

Wokingham Baptist Church

Safeguarding children & young people

A set of agreed policies and procedures for ensuring a safe environment for children and young people within the care of our church in response to the Children's Act 1989

2018

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CONTACT DETAILS

Designated Person for Safeguarding

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Deputy Designated Person for Safeguarding

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Safeguarding Trustee

Anna Adams 07789 118 093

Southern Counties Baptist Association

Andrea King – 07712 508779

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Children's Social Care Services

Referral and Assessment: 0118 908 8002

Police: 101

INFORMATION AND GUIDANCE

The Churches' Child Protection Advisory Service

www.ccpas.co.uk/ 0845 120 4550

Berkshire LSCB Child Protection Procedures

<http://berks.proceduresonline.com/index.htm>

POLICY STATEMENT

Safeguarding Children and Young People in Wokingham Baptist Church

The church

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

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

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

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

Prevention and reporting abuse

It is the duty of each church member and each member of the wider church family to prevent the physical, sexual and emotional abuse of children and young people and the duty of all to respond to concerns about the well-being of children and young people and to report any child abuse disclosed, discovered or suspected. The Church has a Duty to Cooperate - a statutory obligation to support Social Care or Police investigations into safeguarding matters related to the Church. We take our responsibilities in these matters seriously.

Safe recruitment, support and supervision of workers

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

Safe behaviour: a code of behaviour for workers

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

Safe working practice and safe premises

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

A safe community

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

Safeguarding Team

The church has appointed **Anna Adams** as the Safeguarding Trustee to oversee and monitor implementation of the policy and procedures on behalf of the church's charity trustees

The church has appointed **Fay Hanniker** as the Designated Person for Safeguarding, and **Gary Tuttle** as deputy, to:

- receive all reports of concerns regarding the safeguarding of children, young people and adults at risk
- listen, observe and act on those concerns, having taken advice from the matters relevant people
- act as a link between the church and other agencies or bodies on safeguarding

Policy and procedures

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

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

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

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

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

A. Responding to Concern

1) Recognising to Abuse

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

2) Responding when someone wants to talk about harm or abuse

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

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

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

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

These notes will be passed directly on to the Designated Person for Safeguarding in a sealed envelope marked confidential to assist them should the matter need to be referred to Children's Social Care Services. Any referral to Children's Social Care Services will be confirmed by the referrer in writing within 48 hours. All documents including copies of everything sent to Children's Social Care Services, will be signed by you, dated and kept safely and securely at Wokingham Baptist Church office.

4) Reporting concerns for a child or an allegation of abuse

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

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

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

- Contact Children's Social Care Services if there are concerns that a child may have been deliberately hurt, is at risk of 'significant harm' or is afraid to return home. While you should seek to discuss any concerns with the family and where possible seek their agreement in making a referral to Children's Social Care, this should not be done

where such discussion and agreement seeking places a child at increased risk of significant harm.

- Where the abuser is not connected to the parents, ring the parents to explain the disclosure and that you have a duty of care to pass this on to the Children's social care services. Inform them of any other actions you have taken.
- If a child needs urgent medical attention an ambulance will be called or they will be taken to hospital, informing the parents/carers afterwards of the action that was taken.
- The hospital staff will be informed of any child protection concerns.

4ii) Where there are concerns of sexual abuse:

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

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

If the allegation is against a church leader who has responsibility for implementing the policy, you will refer it directly to Children's Social Care Services or seek appropriate professional advice, e.g. from a Regional Minister.

B. Third Party Allegations and Referrals

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

C. Allegations against Workers

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

D. Pastoral Care

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

- Support will be offered to the suspected perpetrator without compromising the children or their families.
- This is one reason for limiting information in relation to allegations of abuse on a need-to-know basis. In this way leaders not privy to detail are free to offer support to other parties, including the suspected perpetrator.
- Where an investigation is underway, this support will be provided with the knowledge of the child protection authorities.
- The Church will ensure that one person is responsible for dealing with the authorities, another offers support to the victim and their family, and another gives pastoral care to the alleged perpetrator. It may be necessary to appoint another person to support the perpetrator's family.
- Where the perpetrator accepts some responsibility they will be encouraged to seek specialised interventions/treatment to reduce the risk of re-offending. This may only be appropriate once the investigation and legal processes have been completed.

