs are not covered by the Data Protection Act 1998, including all photographs and video recordings 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 email, postal addresses or telephone numbers.
- When using photographs of children and young people, it is preferable to use group pictures.
- Photographic material should be stored safely in a place that has been agreed and minuted by the deacons.
- Copies of photographs must not be distributed to other individuals without permission of the parent or carer. This includes digital images.

Consideration should be given that there may be many reasons why someone does not want their picture on public display.

7.17.7 Recording and livestreaming services and events

- There are Safeguarding aspects to recording and livestreaming that need careful consideration and monitoring, in particular ensuring that the wishes of parents are respected. Refer to the Baptists Together document May 2022 'Recording and Livestreaming Services and Events: Safeguarding Guidelines for Churches'.

7.18 Safer Practice and Safer Premises Parental consent

A parental consent form/registration form must be held for every child or young person participating in the group.

Consent should also be sought for the following:

- travel arrangements when transport is being arranged
- any overnight event or activity
- use of the child's photograph or of a child within a video in church publicity or on the website
- electronic communication with the child or young person
- children up to the age of 11 years, regarding who is entitled to collect the child from a group.

Electronic or paper consent forms must be available each time the group meets so that the contact details and medical information are available if needed.

Parents should be required to complete a consent form annually.

A specific leader in the group should be nominated to ensure that there is an up-to-date consent form for each child or young person and that the information is kept securely in accordance with the Data Protection Act 2018.

7.19 Information for parents

Parents/Carers should be given the following:

- name and contact telephone number for the leader of the group/activity attended by the child, young person or adult at risk
- outline details of the group/activity, including start and end times and whether the child or young person should be collected or will make their own way home
- information regarding the church's Safeguarding Policy and in the event of any concerns they should contact the Designated Person for Safeguarding
- name and contact details of the Designated Person for Safeguarding.

7.20 Health and Safety

- The church must have a Health and Safety Policy.
- The church has a no smoking policy.
- All activities for children, young people and adults at risk will comply with the church's current Health and Safety Policy and will be conducted in accordance with Guidelines for Users of Selsdon Baptist Church, 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. Buildings being used for any groups will be properly maintained.
- The church buildings will be properly maintained. A representative from the teams involved will take part in the annual Health and Safety review in order to consider all aspects of safety for everyone using the premises.

Workers should be aware of:

- their responsibility to uphold the Health and Safety procedures
- how and to whom they should report concerns
- where the First Aid equipment is kept and how to report accidents
- what procedures should be followed in the event of a fire.

7.21 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 care. In addition, it is a legal requirement that all group leaders/responsible persons are familiar with the emergency procedures in the event of fire.

7.22 First Aid

Our church has a number of trained First Aiders and there is a list of who these are on noticeboards. There are First Aid kits in both the upstairs and downstairs kitchens. There is an incident reporting book in the church office, which must be completed in the event of any accidents, injuries or incidents and the First Aid Officer must be informed when new entries are made in the incident reporting book.

The First Aid Officer ensures that the contents of the first aid boxes are checked on a regular basis. The nearest Defibrillator is situated on the wall of the Selsdon Village Club on Addington Road next to the church.

All SBC groups will endeavour to have sufficient trained first aiders on their regular team so that where possible, there is always a first aider present at events and activities.

7.23 Registration

Where possible a register of people who attend a group, must be kept so that you know who is on the premises.

7.24 Food Hygiene/Health and Hygiene

The Food Safety (General Food Hygiene) Regulations 2013, state that anyone who handles food or whose actions could affect its safety must comply with the regulations. Therefore, 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.).

7.25 Risk assessment

General risk assessments should be reviewed at the beginning of each term or at the start of a set of sessions.

Specific risk assessments should be completed for any activity outside the normal operating of the group, for example, trips out or activities with particular risks such as cooking, and reviewed each time they are used to ensure there have been no changes since the last use.

Process:

- Identify the hazards.
- Decide who might be harmed and how.
- Evaluate the risks and decide upon precautions.
- Record your findings and implement them.
- Keep risk assessment and update as necessary.

7.26 Insurance

Residential activity organisers will ensure that there is adequate insurance cover for any activities planned. If the trip is at a centre it is also important to establish that there is appropriate public liability insurance.

7.27 Transporting

These guidelines apply to all drivers involved in the transportation of children, young people, and adults at risk 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.

- Only those who have gone through the Church Safer Recruitment Procedures for workers will transport children, young people and adults at risk.
- All drivers will have read the church's Safeguarding Policy and Procedures and agree to abide by it.
- Drivers will be 21 or over and have held a full driving licence for at least two years.
- Drivers 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.
- Drivers must ensure that the vehicle is roadworthy.
- Drivers with criminal records showing driving offences should not transport.
- All hired minibuses used to transport children will have a small bus permit, the necessary insurance, and a driver with a valid driving licence that entitles them to drive a minibus.
- Drivers acting on behalf of the church are not permitted to ask for or accept payment or excessive gifts for transporting.
- Seat belts must be worn.

7.27.1 Our church's practice specifically for transporting adults at risk

Group leaders must consider whether an adult at risk will require an escort as well as a driver, and if so, who will act as escort. This could be a family member, or another church helper. Adults at risk should travel with more than one volunteer except in emergencies in which case another responsible adult should be notified of the circumstance at the time. Where appropriate, the permission of a parent/guardian or carer should be obtained.

7.27.2 Our church's practice specifically for transporting children and young people

- Seat belts will be worn and if required, proper child seats and child restraints will be used for children in accordance with the law.
- Parental consent will be given for all journeys.
- At collection or drop off points, children should never be left on their own.
- Make sure that all children and young people are returned to an agreed drop off point.
- Make sure children are collected by an appropriate adult.
- Workers may be alone with a child for short periods, for example when dropping off the last child. Consideration needs to be given to dropping off the least vulnerable child last and routes planned accordingly.
- Drivers will not spend unnecessary time alone in a car with a child.

- At least two workers should be present when transporting children as part of a church role.
- 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.

