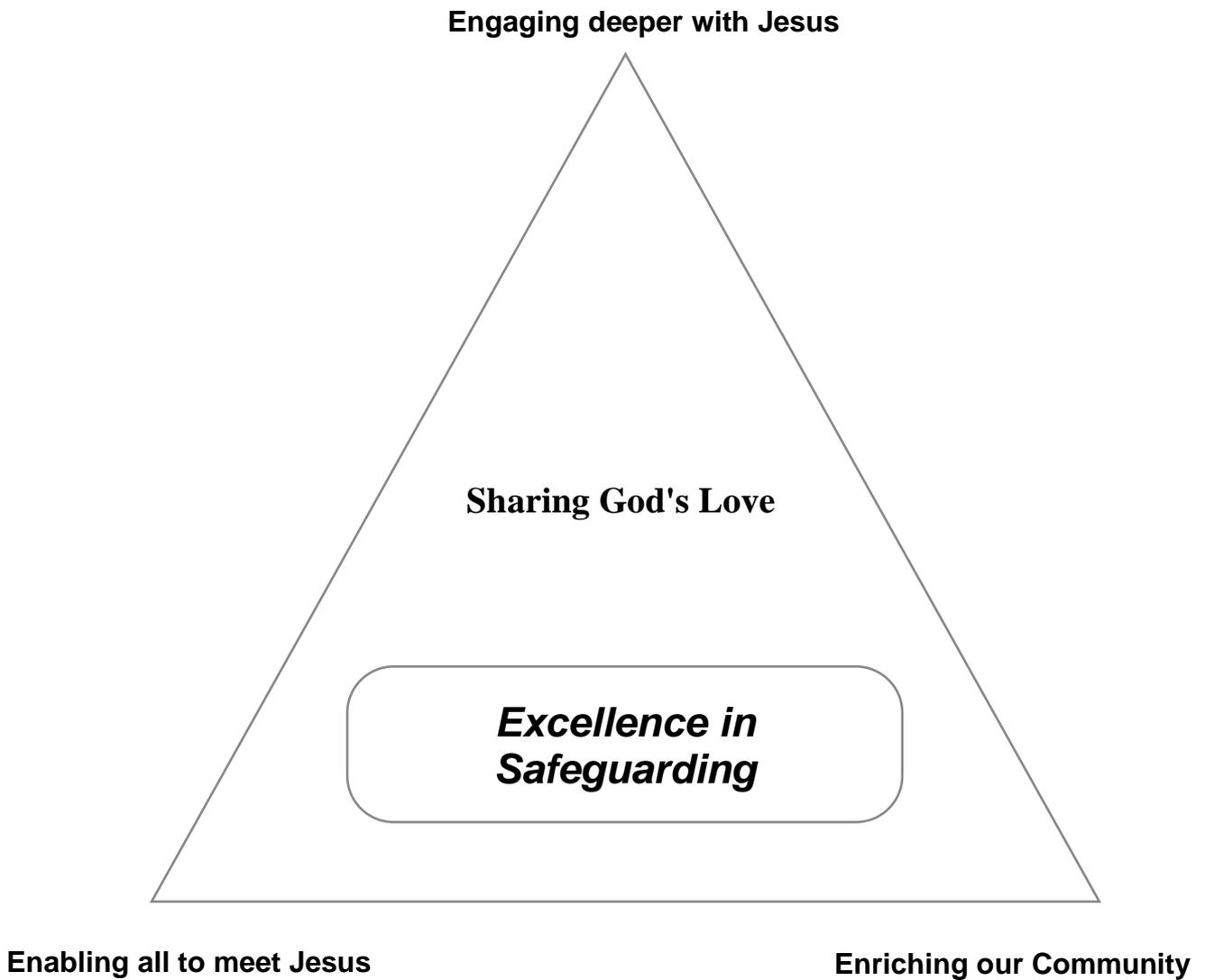




Safeguarding Policy and Procedures at Dronfield Baptist Church





Safeguarding Policy and Procedures at Dronfield Baptist Church (DBC)

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Copies of this Policy and other Safeguarding materials can be found following this link to the Church Dropbox Safeguarding folder <https://www.dropbox.com/sh/r4yaj33ooxoo033/AADK5udzu6wa7xqsdbGd2HcZa?dl=0> and in the cupboard in the Church Office



1.0 Policy statement on Children and Adults at Risk and Dronfield Baptist Church (DBC).

1.1 Safeguarding is a term used to represent the proactive protection and prevention of harm to the welfare and well-being of a Child or Adult at Risk.

1.2 The vision of DBC is

- Engaging deeper with Jesus
- Enabling all to meet Jesus
- Enriching our Community

1.3 All Children or Adults at Risk, whatever their age, gender, racial background, culture or disability, will have the opportunity to grow up and belong, safe from harm whilst engaging in activities organised by DBC and by organisations using its premises.

1.4 DBC believes that Children or Adults at Risk are, and should be, part of the Church today. They have much to give as well as to receive

- We will listen to them.
- We will nurture them in worship, learning, and in community life.
- We will respect their wishes and feelings

1.5 The Fellowship (members and attendees) of DBC commit themselves to the nurturing, protection and safekeeping of all Children and Adults at Risk using DBC organisations and activities.

1.6 It is the responsibility of each member of the Fellowship to strive to prevent the physical, sexual, emotional and spiritual abuse of Children and Adults at Risk, and to report any abuse suspected, disclosed or discovered as laid down in the Safeguarding Policy and Procedures summarised in the Excellence in Safeguarding Guidelines. The DBC Safeguarding Strategy, Policy and Procedures are based on the guidelines and principles published by The Baptist Union of Great Britain publications "Safe to Grow" and "Safe to Belong" and in line with current Safeguarding best practice.

1.7 The Fellowship of DBC recognise that all work with Children and Adults at Risk, is the responsibility of the whole church.

1.8 DBC is committed to supporting, resourcing and supervising those who work with Children and Adults at Risk. As part of that commitment to Children and Adults at Risk the Church Leadership will seek to facilitate training of leaders and workers with Children and Adults at Risk in their activities at church and on behalf of church.

1.9 Each worker with Children or Adults at Risk will know the Safeguarding Policies and Procedures, and, undertake to observe them. Each worker will be given a copy of the church's summary document "Excellence in Safeguarding" and expected to become familiar with the full Safeguarding Policy and Procedures document.

1.10 At DBC we seek to express the love and challenge of Jesus Christ to Children and Adults at Risk by nurturing and developing their spiritual, physical and personal growth.



1.11 As a Church we are committed to achieve this by

- the leaders of DBC organized activities living out a Christian life.
- working within and promoting the Safeguarding Policy and Procedures
- developing and utilising the skills and knowledge of Children and Adults at Risk by wholesome and adventurous activities.
- developing the social skills of Children.
- developing a concern for others in Children and Adults at Risk
- challenging Children and Adults at Risk with the life of Jesus and God's Word so that they can respond in faith to Him.
- drawing on the experience of Jesus in the life of Children and Adults at Risk and enabling them to put that experience back into the broader Church life.

1.12 As part of DBC's commitment to Children and Adults at Risk, the church has appointed a Safeguarding Team with the following responsibilities:

- Safeguarding Trustee (implementing Policy, Procedures and link to Trustees/Leadership) to oversee and monitor implementation of the Safeguarding policy and procedures on behalf of DBC's charity Trustees - Don Brennan
- Designated Person for Safeguarding (DPS) will take the appropriate day to day action when abuse is disclosed, discovered or suspected - Kenny Cameron
- Safeguarding Administrator/DBS Verifier to support adherence to the necessary processes and record keeping - Anne Armstrong

1.13 Their roles will be regularly explained to workers, Children and Adults at Risk, and their names and telephone numbers publicly displayed.

1.14 Safeguarding activities will be reviewed annually by the Safeguarding Trustee and reported to the Annual General Meeting. In addition, regular visits will be made by one of the Safeguarding Team to each organisation to identify any necessary training/induction required for newly appointed workers and support organisations in complying with DBC Safeguarding policy and procedures.



2.0 Dronfield Baptist Church Safeguarding Policy and Procedures

2.1 Policy and Procedures

Our strategy is based on a pyramid model.

Church Statement
Approved annually at the **ANNUAL GENERAL MEETING**

User Friendly Booklet
for Workers with Children and Adults at Risk

Forms:

- Applications
- Consent
- Incidents
- Monitoring Policy
- Recruitment

Guides:

- BUGB Guide to Cyber Safety
- BUGB Guide to DBS Checks
- BUGB Guide to Understanding Self Harm
- Guide to Safe(r) Working at DBC
- Empower Children to be Safe
- Safe to Belong
- Safe to Grow

Safeguarding Policy and Procedures

At the base is our foundation document. The Policy and Procedures document identifies our aspirations to attain excellence in Safeguarding plus our principles and approach we will take to achieve this.

2.2 Guides



Supporting this we have a number of practical Guides describing in more detail the “How Tos” to bring the Policy to fruition. We draw our Guides from a number of sources established for their excellence in Safeguarding practices including the Baptist Union of Great Britain.

2.3 Forms

Our policies and procedures need consistent documentation to record and monitor consistency in our reporting and recording arrangements

2.4 User Friendly Booklet

Workers need a practical summary - “Excellence in Safeguarding at DBC” - of what they need to do both for their own safety and for those they work with. They can also refer to, and have copies of, more detailed guidance “Guide to Safe(r) Working at DBC”.

2.5 Safeguarding Statement

A simple short Statement of the commitments and principles underlying the Safeguarding Policy and Principles. This is owned by the whole fellowship and approved and reviewed annually at the church ANNUAL GENERAL MEETING.

2.6 All levels of the pyramid are reviewed annually by the Safeguarding Team to learn both from experience and evolving best practice as well as learning from media news reporting highlighting what can go wrong.



3.0 Roles and Responsibilities

3.0.1 The Safeguarding Policy needs to be adopted and owned by the whole fellowship. The policy statement itself will be discussed and formally adopted by the Annual General Meeting. DBC acknowledges that Safeguarding is everyone's responsibility in the life of the church. However, for the policy to be effective, particular responsibilities have to be assigned to named people. If everyone has responsibility for everything there is a danger that no one will take responsibility for anything.

3.1 Trustees and Deacons

3.1.1 The Trustees of the church are ultimately responsible for ensuring that the policy is implemented and resourced in the church. It is the Trustees who have a duty of care to the Children 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 Trustees who will be deemed to be responsible for the outworking of the church's policy and procedures. It will also be the Trustees who will be held responsible for any legal obligations that arise under the Disclosure and Barring Scheme.

3.1.2 Therefore all Trustees will be fully conversant with the church's Safeguarding Policy. It will form part of the induction of any new Deacons. The Trustees should:

- have a mechanism for monitoring or reviewing the policy (currently the mechanism is for the Leadership to review the Policy 2 months before the AGM for formal approval at the meeting 1 month before the AGM)
- give support to those who are working with Children and Adults at Risk
- ensure that the training needs of workers are met
- make appropriate budget provisions for Children and Adults at Risk work, including budget provision for the training of workers
- take responsibility for finding ways of communicating the policy to all within the church

3.1.3 Whilst the Trustees delegate Safeguarding implementation to the Safeguarding Team they cannot delegate their ultimate responsibility for Safeguarding Policy and Procedures.

3.1.4 DBC have set up a Safeguarding Team consisting of Designated Person for Safeguarding (DPS), Safeguarding Trustee and, Safeguarding Administrator.

