



**TWBC Safeguarding Policy
July 2023
Based on BU Policy July 2023**

Following BU 'Best Practice Guidance for Baptist Union of Great Britain Churches'

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INTRODUCTION

This safeguarding policy, procedures and best practice has been put together following guidance by the Baptist Union of Great Britain. It is divided into four sections:

- 1) **Safeguarding Policy Statement** – this is a template policy that you can use as a starting point for your own church's policy
- 2) **Safeguarding Procedures** – these sections provide a clear outline of the reporting procedures needed in every local Baptist church
- 3) **Best Practice Guidelines** – these guidelines provide detailed information on key areas of safeguarding in the life of a Baptist church
- 4) **Useful Contacts**

Excellence in Safeguarding

Across Baptists Together we support the goal of 'Excellence in Safeguarding.' Additional support is available through our local Baptist association team as well as information, guidance and resources on the Baptists Together website at www.baptist.org.uk.

Annual Review

TWBC will seek to review its safeguarding policy, procedures and practices on an annual basis. This would usually be done by the DSL and Safeguarding Trustee, reporting back to the Leadership Team.

DEFINITIONS OF TERMS

For the purpose of this guide, the term 'child' refers to anyone under the age of 18 years.

There is no standard single definition for an adult at risk, so for our policy we are using the following simple definition taken from CCPAS (Churches' Child Protection Advisory Service):

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

SECTION 1 – SAFEGUARDING POLICY STATEMENT

SAFEGUARDING POLICY STATEMENT FOR TUNBIDGE WELLS BAPTIST CHURCH

Our vision

At TWBC we welcome children as part of the church family. We are committed to the well-being and care of all children and young people and expect that children and young people will be given welcome and respect because long before they were special to us, they were special to God. The church recognises its responsibilities for the safeguarding of all children and young people under the age of 18 (regardless of gender, ethnicity or ability) as set out in The Children Act 1989 and 2004, Safe from Harm (HM Government 1994) and Working Together to Safeguard Children (HM Government 2010).

In fulfilling this vision, we:

- Welcome children and adults at risk into the life of our community
- Run activities for children and adults at risk
- Make our premises available to organisations working with children and adults at risk

Our safeguarding responsibilities

The church recognises its responsibilities in safeguarding all children, young people and adults at risk, regardless of gender, ethnicity or ability.

As members of this church we commit ourselves to the nurturing, protection and safekeeping of all associated with the church and will pray for them regularly. In pursuit of this, we commit ourselves to this policy and to the development of sound procedures to ensure we implement our policy well.

- **Prevention and reporting of abuse**

It is the duty of each church member and each member of the wider church family to help prevent the abuse of children and adults at risk, and the duty of each church member to respond to concerns about the well-being of children and adults at risk. Any abuse disclosed, discovered or suspected will be reported in accordance with our procedures. The church will fully co-operate with any statutory investigation into any suspected abuse linked with the church.

- **Safer recruitment, support and supervision of workers**

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

- **Respecting children and adults at risk**

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

- **Safer working practices**

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

- **A safer community**

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

Safeguarding contact points within our church

The church has appointed the following individuals to form part of the church safeguarding team:

RACHEL HAYWARD, Designated Person for Safeguarding (DPS)

She will advise the church on any matters related to the safeguarding of children and adults at risk and take the appropriate action when abuse is disclosed, discovered or suspected.

Phone number: 07779857367 Email address: Rachel.hayward@twbc.org.uk

KYM RUSSELL, Deputy Designated Person for Safeguarding (DDPS)

She will assist the Designated Person for Safeguarding (DPS) in helping the church on any matters related to the safeguarding of children and adults at risk and take the appropriate action when abuse is disclosed, discovered or suspected.

Phone number: 07718833522 Email address: kym.rus87@gmail.com

JENNY LEWRY, Safeguarding Trustee

She will raise the profile of safeguarding within the church and oversee and monitor the implementation of the safeguarding policy and procedures on behalf of the church trustees.

Phone number: 07954341504 Email address: jenny.lewry@twbc.org.uk

Our church minister is also an important part of the Church Safeguarding Team. Where possible, the Church Safeguarding Team will work together if and when issues arise. However, each person has a responsibility to report allegations of abuse as soon as they are raised.

Further definitions of these roles can be found in the BUGB publications 'Safe to Grow' (2011) & 'Safe to Belong' (2015).

Putting our policy into practice

- A copy of the safeguarding policy statement will be displayed permanently on the church noticeboard and church office and is available on our church website.
- Each worker with children and/or adults at risk will be given a copy of the safeguarding handbook and will be asked to sign to confirm that they will follow them.
- A full copy of the policy and procedures will be made available on request to any member of, or other person associated with the church.
- The policy and procedures will be monitored and reviewed annually, and any necessary revisions adopted into the policy and implemented through our procedures.
- The BUs Safeguarding level 1 training film will be shown to the church family yearly.

SECTION 2 - SAFEGUARDING PROCEDURES

INTRODUCTION

TWBC safeguarding procedures set out how our safeguarding policy is implemented in all the services, groups and meetings that are part of the life of your church.

Each trustee, church leader and worker (paid or voluntary) needs to be familiar with these procedures, and we expect those in leadership roles to attend both Level 2 and Level 3 BUGB Excellence in Safeguarding training (delivered through your local Baptist association team) to ensure that they have the knowledge and confidence needed to deal with safeguarding issues as they arise.

