



Safeguarding Children and Young people at Corsham Baptist Church

Safe to Grow

2017

Good Practice Guidelines and Child Protection Information for those serving in Youth and Children's work at Corsham Baptist Church and the Church on the Green at Rudloe.

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PLEASE READ THIS DOCUMENT.
WE WOULD ASK YOU TO KEEP IT IN A
SAFE PLACE FOR FUTURE REFERENCE.

¹ An Extract from 'Safeguarding Children and Young People at Corsham Baptist Church: Child protection Policy and Procedures'.

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1. INTRODUCTION TO SAFEGUARDING CHILDREN AND YOUNG PEOPLE AT CORSHAM BAPTIST CHURCH

The following guidelines and information are provided to help you to protect the children or young people in your care, and also to protect yourself. We all have duty to safeguard children, and the following sets out the guidance and procedures at Corsham Baptist Church.

The term Safeguarding covers all activity that protects children from maltreatment or impairment of health and development to ensure children grow up in circumstances consistent with the provision of safe and effective care so as to enable those children to have optimum life chances and enter adulthood successfully.

This booklet is a summary of more detailed information available in our ***“Safeguarding Children and Young people at Corsham Baptist Church - Child protection Policy and Procedures”*** document which is available in the Church Office or from any of the key personnel identified at section 3.

Therefore, for further information on running an activity, an outreach event, overnight trips, transporting children in cars/minibus etc. you will need to refer to the procedures and letter templates found in the wider Policy and Procedures document.

As individuals working with children we have a responsibility to ensure their safety in all respects. One of our aims is to build appropriate relationships with children and young people, to enable them to grow and learn about God within the church environment.

We want to provide an environment where our children and young people (that's anyone under the age of 18) can do this safely, and we would be grateful if you could take a few minutes to read through this booklet to help you be an effective member of the Team.



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2. CHILD PROTECTION POLICY STATEMENT

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, and *Working Together to Safeguard Children* (HM Government 2015).

As members of this church we commit ourselves to the nurturing, protection and safeguarding of all, especially children and young people.

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

Prevention and reporting of abuse and responding to concern

It is the responsibility of each one of us to prevent all forms of abuse of children and young people, and to report any abuse disclosed, discovered or suspected.

The church will fully co-operate with any statutory investigation into any suspected abuse linked with the church.

Safe recruitment, support and supervision of workers

We undertake to exercise proper care in the selection and appointment of those working with children and young people, whether paid or voluntary.

The church is committed to supporting, resourcing and training those who work with children and young people and to providing supervision.

Safe behaviour: A code of behaviour for workers

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

Safe practice and safe premises

We are 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.

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A safe community

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

Responsible people

The church has appointed **Paul Garcia** 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 **Debbie Riall** as the Designated Person for Safeguarding, and **Mark Everett** as deputy, to:

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

Policy and procedures

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

Each worker with children and young people whether paid or voluntary will be required to follow the policy and procedures.

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 *Annual Church Meeting* where progress in carrying it out will be monitored.

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3. KEY PERSONNEL AT CORSHAM BAPTIST CHURCH:

The following are the key staff involved with responsibility for implementing Safeguarding policy and activity at Corsham Baptist Church.



Name	Role	Contact Number
Paul Garcia	Safeguarding Trustee responsible for the oversight and monitoring the implementation of the Child Protection Policy on behalf of the Trustees.	01249 713504
Debbie Riall	Designated Person for Safeguarding with responsibility to advise the church on any matters related to the safeguarding of Children and young people and to take appropriate action when abuse is disclosed, discovered or suspected.	01225 811356 07717 423762 (work)
Mark Everett	Deputy Designated Person for Safeguarding .	01249 714737
Beverley Grylls	DBS Verifier responsible for all aspects of processing DBS checks for church staff and volunteers.	01225 782168



4. SAFEGUARDING - GOOD PRACTICE & GUIDELINES

1. We seek to work together as a team, with respect for our team members and team leaders, and taking mutual responsibility to help each other work within the good practice and child protection guidelines.
2. We seek to treat all children and young people with respect and dignity, and respond to them as individuals.
3. We will not use any form of physical punishment, ridicule or rejection when working with children and young people.
4. We want to ensure that our teaching is fun and flexible, and that the teaching and activities with children and young people are age-appropriate and relevant.