3.2 Safeguarding Trustee

3.2.1 The responsibilities of the Safeguarding Trustee are to:

- ensure on behalf of the Trustees/leadership that there is a proper Safeguarding process in place
- to write and update the Safeguarding Policy and Procedures document
- monitor the implementation of the Policy and Procedures on behalf of the Trustees
- ensure that the Policy and Procedures are reviewed annually and that a report is presented to the Trustees annually before the Annual General Meeting
- receive reports from the DPS regarding any Safeguarding incidents in the life of the church and build any lessons learned into the Policy and Procedures document



- ensure the Trustees are informed of issues as appropriate within Safeguarding confidentiality

3.2.2 In the unlikely event that there is no Trustee able to take on this responsibility this role will be taken by the Church Secretary.

3.2.3 This appointment is by the Trustees/leadership with any changes being brought to the next Annual General Meeting for information.

3.3 Designated Person(s) for Safeguarding (DPS)

3.3.1 The Leadership will nominate for approval at the Annual General Meeting a DPS. This is the person who will take the key role in helping the church to respond appropriately to any concerns that are raised about the safety or well-being of Children and Adults at Risk. This will, as far as possible, be someone with relevant knowledge and skills for the role, or someone who is willing to develop such skills. The role does not need to be filled by someone with professional experience in Safeguarding, but the person who takes it on does need to give time to understand the principles of Safeguarding.

3.3.2 The DPS will not normally be the Minister, Safeguarding Trustee or the Safeguarding Administrator as given the size of DBC work loads need to be apportioned sensibly. The DPS does not need to be a Trustee of the church. Indeed it would be possible (but probably impractical) for the DPS to be a member of another church.

3.3.3 It is possible for the DPS to have other responsibilities in the church's work with Children and Adults at Risk, although when this is the case procedures will need to be agreed in the event that there is any suspicion or allegation concerning the conduct of the DPS.

3.3.4 The DPS will work as part of a Safeguarding Team but will lead as first port of call and first contact for issues/concerns related to Safeguarding.

3.3.5 The DPS's role is to:

- receive and record information from anyone who has safeguarding concerns
- assess the information promptly and carefully, clarifying or obtaining more information when they need to
- consult with outside bodies where appropriate to discuss concerns - for example the Yorkshire Baptist Association Safeguarding contact/Regional Minister, the Local Authority Designated Officer, Social Services or the police Child abuse investigation team
- make a formal referral to Social Services or the police if appropriate or as advised
- inform both the Safeguarding Trustee and the Minister of any referral
- make referrals as appropriate to the Independent Safeguarding Authority
- be the link between the church and the Yorkshire Baptist Association contact for Safeguarding matters

3.4 Safeguarding Administrator/DBS Verifier

3.4.1 Within DBC we recognise the scale of work involved in ensuring exemplary recording of and support for Safeguarding measures. We recognise that this is substantially different



from the Church Secretary role and duly appoint a Safeguarding Administrator to focus clearly on the needs of the Safeguarding Policy and Procedures of the church.

3.4.2 The Safeguarding Administrator's role is to:

- co-ordinate the applications for DBS Disclosures
- ensure an audit trail of all Safeguarding actions in liaison with the DPS
- safely and securely store copies of all DBS checks and correspondence within the General Data Protection Regulation guidelines
- ensure all workers with Children and Adults at Risk have the necessary DBS checks
- ensure all checks for workers are up to date

3.5 The Minister

3.5.1 As a member of the Trustee body of the church, the Minister shares with all of the Trustees the general responsibility for the adoption and implementation of the church's Safeguarding policy. The Minister may need to be proactive in ensuring that the church takes seriously its responsibilities in this regard and in helping the church to see this as part of the church's Gospel responsibilities.

3.5.2 In addition to the responsibilities that the Minister shares with all of the Trustees, the Minister will have particular pastoral responsibilities. The Minister will therefore:

- be made aware of any Safeguarding issues within the church
- take responsibility for ensuring that appropriate pastoral support is provided in the context of any safeguarding investigation. In these circumstances the Minister's responsibility is to offer pastoral leadership to the whole church community. It may not be appropriate for the Minister to offer pastoral care directly to those involved, but to ensure that the pastoral needs of all are being met.
- Our Minister recognises that:
 - it is not possible or appropriate for one person to offer pastoral care to both an alleged victim and an alleged perpetrator of abuse
 - church communities can too easily become polarised in these situations and it is important for the Minister to be able to take a role that seeks to hold the church together.

3.5.3 The Minister is not part of the Safeguarding Team as it may create a conflict of interest and impair and compromise the Minister's capacity to offer pastoral leadership that holds the church community together.

3.6 Workers (Employed and Volunteer) with Children and Adults at Risk

3.6.1 All of those working with Children and Adults at Risk without exception will take personal responsibility for implementing the policy. They should each:

- know and implement the guidelines for good practice
- follow the agreed code of behaviour when working with Children and Adults at Risk
- be aware of ways in which Children and Adults at Risk are harmed and possible signs of abuse
- know what to do if a Child or Adult at Risk discloses abuse
- know what to do if an allegation is made about a fellow worker



- know who the DPS is to speak to if they have any suspicions or concerns

3.7 Group Leaders (Employed and Volunteer)

3.7.1 All leaders of groups will know all of the above. They will also know:

- how to go about appointing new staff/volunteers, including DBS checks
- the principles of good supervision
- what to do if one of their workers shares with them a concern about a Child or Adult at Risk
- how to contact the DPS
- how to access pastoral support for workers

3.8 All Attendees (Church Members and Non-Church Members)

3.8.1 All church attendees have a part to play. It is the responsibility of all within the church community to ensure there is a welcome for Children and Adults at Risk and an intolerance of all that brings them harm. All attendees should be alert to situations where Children or Adults at Risk may be vulnerable. All should know who the DPS is and other members of the Safeguarding Team to speak to if they suspect that a Child or Adult at Risk is being harmed.



4.0 Addressing the Concerns of Children and Adults at Risk at DBC

4.1 Understanding, Recognising and Responding to Abuse

4.1.1 Abuse and neglect are forms of maltreatment of Children and Adults at Risk. Somebody may abuse or neglect a Child or Adult at Risk by inflicting harm, or by failing to act to prevent harm. Children and Adults at Risk 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.

4.1.2 A Child is defined as anyone not yet reaching their 18th birthday. They are deemed to be at risk and in need of protection because of their age.

4.1.3 There is no one clear legal definition of an Adult at Risk. BUGB have provided a useful definition upon which ours is based. DBC defines an Adult at Risk as anyone aged 18 years or over who due to physical handicap, mental dysfunction, frailty, 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. We recognise that someone may be at risk progressively, temporarily or permanently.

4.1.4 Any suspicions about a Child MUST be referred to the DPS(s) for Safeguarding but an adult has the right to REFUSE a referral. The only exceptions to this are if the adult does not have the mental capacity to make such a judgement (defined by professional assessment not a worker's opinion), or, there is threat of harm or danger to another, or, criminal activity may be involved.

4.2 Defining Abuse

4.2.1 Abuse can take many forms and includes any trauma or injury occurring to a Child or Adult at Risk where the nature of the injury is not consistent with the account of how it occurred, or where there is reasonable suspicion that the trauma or injury was caused or not prevented by the person having charge of the Children or Adults at Risk.

4.2.2 Categories

Type of abuse	Child	Adult at risk
<i>Physical</i>	Actual or likely physical injury to a Child, or failure to prevent physical injury to a Child.	To inflict pain, physical injury or suffering to an Adult at Risk.



<i>Emotional</i>	The persistent, emotional, ill treatment of a Child that affects their emotional and behavioural development. It may involve conveying to the Child that they are worthless and unloved, inadequate, or that they are given responsibilities beyond their years.	The use of threats, fear or power gained by another adult's position, to invalidate the person's independent wishes. Such behaviour can create very real emotional and psychological distress. All forms of abuse have an emotional component.
<i>Sexual</i>	Involves forcing or enticing a Child to take part in sexual activities, whether or not the Child is aware of what is happening. This includes non-contact activities, such as involving Children in looking at, or in the production of, pornographic material or watching sexual activities, or encouraging Children to behave in sexually inappropriate ways.	Any non-consenting sexual act or behaviour. No one should enter into a sexual relationship with someone for whom they have pastoral responsibility or hold a position of trust.
<i>Neglect</i>	Where adults fail to care for Children and protect them from danger, seriously impairing health and development.	A person's wellbeing 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.
<i>Bullying</i>	includes teasing, making unkind comments about a Child or Adult at Risk, demanding money, "ganging up" on a Child or Adult at Risk or physically assaulting a Child or Adult at Risk.	
<i>Financial</i>	The inappropriate use, misappropriation, embezzlement or theft of money, property or possessions.	
<i>Grooming</i>	the processes involved in reducing the resistance of a Child or Adult at Risk to abuse. Often by increasing "secrets", increasing the fear of what might happen if reported, or, getting them to a point where they believe abuse is acceptable and normal. This can include reducing the resistance too of parent or carer.	
<i>Abuse of Trust</i>	Any relationship between a worker and Child or Adult at Risk that exceeds normal professional conduct or where a worker uses the power of their relationship to adversely bias a relationship.	
<i>Spiritual</i>	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 (e.g. Minister). The person experiences spiritual abuse as a deeply emotional personal attack.	



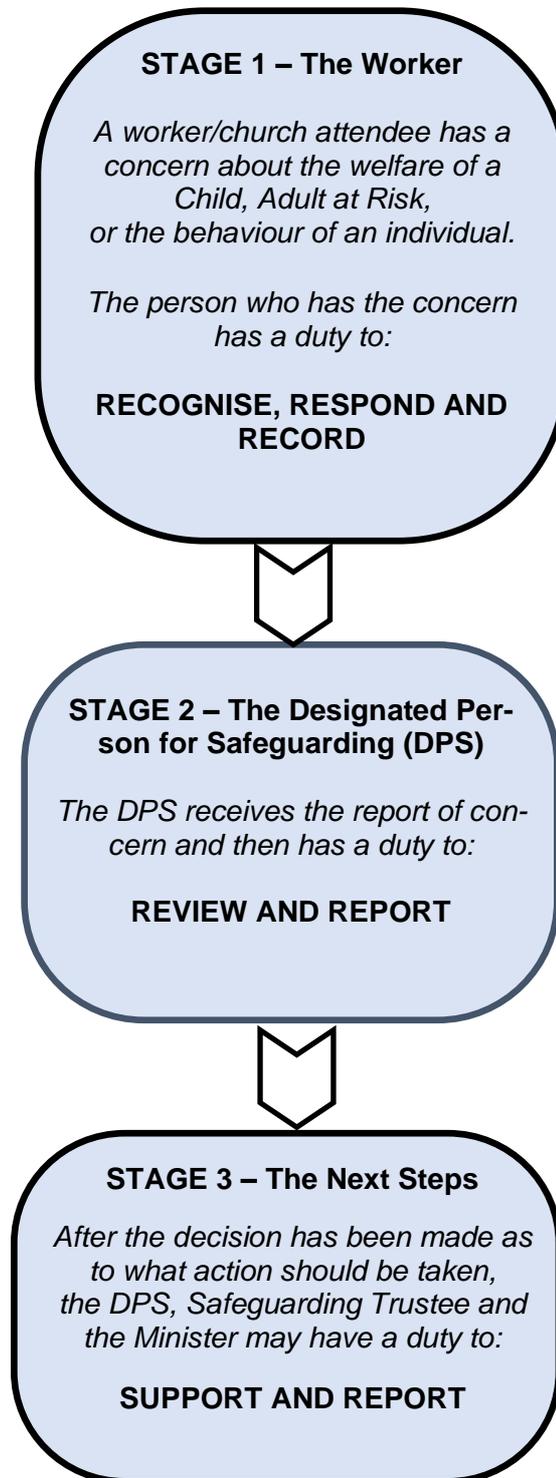
<i>Discrimination</i>	The inappropriate treatment of a person because of their age, gender, race, religion, cultural background, sexuality or disability.
<i>Institutional</i>	The mistreatment or abuse of a person by a regime or individuals within an institution. It can occur through repeated acts of 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.
<i>Domestic Abuse</i>	Domestic abuse is 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 their 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.
<i>Cyber Abuse</i>	The use of information technology (email, mobile phones, websites, social media, instant messaging, chatrooms, etc.) to repeatedly harm or harass other people in a deliberate manner.
<i>Self-harm</i>	Self-Harm 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 individual may also be neglecting themselves, which can result in harm to themselves.
<i>Mate crime</i>	'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.
<i>Modern Slavery</i>	Modern slavery is the practice of treating people as property; it includes bonded labour, Child labour, sex slavery and trafficking. It is illegal in every country of the world.
<i>Human Trafficking</i>	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.