All church workers (paid and voluntary) who work with children and/or adults at risk should attend the BUGB Level 2 Excellence in Safeguarding training before they are able to work without supervision. The Baptist Union of Great Britain also publishes information that is available free of charge from their website.

https://www.baptist.org.uk/Articles/494999/Gateway_to_Level.aspx

Excellence in Safeguarding

2.1 PROCEDURE FOR RECOGNISING, RESPONDING TO AND REPORTING ABUSE

2.1.1 What to do if Abuse is Suspected or Disclosed

Abuse and neglect are forms of maltreatment of a child or adult at risk. Somebody may abuse or neglect a child or adult by inflicting harm, or by failing to act to prevent harm. Children and adults at risk may be abused in a range of settings, by those known to them or, more rarely, by a stranger. There are many ways in which people suffer abuse. For more information, please see Appendix 1.

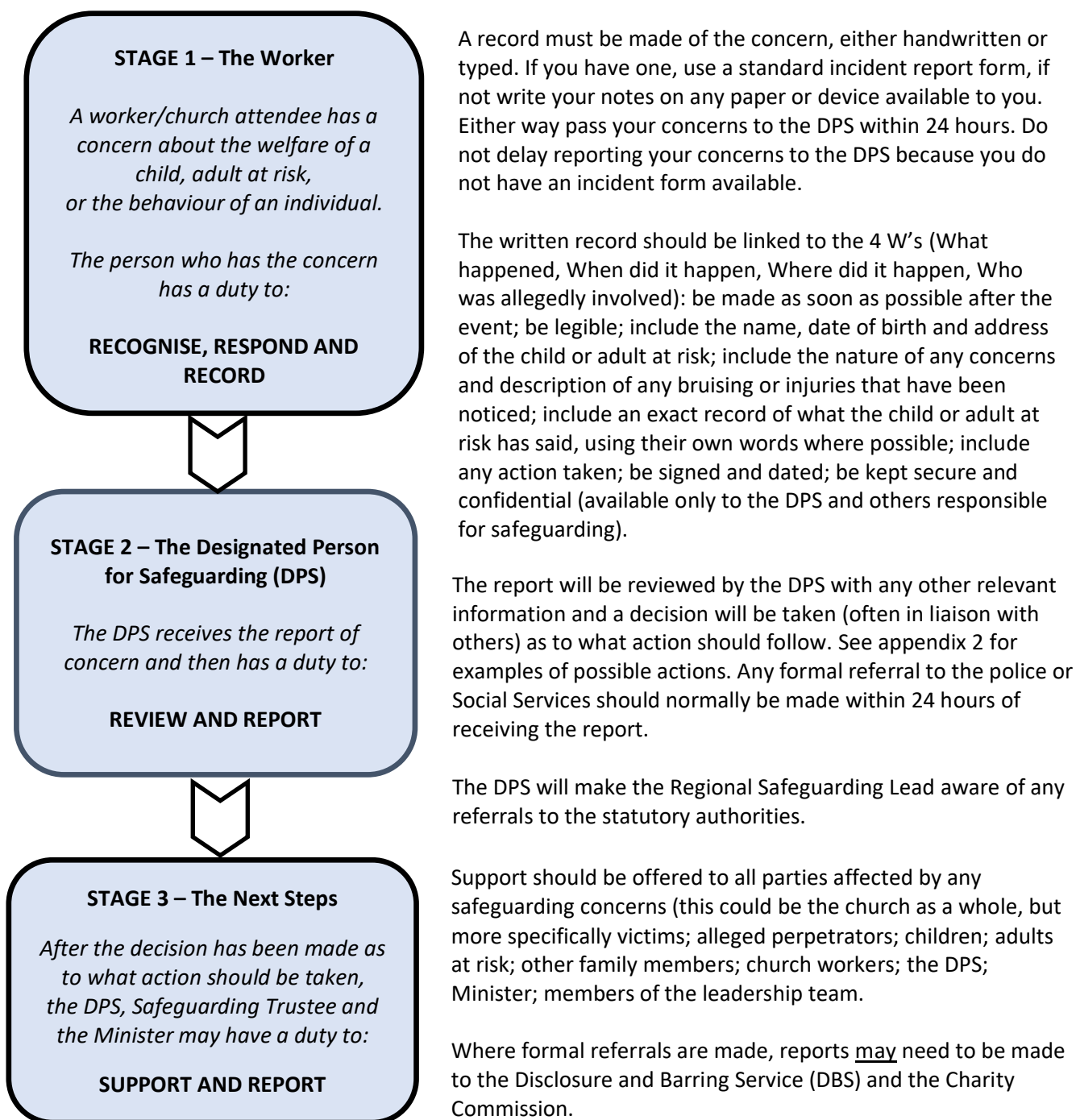
Everyone has his or her part to play in helping to safeguard children and adults at risk within the life of the church:

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

WHAT TO DO	WHAT NOT TO DO
<ul style="list-style-type: none"> • Listen to and acknowledge what is being said. • Try to be reassuring & remain calm. • Explain clearly what you will do and what will happen next. • Try to give them a timescale for when and how you / the DPS will contact them again. • Take action – don't ignore the situation. • Be supportive. • Tell them that: <ul style="list-style-type: none"> They were right to tell you; You are taking what they have said seriously; It was not their fault; That you would like to pass this information on to the appropriate people, with their permission; • Be open and honest. • Give contact details for them to report any further details or ask any questions that may arise. 	<ul style="list-style-type: none"> • Do not promise confidentiality. • Do not show shock, alarm, disbelief or disapproval. • Do not minimise what is being said. • Do not ask probing or leading questions, or push for more information. • Do not offer false reassurance. • Do not delay in contacting the DPS. • Do not contact the alleged abuser. • Do not investigate the incident any further. • Never leave a child or adult at risk waiting to hear from someone without any idea of when or where that may be. • Do not pass on information to those who don't need to know; not even for prayer ministry.