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5. We need to ensure that we have enough adults to provide the age-appropriate teaching, care, and supervision that the children and young people require.
6. We need to look at the environment in which we are caring for children and young people, and make sure that toys, activities provided and furniture around them is safe.
7. When taking children and young people off the premises we will ensure they are adequately supervised and in a suitable location.
8. When children or young people are to be transported in cars or minibus they must wear seat belts. The driver must ensure appropriate insurance and follow the guidance for transporting children and young people.
9. We will make sure we are familiar with the fire safety plans for the building in which we are working. We will register children at the beginning of every session as part of meeting these requirements.
10. We will inform parents of and record any incidents that happen to children or young people while on the church premises. We will know where to find the first aid box and who the responsible first-aiders are.
11. We need to make sure that crèche-aged children do not leave our care until they are collected by their parents or named adult, and that for all children there is an appropriate method of children returning to their parents.
12. We will oversee the relationships between children to endeavour to ensure bullying does not take place.
13. We will discuss agreed behaviour strategies with our team leader for our group.

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14. Our physical contact with children should be appropriate to their age and our relationships of trust with them, and should respect their individual boundaries.
15. For the protection of ourselves and the children in our care, we should ensure that at least two adults are accompanying groups of children and that a worker is not alone with a child.
16. If a situation arises where one-to-one conversation is requested or assistance in the toilet is required, another adult should be informed of the situation and doors kept open if appropriate.

KEY POINT: By becoming a member of a team working with children, you are agreeing to abide by these guidelines.



5. SOCIAL MEDIA - GUIDELINES FOR YOUTH WORK VOLUNTEERS

Social Media sites can be a helpful tool in working with young people. If you choose to use these in your ministry please ensure that the safe behavior code continues into the virtual world of social media platforms, keeping your profile appropriate for the viewing of young people.

If you are contacting young people using these sites, you are encouraged to do this in a public way. We advise against using private messaging for prolonged discussion, taking things offline, where possible, as matters are better addressed face to face and private messaging is hidden from public view.

It is also important that you avoid using abbreviations such as “LOL” as these can be misinterpreted by parents/guardians.

Remember to apply all the other good practice guidelines discussed within this leaflet in any interaction you have with young people online.

Please note: a separate policy is in place to guard the interactions of paid staff (i.e. Youth Pastor) in their use of social media platforms.

KEY POINT: By becoming a member of a team working with children and youth, you are agreeing to abide by these guidelines.



6. TYPES OF ABUSE

The relationship between teachers/helpers/group leaders and children/young people is called a “relationship of trust”. It is our duty to ensure that this trust is not abused. We describe several recognised categories of abuse below but the list is not exhaustive, and in all situations, the person you report to will weigh up carefully any information you pass on.

- **PHYSICAL** – To inflict pain, physical injury or suffering to a child or young person: e.g. hitting, shaking, slapping, pinching, pushing, throwing, poisoning, burning, kicking, drowning suffocating or using inappropriate restraint.
- **EMOTIONAL** – The use of threats, fear or power gained by another’s position, to invalidate the person’s independent wishes: e.g. mocking, coercing, threatening or controlling behaviour, bullying, intimidation, harassment or humiliation. This may also include: making a child feel worthless, unloved, inadequate, ignored or isolated.
- **NEGLECT** - The persistent failure to meet a child’s basic physical, emotional, and/or psychological needs, including adequate food, shelter, clothing, failure to protect from harm or danger or failing to access medical care or treatment.
- **SEXUAL** - Forcing or enticing a child/young person to take part, physically or visually in sexual activities. This may involve physical contact or non-contact activity such as viewing or taking part in pornographic activity or encouraging sexually inappropriate behaviour.
- **SPIRITUAL** – The inappropriate use of religious belief or practise: e.g. the misuse of scripture or power to control behaviour and pressure to conform, the denial of the right of faith or opportunity to grow in the knowledge and love of God, placing pressure on children to make decisions that are inappropriate to their age or development stage,

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creating an environment in which children are discouraged from asking questions or holding alternative views.

7. RECOGNISING HARM & ABUSE

There are several ways in which you may become aware a child may be suffering some kind of harm or abuse outside the activities of Corsham Baptist Church and it is important to recognise our responsibility to report any suspicions via the Designated Person identified at section 3 of this booklet. The following are indicators of harm you might note:

- Unexplained or suspicious injury
- Injury that is not consistent with the explanation
- Injury that has not received appropriate medical attention
- Child describing an abusive act or making an allegation
- Changes in behaviour, attitude or mood
- Inappropriate sexual awareness, play or behaviour
- Inappropriate relationships with children/adults
- Signs of neglect
- Observe it in the behaviour/appearance/development of a child
- You may witness an abusive event or interaction
- You may be told by someone else.
- The child/young person may talk to you – this is known as a **disclosure.**

If you are unsure please discuss with your team leader or the designated Person for child protection within the church.