- based on BUGB 03/11/17

4.3 How Workers for Dronfield Baptist church will respond when someone wants to talk about harm or abuse



4.3.1 The process consists of 3 Stages involving the Worker, the DPS, the Safeguarding Trustee and the Minister



4.3.2 Stage 1: The Workers responsibility is to follow 4Rs

4.3.2.1 Recognise



As part of taking up responsibilities when working with Children or Adults at Risk workers will be familiar with “Excellence in Safeguarding at DBC” and “Guide to Safe(r) Working at Dronfield Baptist Church” to be alert to the different types of abuse. Workers will remain alert to situations and whether things fit or seem right. They will update themselves on warning signs and be alert to changes in behaviour.

4.3.2.2 Respond

Workers will never ignore, defend or minimise fears brought to them. Workers will

- Talk to the Child or Adult at Risk privately following this Policy and Procedures guidelines
- Listen - and keep listening actively
- Show the Children and Adults at Risk that what they say is being taken seriously
- Avoid challenging or trying to interpret what is said beyond probing for clarity
- Avoid passing judgement on what is reported and told
- Avoid trying to explain information away or defend or justify
- Avoid "putting words in their mouth"
- Never promise confidentiality

4.3.2.3 Record

4.3.2.3.1 Workers will ask if it's ok to take notes to help clarify what's going on. It will also help to show that they are being taken seriously. If the one making the complaint does not want notes taken then it will not be pushed but notes will be written up immediately after the meeting and never more than half an hour later as recollections fade quickly.

4.3.2.3.2 A careful **written** record **MUST** be made of what is reported and what the worker can observe in the meeting

- Notes will be made as soon as possible if the worker is unable to do so at the time (preferably within half an hour of the Child or Adult at Risk talking)
- Notes will be factual, where possible verbatim and **NEVER** include the worker's emotional reaction to them. Workers will stick to gathering facts using who, what, where, when.
- Notes will record exactly what the Child or Adult at Risk has said and when s/he said it, what was said in reply and what was happening immediately beforehand (eg. a description of the activity).
- Notes will include name, address, date of birth or age, the nature of concerns/allegations/disclosure, dates and times of events and when the record was made.
- Notes **MUST** include descriptions of any bruising or injuries observed/reported
- Notes **MUST** include any action taken
- Notes will be handwritten and legible (hand written notes **MUST** be retained even if typed up later)
- Notes **MUST** be signed and dated
- Notes will be kept secure and confidential with access limited to the Safeguarding Team and where appropriate the Minister and will not be released to any third party unless legally obliged to do so

4.3.2.3.3 Workers will explain what happens next and avoid any delay in taking it. If an Adult at Risk doesn't want the information passed on then the worker will explain that they



need to speak with the DPS to get more advice. If permission is still not given, the worker will ask if they can speak to the DPS without mentioning the name of the person involved.

4.3.2.4 Refer to the Designated Person for Safeguarding (DPS)

4.3.2.4.1 The worker will contact the DPS – or in their absence another member of the Team or Minister within 24 hours. Workers will **NOT** investigate further.

4.3.2.4.2 Where possible, concerns will be referred directly to the DPS but in their absence another member of the Safeguarding Team or the Minister. **The person(s) against whom an accusation is made would not normally be informed at this stage that there had been a complaint made against them to prevent interference in the process.**

4.3.3 Stage 2: The DPS(s) for Safeguarding has a duty to review the concern and where necessary make a report to appropriate authorities.

4.3.3.1 The duty to REVIEW

4.3.3.1.1 Written notes will be passed by the worker to the DPS to assist them in completing the formal Incident Report who upon reviewing the data will:

- take into account their level of experience and expertise in assessing risk to Children or Adults at Risk.
- not normally inform the person under suspicion or relatives/carers at this stage in case they interfere with data gathering
- take into account any other reports that have been received concerning the same individual or family.
- speak with others in the church if 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 will not lead to undue delay in taking any necessary action.
- consult with other agencies, if relevant, to seek guidance and advice in knowing how to respond appropriately to the concerns that have been raised.
- ensure documents including copies of everything sent to Children's Social Care Team, are signed by the worker, initialed by the DPS, dated and kept secure and confidential.

4.3.3.2 The duty to REPORT

4.3.3.2.1 The DPS will decide who a formal report should be referred on to, working in conjunction with the church Safeguarding Team and Minister where appropriate.

4.3.3.2.2 If there is little evidence but adequate suspicion that a Child or Adult at Risk is being harmed, the DPS may need to refer back to the worker(s) who made the report(s) or others working with the Child or Adult at Risk to ask for appropriate discrete continued observation. In addition they may need to inform parents/carers under certain circumstances, where doing so would not present any further risk of harm or interference in the process.



4.3.3.2.3 The DPS may need to make a formal referral to the police or local Social Services team. **Referrals will be confidential** which means information will not normally be shared with the Pastoral team, prayer groups or prayer chains. Where Adults at Risk have not given their permission the DPS will only refer concerns 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

4.3.3.2.4 If an allegation is made against

- someone who works with Children the DPS will report the allegation to the Local Authority Designated Officer (LADO) or equivalent (located within Children's Services). The LADO will be alerted to all cases where concern is raised about a person who works with Children having
 - o behaved in a way that has harmed, or may have harmed, a Child
 - o possibly committed a criminal offence against Children, or related to a Child
 - o behaved towards a Child or Children in a way that indicates s/he is unsuitable to work with Children
- someone who works with Adults at Risk the DPS will report to the police or Adult Social Services.
- a worker and a referral is made to the statutory authorities, they will be asked to step down from all church duties until the incident has been investigated by the authorities. If appropriate a Safeguarding Contract will be put in place after discussion with the YBA Safeguarding Contact.

4.3.3.2.5 Where a Child or Adult at Risk has

- a physical injury or symptom of neglect the DPS will contact the LADO or Children's Social Care Team if there are concerns that a Child may have been deliberately hurt, is at risk of 'significant harm' or is afraid to return home.
- needs urgent medical attention an ambulance will be called or the Child or Adult at Risk taken straight to hospital, informing the parents/carers afterwards of the action that was taken. The hospital staff will be informed of any protection concerns.

4.3.3.2.5 Where there are allegations or concerns of

- sexual abuse for a Child, contact will be made with the LADO or Children's Social Care Team. Where there has been 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 the LADO/Children's Social Care Team, contact will be made with the police. In all such cases, physical evidence will not be touched or tampered with eg such as stained clothing. At this stage too, others outside the Safeguarding Team will not be informed or involved (including the parents/carers as they could be involved in the incident). All information will be treated on a need-to-know basis so that any alleged perpetrator is not 'tipped off'.
- mental or emotional abuse:
 - o Contact will be made to LADO/Children's Social Care Team for a Child - only facts will be reported (not reactions, interpretations or opinions).
 - o At this stage others outside the Safeguarding Team will not be informed or involved (including the parents/carers as they could be involved in the incident)



- spiritual abuse or power bullying (inappropriate pressure being exerted through the role occupied), these will be treated as any other mental or emotional abuse.
- grooming or neglect then these will be reported as any other abuse to the DPS. The DPS will, in consultation with other members of the Safeguarding Team,
 - o Inform the necessary legal authorities (Police and Social Services)
 - o Seek advice from the legal authorities on what next steps could and should be taken
 - o Consider what, if any, additional support can be offered

4.3.3.2.6 Whenever a formal referral is made to the police, Social Services or LADO, the DPS reports the referral to:

- The Safeguarding Trustee
- The Minister
- The YBA Safeguarding Contact

4.3.4 Stage 3: Support and Report - How the Safeguarding Team will Respond to allegations of abuse

Responsibilities to provide **SUPPORT** and decide how to **REPORT** at this stage are shared by the Safeguarding Team and the Minister.

4.3.4.1 The duty to SUPPORT

During any formal investigations and once concerns, suspicions and disclosures of abuse have been resolved, the church has a responsibility to offer support to all those who have been affected (Victims; Alleged perpetrators; Children; Adults at Risk; Other family members; Church workers; Church Safeguarding Team; Minister; Leadership Team). The Minister will oversee this support and links with the Pastoral Team

4.3.4.2 The duty to REPORT

4.3.4.2.1 There is a formal duty to refer the report of the incident to the

- Charities Commission (when we become registered) with them as a church worker being accused of causing harm to Children, young people or Adults at Risk this is classed as a serious incident
- Disclosure and Barring Service (DBS) 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 statutory authorities.

4.3.4.2.2 All records will comply with Data Protection best practice (see relevant DBC policy) but DBC recognises the unique sensitive nature of the information contained and the primacy of Safeguarding so will NOT release this information unless as required legally to the relevant statutory bodies.

4.3.4.2.3 All safeguarding incidents are considered in the annual review of the church's safeguarding policy to ensure the policy's continued robustness and relevance. All original



reports and records of actions taken are retained electronically, safely and securely by the DPS on the church secure Safeguarding site. Original hand written documents are scanned and stored similarly.

4.5 Handling allegations made against a member of the Leadership Team or Safeguarding Team

4.5.1 If it involves the Minister, the DPS will liaise with the Safeguarding Trustee who will arrange an emergency meeting of the full Leadership team. As a result of that meeting the DPS may be asked to notify the Yorkshire Baptist Association Safeguarding Officer and seek their advice. They will take appropriate action immediately as charity Trustees

4.5.2 Where it involves a member of the Leadership the Safeguarding Trustee will also contact the Minister. They will arrange an emergency meeting of the full Leadership. They will take appropriate action immediately as charity Trustees

4.5.3 Where it involves a member of the Safeguarding Team, contact will be made initially with a member of the Team not involved who will also contact the Minister. They will arrange an emergency meeting of the full Leadership. They will take appropriate action immediately as charity Trustees

4.6 Handling allegations made against a Worker

4.6.1 Where the worker is employed by DBC the DPS will seek advice from the Children's Social Care Team and the police before taking any action through the Trustees such as suspension of employment.

4.6.2 During an enquiry, the worker will be supervised as closely as possible without raising suspicion during the period between the matter coming to the Safeguarding Team's attention, the authorities being informed and the appropriate action being taken.