2.1.2 Responding to Concerns

When there are concerns that a child, young person or adult is being abused, the following process must be followed. More detailed information can be found in Appendix 2.



If the DPS is not available, or is implicated in the situation, any reports or concerns should be passed to another member of the church Safeguarding Team.

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

2.1.3 Responding to Concerns Raised about Adults at Risk

When a concern is raised about an adult it should be treated in the same way as a concern about a child i.e the church worker (paid or voluntary) should:

- 1) **Recognise** that abuse may be taking place
- 2) **Respond** to the concern
- 3) **Record** all the information they have received
- 4) **Report** the concern to the DPS who may, in turn, report it to the statutory authorities

It is not your role to decide whether someone has mental capacity and is therefore able to make decisions that impact on their safety and well-being. Decisions on mental capacity are best made by professionals with the relevant background information to hand. Always share your concerns with the DPS even if you do not have the consent of the adult to do so – in this instance, make sure the DPS knows that the person concerned has not given consent for the information to be passed on.

The Care Act 2014 provides helpful guidance on these situations:

“If the adult has the mental capacity to make informed decisions about their safety and they do not want any action to be taken, this does not preclude the sharing of information with relevant professional colleagues. This is to enable professionals to assess the risk of harm and to be confident that the adult is not being unduly influenced, coerced or intimidated and is aware of all the options. This will also enable professionals to check the safety and validity of decisions made. It is good practice to inform the adult that this action is being taken unless doing so would increase the risk of harm”.

The DPS will consider all the information to hand and decide whether it is appropriate for the information to be reported to the statutory authorities (see appendix 2 for further information). If there are any concerns about an adult's mental capacity, the DPS will contact the Local Authority Adult Safeguarding Team for advice.

2.1.4 Allegations Against Workers

If you see another worker acting in ways which concern you or might be misconstrued, speak to the DPS about your concerns as soon as you can. This includes the actions or behaviours of those in leadership positions in the church.

Church workers should encourage an atmosphere of mutual accountability, holding each other to the highest standards of safeguarding practice. The following procedure should be followed:

- 1) When an allegation of abuse has been made do not approach the alleged perpetrator about it
- 2) Follow the usual safeguarding procedure: **Recognise, Respond, Record, Report**
- 3) Once the allegation has been reported to the DPS they can liaise with the relevant statutory authority
- 4) Whilst waiting for an outcome from the statutory authorities, the worker about whom concerns have been raised will be supervised as closely as possible, without raising suspicion
- 5) Once the statutory authorities are involved, the church will follow their advice with regard to the next steps to take (for example, suspension of worker, putting a contract in place)
- 6) A written record of all discussions with statutory authorities or other parties should be maintained by the DPS and stored securely and confidentially, where only those directly involved in safeguarding (DPS, Safeguarding Trustee, Minister) can access them.
- 7) No information about the allegation will be shared with people in the church other than those directly involved in safeguarding; not even for prayer purposes.

The suspension of a worker following an allegation is, by definition, a neutral act. Our priority as a church is to protect children and adults at risk from possible further abuse or from being influenced in any way by the alleged perpetrator.

It may be necessary, for the sake of the child / adult at risk or to satisfy the needs of an investigation, for the alleged perpetrator to worship elsewhere. In such cases the new church DPS will be informed of the reasons for this happening.

When concerns are expressed about the Minister

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

When concerns are expressed about the church DPS / Safeguarding Trustee

Any safeguarding concerns involving the DPS or Safeguarding Trustee should be raised with the Minister. Do not tell the DPS / Safeguarding Trustee that a concern has been raised about them.

2.1.5 Abuse of Trust

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

While by no means restricted to young leaders, those who are in their early adult years will need to be particularly aware of the need not to abuse their position of trust in their relationships with other young people who are not much younger than themselves.

[The Police, Crime, Sentencing and Courts Act 2022](#) expanded the list of roles which are legally considered to be positions of trust to include anyone who is in a teaching, coaching, instructing, training or supervising role within sport or religion. This means that since May 2022 if an adult of any age is in a role where they are working directly with young people aged 16 and 17 and forms a romantic or sexual relationship with them, they could be charged with criminal offences. If you have concerns about a relationship forming between an adult helper and a young person then you should notify the DPS.

2.1.6 Allegations Made Against Children and Adults at Risk

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

When such an instance occurs, they are investigated by the statutory authorities in the same way as if an adult were involved, though it is likely that the perpetrator would also be regarded as a victim in their own right, as they may have also been abused. It cannot be assumed that young people will grow out of this type of behaviour, as most adult sex offenders started abusing in their teens or even younger.

Allegations against adults at risk will be investigated by the statutory authorities. If the alleged perpetrator is unable to understand the significance of questions put to them or their replies, they can access support from an 'appropriate' adult whilst they are being questioned. This role can be filled by a range of people, such as a family member, carer, social worker, etc. In court, adults at risk may be allowed to be assisted by an intermediary or give evidence through a live link.

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

- 1) Do not approach the person about whom the allegation has been made or their parents / carers
- 2) Follow the church's safeguarding procedure: **Recognise, Respond, Record, Report**
- 3) Seek advice from the DPS, who will speak to the police or social services about when to inform a parent. The DPS will also seek advice about what steps need to be taken to ensure the needs of both the victim and alleged perpetrator are met; this may include placing the child or adult at risk on a Safeguarding Contract or equivalent (see section 3.4: Safer Community / Working with Alleged or Known Offenders)
- 4) Make sure there is pastoral support in place for the child or adult at risk throughout the process involved.

2.1.7 Pastoral Care

Following an allegation / suspicion

When an allegation/suspicion arises in the church, a period of investigation will follow, which will be stressful for all involved. The church will ensure that one person is responsible for dealing with the authorities, another offers support to the victim/s and their family, and another gives pastoral care to the alleged perpetrator, without compromising the alleged victims or their families. It may be necessary to appoint other people to support the families involved.