E. False Allegations

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

F. Allegations against children/young people

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

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

RESPONDING TO CONCERNS

STAGE 1

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

The person who has the concern has a duty to

RECORD AND REPORT

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

(An incident form can be found in the appendix 1 and spares will be kept in the church office)

STAGE 2

The Designated Person receives the report of concern and then has a duty to

REVIEW AND REFER

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

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

STAGE 3

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

The Designated Person, the Safeguarding Trustee and the Ministers, may have a duty to

SUPPORT AND REPORT

Support should be offered to all parties affected by any safeguarding concerns and where formal referrals are made reports may need to be made to the local Baptist Association, the Independent Safeguarding Authority and the Charity Commission.

A. **Application**

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

It will be made clear in job advertisements, at interview and on application forms that those having contact with children or young people will be asked to agree an enhanced Disclosure and Barring service (DSB) check being carried out. These checks must have been completed before the role, whether in a voluntary or paid capacity, will be confirmed.

1) References

Two formal references will be requested, at least one to be from outside the church.

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

2) Interviews

All prospective volunteers/ paid workers will have an interview.

If someone is interested in working with one of the children's or youth groups they can attend a taster session where they will be supervised at all times. ID must be shown and a self-declaration signed.

B. **Appointment and Supervision**

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

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

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

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

1) Training

It is essential that all workers understand and commit to work to the agreed procedures for protecting children.

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

Training for workers in relevant areas will be arranged, e.g. first aid, food hygiene, mentoring

2) Young People

- In law young leaders under the age of 18 are children and cannot be treated as adult members of a team.
- Training and mentoring will be given to ensure that the young leader is helped to develop and hone skills, attitudes and experience.
- A young leader must be closely supervised by an adult leader at all times, and never given sole responsibility for a group of children.
- When considering ratios of staff to children the young Leader needs to be counted as a child, not a leader.
- The Safeguarding Policy and procedures applies to a young leader just as it does to any other person.
- The permission of parents or carers needs to be sought for the young leader just as you would for any other person under 18 years of age.
- If the young leader accompanies a group on a residential activity ideally they should have separate sleeping accommodation to both the adult leadership team and the children they are working with.
- Young leaders should not be given leadership responsibility for a group immediately below their own age; it is advised to have a gap of at least two years.

A. Overview/code of behaviour

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

- Treat all children and young people with respect and dignity. Use age appropriate language and tone of voice. Be aware of your own body language and the invading a persons' personal space.
- Listen well. Be careful not to assume you know what a child or young person is thinking or feeling. Listen to what is spoken and how it is said. At the same time, observe the body language to better understand what is being said.
- Do not engage in any of the following:
 - invading the privacy of children when they are using the toilet or showering
 - rough games including contact between a leader and child or young person
 - sexually provocative games
 - making sexually suggestive comments
 - scapegoating, belittling, ridiculing, or rejecting a child or young person
- Learn to control and discipline children without physical punishment. (The exception to this is if a situation arises where a child needs to be restrained in order to protect them or a third person).
- Do not respond to or encourage excessive attention-seeking that is overtly sexual or physical in nature.
- Workers should not normally plan to be alone with children, on church premises this may mean leaving doors open, or two groups working in the same room.
- If a child or young person wants to talk on a one-to-one basis you should make sure that:
 - You try to hold the conversation in a corner of a room where other people are.
 - Or if you are in a room on your own then leave the door open
 - Write down a record of what happened
- On occasions when one-to-one work with a young person is required outside of a normal session this should take place with appropriate supervision and accountability structures in place. Verbal or written consent from the parent is required.
- Only invite young people to your home, or on trips, in groups, and always make sure another adult is present. The Designated Person should be notified of any trips for children that take place in the name of Wokingham Baptist Church. Parental permission must always be sought for such an event.
- The parents/carers may or may not attend church and it is important therefore they have been given information about the group including contact telephone numbers. It may also be useful for the church/organisation to issue formal identification.
- The level of personal care (e.g. toileting) must be appropriate and related to the age of the child whilst also accepting that some children have special children have special needs.
- Not give lifts to young people on their own, other than for short journeys. Ensure that if transporting children that you have the correct insurance cover for passengers. When possible, ensure you have parental permission.
- Not share sleeping accommodation with children if you take a group away.
- Using the Accident and Incident form keep a record of any significant incidents that take place. Enter the names of both children and adults present and anything of note which you observe e.g. details of any fights broken up by the workers, allegations made by young people, incidences where a child is asked to leave. All workers who witnessed, heard or responded in anyway should record details, and sign and date the entry.
- When working with young people the following recommended ratios apply