4.6.3 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 and Adults at Risk from possible further abuse or from being influenced in any way by the alleged perpetrator.

4.6.4 It may be necessary, for the sake of the Children and Adults 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 leaders will be informed of the reasons.

4.7 Handling allegations against a worker for organisations using the premises of Dronfield Baptist Church

4.7.1 Although responsibility for handling the issues will remain with the organisation, a condition of them using the premises is to inform the DPS(s) of the situation and to keep them apprised of developments. The Safeguarding Team in turn will notify the Leadership and on their behalf tactfully gather more information in determining the next action.



4.7.2 All subsequent actions taken by the Safeguarding Team or Leadership will be carefully recorded in **writing**, scanned and securely stored in the confidential Safeguarding area of the DBC 365 storage by the Safeguarding Trustee.

4.8 Handling Third Party Allegations

4.8.1 Reported Incident is on DBC premises or activities.

Where the allegation and/or referral comes from a Third Party, the role of the DPS is to gather as much factual information as possible from the third party. The third party will be advised that the information they have provided will be shared with the rest of the Safeguarding Team and in the case of a child may result in a referral to the Children's Social Care Team with the informant's details. This is so that Children's Social Care Team can contact them if necessary.

4.8.2 Reported Incident is from an external organisation.

When DBC is notified that someone is under investigation, or, is specifically asked to remove a suspect from certain activities, initial contact is most likely to be through the Minister as they are most likely to be known to others. The Minister should advise the DPS and discuss appropriate action bearing in mind the imperative to protect Children and Adults at Risk. It's unlikely that the DPS will need to inform the Social Care Team or police as these actions will have been made by the referring source but some form of supervision/exclusion may be sensible in certain situations until matters are resolved.

4.9 Handling Allegations against Children and Adults at Risk

4.9.1 Abuse can be initiated by Children and Adults at Risk upon each other. It is important that these situations are treated as seriously as other allegations and NOT put down to "they'll grow out of it" or, "they're too young to know what they're doing", or "they're under a lot of pressure". Nationally disastrous incidents hit the headlines almost weekly.

4.9.2 Children are naturally curious about the opposite sex. However, where a Child or Adult at Risk is in a position of power, or, has responsibility over another, and abuses that trust through some sexual activity, then this is abusive and will be responded to by the Safeguarding Team as if to accusations of an adult. Where one Child introduces another Child to some age-inappropriate sexual activity or forces themselves onto a Child this is abusive and again will be treated by the Safeguarding Team as it would for an adult. Such situations will be taken as seriously by DBC as if an adult were involved, because the effects on the Child victim can be as great.

4.9.3 Bullying is another form of Child and Adult at Risk abuse of each other and will be treated as seriously as any other form of abuse.

4.9.4 Instances such as these will be evaluated by the DPS and where deemed necessary Child protection agencies will be involved in the same way as if an adult were involved. The only difference is that in these situations the perpetrator will in all probability also be regarded as a victim (as they may have also been abused).



4.9 False Accusations

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

4.11 Investigations

4.11.1 **Investigation is the role of social services** and/or the police **NOT** the Safeguarding Team or the one reporting the concern. **The DPS's role is to clarify, gather, and, record evidence for use by these bodies.** The DPS will liaise with the police and/or social services for advice on how to proceed in each individual case. Investigations will be stressful for all involved.

4.11.2 Once a formal investigation has started, anyone suspected/reported as being a possible offender will be informed by the DPS of the accusation and asked not to work with or put themselves in a private situation with Children and Adults at Risk during investigations.

4.11.3 It is uncomfortable for everyone to treat someone as "guilty until proven innocent" but legally and morally the welfare of Children and Adults at Risk **MUST** come first. It is important that at this stage confidentiality is paramount and as few people as possible should be involved. It is increasingly difficult if the one suspected of abuse is a friend or someone regarded in high esteem. It will be extremely distressing for the one suspected and their family and the Minister's role is crucial in providing pastoral support.

4.11.4 Support will be offered by the Minister and Pastoral Team to the suspected offender without compromising the Children and Adults at Risk or their families/carers.

4.12 Pastoral Care

4.12.1 The Minister's role is to focus on the welfare of the whole fellowship and will oversee arrangements for support and pastoral care to the alleged offender, victim and their respective families.

4.12.2 Support may be offered freely from other parties but the details and accusations themselves remain with the Safeguarding Team on a need-to-know basis. In this way leaders/Pastoral Team not privy to the detail are free to offer support to other parties, including the suspected offender.

4.12.3 Where an investigation is under way, this support will be provided with the knowledge of the Child protection authorities.

4.12.4 The Safeguarding Team will ensure that one person is responsible for dealing with the authorities (DPS).

4.12.5 Where the suspected offender 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.





5.0 Working Safely - Code of Conduct for Workers with Children and Adults at Risk at Dronfield Baptist Church

5.1 Language

Effective communication is essential in church activity particularly with Children and Adults at Risk. It is so easy to confuse or misunderstand by the language we use - equally it is so easy to be patronising or condescending. Workers make every effort to use appropriate and relevant language in all interactions with Children and Adults at Risk to enable the greatest level of inclusivity and accessibility. We will avoid unexplained jargon, particularly in worship, and be mindful how easy it is to use unintentional but nevertheless derogatory words (such as derogatory words focusing on aspects of someone's disability, race or sexuality).

5.2 Worship

DBC is committed to all inclusive worship (see para 1.4) and tries to engage all attendees (and are open to suggestions on how to continually improve) by wherever possible

- Recognising visual needs and responding with descriptions of projected material and making available large print copies of important information
- Recognising auditory needs and that some are hard of hearing, so leaders of worship use microphones and we offer the use of a loop system and ensuring wherever possible speakers are aware of the basic helps for those who lip read (eg not covering the mouth, facing the fellowship wherever possible)
- Recognising there is a wide range of understanding so we use inclusive language and offer a range of worship opportunities

5.3 Financial Integrity

5.3.1 DBC makes every effort to ensure robust arrangements are in place for dealing with money, financial transactions and gifts to both protect those handling money and reassure the fellowship. All church activities undergo annual checks of accounts by a suitably skilled member of the fellowship approved at the Annual General Meeting.

5.3.2 From time to time workers with Children and Adults at Risk will need to handle monetary transactions whether it be for activities for Children (eg subs for meetings, Holiday Club, Soul Survivor etc) or aiding Adults at Risk with their personal finances (eg collecting pensions or benefits, shopping or banking, etc.). If handling money for meetings a record will be kept and collection overseen by two workers. If handling money for someone else, receipts or other evidence will be obtained to demonstrate probity. Workers would not normally make any financial gain from these interactions.



5.3.3 Adults at Risk may offer expenses or gifts to those helping them but whilst it may be reasonable to agree out of pocket expenses workers should not be influenced by offers of money and any offer of significant gift should be discussed with a church Trustee.

5.3.4 Any money received by the church is always handled by two unrelated church workers.

5.3.5 Workers take every care with Adults at Risk not to canvass individuals into making church donations or to influence beneficiaries from wills. 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 to the Trustees.

5.3.6 Workers make every effort to ensure that church and personal finances are kept apart to avoid any conflict of interest.

5.3.7 Workers will not normally act as Executors for an Adult at Risk who they know through their church work or pastoral role, as this may lead to a conflict of interests. Should this be unavoidable then the Trustees will be kept informed.

5.3.8 If a worker or church member is asked to fulfil the role of Power of Attorney or Appointment for an Adult at Risk they will ensure they seek expert legal advice to ensure that the situation is clearly understood and is the most appropriate course of action for the Adult at Risk.

5.4 General Guidelines

5.4.1 The aim of these general guidelines is to ensure the highest quality care and protection for Children and Adults at Risk whilst involved with DBC. It is also critical to give both volunteer and employed workers safe guidelines within which to work for their protection too (eg from false accusations, knowing what's expected of them etc). Workers for DBC will

- Treat all Children and Adults at Risk with dignity and respect in attitude, language and actions.
- Use age appropriate language and tone of voice.
- NOT engage in any of the following;
 - Invading the privacy of Children and Adults at Risk when they are using the toilet or shower.
 - Rough games including contact between a leader and a Child or young person.
 - Sexually provocative games.
 - Making sexually suggestive comments
 - Scapegoating, ridiculing or rejecting Children and Adults at Risk
- Endeavour to control and discipline Children and Adults at Risk without using physical restraint but if a situation does arise where a Child or Adult at Risk needs to be restrained in order to protect them or a third person then this will be done as safely as possible.
- Respect the glass panels put in doors for their safety and not cover them up



- Ensure the side door has dropped the Yale lock so Children and Adults at Risk can't stray out unsupervised or uninvited people gain access to the premises during an activity
- NOT normally be left working alone with Children and Adults at Risk but be part of a team showing mutual responsibility for each team member.
- If there are insufficient leaders for groups, then internal doors will be left open.
- At least two people are present before external doors are opened for an event.
- If put in a position where they are working alone workers will
 - Assess the risk of sending Children and Adults at Risk home
 - Phone another team member and let them know the situation
 - Get a second trained leader as soon as possible
- Write down a record of what happened - copied to the Safeguarding Administrator for retention
- If a Child or Adult at Risk wants to talk on a one-to-one basis the worker will make sure that:
 - The conversation is held in a corner of a room where other people are.
 - Or if the worker is in a room on their own, the door will be left open.
 - And the worker will alert another team member
- Consider how many workers should be involved with the group
- Ensure that for mixed gender groups there are both male and female workers present
- Ensure that only adults with appropriate training (by DBC or their organisation) are allowed to participate in Children and Adults at Risk activities.
- Younger “helpers” and inexperienced workers will be supervised
- The leader of the activity should be aware of any other adults who are in the building.
- Ensure parents/carers (who may or may not attend DBC) are given information about the group including contact telephone numbers.

5.4.2 Calculating Minimum Supervision Ratios

5.4.2.1 Various organisations have their own guidelines. Calculating minimum supervision ratios is critical to the safety and welfare of Children and Adults at Risk. Exact prescriptive minima are difficult to specify. It is **always** appropriate to over supervise than under supervise.

5.4.2.2 When calculating ratios, leaders of activities will consider a number of factors which may vary the ratio. What is adequate for a Sunday School class will not be adequate for a camping holiday. What is adequate for late teens will not be adequate for Adults at Risk

- The **Maturity** of the Children and Adults at Risk. Often this is linked to age but not always so. Generally speaking though the younger the person the higher the ratio should be of workers to children. It is rare for groups to be homogeneous in their maturity and sub- groups may need to be supervised differently.
- The **Vulnerability** of the Children and Adults at Risk. Alongside maturity this can vary beyond age or specific group. It is rare for groups to be homogeneous in their vulnerability and sub- groups may need to be supervised differently.
- **Special needs:** Do any of the Children or Adults at Risk have special needs that will require additional support?



- **Behavioural issues:** Do any of the group or group as a whole present challenging and difficult behaviour? For young people especially romantic attachments might also need considering.
- **The Venue:** Dronfield Baptist Church has a number of rooms and outside grounds, external activities may have more. If buildings are large and sprawling it is difficult to keep groups within boundaries. Have you allocated sufficient resource to unexpectedly but regularly patrol out of bounds areas? Activities that take place away from the church premises will be thoroughly inspected as they frequently require a higher ratio.
- **Emergency Cover:** If it can go wrong it will go wrong. How will your supervision ratio handle more than "first aid accidents". Have you got sufficient drivers and vehicles to get immediate medical support? Have you got back up support if one of your workers gets ill or drops out or has to attend to other emergencies that take them away from the group?
- **Gender balance:** All mixed groups should have both men and women workers present. This becomes increasingly important for older age groups and for some external activities eg swimming
- Young helpers under the age of 18.will not be included in the supervision ratio calculation.
- No person under 18 years of age will be left in sole charge of any Children of any age.
- No Children or Adults at Risk whilst attending an activity or group will be left alone
- Where possible workers of both sexes should be present at mixed sex activities.