Where a statutory investigation is under way, this support will be provided with the knowledge of the statutory authority involved.

Where the perpetrator accepts some responsibility, they will be encouraged to seek specialised interventions/treatment to reduce the risk of re-offending. This may only be appropriate once the investigation and legal processes have been completed.

Supporting those who have experienced abuse

As a church, we are committed to caring for those who have experienced abuse and refer to the Baptist Union of Great Britain **Supporting Those who have Experienced Abuse** guide to ensure that we adhere to a model of best practice. <https://www.baptist.org.uk/Publisher/File.aspx?ID=220262&view=browser>

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

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

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

2.2 SAFER RECRUITMENT

As a church, we are committed to safer recruitment practices. When recruiting both paid and volunteer church workers, the following process will be applied:

- 1) We will explain what the role entails and ask people to complete an application form;
- 2) When seeking people for a role which involves working with children or adults at risk we will make it clear that any appointment is subject to a DBS check;
- 3) All applicants will be asked to complete an application form and include the names of two referees;
- 4) The Children and Families Pastor / Safeguarding Coordinator will assess whether people are suitable for the role they have expressed an interest in through conversations and review of application forms and references

- 5) References, a Self Disclosure Form and an enhanced DBS check must be completed satisfactorily before the appointed person starts in their role.

Note: Under the Criminal Justice and Court Services Act 2000, it is an offence for anyone disqualified from working with children or adults at risk to knowingly apply, accept or offer to work with children or adults at risk. It is also a criminal offence to knowingly offer work with children or adults at risk to an individual who is so disqualified or to knowingly allow such an individual to continue to work with children or adults at risk.

Additional checks for paid workers

In addition to the above checks which should be completed for both paid and volunteer church workers, an applicant's UK residency status and/ or right to work in the UK will be checked when recruiting for a paid role.

References

Formal written references will be requested, ideally in the form of at least one professional and one personal reference

Appointment and Supervision

The church's safeguarding policy and procedures will be discussed with the applicant and they will be required to sign their agreement to adhere to them. All workers will have their role explained to them and clear lines of accountability to a leader and the leadership team. (Rachel Hayward / Duncan Threshie)

Paid workers will also have an assigned supervisor whom they will meet with regularly to discuss work and address any issues or areas of concern. There will be a probationary period of six months in the role before any paid appointment is confirmed.

There will also be regular team meetings to review procedures, share concerns and identify other matters that may need clarification and guidance.

Training

It is important that all workers understand our church's agreed safeguarding procedures and attend BUGB Excellence in Safeguarding training at least once every four years. Where a worker is successfully recruited but has not yet been able to attend the training, they should be given a copy of the Baptist Union of Great Britain's **Gateway to Level 2 Excellence in Safeguarding** booklet (https://www.baptist.org.uk/Articles/494999/Gateway_to_Level.aspx) and asked to complete the relevant sections. Additional specialist training will also be arranged where needed, for example, in First Aid.

Young helpers under 18 years of age

In law, young helpers under the age of 18 are children and cannot be treated as adult members of a team. Training and mentoring will be given to ensure that they are helped to develop and hone their skills, attitudes and experience. Young helpers must always be closely supervised by an adult leader and never given sole responsibility for a group of children. When considering ratios of staff to children, young leaders need to be counted as children, not leaders. The safeguarding procedures apply to a young helper just as they do to any other person. Parent / carer permission needs to be sought for young helpers just as you would for any other person under 18 years of age.

2.3 SAFER BEHAVIOUR

The church has a code of behaviour for all those working with children and/or adults at risk so that everyone is shown the respect that is due to them:

- Treat everyone with dignity and respect.
- Use age and ability appropriate language and tone of voice. Be aware of your body language and the effect you are having on the child or adult at risk.
- Listen well to everyone. Be careful not to assume you know what a child or adult at risk is thinking or feeling. Listen to what is being spoken and how it is said. At the same time, observe the individual's body language to better understand what is being said.
- Be aware of any physical contact you may have with a child or adult at risk and record it when necessary. For

instance, if you need to stop a fight, administer First Aid, give a hug to someone in distress, or protect yourself or others from danger.

- Do not make sexually suggestive comments about or to a child or adult at risk, even in 'fun'.
- Do not scapegoat, belittle, ridicule or reject a child or adult at risk.
- Keep a record of any significant incidents or concerns on a Safeguarding Incident Form (see Appendix 3). Enter the names of all those present and anything of note which you observe, e.g. details of any fights broken up by the workers, allegations made, etc. All workers who witnessed the incident, overheard it or responded in any way should record the details and sign and date the form.

Specific considerations when working with children:

- Do not invade the privacy of children when they are using the toilet or showering
- The level of assistance with personal care (eg. toileting) must be appropriate and related to the age of the child, whilst also accepting that some children have special needs.
- Avoid rough games involving physical contact between a worker and a child
- Avoid sexually provocative games
- When it is necessary to discipline children, this should be done without using physical punishment. There may, however, on the rare occasion be circumstances where a child needs to be restrained in order to protect them or a third person.
- Only invite children and young people to your home or on trips in groups and always make sure that another worker is present.
- Notify the DPS of any children's trips which take place in the name of the church. Parental permission must always be sought.
- Do not give lifts to children or young people on your own. Ensure that if transporting children as part of your church role, you have notified your insurer that you will be using the vehicle for volunteer driving. Some insurers may wish to upgrade your cover to 'business use', others will not. If you are employed by the church, you will need 'business use' insurance to transport children or young people.
- No person under 18 years of age should be left in sole charge of any children of any age. Nor should children or young people attending a group be left alone at any time.