KEY POINT: Corsham Baptist Church has a duty to report cases of suspected and alleged abuse, and in becoming a member of a team working with children you are agreeing to this policy.

8. HOW TO DEAL WITH A DISCLOSURE

KEY POINT: A disclosure is when a child/young person tells you about harm done to themselves (or someone they know).

In order to comply with Police and Social Services practice, there are certain guidelines we need to follow if a child tells us of abuse – failure to do so may damage a case against a perpetrator.

We must NOT

- Ask probing or leading questions, or push for more information
- Try to investigate the matter further ourselves
- Promise confidentiality
- Minimalise what is being said
- Take responsibility for deciding what to do about what we have heard, but ALWAYS discuss with the Designated Person who will be able to advise and arrange for appropriate follow up.

We SHOULD

- Create a safe environment in which children can share concerns
- React calmly to what they say – do not cause further distress to the child by a shocked/aggressive/disapproving response
- Reassure the child and tell them they are not to blame and they have done right to tell
- Listen to and acknowledge what is being said
- Explain clearly what you will do and what will happen next
- As soon as possible afterwards, make a written record of what took place
- As soon as possible afterwards inform the Designated Person

9. REPORTING SUSPECTED ABUSE - HOW TO DEAL WITH A CONCERN ABOUT A CHILD/ WORKER/CARER

If you have any concerns about a child's welfare or if a child discloses abuse to you... *YOU MUST ALWAYS PASS THIS ON.*

You have a duty of care to protect the child and an obligation to report it to the Designated Person.

Not all concerns lead to action – some concerns may have innocent answers, some may be easily resolved, but DO NOT take responsibility yourself – share your concerns.

Any concern about harm to a child from a parent SHOULD NOT be reported to the parent, but directly to the Designated Person at Corsham Baptist Church.

The Designated Person will ask you to keep the information confidential while the information is considered, they will take action if necessary and appropriate.

The Designated Person will share with you their decision and there are many options, for example:

- No action,
- Further observation,
- Seek advice from Baptist Union/Social Services,
- Further discussion with worker/s and/or carer/s,
- Reporting to Statutory Agencies.

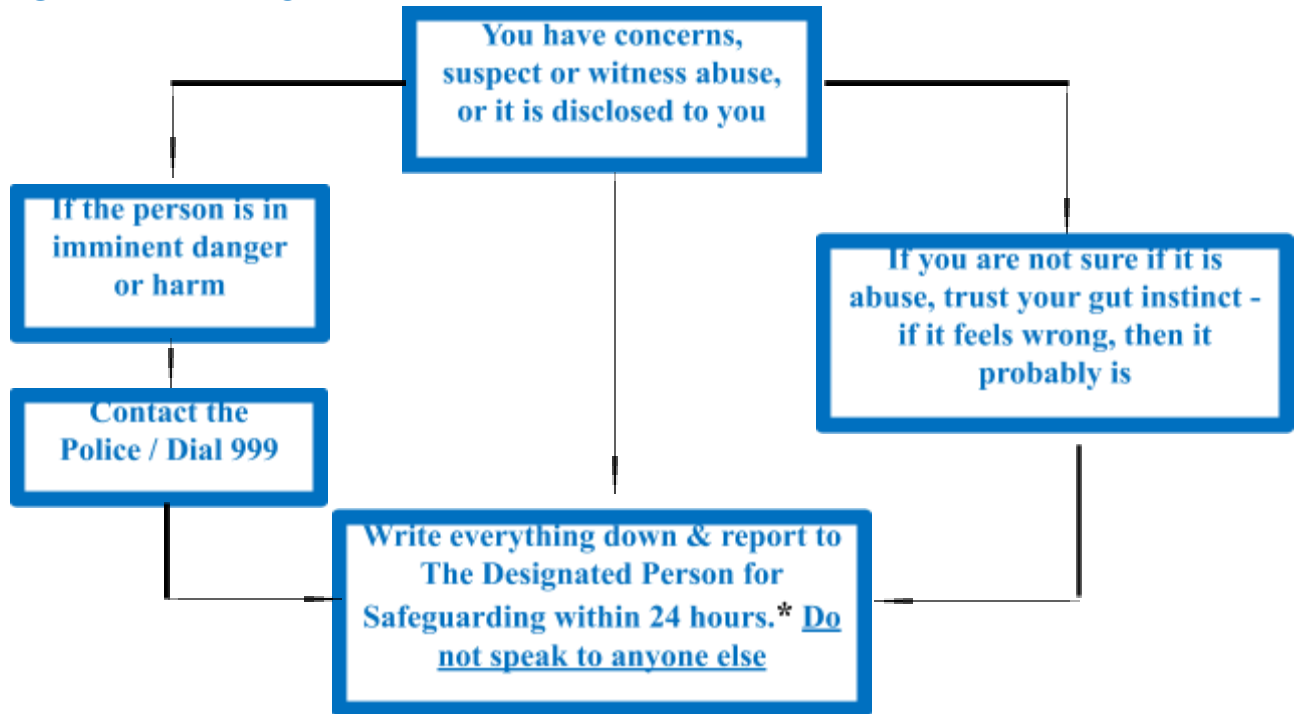
If you disagree with their decision, you may take advice from Social Services yourself.