5.4.2.3 We will follow the Baptist Union suggestions on minimum ratios but these are ONLY a starting point.

Age range	Recommended minimum ratio for IN-DOOR activities	Recommended minimum ratio for OUT-DOOR 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

5.5 Appropriate Contact



5.5.1 To a certain extent physical contact between worker and Children and Adults at Risk cannot be helped and is usually a natural thing to do. At all times it MUST be appropriate.

- Everything MUST be kept public eg an appropriate hug in the context of a group is very different from a hug behind closed doors.
- Touch MUST be related to the Children and Adults at Risk needs, not the worker's.
- Touch MUST be age-appropriate and generally initiated by the Child or Adult at Risk rather than the worker.
- Sometimes a Child or Adult at Risk begins to rely on these innocent contacts - if they become dependent on them then the team of workers within that activity or organisation will discuss the implications for Safeguarding - if necessary with the DPS.
- All ambiguous physical activity will be avoided ie that which might be thought by others to be sexually stimulating to the adult or the Child.
- Workers will respect a Child's or Adult at Risk's right to privacy (that which affects only themselves eg to ensure personal dignity) not secrecy (that which may affect others eg harmful tweeting)
- Workers will respect a Child's or Adult at Risk's right to decide how much physical contact they have with others, except in exceptional circumstances when they need medical attention.
- Workers giving First Aid (or applying sun cream etc) will encourage the Children and Adults at Risk to do what they can manage themselves, but in considering the Children and Adults at Risk best interests may offer appropriate help where necessary.
- It is the responsibility of all activity workers to monitor each other in the area of physical contact. Workers are expected to help each other by constructively challenging anything which could be misunderstood or misconstrued. If in doubt a member of the Safeguarding Team should be consulted or invited to a meeting with the workers.

5.5.2 Children and Adults at Risk also need to appreciate what is acceptable contact when engaged in activities organised by DBC. This should be included in any Risk Assessments conducted for activities.

5.6 Visiting Children and Adults at Risk at Home

It is unlikely that workers will need to make a pastoral visit to Children or Adults at Risk and their families at home on behalf of DBC. If a situation occurs where it is needed then the Safeguarding Team or Minister should be made aware of it BEFORE the meeting as other issues may be relevant.

5.7 Children and Adults at Risk with Special Needs

5.7.1 Children 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, and may have limited understanding and behave in a non age appropriate way.



5.7.2 All parents/carers/guardians of Children and Adults at Risk with special needs will be approached by a worker on behalf of the activity/group to find out from them how best to assist the Child or Adult at Risk. If necessary a dedicated "buddy" worker will be assigned.

5.8 Children arriving at Activities without parental knowledge

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
- Ask the Child if a parent/carer is aware of where they are, and, if necessary, 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, a worker will find out as soon as possible whether they have any special needs (eg. medication) so that you can respond appropriately in an emergency.

5.9 Peer Group Activities

All youth activities will be overseen by named adults who have been selected in accordance with agreed recruitment procedures. It is accepted that young people approaching 6th form age will want to be involved in or run their own group activities. This is to be encouraged as part of their maturing process but it does NOT remove Safeguarding responsibilities from the workers. Sensitivity and skill will be needed by the Leaders as young people will make mistakes, do lack leadership skills and can be quite partisan in their views. Leaders should still be encouraging and facilitative in their support eg working with the young people on programmes rather than doing it for them, encouraging them to identify what skills and support they need for particular activities etc.

5.10 Cyber Safety and Safe Communications

5.10.1 Modern Technologies and Safe Communication

5.10.1.1 It's a fact of life that the competent use of new technologies is becoming each year the domain of younger and younger Children. DBC acknowledges its responsibility to ensure both workers and Children and Adults at Risk use these new technologies appropriately whilst on DBC premises or activities.

5.10.1.2 Caution must be exercised when primary school age Children and younger want to use these new ways of communicating. They may feel that if they have the equipment and knowledge (most primary schools now have IT classes and equipment) they can use it. Workers with these age groups will arrange activities to add to the Child's knowledge about what is appropriate in their use whilst on DBC premises or activities. Workers will generate a safe usage and practice code with Children as it is much more effective than a blanket banning of equipment (especially if parent or carer wants the Child to have a mobile phone/ipad etc so they can contact them).



5.10.2 Cyber abuse and how Workers' Communicate with Children and Adults at Risk

5.10.2.1 All Children and Adults at Risk and their parents/carers will be told what contact details are needed and sensible codes on usage of new technologies between themselves and workers at DBC. Beyond basic necessary contact information, it is up to the Children and Adults at Risk what other information they share eg email address or mobile telephone number. If a worker volunteers their email, instant messaging or social media contacts then communications sent from Children and Adults at Risk CAN NOT be regarded as private. Contents (and copies) should be shared with other leaders/workers in their activity or organisation and, if appropriate, copied to the Safeguarding Team.

5.10.2.2 Above all, workers should remember that once they have sent a communication by electronic or other means what happens to it is outside their control. They MUST be conscious of both their own reputation and that of DBC. Communications should be restricted to information not emotions. If workers have any doubts about communication they must consult the Safeguarding Team.

5.10.2.3 Email

Where email is used by workers to remind Children and Adults at Risk about meetings, they should be regarded as in the public domain and sent to other leaders and could be copied to safeguarding@dronfieldbaptist.co.uk. It is important workers use clear and unambiguous language to reduce the risk of misinterpretation and inappropriate endings such as 'luv' should NOT be used.

5.10.2.4 Instant messaging/Tweeting

Instant messenger should be kept to an absolute minimum. Workers will save significant conversations of texts and keep a log of any significant communication stating with whom and when they communicated.

5.10.2.5 Mobile Phones

Particular diligence needs to be applied when workers use mobile phones to communicate with Children and Adults at Risk:

- All mobile phone use will be primarily about information sharing.
- Workers will keep a log of significant conversations/texts.
- Any texts or conversations that raise concerns will be passed on/shown to other workers or the Safeguarding Team. Employed workers will share it with their church supervisor.
- Workers should use clear language, particularly when texting, and should not use words such as 'luv' or ambiguous abbreviations like 'lol' which could mean 'laugh out loud' or 'lots of love'.

5.10.2.6 Social Networks/Facebook



If a worker allows their personal details to be accessed:

- It is essential that all content including photos is suitable.
- Workers will know and comply with any age limits on social network sites.
- All communication should be kept in the public domain.
- Workers will copy other workers into communication if needed to keep transparency
- Caution will be exercised in accepting requests to be a "friend" or similar to ensure any acceptance does not put the worker at risk due to misunderstandings or conflict with DBC Policy and Procedures.
- Refer to Baptist Union Guide to Cyber Safety

5.10.3 Videoing and Photographing Children

5.10.3.1 Since the introduction of the Data Protection Act in 1998, and the more recent General Data Protection Regulations churches must be very careful if they use still or moving images of clearly identifiable people. Workers in DBC and organisations using their premises will

- Ensure permission is obtained, via the consent form, for all Children who will appear in a photograph or video before the photograph is taken or footage recorded.
- Make clear why that person's image is being used, what it will be used for, and who might want to look at the pictures.
- Regard images being taken at an event attended by large crowds, such as a sports event, as a public event and will not seek permission

5.10.3.2 Many other uses of photographs are not covered by the GDPR, 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. Workers will make it clear when parents/carers attend activities eg moving from Cubs to Scouts whether photography or videoing is permissible.

5.10.3.3 Children under the age of 18 will not be identified by surname or other personal details, including e-mail or postal addresses, telephone or fax numbers.

5.10.3.4 When using photographs of Children, it remains preferable to use group pictures.

5.11 Mentoring

If a worker is working as part of a recognised mentoring programme of the church with a Child or Adult at Risk:

- The parents/carers/guardians of all Children involved in mentoring will sign a letter to say they are aware that the mentoring is happening and who it is with.
- All mentoring meetings will have an agreed start and end time and someone should be aware that the meeting is taking place
- Basic records will be kept of progress, issues, decisions, discussion, dates of significant meetings, text messages and emails.
- Appropriate boundaries in regards to times and demand will be in place in lines with best practice ie. not phoning during the night, etc.



5.12 Abuse of Trust

5.12.1 All leaders and workers with Children and Adults at Risk will be made aware of the trust that is conferred on them through the roles they occupy. This trust is given by the Leadership of the church, the church fellowship and, those they work with. Trust too confers power to the worker from the Children and Adults at Risk. Workers will be made aware of the need to never abuse this trust.

5.12.2 Workers will not allow relationships with those they have responsibility for to "get out of hand". They will always strive to maintain a professional relationship in all their activities. Workers have a responsibility to support each other including helping each other to maintain appropriate relationships. If there is any doubt about a relationship then the DPS or another member of the Safeguarding Team should be consulted.

5.13 Good Practice Guidelines

5.13.1 Workers WILL

- Treat all Children and Adults at Risk with respect and dignity. Use age appropriate language and tone of voice.
- Provide an example they wish others to follow - in language, tone, and body language.
- Plan activities appropriately.
- Ensure more than one other person is present or at least within sight or hearing of others.
- Respect Children and Adults at Risk right to privacy.
- Treat seriously any allegations made to them about suspected abuse.
- Listen to the Children and Adults at Risk
- Give Children and Adults at Risk access to talk to others about concerns/fears they may have.
- Encourage Children and Adults at Risk to talk about any attitudes or behaviour they do not like or feel uncomfortable with.
- Ensure another adult knows the conversation is taking place and where, and ensure the door is left ajar if a Child or Adult at Risk wants to talk to them in private,
- Set a good example by the way they live their life and conduct themselves.
- Remember that someone may misinterpret their actions, no matter how well intentioned.
- Remember that extreme caution is needed especially when dealing with sensitive moments of counselling - dealing with bullying, bereavement, disclosure of abuse, etc.

5.13.2 Workers WILL NOT

- Allow themselves to be alone with Children and Adults at Risk whether on Church premises or when out with Children, without another adult being around. (overnight stays, outings, etc)
- Allow abusive peer activities such as initiations, bullying, etc.



- Play rough games involving physical contact between them and Children and Adults at Risk
- Engage in sexually provocative games.
- Have inappropriate physical or verbal contact with others. This includes sexually suggestive comments even if made in “fun”.
- Belittle, ridicule, or reject Children and Adults at Risk
- Exaggerate or trivialise abuse issues.
- Discuss abuse issues with anyone other than one of the Safeguarding Team.
- Invite a Children and Adults at Risk alone to their home.
- Jump to conclusions about others whether it is an adult, or Children and Adults at Risk
- Allow themselves to be drawn into inappropriate behaviour such as attention seeking - tantrums, crushes, etc. It is important not to show favouritism as it can lead to attention seeking behaviour.
- Give lifts in a car if it is in a one to one situation. If an emergency arises and there is no alternative but to give a lift to a Children and Adults at Risk, they will first try to ensure the parent(s)/carer(s) are advised of the situation and then ensure the Children and Adults at Risk travels in the back seat of the car
- Rely on their "good name" to protect them.
- BELIEVE “IT COULDN’T HAPPEN TO ME”
- INVESTIGATE ANY ALLEGATIONS OF ABUSE - REFER TO SAFEGUARDING TEAM DPS



6.0 Safe Practice

6.1 Safety Within Dronfield Baptist Church

6.1.1 Consent Forms

It is essential that DBC has important information about all Children and Adults at Risk involved in any activities at the church. This information is recorded on our consent forms. The first week someone attends we endeavour to obtain name, medical emergency information and a contact name and number. If the form is taken away with them eg for parental/carer approval then they must bring their form back with them to continue.