7.28 Outings and overnight events involving children and young people

- Before undertaking any outing or overnight activity a risk assessment must be carried out.
- Parents will be informed in writing of all the arrangements.
- Consent and health forms will be obtained.
- Contact telephone numbers are needed from parents for each day/night away.
- Parents will be given address of venue and contact telephone number.
- The activity leader will ensure that parents understand what the arrangements will be by arranging a meeting to talk to parents before the event.
- If the group is a mix of males and females the adult workers must also be a mix of males and females.
- At least one worker should have an appropriate and valid First Aid Certificate.
- At least one worker should have a Basic Food Hygiene Certificate if food is being prepared and served.
- Check building insurance cover to make sure you do not exceed the number of people who can be accommodated and thereby invalidate the insurance.
- Know where the electricity, gas and water can be turned off.
- Know where the nearest doctor and hospital is.
- It is a good idea to notify the police and fire brigade, especially if the accommodation is in a church building.
- Children and young people should always let leaders know where they are.
- Children and young people should not enter the kitchen without adult permission.

7.28.1 Sleeping arrangements

Arrangements for residential holidays will be considered carefully, be age appropriate, provide security for children, young people and workers.

- Workers will not share sleeping accommodation with fewer than three children/young people.
- Make sure there are separate sleeping, washing and toilet areas for:
 - adults and children
 - older and younger children
 - males and females
- Overnight trips for mixed groups should include at least one female and one male supervising adult. Although accommodation for adults should be separate from children, it should be nearby.
- If possible, arrange to have exclusive use of the accommodation. If this isn't possible, try to negotiate the use of a whole floor and keep all the children's rooms close together.
- If children's rooms are on different floors, adults should be available on each floor.
- Make sure children know what to do if they need help in the night and if there is an emergency, for example a fire alarm.

7.28.2 Activities

- No child/young person 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/young people is met.
- Leaders should make sure that children and young people have the correct clothing for whatever activity they are taking part in.

- 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.

7.28.3 Fire safety

The event leader/organiser 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 (e.g., a child/young person who is hard of hearing).

7.28.4 Safety

- 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 (e.g., no running round tents due to the risk of injury from tripping over guy lines).

7.28.5 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 (or a copy) for each child/young person, will be held by the group leader on the trip.

7.29 Outings and overnight events involving adults at risk

- Before undertaking any outing or overnight activity a special risk assessment must be carried out.
- Planning for the trip should take into account specific medical, physical and support needs of each group member, bearing in mind that there may be people in the group who have individual care needs that will have to be met (including personal care).
- Adults at risk should be included in the planning of trips and events.
- Consideration should be given to the suitability and accessibility of the venue and accommodation, travel time and mode of transport, and the affordability of the event.
- Adults at risk should be given all the information about the trip beforehand so that they know where they are going, how long it will take to get there and what type of activities they will be taking part in.
- There should be a minimum of two leaders with each group; the individual needs of those attending may determine the additional number of people required.

7.29.1 Sleeping arrangements

If there were a need for personal care or additional support during the night, it would be better that the person's usual caregiver also attends the event and therefore shares a room with them.

7.29.2 Personal care

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

7.29.3 Activities

Leaders should consider the mobility needs of the group when deciding on activities or events and ensure sufficient numbers of support workers, for example, if members of the group have difficulty walking, and wheelchair use.

7.29.4 Safety

- It is the responsibility of the workers to always know the whereabouts of every person in the group; this may include monitoring access on and off the site.
- General safety rules will be applied as appropriate and advice sought from the event organiser/venue about fire evacuation procedures.
- A copy of the event/venue risk assessment should be included with the group leader's risk assessment.

7.29.5 Consent and medical information

- Adults at risk are mostly able to give consent for their own involvement in activities, inclusion in photographs and medical treatment.
- In the situation where others might need to be involved in decision-making, advice should be sought from the DPS as to who should be involved.
- A medical consent form should be completed by each member of the group and held by the leader. This will include any health concerns, emergency contact information and contact details for their GP. This will allow emergency medical personnel to have access to information should the need arise.

7.29.6 Holding and dispensing of medication

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

7.30 Hiring of church premises

- The responsible adult for an activity held at Selsdon Baptist Church must sign the Selsdon Baptist Church hiring agreement, which is based on <https://www.baptist.org.uk/Publisher/File.aspx?ID=111357&view=browser>
- It is reasonable to ask other organisations hiring the church premises for a copy of their Safeguarding Policy and Procedures.
- The church is not responsible for ensuring that another organisation adheres to its policy and procedure, but if it comes to the attention of the church that children could be being put at risk by the way they operate, consideration should be given to terminating the hire agreement.
- It is reasonable to ask to see the OFSTED Registration Certificate of those groups who need one.
- Hire for a party would not need a Safeguarding Policy but due care should be taken.

8 Safer Community

Where an organisation's sole focus is to work with children, young people or adults at risk, it is possible to define very firm boundaries as to who is acceptable to be with the children, young people or adults at risk, and who is not. However, the church community is not like this where children and young people mix with all age groups as they find their own places in the church community.

Particular areas to be considered are:

- before, during and after church services

- social events that are open to the whole church family
- rehearsals for productions that might include children, young people and adults.

In all these situations children or young people could be in a vulnerable position and at risk of abuse.

It needs to be made clear, wherever possible, when the church workers are responsible for the children and when the parents are responsible.

Whether in the care of their parents or not, the church still has the responsibility for Health and Safety issues, and if they are aware of hazards, has a duty to remove or minimise the risks posed by the hazards.

When holding events at the church which are open to the public, the church office telephone number will be given as point of contact. Volunteers are advised to enter/dial 141 when using their personal mobiles or telephones for church business.

8.1 Before and after church services

It is not good practice to allow under-8-year-olds to leave their group or class unaccompanied. Once the children have been collected, responsibility for them reverts from the group leaders back to the parents.

If children under 8 years of age are coming unaccompanied to church, they should be under the care of an appropriate person from the time they arrive until they leave.