Age range	Recommended minimum ratio for INDOOR activities	Recommended minimum ratio for OUTDOOR activities
0-2 years	1:3 (minimum 2)	1:3 (minimum 2)
3 years	1:4 (minimum 2)	1:4 (minimum 2)
4-7 years	1:8 (minimum 2)	1:6 (minimum 2)
8-12 years	2 adults for up to 20 children (preferably one of each gender) with an extra adult for every 10 additional children	2 adults for up to 15 children (preferably one of each gender) with an extra adult for every 8 additional children
13 years and over	2 adults for up to 20 children (preferably one of each gender) with an extra adult for every 10 additional children	2 adults for up to 20 children (preferably one of each gender) with an extra adult for every 10 additional children

This does not take into account any special circumstances such as behaviour issues, developmental issues, disability and so on, which may mean an increase to the recommended ratio.

B. Taking Care of Touching

- Keep everything public. A hug in the context of a group is very different from a hug behind closed doors.
- Touch should be related to the child's needs, not the worker's.
- Touch should be age appropriate and generally initiated by the child rather than the worker.
- Avoid any physical activity that is, or may be thought to be, sexually stimulating to the adult or the child.
- Children are entitled to privacy to ensure personal dignity.
- Children have the right to decide how much physical contact they have with others, except in exceptional circumstances when they need medical attention.
- When giving first aid (or applying sun cream etc.), encourage the child to do what they can manage themselves, but consider the child's best interests and give appropriate help where necessary.

Team members should monitor one another in the area of physical contact. They are free to help each other by constructively challenging anything which could be misunderstood or misconstrued.

C Bullying

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

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

Bullying can take many forms including:

- Name-calling, taunting, teasing, mocking
- Kicking, hitting, pushing, intimidating
- Unwanted physical contact or a sexual nature or sexually abusive comments
- Taking belongings
- Inappropriate text- messaging and emailing

- Sending offensive or degrading images by phone or over the internet
- Gossiping, spreading hurtful and untruthful rumours
- Excluding people from groups
- 'Unofficial' activities such as initiation ceremonies or practical jokes which may cause physical or emotional harm

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

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

Bullies can be:

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

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

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

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

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

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

D. Visiting Children or Young People at Home

It is unlikely that workers will need to make a pastoral visit of children and their families on behalf of Wokingham Baptist Church. If a situation occurs where it is needed then it can only be done with agreement of one of the Ministers.

E. Children with Additional Needs

Children and young people who have a disability can be at greater risk of abuse. They will often require more help with personal care, such as washing, dressing, toileting, feeding, mobility etc. may have limited understanding and behave in a non-age appropriate way.

F. Children with No Adult Supervision

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

- Welcome the child and try and 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, you will need to find out as soon as possible whether they have any special needs (e.g. medication) so that you can respond appropriately in an emergency.

G. Peer Group Activities for Young People

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

H. Electronic Communication

1) Modern technologies and safe communication

- Electronic communication must never become a substitute for face to face contact with young people.
- It is not appropriate to use these communication methods with primary school aged children.
- Only workers who have been appointed under the church's agreed procedures should use any electronic means of communication to contact the young people on behalf of the church or one of the church's organisations.
- On the general consent form parents/carers sign to agree that the young person can receive such communication.