6.1.2 Guidelines for the Use of Dronfield Baptist Church

Workers for an activity at DBC must be familiar with the Policy and Procedures document from the Safeguarding Team and will be given their own summary booklet "Excellence in Safeguarding at DBC" to retain.

6.1.3 Health and Safety

6.1.3.1 All activities for Children and Adults at Risk comply with the Church's current health and safety policy and are conducted in accordance with this Policy and Procedures document with particular attention paid to the sections on Fire Action, First Aid, Health and Safety and Kitchen and Food Hygiene.

6.1.3.2 Whenever possible at all events involving preparation of food at least one worker will hold a valid Basic Food Hygiene Certificate. All users of the kitchen facilities must comply with the additional guidelines set out by the Catering Team to ensure DBC maintains its accreditation with the local council.

6.1.4 Drop Off/Pick Up Zone

6.1.4.1 DBC has a designated Drop Off/Pick up Zone from the church wall to the line of paving stones in the tarmac. It is intended only as that and should not be used for parking when an activity is underway in the building.

6.1.4.2 Pedestrians have priority at all times and a safe(r) one way transit is outlined in Annex 3. Whilst drivers of vehicles are obviously responsible for the use of this area the Annex is intended to help them access the church more safely. Children especially should always be in the care of a responsible adult/carer given the dangers of road crossing between two busy roundabouts.

6.1.4.3 Leaders of all children's activities should ensure children only leave the premises with a responsible adult or carer.



6.1.4.4 Leaders of activities are responsible for ensuring members, carers, guardians and parents are aware of Annex 3 and the drivers' responsibilities when dropping folk off or picking folk up.

6.1.4.5 Accredited Blue Badge holders may park safely upon displaying their badge and ensuring that they do not create an obstruction for other vehicles wishing to pass through or around the Drop Off Zone. Normal parking Bye Laws apply to any other member of the Fellowship who "pops in for a few minutes". Experience suggests Traffic Wardens are vigilant especially as there is safe parking at Sainsbury's.

6.1.5 Healthy Boundaries

6.1.5.1 Workers will assess, think through and be proactive in managing the expectations of others. Boundaries are not there to drive wedges between them and the Child or Adult at Risk. They do acknowledge and "put up front" the additional responsibilities of their role within the life of DBC.

6.1.5.2 **Pastoral Boundaries:** Ministers as part of their training are taught about the importance of pastoral boundaries. Workers might have come across the need for them in other fields of work too. The dangers are no less real or important in a church setting when working with Children or Adults at Risk. It's not a case that you're ok or it could never happen to you. A worker's reputation or good intentions are no defence if a problem occurs. Workers remember the dangers of abuse of trust and the additional responsibilities conferred on them by working with Children or Adults at Risk. Workers try to think about boundaries now rather than regret the lack of them after a problem.

6.1.5.3 **Secrecy and Privacy:** These are not the same. Everyone has a right to privacy when engaged in activities within or on behalf of DBC – they do not have a right to secrecy. Workers recognise the importance of this as one of their boundaries and also try to ensure that they don't get trapped by the concept of confidentiality. If something is brought to them "confidentially" a worker will make sure that the person understands that if it is a safeguarding issue they may need to raise it with the Designated Person for Safeguarding.

6.1.5.4 **Transference:** Transference has become a popular concept due to numerous TV settings, popular culture and conversations. It's now a fairly familiar word. It refers to when someone attaches or transfers a set of strong emotions, feelings or needs to someone working with them from another situation or individual – seeking from the worker what they can't get more appropriately eg seeking love and affection from them when they can't get it from a parent or carer. We all have times when we are emotionally vulnerable and need the support of others – this is not transference unless we become dependent on the other person. No one is immune to transference but workers in their role with Children or Adults at Risk are particularly at risk of being the object of transference. It's obvious too that in our own times of vulnerability we can transfer our needs to others. If a worker has any doubts about this boundary they will seek the support of a member of the Safeguarding Team or Minister.

6.1.6 Mutual Accountability

6.1.6.1 It's a sad fact that any worker with Children or Adults at Risk can stumble in their behaviour – no one is perfect or exempt and the only real danger is for a worker thinking it couldn't happen to them! An extra level of pre-empting and managing risk is to be mutually accountable within the team..



6.1.6.2 Mutual accountability is an essential element of the trust we place in each other as members of DBC – even the Minister is accountable to the Leadership in the first instance and the Safeguarding Team to the Leadership as Trustees. The leadership in turn is accountable to the Church Family meeting. Relationships within our activities can be no different.

6.1.6.3 Mutual accountability is not about discussing an incident with the Designated Person for Safeguarding but about recognizing the responsibility the team members have for each other. Teams in DBC recognise their responsibility to monitor each other and if necessary point out dangers to each other before they happen. Not seeing the wood for the trees can apply to anyone in any situation.

6.1.7 Maintenance of Premises

DBC is properly maintained by a Fabric Team and annually completes a formal Health and Safety Inspection.

6.1.8 Fire

It is the responsibility of all workers within the building to ensure the safety of themselves and those who are attending their activities. In addition it is a legal requirement that all workers are familiar with the emergency procedures in the event of fire.

6.1.9 First Aiders

6.1.9.1 DBC has a number of trained First Aiders. There is a list showing who they are

- on notice boards,
- in the Church Office cupboard alongside other Safeguarding materials and
- with the First Aid Kit itself.

6.1.9.2 First Aid kit is held in the cupboard in the kitchen. The accident forms are held in the Church Office cupboard.

6.1.9.3 The church Health and Safety Team ensures that the contents of the First Aid boxes are checked on a regular basis. Completed accident forms should be passed on to the Safeguarding Administrator.

6.1.9.4 All DBC groups 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.

6.1.10 Supervision of Groups

The person responsible for a group/activity is identified to the Church Secretary and the Safeguarding Administrator so that it is apparent who is the 'responsible person' for that activity – normally the key/security number holder. Each activity will need a register of who is in attendance so that they know who is on the premises for emergency evacuation etc.



6.1.11 Food and General Hygiene

The Food Safety (General Food Hygiene) Regulations 1995 state that anyone who handles food or whose actions could affect its safety must comply with the regulations. It follows therefore that those with responsibility for food will need to possess the Basic Food Hygiene Certificate and be aware of food safety (preparation, handling and storage, disposal of waste, etc.) in addition, to use the kitchen facilities workers must abide by the guidelines drawn up by the Catering Team to ensure DBC maintains its accreditation with the local council.

6.1.12 Risk Assessment

Before undertaking any activity the activity leader ensures that a risk assessment is carried out and it is advisable to appoint someone specifically for this task. Copies of the risk assessment may be logged with the Safeguarding Trustee.

6.1.13 Insurance

Residential activity/camp organisers on DBC premises ensure with the church treasurer that there is adequate insurance cover for the activity proposed.

6.2 Activities outside Dronfield Baptist Church

6.2.1 Outings and overnight events

Before undertaking any outing or overnight activity a **specific** risk assessment must be carried out.

- Parents/guardians will be informed in writing of all the arrangements.
- Consent forms will be obtained for each overnight activity.
- There will be leaders with First Aid and Food Hygiene certificates with the group.

6.2.2 Sleeping Arrangements

Arrangements for residential activities will be considered carefully. Workers will not normally share sleeping accommodation with Children (in exceptional cases where they do have to share with Children there should be a minimum of three Children). It may be acceptable for workers to share sleeping accommodation with Children and Adults at Risk in a large dormitory or on an activity such as Youth Hostelling where it is customary practice. Arrangements will be age-appropriate, provide security for the Children and Adults at Risk and be safe for Children and Adults at Risk and workers. The activity leader will ensure that parents understand what the arrangements will be and have given their written consent.

6.2.3 Adventurous Activities



6.2.3.1 Wholesome and challenging activities are to be encouraged to develop the maturity, self confidence and social skills of Children and Adults at Risk. They do though demand extra vigilance, supervision and expertise to ensure they remain adventurous but safe environments. The Risk Assessment for these activities should be particularly robust and if necessary discussed with the DPS.

6.2.3.2 DBC wants to nurture and develop the spiritual, physical and personal growth of Children and Adults at Risk and from time to time this will involve them in more adventurous activity. The activity leader will ensure that the staff engaged in such activities are properly trained and qualified and that the correct ratio of support staff is met. Accompanying workers will have been fully briefed by the activity leader on their role, individual involvement and responsibilities.

6.2.3.3 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 activity leader will ensure that the premises are currently licensed.

6.2.3.4 No Child will participate in adventurous activities without the written consent of the parent/carer. Equally those Adults at Risk who are particularly vulnerable will have written consent from, or be accompanied by, their carer.

6.2.4 Fire Safety

Activity leaders will make themselves aware of the residential activity/camp's 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 Adults at Risk with disabilities (eg. a Child who is hard of hearing).

6.2.5 General Safety

6.2.5.1 At all times, it is the responsibility of the workers to know the whereabouts of every Child and Adult at Risk participating in a residential activity/camp and this includes monitoring access on and off the site.

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

6.2.6 Insurance

It is also particularly important that workers establish that there is appropriate public liability insurance in place at the premises where they intend to stay before undertaking the trip. The cover taken out by DBC may not be adequate. If in doubt check with the Church Treasurer.



6.2.7 Transportation

6.2.7.1 These guidelines apply to all drivers involved in the transportation of Children and Adults at Risk on external activities organised by or on behalf of DBC. They do not apply to private arrangements for transportation made, for example, parents transporting their own Children. All organisations using the premises will be expected to have their own Safeguarding procedures or to comply with these.

6.2.7.2 Our practice on transporting Children and Adults at Risk is as follows:

- Usually only those who have gone through the recruitment procedures for workers will transport Children. Parents/carers transporting Children and Adults at Risk other than their own will be expected to comply. When possible drivers will pick up and drop off at pre-arranged places.
- All drivers will have read the Church's Safeguarding Policy and agree to abide by it.
- Parental/guardian consent will be given for all journeys.
- At collection or dropping off points no Children and Adults at Risk will be left on their own. Children must only be collected by an appropriate adult.
- Drivers will be 21 or over and have held a full driving licence for at least two 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 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 MUST be road worthy.
- Drivers must ensure the appropriate Child safety seating is fitted to the vehicle
- Drivers, if alone with passenger, should seat passenger(s) in the rear seating.
- 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.
- Make sure all Children and Adults at Risk are returned to pick up point.
- All drivers of minibuses used to transport Children and Adults at Risk will have a small bus permit, the necessary insurance, and, a valid driving licence that entitles them to drive a minibus.

6.2.7.3 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.

6.2.8 First Aid

At least one First Aid kit and one worker trained in First Aid should accompany each activity. In addition where external premises are used (eg for overnight stays) then workers and in particular the First Aider must know where the First Aid kit is kept on the premises.