8.1.1 Hazards to aware of during these periods

- Are children or young people congregating in rooms in the church with no adult supervision?
- Are there any hazards associated with preparing and serving hot drinks?
- Is it possible for young children to wander off church premises and into the road?
- Are there areas of the church that should be out of bounds to children and young people or where they should be closely supervised?
- The kitchen should be out of bounds.
- Are there any adults in the congregation whose presence could pose a risk and whose behaviour should be closely monitored?
- At the end of the service the building should be carefully checked to ensure that no children or young people remain.

8.2 Family or all age services.

- Parents/carers should be aware that they retain responsibility for their children throughout the service.
- Where children and young people are attending a family service because it is a parade service of a uniformed organisation, parents have the right to expect that the organisation's leaders will take responsibility for their children.
- It is not wise for under-8s to be in church without the supervision of an adult.

8.3 The multi-generational production

- Named people will be responsible for the care and welfare of children and young people during rehearsals and production.
- The named people will be appointed under SBC's Safeguarding Policy and will be fully conversant with the policy and procedures.
- At least two named people will be present at rehearsals and during production. They will be responsible for the welfare of children and young people and in particular ensure that all interaction between adults and children is appropriate.

8.4 Bullying

Bullying is another way in which children, young people, or adults abuse other children/young people, or adults and can be verbal or physical. There is no legal definition of bullying, but it is usually defined as a repeated pattern of behaviour to exert power, threaten, undermine, constrain, humiliate or harm another person or their property, reputation, self-esteem, self-confidence or ability to perform. Bullying can have profound effects, both emotionally and physically, regardless of their age, ability or status. Bullying happens within churches and anyone in church can be a victim of bullying.

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, isolating them or deliberately ignoring them
- '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, i.e., 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
- adults bullying adults.

Bullying will always cause a great deal of pain and harm for those on the receiving end. Many children, young people and adults 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 someone is being bullied are:

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

8.4.1 Prevention of bullying

- Children, young people and adults will agree a code of behaviour, which makes it clear that bullying is unacceptable.
- Everyone should know how to 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.

- In the case of a child or young person, the parents of both 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.
- Where an allegation of bullying is made against a church or group leader, advice will be sought from the local Baptist Association Safeguarding Contact as this should be addressed.
- Incidents of bullying may be reported to the statutory authorities in line with the church safeguarding procedures.

It is important to distinguish bullying from other behaviour, such as respectfully challenging or disagreeing with someone else's beliefs or behaviours, setting reasonable expectations with regard to work deadlines and activities or taking legitimate disciplinary action.

8.5 Working with offenders – alleged or known

When someone attending the church is known to have abused children, young people or adults at risk, or a serious allegation has been made, the Safeguarding Team will supervise the individual concerned and offer pastoral care, but in its commitment to protect children, young people and adults at risk, will set boundaries for that person which they will be expected to keep.

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

Before a contract is drawn up a risk assessment will be undertaken which will help determine the details of the contract.

In undertaking the risk assessment and determining the details of the contract:

- the DPS will inform and take advice from the London Baptist Association Safeguarding Lead
- 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 members of the Safeguarding Team should always be informed
- the DPS and the Safeguarding Deacon should determine whether the person is subject to supervision or is on the Sex Offenders' Register
- the DPS should contact the offender's Specialist Probation Officer (SPO) for any further information that the church should be aware of.

An open discussion will be held with the person concerned where clear boundaries are established for their involvement in the life of the church. A written contract will be drawn up which identifies appropriate behaviour. The person will be required to sign the contract. Copies of the contract should be given to the person and kept by the church.

8.5.1 The contract:

- will identify the meetings the person may attend
- will specify that they will always sit apart from children, young people and adults at risk
- 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, young people or adults at risk are present
- will require that the person declines hospitality where there are children, young people or adults at risk
- will state that the person will never be alone with children, young people or adults at risk while attending church functions
- will require the person to stay away from areas of the building where children, young people or adults at risk meet.

The contract will be monitored and enforced. If the contract is broken certain sanctions will be discussed and considered with the London Baptist Association Safeguarding lead.

These might be:

- a change of contract banning them from morning services where children and young people are present, to attending evening services
- informing more people in order to protect children and young people
- banning from the church. The person's specialist probation officer will need to know of the ban and the reasons for it.

It is not acceptable to contact all the local churches and inform them of the ban. Rather it is good practice to ask local churches to let the minister know if anyone new attends their church. If the person starts attending a church it is then acceptable to talk to the minister of that church.

8.6 Alleged or known offenders who are themselves adults at risk

As a formal contract may be quite a daunting process for someone with learning difficulties or a young person, having safeguards in place is still necessary. An alternative might be to arrange a meeting with the individual to discuss the main elements of a formal contract in a way that is non-threatening and easy to understand. Notes would be taken and the individual would need to verbally agree to the requirements laid out in the meeting.

Rather than signing a formal 'contract', the individual would instead sign to say that they agree with the minutes or meeting notes, and that they will stick to what has been agreed during the meeting. The agreed requirements will be reviewed regularly to ensure compliance.

9 Appendices

9.1 Guidance on reporting requirements

9.1.1 The worker

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

If anyone is considered to be in imminent danger of harm, a report should be made immediately to the police by calling 999.

If such a report is made without reference to the DPS, the DPS should be informed as soon as possible afterwards.

A written record using the **Reporting Form** (Appendix 10.3) should be made as soon as possible after a child, young person or adult at risk tells you about harmful behaviour, or an incident takes place that gives you cause for concern.

The record should:

- be handwritten as soon as possible after the event
- be legible and state facts accurately (if handwritten notes are typed up later, the original handwritten notes should be retained)
- include child, young person or adult at risk's contact details including name, address, telephone/mobile number and date of birth (or age if the date of birth is not known)
- include the nature of the concerns/allegation/disclosure
- include a description of any bruising or other injuries that you may have noticed (Body map – Appendix 10.5)
- include an exact record of what the child, young person or adult at risk has said, using their own words where possible
- include what was said by the person to whom the concerns were reported
- include any action taken as a result of the concerns
- be signed and dated
- be kept secure and confidential and made available only to the church Safeguarding Team (including the church minister), representatives of any statutory authorities involved and the London Baptist Association.