No one should normally be left working alone with children, young people or adults at risk, but should instead work as part of a team. If there are insufficient leaders for groups:

- Internal doors should be left open.
- At least two people should be present before external doors are opened for an event.
- Consider whether you could combine groups together or rearrange planned activities.
- Reconsider whether you can run the group safely, carrying out a Risk Assessment to record your findings.

If workers do find themselves on their own with children or adults at risk, they should:

- Assess the risk of sending the child or adult at risk home.
- Phone another team member and let them know the situation.
- Train additional leaders as soon as possible.

If a child or adult at risk wants to talk on a one-to-one basis you should make sure that:

- You try to hold the conversation in a corner of a room where other people are present.
- You leave the door open if you are in a room on your own.
- Another team member knows where you are.
- You do not promise confidentiality.

Consideration should be given to how many workers should be involved with the group and whether they should be male or female workers, or both. See section 3.11 for recommended ratios. A couple or immediate family members should be considered to count as only one person when planning events or activities and the distribution of workers

through different groups; for example if a couple or immediate family members want to work together then a third person will need to be assigned to that group. Wherever possible couples or people who are related to each other should work with separate groups.

The only adults allowed to participate in children's and adult at risk activities are those safely appointed and appropriately trained. The leader of the activity should be aware of any other adults who are in the building whilst the activity is running.

SECTION 3 - BEST PRACTICE GUIDELINES

The church is in an amazing position in society, with the opportunity to minister to individuals from the whole community, from the very young to the very old. These best practice guidelines are in place to help those working on behalf of the church to do it well, prioritising the safety and well-being of those they are working with. Whilst this section is divided into adults and children, some aspects of good practice will overlap.

Annually, data sheets will be updated and collected including medical needs / permissions etc. These will be Shared with group leaders and stored by the Children's and Families Pastor, currently Rachel Hayward.

3.1 – WORKING WITH CHILDREN

3.1.1 Ratios

When working with children the following recommended **minimum** ratios of workers to children apply:

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

This does not take into account special circumstances such as behavioural issues, developmental issues, disability and so on, which may mean an increase to the recommended ratios. In calculating the ratios of workers to children, young leaders who are under the age of 18 must be counted as one of the children, not one of the workers.

3.1.2 Children with Special Needs

Children and young people who have a disability can be at greater risk of abuse. They will often require more help with personal care, such as washing, dressing, toileting, feeding, mobility, etc. Some children may have limited understanding and behave in a non-age-appropriate way. It is good practice to speak with the parents/carers of children/young people with special needs and find out from them how best to assist the child or young person.

3.1.3 Visiting Children or Young People at Home

It is unlikely that workers will need to make pastoral visits to children and their families at home on behalf of the church. If a situation occurs where it is needed then it should be done in pairs, and with the prior agreement of the Minister.

3.1.4 Children with no adult supervision

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

- Welcome the child and try to establish their name, age, address and telephone number.
- Record their visit in a register.

- Ask the child if a parent/carer is aware of where they are. Where possible, phone and make contact.
- Without interrogating the child, find out as soon as possible whether they have any specific needs (eg. medication) so that you can respond appropriately in an emergency.
- Give the child a consent form and explain it needs to be filled in and brought back next time.

3.1.5 Mentoring

If a worker is working with a young person as part of the recognised church mentoring programme:

- The parents of all young people involved in mentoring are required to sign a letter to say they are aware that the mentoring is happening and who it is with.
- Mentoring meetings should only be held in agreed places and should be in view of other people.
- A mentoring meeting should have an agreed start and end time, and someone should be aware that a meeting is taking place and where it is being held.
- A basic record should be kept of dates of significant meetings and any text messages or emails.
- Appropriate boundaries should be put in place regarding times and demand, ie not phoning or texting late at night, etc. A record should be kept of all communications with a young person by the mentor.
- A written record should be kept of issues/decisions discussed at meetings.

3.1.6 Peer Group Activities for Young People

All youth activities will be overseen by named adults who have been selected in accordance with safer recruitment procedures. It is accepted that groups aged 16+ may benefit from being led and run by peers. In this situation, adult leaders will contribute to programme planning and reviews and will always be present to oversee any peer-led activities taking place.

3.1.7 Physical Contact

- Keep everything public. A hug within a group context is very different from one behind closed doors.
- Touch should be related to the child's needs, not the worker's.
- Touch should be age-appropriate and generally initiated by the child rather than the worker.
- Workers should avoid any physical activity that is, or may be thought to be, sexually stimulating to the adult or the child.
- Children are entitled to privacy to ensure their personal dignity.
- Children have the right to decide how much physical contact they have with others, except in exceptional circumstances such as when they need medical attention.
- When giving first aid (or applying sun cream, etc), workers should encourage the child to do what they can manage themselves but consider the child's best interests and give appropriate help where necessary.
- Team members should monitor one another in the area of physical contact. They should help each other by constructively challenging anything which could be misunderstood or misconstrued.
- If a team member is unsure about whether the actions of another volunteer or worker constitutes a concern, they should raise this with the Designated Person for Safeguarding.

Whilst this section relates specifically to physical contact with children the same consideration should be given to interactions with adults in the church, especially those who might be considered Adults at Risk. Not everyone is comfortable with physical contact such as a hug and all those working and volunteering in the church should be mindful of this.

3.1.8 Digital Communications with young people - Cyber Safety

Safe Communication

A worker's role description will set out the church's expectations about how they are to communicate with young

people and how this will be monitored. For example should the worker be contacting children and young people directly or through parents; Are they allowed to email/text/ call a young person; How will this contact be recorded. It should also include the expectations of the church in relation to their use. On the general consent form, parents/carers sign to agree that the young person can receive such communications.