6.3 Handling Disruptive Behaviour



6.3.1 Every effort will be made to avoid disruptive behaviour by sensible planning and appropriate Risk Assessments for activities. However, no matter how careful the planning or thorough the Risk Assessment disruptive behaviour is always a possibility. If risk of physical harm is obvious ie the situation has gone beyond shouting, then workers doing nothing is NOT an option.

6.3.2 Workers will always strive to use minimum reasonable force in restraining adversaries and protecting themselves. There is no legal definition for "reasonable force" as every situation is a unique set of circumstances.

6.3.3 Any actions and necessary witness statements will be recorded in the Incident Report, parent(s) and/or carer(s) informed, and, the Safeguarding Team notified as soon as is practical.



7.0 Making Dronfield Baptist Church a Safe(r) Place to be for Children and Adults at Risk

7.1 Bullying

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

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

7.1.3 Bullying can take many forms including:

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

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

- Racial difference
- Disability
- Sexuality
- Hair colour
- Gender
- Beliefs
- Social activities attended

7.1.5 Bullies can be:

- Children and Adults at Risk bullying others in their peer group, or other Children and Adults at Risk
- Adults bullying Children and Adults at Risk
- Children and Adults at Risk bullying adults.

7.1.6 Bullying will always cause a great deal of pain and harm for those on the receiving end. Many Children and Adults at Risk 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.

7.1.7 Some signs that can indicate that a Child or Adult at Risk is being bullied are:

- Withdrawal;



- Lack of desire to join activities with certain individuals;
- Drop in school marks;
- Torn clothing;
- Loss of friends;
- Avoidance of church groups and other activities;
- Bruises;
- Need for extra money or supplies.

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

- The Children and Adults at Risk themselves will be involved in agreeing a code of behaviour which makes it clear that bullying is unacceptable
- Children and Adults at Risk should know how they can report any incidents of bullying
- All allegations of bullying will be treated seriously
- Details will be checked carefully before action is taken
- The bullying behaviour will be investigated and bullying will be stopped as quickly as possible
- The parents/guardian/carer 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 and copied to the DPS

7.2 Working with Offenders and Suspected Offenders

7.2.1 An offender or someone under formal investigation will NOT be permitted to work with Children or Adults at Risk. When someone attending the Church is known to have abused Children or Adults at Risk or is under formal investigation, the Safeguarding Team will arrange supervision of the individual concerned and alert the Minister of the need to offer pastoral care. In their commitment to the protection of Children and Adults at Risk the DPS will set boundaries for that person which they will be expected to keep.

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

7.2.3 If an offender is on the Sex Offenders' Register they will be monitored under guidelines known as the Multi-Agency Public Protection Arrangements (MAPPA). DBC will comply with the latest guidance and require a written contract be in place if the offender wishes to be part of DBC.

7.2.4 In determining the details of the contract/Covenant of Care:

- 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 Adults at Risk



- The Safeguarding Trustee, the DPS and the Minister must always be informed
- The DPS will determine whether the person is subject to supervision or is on the Sex Offenders' Register
 - if so, the DPS will make contact with the offender's specialist probation officer (SPO) who will inform the church of any relevant information or restrictions that the church should be aware of
- The Safeguarding Trustee will inform and take advice from the Regional Minister in the Yorkshire Baptist Association.

7.2.5 An open discussion must be held with the person concerned in which clear boundaries are established for their involvement in the life of the church. A written contract/Covenant of Care will be drawn up which identifies appropriate behaviour. The person will 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 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 or Adults at Risk are present
- Will require that the person declines hospitality where there are Children or Adults at Risk
- Will state that the person will never be alone with Children or Adults at Risk while attending church functions
- Will require the person to stay away from areas of the building where Children and Adults at Risk meet.

7.2.6 The contract should be monitored and enforced. Those who offend against Children and Adults at Risk can often be manipulative. If the contract is broken appropriate sanctions will be considered by the Safeguarding Team in liaison with the Minister.

7.3 Drugs and Alcohol

7.3.1 DBC has a zero tolerance policy to the use of drugs (including so called "legal highs") and the consumption of alcohol on its premises or within any of its activities. Workers will take whatever action is legal and necessary to protect Children and Adults at Risk.

7.3.2 If found, drugs will be confiscated and disposed of appropriately. Prescribed medication will be returned to its owner immediately following an activity or at the time medication is due to be administered

7.3.3 If found, alcohol will be disposed of immediately

7.3.4 Any needles or sharp objects will also be appropriately disposed of immediately.

7.3.5 Any incidents will be duly recorded and discussed with the DPS to determine if any further action - including involving the police - is deemed necessary.

7.4 Smoking



7.4.1 DBC operates a "No Smoking" policy within its building, its grounds and, on all activities it organises.

7.4.2 Organisations using the premises may of course have their own policies but are expected to abide by this policy when using the premises and grounds.

7.4.3 Any cigarettes etc found by workers will be confiscated and returned to the owner at the end of an activity.

7.5 Use of Premises

7.5.1 Laptops and pcs

7.5.1.1 Internet abuse is particularly difficult to prevent given the functionality of modern smart phones (see section on Cyber Safety). It is one of the worst forms of bullying given how anonymous bullies can remain and how quickly and widespread the content of bullying can spread. It's effect on the bullied can be devastating.

7.5.1.2 Any laptop or pc owned by DBC will use the functionality offered by the operating system eg available parental controls, to restrict access to the internet to acceptable areas.

7.5.1.3 Support will be offered as to all bullying activities. Use of equipment will also be monitored by similar patrols as for Out of Bounds safety.

7.5.2 Out of Bounds areas

When activities are restricted to specific areas of the premises eg hall or lounge only, workers will clearly identify what boundaries there are and mark accordingly. Given that notices can be ignored by the determined, workers will unexpectedly but regularly patrol areas out of bounds during their activities.



8.0 Safely Recruiting Workers with Children and Adults at Risk for Dronfield Baptist Church

8.0.1 Under the Criminal Justice and Court Services Act 2000, it is an offence for anyone disqualified from working with Children and Adults at Risk to knowingly apply, accept or offer to work with them. 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.

8.1 Recruitment of Employed Workers with Children and Adults at Risk

8.1.1 It will be made clear in job advertisements, at interview and on application forms that all those having contact with Children and Adults at Risk will be asked to agree to DBS checks being carried out before the position is confirmed.

8.1.2 Formal references will be requested for all employed workers and where applicable an applicant's UK residency status and/or right to work in the UK will be checked.

8.1.3 All prospective workers will have a formal interview with a panel consisting of a core membership of the Minister, Treasurer and a member of the Safeguarding Team.

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

8.1.5 Any appointee will have a written contract 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.

8.1.6 There will be a probationary period of 6 months before the appointment is confirmed.

8.1.7 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.

8.1.8 Training

- All workers must understand the agreed procedures for protecting Children.
- Child protection training must be attended at least once every 3 years.
- Training for workers in relevant areas will be arranged, eg. First Aid, Food Hygiene.

8.2 Recruitment of Voluntary Workers with Children and Adults at Risk

8.2.1 Where possible the recruitment process for volunteer workers will mirror those for the employed worker but at a more informal level. The reality is that most church activities are short of volunteer workers and the temptation is to take any willing hand. This is especially



true for irregular activities that look to attract new attendees and so need more "one-off" volunteers eg Holiday Clubs.

8.2.2 All volunteers must understand their responsibilities when working with Children and Adults at Risk. They must understand the Policy and Procedures document and agree to an appropriate DBS check.

8.2.3 In all probability volunteers will already be known by DBC and will not therefore need formal or informal references. Where volunteers are from outside the church formal or informal references must be sent to the Safeguarding Administrator.

8.2.4 All volunteers will have a "buddy" or supervisor for the first 6 months of their involvement with activities or if they are "one-off" volunteers.

8.2.5 Organisations using the premises of DBC should have similar or more stringent processes in place.

8.3 Young Helpers

Young people under 18 may be used as helpers

- Helpers will be responsible to a named worker
- Helpers will never be in a position where they are providing unsupervised care of Children or Adults at Risk
- As they will never be in unsupervised care they don't need a DBS.
- When a young helper reaches the age of 18 the full recruitment process will be applied.



9.0 Working Safely with Organisations who use the Premises of Dronfield Baptist Church to work with Children and Adults at Risk

9.0.1 Although there is no direct linkage between DBC (DBC) and organisations using their premises to work with Children and Adults at Risk we expect each organisation to have their own Safeguarding policies and procedures equal to or exceeding the rigour of the one owned by DBC

9.1 Sponsored Organisation

Any sponsored organisation will need to formally agree to abide by the Safeguarding policies and procedures of DBC.

9.2 Non-Sponsored Organisations

9.2.1 Memo of Understanding

Where sensible, organisations not affiliated to the church will have a memo of Understanding clarifying their mutual responsibilities

9.2.2 Liability and Insurance

Organisations using the premises of DBC must have their own public liability insurances to exempt DBC from financial liability caused by them using the premises

9.2.3 Facilities

All organisations using the premises of DBC will have access to agreed facilities only. Should they use the kitchen facilities they will be expected to abide by the rules laid down by the Catering Team to ensure DBC maintains its accredited status with the local council.

9.2.4 Formal Training and Certification

All organisations will be responsible for providing their own trained First Aiders but are welcome to use and replace material from the on-site First Aid kit stored in the Kitchen. Equally those organisations using kitchen facilities will be responsible for ensuring their staff meet the Food Hygiene standards necessary for DBC to maintain its 5 star rating.



Annex 1 The Issue of Forgiveness

A1.1 Forgiveness of those who offend against our vulnerable is a huge challenge - but if we don't forgive are we denying the Christian gospel? Are we calling into question the power of Jesus to transform a person's heart?

A1.2 These challenging questions need to be taken seriously, however we cannot ignore the fact that the Christian church has used the language "forgiveness" and "second chance" somewhat lightly in the past and has effectively colluded with those who have used their positions of trust in the church to gain the opportunity to harm and abuse.

A1.3 Forgiveness always entails risk. Restoring a relationship with someone who has broken trust in the past comes with the risk that they will break that trust again in the future, with all the consequent pain. Taking the risk of allowing those who have offended in the past to work with the vulnerable in the future is a risk that we do **not** have the right to take.

- We have the right to take the adventurous risk of forgiveness when we ourselves will bear the cost of its failure.
- We do **not** have the right to take such risks when the cost of failure will be borne by those who are vulnerable and for whom the potential cost is incalculable.

A1.4 At the very core of the personality of a person who abuses is the ability to deceive. While we should not call into question that God can transform a person's heart by the power of the Holy Spirit, we must always be cautious about our own ability to discern when such a transformation is genuine and when it is not.

A1.5 In living out the prayer "lead us not into temptation" each of us will have areas that we need to avoid, situations that may lead to temptation - it would not be responsible to give an alcoholic a job in a bar, would we employ someone convicted of fraud or theft as our church treasurer?

A1.6 Those who have abused in the past should be helped to find a place in the life of the Christian community with wisdom, supporting them on their journey towards wholeness and enabling them to live with the consequences of their past in the light of God's forgiveness and acceptance, whilst ensuring they are never given the opportunity to offend again in the future.

A1.7 This leads us on to why our safeguarding procedures are so important – they depersonalise our actions - the procedures are written with time to consider and reflect, a very different time to when we need to implement them!

The actions taken when a safeguarding concern is highlighted are not a personal or vindictive act against someone, they are implementing the procedures that anyone attending DBC, regardless of whether they are a church leader or are in membership, should already be aware of and be complying with.