If concerns arise, the worker who has the concern in the first instance, may wish to talk it through with their group leader, where appropriate. However, such conversations should not delay concerns being passed on to the DPS. It should be clear that the duty remains with the worker to record and pass on their concerns to the DPS.

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

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

9.1.2 The Designated Person for Safeguarding (DPS)

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

9.1.2.1 The duty to REVIEW

In reviewing the report that is received, the DPS:

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

9.1.2.2 The duty to REPORT

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

- refer back to the worker who made the initial report if there is little evidence that a child, young person or adult at risk is being harmed, asking for appropriate continued observation
- refer the concern to others who work with the child, young person or adult at risk in question, asking for continued observation where appropriate
- inform parents/carers under certain circumstances, where doing so would not present any further risk of harm
- make a formal referral to the police or local Social Services team. With adults at risk, confidentiality means that someone's personal business is not discussed with others, except with their permission. This is not always possible when considering passing relevant information about abuse or concerns to the statutory authorities; however, it is possible to keep the information confidential to the relevant parties. This means not telling or hinting to others what has been disclosed, not even for prayer ministry purposes. For adults at risk, concerns will only be referred to the police or Social Services without consent where:
 - the person lacks the mental capacity to make such a choice
 - there is a risk of harm to others
 - in order to prevent a crime.

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

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

In this instance, if a formal referral is made to the police, Social Services or LADO, the DPS should report the referral to:

- The Safeguarding Team
- The London Baptist Association Safeguarding Contact.

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

**If a worker has an allegation made against them, they should step down from all*

church duties until the incident has been investigated by the statutory authorities. It may also be appropriate to put a Safeguarding Contract in place; this should be discussed with the London Baptist Association Safeguarding Contact.

In this instance, if a formal referral is made to the police or Adult Social Services, the DPS should report the referral to:

- The Safeguarding Team
- The London Baptist Association Safeguarding Contact.

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

9.1.3 The next steps

The responsibilities to **REPORT** and **SUPPORT**, are shared by the church Safeguarding Team

9.1.3.1 The duty to REPORT

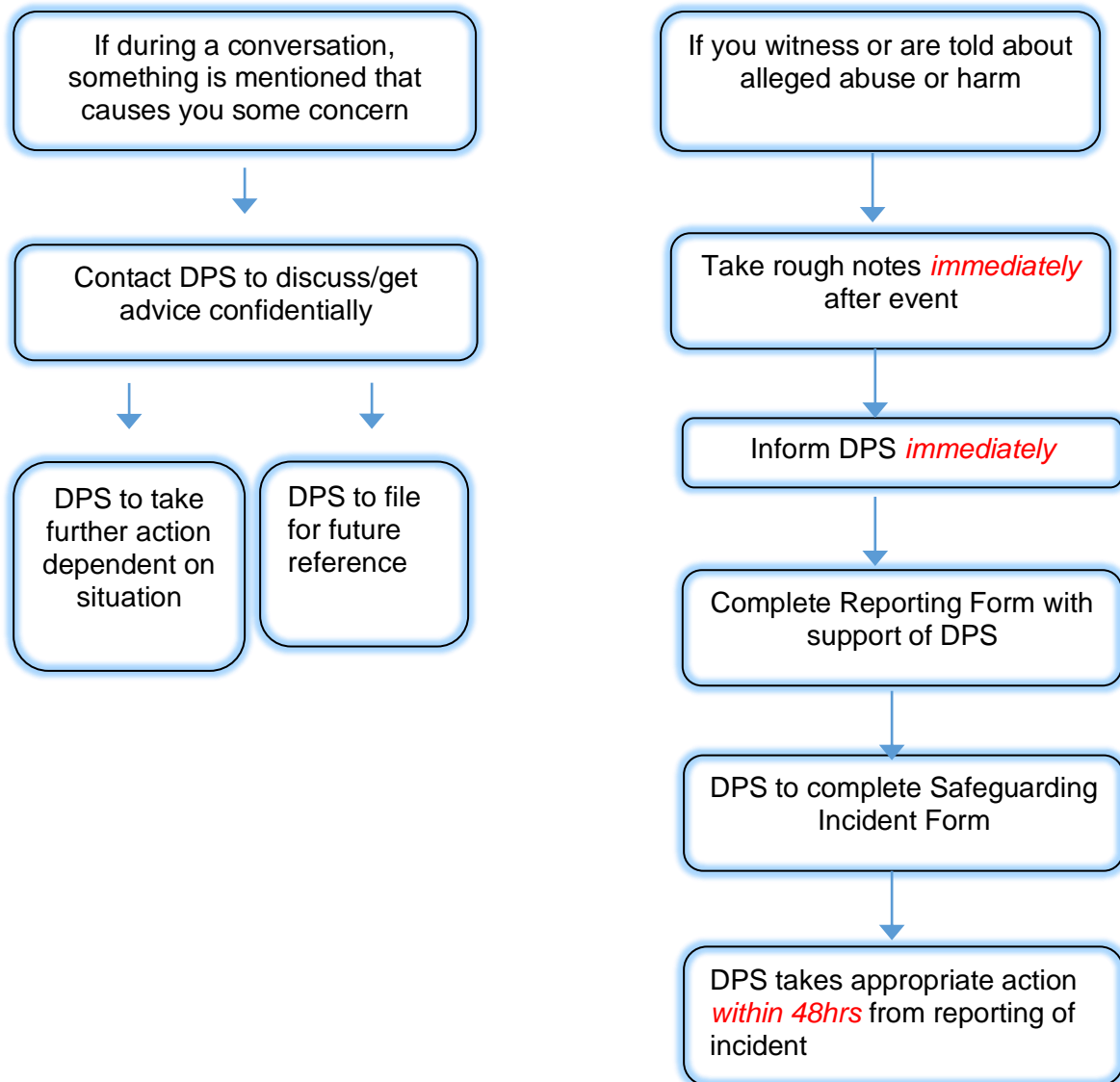
If a church worker has been accused of causing harm to children, young people or adults at risk this would be classed as a serious incident that should be reported to the Charity Commission by those churches that are registered with the Charity Commission.