Young people also need to be aware of the protocols that workers follow in relation to electronic communications. It is important to remember that as well as the parent/carer, young people have a right to decide whether they want a worker to have their contact details and should not be pressurised otherwise.

It is not appropriate to use these communication methods with children aged 11 years and younger. For more information on online safety, please refer to the Baptist Union of Great Britain **Cyber Safety Guide**, which can be found on their website as well as the [Guide to using Social Media to Communicate with Young People](#), which is also available on the BUGB website.

Email

Email should be limited to sharing generic information, for example, to remind young people about meetings. If email is being used, workers will ensure that they are accountable by copying each message to a designated email address. It is important workers use clear and unambiguous language to reduce the risk of misinterpretation, for example, avoiding inappropriate terms such as 'love' when ending an email.

Communicating using Instant Messaging (eg. Snapchat, Whatsapp, Instagram)

Instant messaging should be kept to an absolute minimum. Workers should save significant conversations and keep a log stating with whom and when they communicated. This applies to communication both with children, young people and with adults at risk. Instant messaging should not be the primary means of communication between workers and those they are supporting.

Mobile Phones

Workers need to take care in using mobile phones to communicate with young people:

- Mobile phone use should primarily be for the purposes of information sharing.
- Workers should keep a log of significant conversations/texts.
- Any texts or conversations that raise concerns should be passed on to the worker's supervisor.
- Workers should use clear language and should not use abbreviations like 'lol' which could mean 'laugh out loud' or 'lots of love'.
- Paid workers will be issued with a mobile phone under a contract that provides itemised billing.
- Workers should not take photos of children, young people or adults at risk unless permission is sought in advance and should not store such photos on personal phones.

Social Networking

- Workers should have a site that is used solely for children's / youth work communications and is totally separate from their own personal site. This is to ensure that all communication with children and young people is kept within public domains.
- Workers will be aware of age limits on social network sites (eg Facebook 13 years old)
- Workers should not send private messages to children on social networks. Workers should ensure that all communications are transparent and open to scrutiny.
- Workers should not accept 'friend' or 'following' requests from children on their personal site, nor seek to be 'friends' or a 'follower' of any child known to them in a church context.

Taking Videos and Photographs of Children

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

- Permission must be obtained, via the consent form, of all children who will appear in a photograph or video before the photograph is taken or footage recorded.
- It must be made clear why that person's image is being used, what you will be using it for, and who might want to look at the pictures.
- If images are being taken at an event attended by large crowds, such as a sports event, this is regarded as a public area and permission from a crowd is not necessary.
- Many uses of photographs are not covered by the Data Protection Act 1998, including all photographs and video recordings made for personal use, such as a parent/carer taking photographs at school sports days or videoing a church nativity play.
- Children and young people under the age of 18 should not be identified by surname or other personal details, including email, postal address or telephone number.
- When using photographs of children and young people, it is preferable to use group pictures.

Consideration of safeguarding when live streaming church services and events

When a service or event is being live streamed or recorded to be shared online at a later date we will ensure people are aware that they are being recorded and appropriate consent will be sought from those who participate in the service, or who may be visible to the camera.

Where children and young people are participating in services or events, we will ensure that appropriate parent or guardian consent is in place. Where children and young people are unable to be shown on camera consideration will be given to how else they can participate in the service.

This is in line with the guidance as set out in the Baptist Union of Great Britain guide: [Recording and Livestreaming Services: Safeguarding Guidelines for Churches](#).

3.1.9 SELF HARM

Information following training from SELFHARM UK <https://www.selfharm.co.uk/>

What is Self-Harm?

Self-harm is an umbrella term to describe a wide range of behaviours. These are split into 2 sub-categories:

Harming Behaviour: Behaviour which could result in long-term harm e.g. over/under eating, drug misuse, binge drinking, and smoking.

Self-Injury: To deliberately harm or injure oneself e.g. cutting, burning, hair pulling, and other acts of self-mutilation.

If you suspect that a person is self-harming, consider if it is appropriate to provide an opportunity for them to disclose their behaviour to you. If you are not comfortable doing this then you may wish to raise your concerns with another team member. If you do feel confident to do so, or jointly agree that you wish to proceed, then the following guidelines may help:

- Give the person opportunities to disclose
- Start conversations that touch on the subject
- Be open and responsive
- Only ask outright if the nature of your relationship will accommodate it
- Don't push; It is still possible to help without disclosure.
- Document your suspicions and speak to the TWBC Safeguarding team.

Action after a disclosure about self-harming

We have a duty to safeguard young people, but we also have a duty to respect their right to privacy. When working with a young person you need to make them aware that if you have a reason to be concerned for their welfare or the welfare of someone else, as a result of what they tell you, you will need to speak to a senior member of the team who is responsible for safeguarding. Ideally you need to make the young person aware of this before they disclose anything to you, as it is important that they choose to talk to you knowing what the consequences of this might be.

After a young person has spoken to you ask them whether they would like other members of the team to know, so

that they can support them as well. Make sure the boundaries of what happens with the information are set with the young person so they do not feel their trust has been broken if they find that another member of the team knows what they have told you.

After a disclosure has been made it's essential you assess the immediate risk that person may be in.

- Is the young person at immediate risk of themselves (e.g. have they overdosed or are they speaking of an incident that happened several days ago?)
- What are they feeling now?
- What support do they need to move forwards? What support are they already getting if any?
- Going over the incident doesn't change or undo it – how can they manage better next time?
- Make a written record of the disclosure including as much detail as possible

If you feel the young person is at risk of significant harm, or of harming others as a result of what they have told you then please follow the child protection procedure.