A2 - More on Handling Abuse of Trust

A2.1 Relationships between Children and Adults at Risk and those working with them take many different forms, but all of them can be described as 'relationships of trust'. The leader is someone in whom the Child or Adult at Risk has placed a degree of trust. The trust may be because the worker has an educational role, is a provider of leisure activities, or even is a significant adult friend. In every case, however, that relationship is not one of equal partners and there is the potential for the trust to be abused by the worker, who is in a position of power over the Child or Adult at Risk. It is important for all those in positions of trust to understand the power this can give them over those they care for and thus the responsibility they must exercise as a consequence of this relationship.

A2.2 This imbalance of power means that it is wrong for a teacher to develop a romantic relationship with a sixth former or for a doctor to enter into a romantic relationship with a patient. This imbalance of power can exist in other non-professional contexts. All voluntary organisations including DBC, are now expected to have a policy which sets out the boundaries of such relationships.

A2.3 Such policies are particularly intended to protect young people over the age of consent but under 18 years of age or an Adult at Risk where a relationship of trust with an adult looking after them exists. It is always wrong for a worker to enter into a sexual relationship with a young person. Whilst young people aged 16 or 17 can legally consent to some types of sexual activity, they may still be emotionally immature. Their vulnerability could be exploited either deliberately or unwittingly. Where a relationship of trust exists between a young person and a youth leader it does not make any difference whether or not the sexual relationship is consensual. The imbalance of power makes it an abuse of trust.

A2.4 However abuse of trust does not only take place when a relationship develops into a sexual relationship. It is also not acceptable for a worker to form a romantic relationship with a Child or Adult at Risk with whom they have a relationship of trust. Such a romantic relationship (even if consensual) would not be a relationship of equal partners - the worker is always in a position of power over the Child or Adult at Risk and exploitation is almost inevitable, even if unintentional.

A2.5 These principles apply irrespective of sexual orientation. It is important also to recognise that women as well as men may abuse a position of trust.

A2.6 The inappropriate nature of romantic relationships is obvious where the worker is a mature adult, but less so when the worker is a young person (e.g. a 19 year old leader with a 16 year old member of the group). However, if such a romantic relationship did occur, there would still be a confusion of the roles of worker and romantic partner. Normally in these circumstances the worker should cease either the relationship of trust or the romantic relationship with the young person.

A2.7 DBC policy makes it clear that those taking on work or already working with Children and Adults at Risk must be aware that they are in a position of trust and the responsibilities this brings with it. The policy:

- aims to protect the young person/vulnerable adult from an unequal and potentially damaging relationship



- aims to protect the person in a position of trust by preventing him/her from entering into such a relationship deliberately or accidentally by providing clear and enforceable guidance on what behaviour is acceptable.

A2.8 Whilst this guidance has no statutory force, the Government-recommended good practice says that a clear statement that any behaviour which might allow a sexual relationship to develop between the person in a position of trust and the individual or individuals in their care should be avoided; and that any sexual relationship within a relationship of trust is unacceptable so long as the relationship of trust continues.

Young Leaders

A2.9 It is good practice for churches when appointing young leaders to consider not appointing young leaders to lead the peer group immediately below their own, but always to leave a gap of at least one peer group. If this principle were to be followed a 16 year old being given leadership experience would not be placed in a leadership role with the 13 – 15 year olds, but at least one age group below. A nineteen year old would not be given leadership responsibility for the 16 – 18 year old group, but always with a younger group of young people and Children.



A3 – Dropping Off/Picking Up Zone

A3.1 Where cars and pedestrians mix there is always a risk and this is clearly heightened on a Sunday morning when there is a lot of activity outside church. We need to accommodate pedestrians waiting at or using the crossing and the footpath generally, people getting tea / coffee, people coming into church with children and toddlers, people with poor mobility being dropped off and those with slower reactions, poorer hearing or poorer eyesight.

A3.2 Risks are further heightened if drivers approach from different directions, reverse at any point, are impatient or drive too fast. Risks are also heightened when pedestrians are chatting, distracted, on their phones or otherwise not paying attention.

A3.3 Rules for use of this area are therefore as follows:

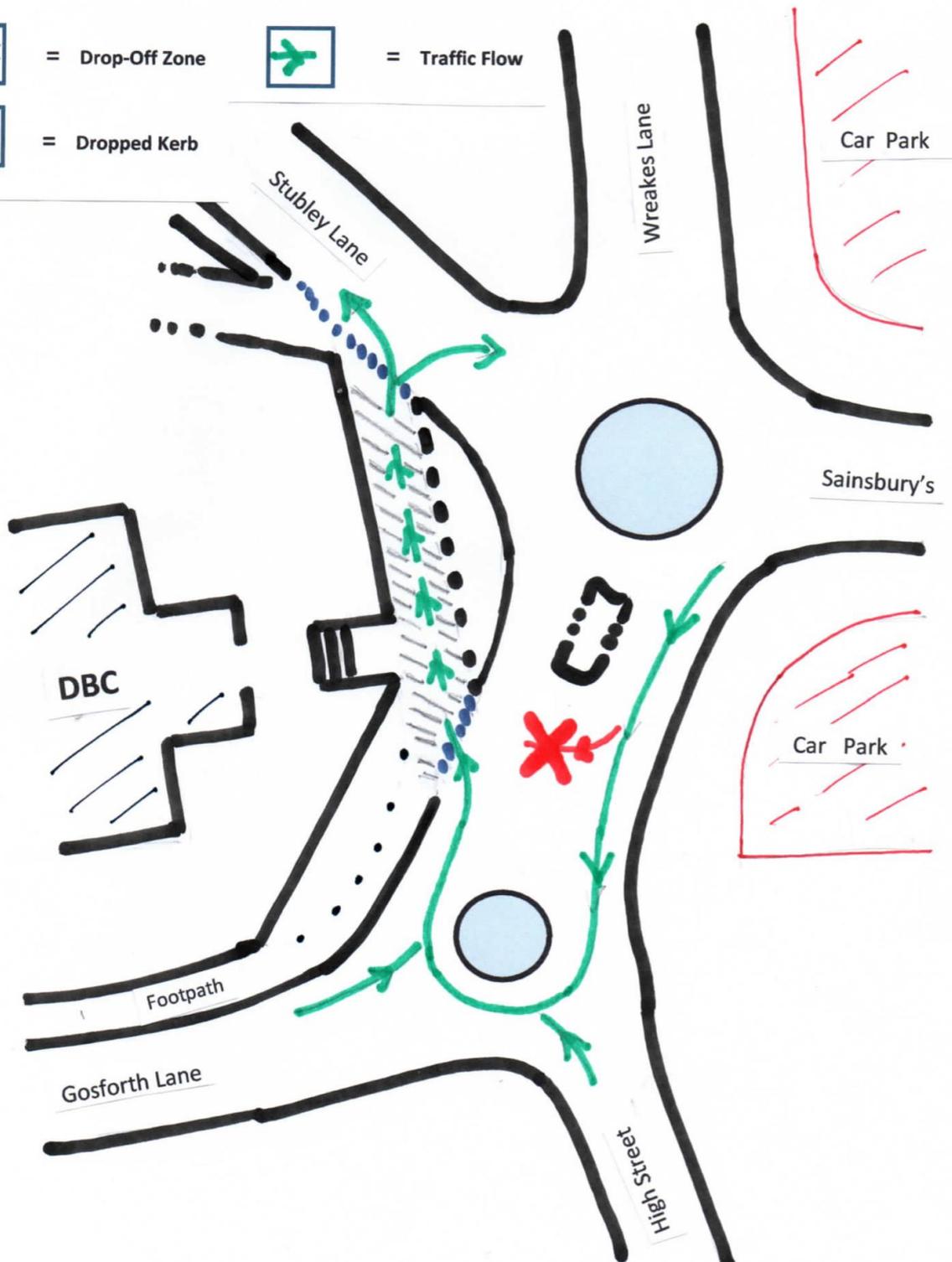
1. Pedestrians always have right of way.
2. The correct speed is deadslow, crawling speed from dropped kerb to dropped kerb. Cars behind can wait as they might have to anyway at the roundabout.
3. Cars should only enter at the bottom and exit at the top next to the dentists.
4. The approach should be from the lower mini-roundabout, (See diagram below) cutting across from the first mini roundabout should not be attempted as this can easily cause a significant road hazard to other users if pedestrians are in the way. Easiest route in is from Gosforth Lane or up from the library so these should be used whenever possible.
5. Proceed as far up the drop-off zone as possible to allow room for additional cars to dropoff behind you.
6. After dropping passengers off drivers should vacate the drop-off zone as quickly as possible once their passenger/s are settled or in safe hands.
7. Reversing should be avoided and if absolutely necessary should only be done with someone actively watching behind the car on behalf of the driver. (There are always plenty of people around willing to help).
8. Parking on a Sunday morning (with Blue Badge) is only for Blue Badge Holders without someone to park the car in Sainsburys. If you need this on a regular basis please arrange with the Health and Safety deacon. If on the day please check with coffee team or duty deacon to ensure that you are parked in the most convenient area to allow for other users. (Typically close to the wall).
9. There is only room for one large car or possibly two small cars to be parked and still allow enough space for drop-off drivers, so please avoid this if possible on Sunday mornings.

Please talk to us further if this is a problem so we can try and resolve for everyone's benefit.

DBC Drop-Off Zone – Traffic Flows

Key

- = Drop-Off Zone
- = Traffic Flow
- = Dropped Kerb





A4 - Additional Support

A4.1 Guidance

A4.1.1 BUGB Guides

BUGB Guide to Cyber Safety*
BUGB Guide to Understanding Self Harm*
BUGB Guide to Domestic Abuse*
Empowering Children to be Safe*
Safe to Belong*
Safe to Grow*

* Recommended minimum reading

A4.1.2 Guidance on DBS Checks

BU Criminal Records Eligibility Checklist
BUGB Guide to DBS Checks
DDC Quick Start Guide to DBS Checks
Handling Criminal Disclosures
Regulated Activities

A4.1.3 Other Guidance

Guide to Safe(r) Working at Dronfield Baptist Church
Letting DBC Premises
Self Harm (SANE)
Understanding the Cycle of Self Harm
When to suspect Child maltreatment (NICE)
Working together to Safeguard Children

A4.2 Forms

A4.2.1 Application Process (A series)

A1 Safe to Grow Declaration
A2 Help to get a Disclosure
A3 DBS Verifier changes form_2015

A4.2.2 Consent Forms (C series)

C1 Registration and Parental Consent
C2 Consent for External Activities



C3 Consent for Use of Images
C4 Driver Consent

A4.2.3 Incident Forms (I series)

I1 Cover Note for Incident
I2 Safeguarding Incident Report Form – Worker
I3 Safeguarding Incident Report Form – Body Map
I4 Safeguarding Incident Report Form – Designated Person
I5 Formal Agreement between DBC and an Ex-offender
I6 Accident Report Form/Book - held in the Kitchen with the First Aid Kit on the window sill.

A4.2.4 Monitoring Forms (M series)

Monitoring Safeguarding
M1 Safeguarding Compliance
M2 Risk Assessment
M3 Safeguarding Practice Review
M4 Volunteer Annual Audit

A4.2.5 Recruitment Forms (R series)

R1 Application to work with Children
R2 Application for Volunteer Worker
R3 Application for Paid Worker
R4 Information for Volunteers
R5 Statement on Equal Opportunities
R6 Request for Reference
R7 Reference Form
R8 Criminal Record Declaration
R9 Volunteer Agreement