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

9.1.3.2 The duty to SUPPORT

Once concerns, suspicions and disclosures of abuse have been addressed, the church continues to have a responsibility to offer support to all those who have been affected, including: victims, alleged perpetrators, children, young people, adults at risk, other family members, church workers, church Safeguarding Team, Minister, Leadership Team.

9.2 Report a concern and reporting alleged abuse or harm



9.3 Reporting Form

To be used when witnessing an incident or when someone wants to talk about harm or abuse. Always use a black pen (never pencil) and do not use correction fluid or any other eraser.

Activity / event / venue

Date and Time

Leaders present

Any other activities or people in the building or at the event

Name, Address, Contact number, DOB of person of concern

Details of Incident (i.e. what happened, when did it happen, who was involved, who witnessed it)

Response to Incident (i.e., what did you do: who did you tell?)

Sign and Print Name:

Date:

9.4 Safeguarding Incident Form

Completed by Designated Person for Safeguarding - Always use a black pen (never pencil) and do not use correction fluid or any other eraser

Name and contact details of Church	
Name and contact details of Designated Person for Safeguarding	
Name and contact details of concerned person or to whom the disclosure was given	
Contact details of Individual of concern	Name Address DOB Phone number Email address

THE INCIDENT

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

When did it happen? (Date, time)

Where did it happen? (Specific location)

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

Have carers/parents/guardians been informed Yes No
Date, Time and by Whom

Have the Statutory authorities been informed? Yes No

Date of contact				
Time of contact				
Authority				
Name				
Position				
Email				
Phone number				
Contacted by				

Has LBA safeguarding been informed? Yes No

Future Action to be taken

What action?

Who is responsible for action?

Signature of Designated Person for Safeguarding		Signature of Minister or Safeguarding Team Member	
Date and time		Date and time	

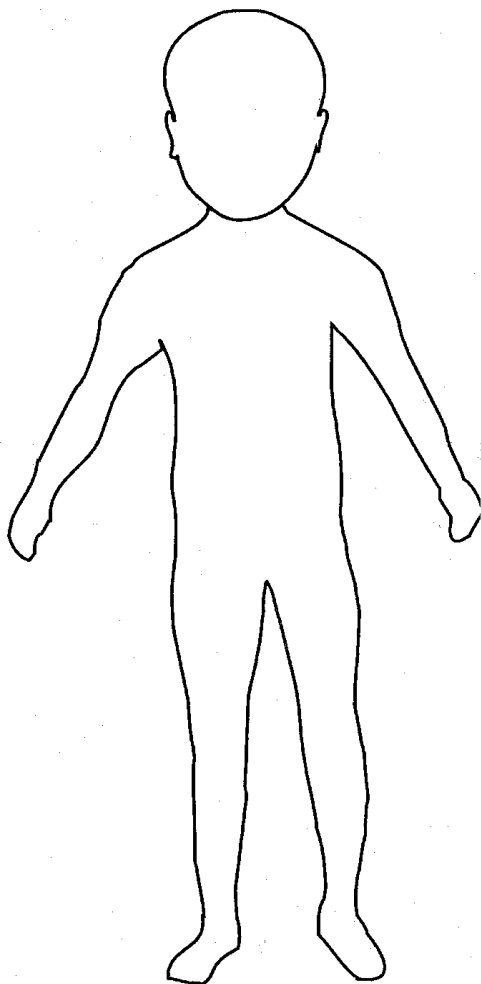
9.5 Body Map

Name of Individual of concern

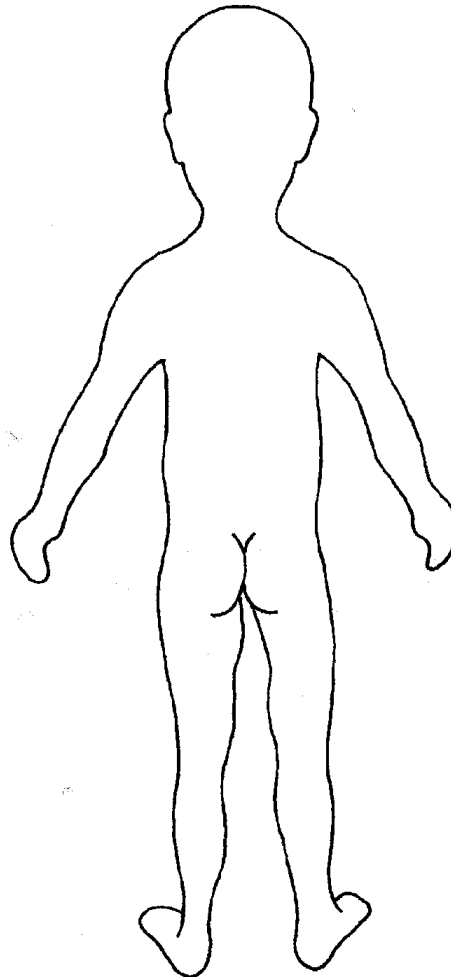
Name of person completing this form

These diagrams are designed for recording any observable bodily injuries that may appear on the person. Where bruises, burns, cuts or other injuries occur, shade and label them clearly on the diagram.

REMBEMBER, it is not your job to investigate or to decide if an injury or mark is non-accidental. Listen, observe and pass it on.



Front



Back

Signature

Date and Time

9.5.1 Body Map guidance

Body Maps should be used to document and illustrate visible signs of harm and physical injuries.

Always use a black pen (never a pencil) and do not use correction fluid or any other eraser.

Do not remove any clothing.

Do not take photographic evidence.

When you notice an injury, try to record the following information in respect of each mark identified e.g., red areas, swelling, bruising, cuts, lacerations and wounds, scalds and burns.

- Exact site of injury on the body, e.g., upper outer arm/left cheek.
- Size of injury – in appropriate centimetres or inches.
- Approximate shape of injury, e.g., round/square or straight line.
- Colour of injury – if more than one colour, say so.
- Is the skin broken?
- Is there any swelling at the site of the injury, or elsewhere?
- Is there a scab/any blistering/any bleeding?
- Is the injury clean or is there grit/fluff etc.?
- Is mobility restricted as a result of the injury?
- Does the site of the injury feel hot?
- Does the child/young person/adult at risk feel hot?
- Does the child/young person/adult at risk feel pain?
- Has the child's/young person's/adult at risk's body shape changed/are they holding themselves differently?