If you feel someone needs support but you do not think you are the right person to help them for whatever reason, discuss with the young person honestly about this and work together to identify someone who they could receive help from. If appropriate speak to their parents, TWBC Safeguarding Team or Wendy Mann (SEBA) to support the young person.

- Listen

Listening is one of the most valuable things you can do as it makes people feel empowered and valued.

- Be honest and consistent

It's ok not to understand. Be consistent and don't pretend you know everything.

Action if a young person comes with a self harm injury

In the event of a self harm incident where a young person comes to you for assistance treat the incident as a first aid incident and resolve the physical issue.

Follow the normal procedure for dealing with first aid incidents.

Once this has been resolved it would be appropriate to find the right time to identify whether the young person wishes to speak about the incident and make a record of what has happened and been said / agreed.

Be aware that as professionals and people we have our own limitations. Self-harm can be very draining so remember to look after yourself whilst supporting someone else.

- Be self-aware – don't get burnt out or take on anything you don't feel comfortable with. Don't let it harm you emotionally.
- Maintain boundaries – don't be manipulated, for example it is unrealistic for you to be on call for someone in need all the time.
- Rely on supervision and support from Pastors

3.2 WORKING WITH ADULTS AT RISK

3.2.1 Premises

The church building will be made as accessible as possible to all people. Any restrictions to access, visibility, audibility, toilet facilities, lighting or heating will be addressed wherever possible, and where necessary, aids and adaptations put in place.

3.2.2 Language

Every effort will be taken to use appropriate language and suitable vocabulary, enabling the greatest level of inclusivity and accessibility. We will be mindful of the language used within worship and the language used to describe people (such as derogatory words focusing on aspects of someone's disability, race or sexuality rather than the person themselves).

3.2.3 Worship

In all worship services, we will consider the varied requirements of our congregation and try to be as inclusive as possible, by:

- Providing some copies of large print type for all printed materials
- Speakers always facing the congregation and not covering their mouths when talking, enabling those who rely on lip-reading
- Describing what is being presented on a screen for those who cannot see it clearly
- Using inclusive language
- Using a variety of liturgy and resources to cater for different levels of understanding
- Using a microphone during times of open prayer so that all can hear
- Considering holding a service which specifically caters for certain groups of adults at risk, such as those with learning disabilities, the deaf or the visually impaired.

3.2.4 Insurance

We will take reasonable steps to safeguard adults at risk and will follow any specific safeguarding requirements as laid out by our insurance company.

3.2.5 Financial integrity

Arrangements are in place for dealing with money, financial transactions and gifts, as outlined below:

- Those who work with adults at risk may become involved in some aspects of personal finance - collecting pensions or benefits, shopping or banking, etc. If handling money for someone else, always obtain receipts or other evidence of what has been done.
- Workers should not seek personal financial gain from their position beyond any salary or recognised allowances or expenses.
- Workers should not be influenced by offers of money.
- Any gifts received should be reported to the church trustees, who should decide whether or not the gift can be accepted.
- Any money received by the church should be handled by two unrelated church workers.
- Care should be taken not to canvass for church donations from those adults who may be at risk, such as the recently bereaved.
- Workers should ensure that church and personal finances are kept apart to avoid any conflict of interest.
- If someone alters their will in favour of an individual known to them because of their church work or pastoral relationship, it should be reported to the trustees. Workers should not act as Executors for someone they know through their work or pastoral role, as this may lead to a conflict of interests.
- Expert legal advice should be sought on matters such as Power of Attorney and Appointeeship to ensure that the situation is clearly understood and is the most appropriate course of action for the adult at risk.

3.2.6 Photographs

Workers should make sure that they have the person's permission to take a picture, and that the subject is happy with the intended use of the pictures. When taking group pictures, workers should remember to get permission from everyone who will be photographed.

3.2.7 Live Streaming Services

When a service or event is being live streamed or recorded to be shared online at a later date, we will ensure people are aware that they are being recorded and appropriate consent will be sought to those who participate in the service, or who may be visible to the camera.

This is in line with the guidance as set out in the Baptist Union of Great Britain guide: [Recording and Livestreaming Services: Safeguarding Guidelines for Churches](#).

3.2.8 Computers

All church computers will have suitable parental controls and blocks put on. Although this is not failsafe, it will make using the computers for inappropriate behaviour more difficult, whilst also protecting any vulnerable users. We will create a policy specifically for church computer use, including terms and conditions for use as well as what will happen if someone breaches these conditions.

3.2.9 Record keeping

It is good practice to record pastoral visits or meetings, noting the date, time, location, subject and any actions which are to be taken. The record of these meetings should stick to facts and try to avoid opinion. Any records of safeguarding allegations, concerns or disclosures should be passed on to the DPS and stored in a safe and secure manner for at least 75 years.

3.2.10 Pastoral Relationships

All those involved in pastoral ministry should work in a way that follows clearly defined procedures, which set out the boundaries to protect those carrying out the pastoral ministry as well as those receiving it:

- Workers should be aware of the power imbalance within pastoral relationships and the potential for abuse of trust.
- Behaviour that suggests favouritism or gives the impression of a special relationship, should be avoided.
- Workers should be aware of the dangers of dependency within a pastoral relationship.
- Workers should never take advantage of their role and engage in sexual activity with someone with whom they have a pastoral relationship.
- All people receiving pastoral ministry should be treated with respect and should be encouraged to make their own decisions about any actions or outcomes.
- Workers should not pastorally minister to anyone whilst under the influence of alcohol or drugs.
- Workers need to recognise the limits of their own abilities and competencies, and get further help when working with situations outside of their expertise or role.