2) Workers' Communication with Young People

- All young people need to be aware of the protocols that workers follow in relation to email, instant messaging services, social networks and mobile phones including texting.
- It is important to remember that as well as the parent/carer, young people will have a right to decide whether they want a worker to have their email address or mobile telephone number and will not be pressurised into divulging information that they would rather keep to themselves.
- Contact with young people by electronic communication should generally be for information sharing purposes only and not for general chatter
- Workers should not share any personal information with young people, and should not request or respond to any personal information from the young person other than that which is necessary and appropriate as part of their role.
- Electronic communication should only be made between the hours of 8:00-21:00 for those in school years 7- 9 and 8:00-22:00 for those in years 10-13

3) Email

- If email is being used workers ensure messages are in the public domain by copying each message to childprotection@wokinghambaptist.org.uk
- It is important that workers use clear and unambiguous language to reduce the risk of misinterpretation, and although it should be obvious when an email is ending, workers should never use inappropriate terms such as 'luv' to round things off.

4) Instant Messaging

- Do not engage in an instant chat conversation with a young person.

5) Mobile Phones

- 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.
- Make sure the language that is used when texting is clear and cannot be misinterpreted e.g. no kisses (x) at the end of a text.
- Any photos or video taken on personal mobile phones should not be used or up loaded onto a social networking sites without parental permission.
- Workers should not retain images of children and young people on their mobile phones.
- Paid youth workers are issued with a mobile phone under a contract that provides itemised billing.

6) Social Networking Sites

- Adults should not make 'friends requests' of young people.
- It should not become expected behaviour that adults say yes to young people when a friend request is received.
- If adults are intending to add young people to their social networking site they must first have the permission of the parents of the young person.
- It's essential that all content including photos is suitable.
- All communication with young people should be kept within public domain.
- Copy other workers into communication if needed to keep transparency.

7) Taking video and Photographs of Children

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

- Permission must be obtained, via the consent form, of all children who will appear in a photograph or video before the photograph is taken or footage recorded.
- If images are being taking at an event attended by large crowds, such as a big worship 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 parent/carer 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 or postal addresses, or telephone number.
- When using photographs of children and young people, it is preferable to use group pictures.

I. Abuse of Trust

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

It is always wrong for a leader to enter into a sexual relationship with a young person. It is also not acceptable for a leader/helper to form romantic relationships with a child with whom they have a relationship of trust.

Whilst 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.

A. Safe Practice and Safe Premises

1) Consent Forms

It is essential that we have important information about all children and young people involved in any activities at the church or as part of the church's programme. This information is recorded on our consent forms (found in appendices 2 and 3).

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

2) Health and Safety

All activities for children and young people will comply with the church's current health and safety policy and will be conducted in accordance with *Guidelines for Users of Wokingham 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.

A representative from the children's/young people's work teams will take part in the annual Health and Safety Review, in order to consider all aspects of safety for all children and young people using the premises.

3) Fire

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

4) First Aid

Wokingham Baptist Church has a number of trained First Aiders. There is a list showing who they are on the First Aid box in the hall. This box contains an accident and incident form (as found in appendix 1) which must be completed in the event of any accidents, injuries or incidents.

The church office managers ensure that the contents of the first aid boxes are checked on a regular basis. Completed accident and incident forms should be passed to the church office managers.

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

5) Supervision of Groups

The responsible person for each activity needs to keep a register. If the activity is on the church property then this needs to be done at the start so that you know who is on the premises.

6) Food Hygiene/Health and Hygiene

Those with responsibility for preparation will need to possess the basic Food Hygiene Certificate and be aware of food safety (preparation, handling and storage, disposal of waste etc.)