Importantly, the date and time of the recording must be stated as well as the name and designation of the person making the record. Add any further comments as required.

Ensure First Aid is provided where required and record this.

9.6 Abuse

Abuse is when someone does or says something to make someone else feel that they are at risk of potential harm or danger. It comes from the misuse of power and control that someone has over another. It may consist of one simple act or many repeated acts and can occur in any relationship at any time. Abuse can be perpetrated by males and females, children, young people and adults and can take place in all kinds of different settings.

9.6.1 Who could abuse?

A child and young person:

- most often someone known to them: a parent, carer, siblings, other relation, family friend or neighbour
- often an adult who has a valued relationship with the child or young person, in position of trust and responsibility in an organisation to which the child or young person belongs
- can be of any background – social, economic cultural, ethnicity etc.
- may act in isolation or together with other adults
- can be another child or young person.

An adult:

- a partner, child, young person, relative or friend
- a paid or volunteer carer
- a health social care or other worker
- a church worker or minister of religion

Abuse can also be committed by one adult at risk to another.

9.6.2 Types of abuse

Cyber abuse

The use of information technology (email, mobile phones, websites, social media, instant messaging, chat rooms, etc.), to repeatedly harm or harass other people in a deliberate manner.

Discriminatory abuse

The inappropriate treatment of a person, because of their age, gender, race, religion, cultural background, sexuality or disability.

This includes forms of harassment, slurs or similar treatment because of race, gender and gender identity, age, disability, sexual orientation or religion.

Domestic abuse

Any threatening behaviour, violence or abuse between adults who are or have been in a relationship, or between family members. It can affect anybody regardless of his or her age, gender, sexuality or social status. Domestic abuse can be physical, sexual or psychological, and whatever form it takes, it is rarely a one-off incident. Usually there is a pattern of abusive and controlling behaviour where an abuser seeks to exert power over their family member or partner.

Emotional and psychological abuse

The use of threats, fear or power to invalidate the person's independent wishes. Emotional or psychological abuse includes threats of harm or abandonment, deprivation of contact with others, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, cyber bullying or unjustified withdrawal of services and supportive networks.

Such behaviour can create very real emotional and psychological stress. In children it can cause severe and persistent adverse effects on their emotional development. All forms of abuse have an emotional component.

Financial abuse

The inappropriate use, misappropriation, embezzlement or theft of money, property or possessions. This includes: theft, fraud, internet scamming, pressure relating to financial matters

or arrangements (such as wills, property, inheritance or financial transactions), or the misuse of benefits.

Historic abuse

Historic abuse is the term used to describe disclosures of abuse that were perpetrated in the past. Many people who have experienced abuse don't tell anyone what happened until years later, with around one third of people abused in childhood waiting until adulthood before they share their experience.

Honour marriage/forced marriage

When one or both of the spouses do not or cannot consent to the marriage. There may be physical, psychological, financial, sexual and emotional pressure exerted in order to make the marriage go ahead. The motivation may include the desire to control unwanted behaviour or sexuality.

Human trafficking

Human trafficking is when people are bought and sold for financial gain and/or abuse. Men, women and children can be trafficked, both within their own countries and over international borders. The traffickers will trick, coerce, lure or force these vulnerable individuals into sexual exploitation, forced labour, street crime, domestic servitude or even the sale of organs and human sacrifice.

Institutional abuse

The mistreatment of a person by a regime or individuals, within an institution. It can occur through repeated acts of poor or inadequate care and neglect, or poor professional practice or ill treatment. The church as an institution is not exempt from perpetrating institutional abuse. This includes neglect and poor care practice within an institution or care home, or care provided in your home.

Mate crime

'Mate crime' is when people (particularly those with learning disabilities) are befriended by members of the community, who go on to exploit and take advantage of them.

Modern slavery

Modern slavery is illegal in every country of the world. It is the practice of treating people as property and the severe exploitation of other people for personal or commercial gain. This includes human trafficking, forced labour, child labour, sex slavery and domestic slavery.

Neglect and Acts of Omission

A person's well-being is impaired and their care needs are not met. Neglect can be deliberate or can occur as a result of not understanding what someone's needs are.

This includes failure to provide access to appropriate support, ignoring medical, emotional or physical care needs, withholding of medication, suitable nutrition, heating and other necessities. In a child, neglect is likely to result in the serious impairment of the child's health or development.

Physical abuse

To inflict pain, physical injury or suffering; this includes assault, hitting, slapping, pushing, misuse of medication or restraint.

Radicalisation

The radicalisation of individuals is the process by which people come to support any form of extremism and, in some cases, join terrorist groups. Some adults are more vulnerable to the risk of being groomed into terrorism than others.

Self-neglect/self-harm

This is the intentional damage or injury to a person's own body. It is used as a way of coping with or expressing overwhelming emotional distress. An adult at risk, may neglect himself or herself, which can result in harm to himself or herself. This includes hoarding and neglecting to care for personal hygiene, health or surroundings.

Sexual abuse

Any non-consenting sexual act or behaviour, which includes rape, sexual assault, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo. No one should enter a sexual relationship with someone for whom they have pastoral responsibility or hold a position of trust. (For a child: forcing or enticing a child to take part in sexual activities).

Spiritual abuse

The inappropriate use of religious belief or practice, coercion and control of one individual by another in a spiritual context, the abuse of trust by someone in a position of spiritual authority, such as a minister. The person experiences spiritual abuse as a deeply emotional personal attack.

9.7 What is an adult at risk?

The term 'adult at risk' focuses on the situation rather than the characteristics of the adult themselves.

Any adult aged 18 or over who due to disability, mental function, age, illness or traumatic circumstances may not be able to take care or protect themselves against the risk of significant harm, abuse, bullying, harassment, mistreatment or exploitation.