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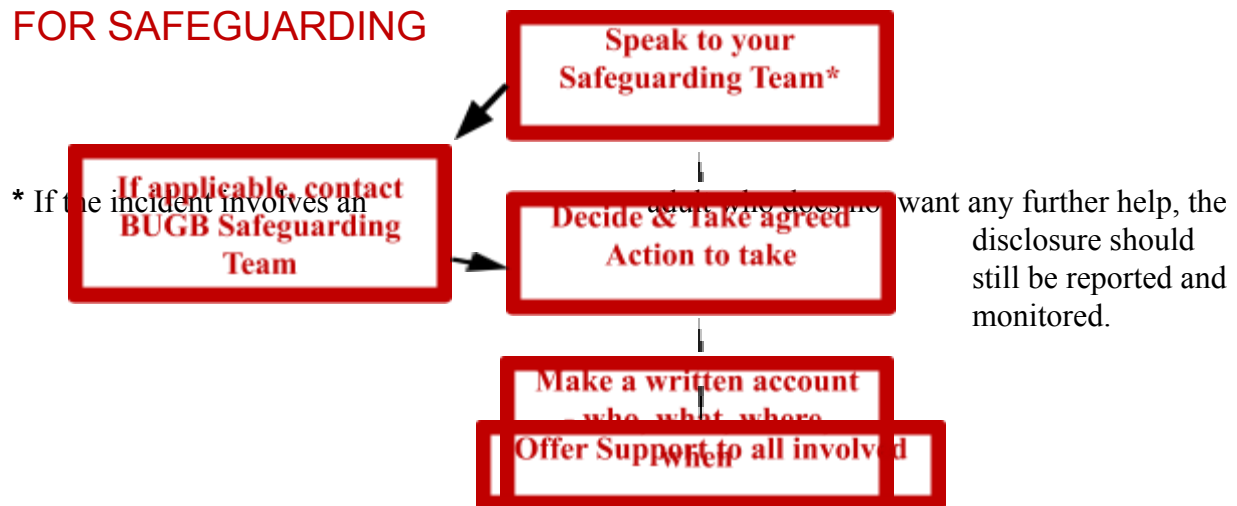
KEY POINT: Any investigation will be carried out by the Police and Social Services, NOT members of Corsham Baptist Church.

Responding to concerns flowchart:

STAGE 1: EVERYONE



STAGE 2: DESIGNATED PERSON FOR SAFEGUARDING



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Volunteer Agreement

Name of Church: Corsham Baptist Church

Name of Worker:

We welcome you as

You are joining a team which, together with the whole church, commits itself to the care and nurture of children and young people.

On behalf of the members of this church, we undertake to support you and your work, by prayer, by our interest and by providing resources and training.

The person who will give you primary support is:

He / She are there to discuss any matters of concern you may have.

Working with children and young people is a responsibility, but it also brings great rewards. We hope you will enjoy your work.

Signed Youth Pastor / Children's Worker

Date

Declaration

I am committed to choices and a lifestyle that is godly and Christ-like, knowing that my lifestyle is a model for children and young people.

I understand the nature of the work I am to do and have undertaken a DBS disclosure check.

I understand that it is my duty to protect the children and young people with whom I come into contact.

I have read & agree to abide by the Church's policies and procedures for safeguarding children and young people, as set out in the *Safe to Grow* booklet.

Because I am making a significant commitment and my presence is important, I agree to be consistent and on-time to the program(s) that I commit myself to.

I understand that I am required to attend regular safeguarding training and leaders meetings, as arranged.

Signed Date

Print Name

Please sign and carefully remove this form and hand it in to the church office.

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