7) Transporting of Children

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

Our practice on transporting children is as follows:

- Usually only those who have gone through the Church recruitment procedures for workers will transport children. When this is not possible drivers will pick up and drop off at pre-arranged places. At least two workers should be present when transporting children as part of a church role.
- All drivers will have read the Church's Safe-Guarding Policy and agree to abide by it.
- Parental consent will be given for all journeys.
- At collection or dropping off points, do not leave a child on their own. Make sure that children are collected by an appropriate adult.
- Drivers will be 21 or over and have had a full driving licence for at least 2 years.
- The driver must ensure that they have adequate insurance cover. The driver should declare to their insurers that they are participating in the activity of transporting young people for the church. 'Business use' cover may be required. The response of the insurance company may be different if the driver is being reimbursed. The vehicle will need to be road worthy.
- 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 any unnecessary time alone in a car with a child.
- All hired minibuses used to transport children will have a small bus permit, the necessary insurance and a driver with a valid licence that entitles them to drive a minibus.
- Where parents transport each other's children around other than on 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.

8) Risk Assessment

A generic written risk assessment will be carried out by TIM JINKERSON at the beginning of each academic year. This will cover the general week to week Sunday morning activities. A specific risk assessment will be carried out by the leaders of any other activities that may take place throughout the year.

9) Insurance

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

B. Outings and Overnight Events

- Before undertaking any outing or overnight activity a special risk assessment must be carried out.
- All the arrangements will be available to the parents before the event.
- Consent forms will be obtained for each overnight activity.
- There will be leaders with first aid and food hygiene certificates with the group.

1) Sleeping Arrangements (Outings and Overnight Events)

- Males and females should sleep separately.
- Organisers should make a measured judgement, based on the circumstances of the group you are taking away, as to whether it is wise for adults to share sleeping accommodation with children or young people. This will depend on the ages of the children, their need of support, the likelihood of older children bullying younger children, and the nature of the venue. If adults share sleeping accommodation with children and young people, children and young people should always be able to undress separately from adults. An adult should never sleep alone in a room with children or young people.

2) Adventurous Activities (Outings and Overnight Events)

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

3) Fire Safety (Outings and Overnight Events)

The residential activity/camp organisers will have a fire 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 and what to do if there is a fire.
- 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 case of an emergency, ensure measures are in place to alert children and young people with disabilities (e.g. a child who is hard of hearing).

4) Safety (Outings and Overnight Events)

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

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

5) Swimming Trips

There will be an increased adult to child ratio for all swimming trips and prior to the trip the swimming ability of a child/young person will be established. A swimming consent form for each child will be taken by the group leader on the trip. An adult with a life guarding qualification will need to be present.

Working with Offenders

The church should be a community that is welcoming and open to all. It is a place for people who have failed and for people in need. Those who have abused children in the past are to be included in this welcome. However the gospel imperative to welcome the sinner needs to be alongside the gospel imperative that the protection of children is paramount.

When it is known that a person who has been convicted of sexually abusing children or young people is attending Wokingham Baptist Church, it is important that their behaviour within the church community is properly managed and that a contract is put in place. There are also times when it will be appropriate to take such measures with a person who has faced a series of allegations about sexual abuse of children and young people, but has never been convicted (such allegations may be revealed on an enhanced DBS Disclosure under relevant non-conviction information).

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

In determining the details of the contract:

- There will be a discussion about who should be informed of the nature of the offence and the details of the contract.
 - The rights of the offender to re-build their lives without everyone knowing the details of their past offence should be balanced against the need to protect children and young people.
 - The Safeguarding Trustee, the Designated Person for Safeguarding and the Pastor should always be informed.
- The Designated Person or the Safeguarding Trustee should determine whether the person is subject to supervision or is on the Sex Offenders' Register
 - If so, the Designated Person or the Safeguarding Trustee should inform and take advice from the regional minister of the Southern Counties Baptist Association.

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

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

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

FURTHER INFORMATION

It is impossible in a policy such as this to cover every scenario and 'what if'. Further guidance and information can be found in the green book Safe to Grow (BU Guidance on Safeguarding). This is available from the church office, the Designated Person or the Safeguarding Trustee for anyone to read. Or you can read information on the following website that accompanies the book www.safetogrow.org.uk