Some adults might be more at risk than others, and there are sometimes in life where risks may increase. Some of these circumstances may include:

- addiction or dependence on alcohol, drugs or medication
- bereavement
- dementia or confusion
- illness
- learning, sensory or physical disability
- mental health problems
- old age and frailty, especially if it creates a dependency on or needing help from others
- past abuse or trauma
- where English is not their first language.

These may be temporary or permanent. The adult at risk may attend the church on a regular basis or may be visiting to participate in an activity or event being held at the church

9.8 Support and expectations for leaders and volunteers at Selsdon Baptist Church

At SBC, we want to be a community where each person is able to flourish, becoming mature as a follower of Jesus and growing their gifts, serving alongside others who will help us grow and offer the support and accountability each of us need as we seek to 'Work willingly at whatever you do, as though you were working for the Lord rather than for people' (Colossians 3:23).

This document provides a summary of the support we will aim to provide to each of our leaders and volunteers, and also the expectations we have of each other as we serve in church. It is not intended to be overly prescriptive, nor should it be read as a contract – instead it represents a statement of intentions that all of us will give of our best in our roles within church, as well as the high standards of behaviour that we should aspire to and expect from one another.

9.8.1 Expectations of group leaders in SBC

Before taking on any new role in SBC, the leader of your team will talk to you about why you want to take on this role, the experience and strengths you can bring to it and any concerns you might have about aspects of the role which are beyond your comfort zone or skills set.

This conversation will be less formal than an interview for paid employment, but it will be structured with the aim of making sure this is the right place for you to serve and grow and that your gifts and personality are right for the team you will be joining.

Any role, involving work with a child, young person or adult at risk, will need a criminal records check with the Disclosure and Barring Service. We will also take up two references before you can work in any such role. This measure has been put in place because we want to reinforce the value that the church places on work with children, young people and adults at risk, and the seriousness with which the church takes the appointment of workers.

You can expect that the leaders of the activities to which you are committing your voluntary time will make the following issues clear to you:

- Who you will work with and how you will be expected to relate to others in your team.
- Exactly what you will be expected to do.
- The amount of freedom you will be given to make decisions.
- The time frame of your expected involvement and the amount of time you will be involved.
- Where you will work and whom you will be answerable to.
- What resources you will have available and who will agree to any costs you will incur.
- What support you will be given and by whom.
- Information about how to handle any problems that may arise.

Your group leaders will also be available to respond to your questions in the following ways.

- They will talk through with you how your involvement is going and give you specific opportunities when you can do this.
- They will encourage you in your work and discuss the successes you are having.
- They will be clear about your role and share with you what the activities are trying to achieve so that you can be effective.
- They will encourage you if you want training and seek opportunities for this to take place.
- They will encourage you in seeking other opportunities to minister in church particularly if that builds on what you do at present.
- When your work with the group needs to come to an end, because the situation changes for yourself or in the group you will be able to give up the role gracefully in agreement with your leaders.
- They will arrange for your replacement.

Group leaders will be responsible in the first instance to the deacon or Ministry Team member responsible for their area of church work, the Diaconate (Managing Trustees) and ultimately to the church membership through the church meeting.

The Ministry Team Leader will provide regular updates to the Diaconate of all appointments made to voluntary groups meeting in the name of the church.

9.8.2 Best Practice in Ministry Teams

An important value in all that we do in SBC is our commitment to excellence. We seek to maintain the highest standards of practice and integrity in all we do, understanding that all of our work is, ultimately, undertaken for God.

For those who are leading and volunteering in groups within the church, this commitment is worked out in a number of ways:

We recognise that in everything we do we are **ambassadors for Christ and His church**.

Therefore, **personal conduct** matters.

- A priority for all of us should be our own discipleship and walk with God, in whose strength we serve.
- We must set an example to others in terms of integrity and trust in relationships. Offensive language is never acceptable. When providing feedback to others we will always do so thoughtfully and graciously.
- We show sensitivity to the situations we are working in, especially when relating to children, young people or adults at risk.
- We show respect to those we are working with, recognising our role as servants. We understand that all who we work with need to be free to make their own decisions.
- We seek to ensure our commitments are sustainable, and allow for an appropriate balance between home life, work commitments, church and recreation.

We ensure we conduct ourselves in a **professional** manner in all we do.

- All planned commitments are fulfilled, as agreed in rotas and schedules.
- Appointments and meeting times are kept to punctually.
- We will always work in compliance with the requirements of civil law, on issues such as Health and Safety, Charity legislation, and the protection of children, young people and adults at risk.
- We will seek to complete all tasks undertaken to the best of our ability. But we also recognise there are limits to our competence, and in such instances we will ask for help from our group leader's

We will be committed to **effective teamwork** in all we do.

- We will ensure all information we have is shared with each person to whom it is relevant.
- We strive in all we do to foster honesty in teams, encouraging one another, bearing burdens, and challenging each other when needed in a spirit of gentleness.

9.9 Safeguarding Declaration Form

Selsdon Baptist Church

SAFEGUARDING POLICY AND PROCEDURES

DECLARATION

I confirm that I received a full copy of the Safeguarding Policy and Procedures on(date)

I declare that I have read and understood the Safeguarding Policy and Procedures adopted by Selsdon Baptist Church, and that I will at all times work with that policy and those procedures.

I also declare that I will undertake any training necessary to ensure that I am fully up to date with the requirements of the Safeguarding Policy and Procedures.

Print Name:.....

Signed:.....

Date:.....

9.10 Useful resources and contacts

Children

Homestart

Voluntary organisation committed to promoting the welfare of families with at least one child under five years of age


<https://croydon-homestart.co.uk/>

 020 8667 0207

 contact@croydon-homestart.co.uk

Churches Child Protection Advisory Service (CCPAS) Thirty One Eight

<https://thirtyoneeight.org/>


 03 03 003 11 11

 info@thirtyoneeight.org


NSPCC

<https://www.nspcc.org.uk>

NSPCC: help for adults concerned about a child

 0808 800 5000

NSPCC – help for children and young people


 Childline 0800 111

Adults

Age UK

National organisation offering advice and information on all aspects of elderly life


<https://www.ageuk.org.uk/information-advice/care/>

 Age UK Croydon: 020 8686 0066

Independent Age

Provides advice and support for older people, their families and carers.


<http://www.independentage.org/>

 0800 319 6789

The Relatives and Residents Association

Gives advice and support to older people in care homes and their relatives and friends


<http://www.relres.org/>

 020 7359 8136

Abuse

Action on Elder Abuse


<http://www.thenationalcareline.org/AccessingHelp/ActionOnElderAbuse>

 Helpline: 0800 0699 784

Bromley and Croydon Women's Aid

Information and Support on Domestic Abuse

<https://www.bcwa.org.uk/>

 : 020 8313 9303 Monday to Friday 9am – 4:30pm

 info@bcwa.org.uk


 24-hour National Domestic Abuse Helpline on 0808 2000 247.

FJC (formerly Family Justice Centre)

Provides support and a safety plan if women do not feel safe at home.

<https://www.croydon.gov.uk/community/dabuse/fjc>


 020 8688 0100


 fjc@croydon.gov.uk

Respond

Support and help for victims of abuse who have learning difficulties and their families

www.respond.org.uk


 020 7383 0700


 admin@respond.org.uk

Survivors UK

Support for survivors of male rape or sexual abuse

www.survivorsuk.org

 020 3598 3898

 info@survivorsuk.org

The Cybersmile Foundation

A non-profit organisation trying to combat cyber abuse.

www.cybersmile.org


 help@cybersmile.org

 info@cybersmile.org

Bullying

BullyingUK

<https://www.bullying.co.uk/>

 0808 800 2222

 askus@familylives.org.uk

National Bullying Helpline

<https://www.nationalbullyinghelpline.co.uk/>



0300 323 0169 or 0845 22 55 787

Open 9am to 5pm Monday to Friday



help@nationalbullyinghelpline.co.uk

Disabilities

Royal National Institute for the Blind (RNIB)

Focusses on the needs of the blind and partially sighted people. Offers help and advice, aids and equipment

www.rnib.org.uk



0303 123 999

Royal National Institute for the Deaf (previously known as Action on Hearing Loss)

<https://rnid.org.uk/>



0808 80 80 123



information@rnid.org.uk

Livability

(previously the Shaftsbury Society. Christian charity working with disabled and disadvantaged people to help achieve social inclusion, empowerment and justice

www.livability.org.uk



020 745 2000



info@livability.org.uk

Scope

Provides support, information and advice to people with disabilities and their families

<http://www.scope.org.uk/>



080 8800 3333



helpline@scope.org.uk

Through the roof

Christian body to equip and train churches to make the church and its life fully inclusive of people with disabilities

<http://www.throughtheroof.org/>



01372 749955



info@throughtheroof.org

Torch Trust

Christian resources and activities for blind and partially sighted people

www.torchtrust.org



01858 438260





info@torchtrust.org

Mental Health

Alzheimer's

<https://www.alzheimers.org.uk/>


 Call the customer care team on 0330 333 0804.
8am to 10pm every day (except Christmas Day).

 Dementia Connect support line on [0333 150 3456](tel:03331503456).

Mencap

Works in partnership with people with a learning disability, offering support, advice and advocacy services


<http://www.mencap.org.uk/>

 0808 808 1111

Mind

Mental Health charity offering advice and support for people in mental distress, and their families

www.mind.org.uk

 0300123 3393

Mind in Croydon

<https://www.mindincroydon.org.uk/>

 020 8668 2210

 admin@mindincroydon.org.uk

selfharmUK

Offers information, advice, support and training. Primarily focussed on young people and those who work with them.


<http://www.selfharm.co.uk/>

Other

Contact


A Neighbourhood care organisation that provides practical help, advice, support and information to the local community.

<https://www.selsdoncontact.org.uk/>

 0208651 4944

 info@selsdoncontact.org.uk

Croydon Carers information Service

 020 8649 9339

Croydon Voluntary Action

Organisation providing leadership and support to groups, residents and communities in Croydon
<https://cvalive.org.uk/>



020 8253 7060



cva@cvalive.org.uk

Disclosure and Barring Service (DBS)

Criminal Record checks on employees and volunteers working with children, young people and adults at risk.

www.gov.uk/government/organisations/disclosure-and-barring-service



0870 90 90 811



customerservices@db.s.gsi.gov.uk

Due Diligence Checking

Supports Selsdon Baptist Church by providing criminal records services

<http://www.ddc.uk.net>



0845 644 3298

Think U Know

Resources and latest information and new technologies and sites children and young people are visiting

www.thinkuknow.co.uk

Trading Standards

May be able to help if someone has experienced a situation where they feel they have been charged excessive amounts of money for services provided or pressurised into buying something they did not want by unscrupulous traders.

www.tradingstandards.gov.uk

<https://www.croydon.gov.uk/advice/tstandards>



08454040506

Victim support

Independent charity for victims and witnesses of crime in England and Wales

www.victimsupport.org.uk



08081689111

9.11 Baptist Union Resources and Bibliography

DBS Checks

https://www.baptist.org.uk/Groups/330134/DBS_checks.aspx

Help for the Designated Person for Safeguarding

https://www.baptist.org.uk/Groups/330133/Help_for_the.aspx

Policy and Procedures

https://www.baptist.org.uk/Groups/330130/Policies_and_procedures.aspx

Record keeping and Storage

https://www.baptist.org.uk/Groups/330136/Record_keeping_and.aspx

Reporting Safeguarding Concerns

https://www.baptist.org.uk/Groups/330131/Reporting_a_concern.aspx

Resources and additional information

https://www.baptist.org.uk/Groups/330135/Resources_and_additional.aspx

Safeguarding – an overview for Baptist Churches

https://www.baptist.org.uk/Groups/330129/Safeguarding_an_overview.aspx

Safeguarding privacy Notice

https://www.baptist.org.uk/Groups/307667/Safeguarding_Privacy_Notice.aspx

Safeguarding Training

https://www.baptist.org.uk/Groups/330138/Safeguarding_training.aspx

Supporting those who have experienced abuse

https://www.baptist.org.uk/Groups/330137/Supporting_those_who.aspx

Recording and Livestreaming Services and Events: Safeguarding Guidance

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