3.3 HEALTH AND SAFETY - Safe Practice and Safe Premises

3.3.1 Consent forms

It is essential that we have important information about all children and young people involved in any activities at the church, which is recorded on our consent forms. The first week someone attends workers must record their name, medical emergency information and a contact name and number. Then they must bring their completed form back with them. Similar details will be gathered for adults at risk.

Whenever someone is asked to participate in a service which is to be livestreamed or recorded and shown at a later date written consent for them to be on screen will need to be acquired in line with the guidance set out in the BUGB Guide: [Recording and Live Streaming Services and Events: Safeguarding Guidance](#)

3.3.2 Health and Safety

All activities for children, young people and adults at risk will comply with the church's current health and safety policy and will be conducted in accordance with *Guidelines for users of Tunbridge Wells Baptist Church*, with particular attention paid to the sections on Fire Action, First Aid, PAT testing, Health and Safety and Kitchen and Food Hygiene.

Whenever possible, at all events involving food preparation, at least one worker will hold a valid Basic Food Hygiene Certificate.

Buildings being used for children's and adult at risk groups will be properly maintained. A representative from the teams involved will take part in an annual health and safety review in order to consider all aspects of safety for everyone involved in using the premises.

3.3.3 Fire

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

3.3.4 First Aid

Our church has a number of trained First Aiders and there is a list showing who they are on the noticeboard. All church groups will ensure that they have sufficient trained first aiders on their regular team so that there is always a first aider present at events and activities.

We have first aid kits as well as an incident reporting book, which must be completed in the event of any accidents, injuries or incidents. (On the shelf outside the church office). A first aid kit should be taken for external events. The office will ensure that the contents of the first aid kits are checked on a regular basis. Completed accident forms should be passed to Sarah Plimmer in the church office.

3.3.5 Supervision of Groups

The person responsible for a group/activity must sign in at the start and end of that activity so that it is apparent who the 'responsible person' for that activity is – even if you were already in the building or are staying on afterwards. You also need to make sure that you keep a register so that you know who is on the premises.

3.3.6 Food 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 therefore follows 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).

3.3.7 Risk Assessment

Before undertaking any activity with children or adults at risk, the leader will ensure that a risk assessment is carried out and passed to the Children and Families worker. Where the Children and Families worker is the one preparing the risk assessment, it should be shown to the DPS or the Deputy DPS.

3.3.8 Insurance

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

3.3.9 Transport

These guidelines apply to all drivers involved in the transportation of children, young people and adults at risk on behalf of the church. They do not apply to private arrangements, for example, transport arrangements made between friends.

- Only those who have gone through the church safer recruitment procedures for workers will transport children and adults at risk (within the DBS eligibility criteria).
- All drivers will have read the church's Safeguarding Policy and agree to abide by it.
- Drivers will be aged 21 or over and have held a full driving licence for at least two years.
- Drivers must ensure that they have adequate insurance cover and that the vehicle being used is road worthy.
- All hired minibuses will have a small bus permit, the necessary insurance and a driver with a valid driving licence that entitles them to drive a minibus.

Our practice specifically for transporting children is as follows:

- Parental consent will be given for all journeys.
- All children and young people should be returned to an agreed drop off point. At collection or drop off points, children should never be left on their own; make sure they are collected by an appropriate adult.
- At least two workers should be present when transporting children as part of a church role.

3.3.10 Outings and Overnight Events Involving Children

There are some specific considerations which need to be made for outings and overnight events involving children:

- A risk assessment must be carried out beforehand.
- Parents will be informed in writing of all the arrangements.
- Consent forms will be obtained for the specific activities involved.
- There will be workers with first aid and food hygiene certificates with the group.

Sleeping Arrangements

Sleeping arrangements for overnight events will be carefully considered. It may be acceptable for workers to share sleeping accommodation with children/young people in a large dormitory or on an activity such as youth hostelling, where it is customary practice and there is more than one worker per room. Workers will not share sleeping accommodation with fewer than three children. Arrangements will be age-appropriate, provide security for the child/young person and be safe for everyone involved. The event leader will ensure that parents understand what the arrangements will be and are happy with them.

Where a young person is questioning their gender identity or considering, progressing or has completed gender reassignment we will consult with them and their parents about arrangements for residential trips and sleepovers. If needed the DPS will seek advice from the Regional Safeguarding Lead.

Adventurous Activities

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

Fire Safety

The event leader will have a fire safety procedure in place, which will include the following:

- Everyone will be warned of the danger of fire. If the overnight event is in a building, then everyone must be made aware of the fire exits. A fire drill will be practised on the first day.
- 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. The building will also need to comply with fire regulations.
- In the case of an emergency, ensure measures are in place to alert children and young people with disabilities (e.g. a child who is hard of hearing).

Safety

It is the responsibility of the workers to always know the whereabouts of every child/young person participating in an overnight event, and this may include monitoring access on and off the site.

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

Swimming Trips

There will be an increased adult to child ratio for swimming trips. Prior to the trip, workers will establish the swimming ability of the children attending and obtain specific consent. Workers should never change in front of the children.

Named person for safeguarding on the trip

There will be a named person for safeguarding on all outings and residential trips. This person will not necessarily be the Church Designated Person for Safeguarding but they will be someone trained to Level 3 Excellence in Safeguarding. A discussion with the DPS will be held to identify who this person is and agree how information will be communicated to the DPS if a concern is raised during the event.

3.3.11 Outings and Overnight Events involving Adults at Risk

As with outings and events for children, there are additional considerations for a group taking adults with additional needs, such as learning difficulties or mental health needs, on outings or overnight events:

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

Sleeping Arrangements

Consideration should be given to the individual needs of those staying overnight. If there is a need for personal care or additional support during the night, it would be better that the person's usual caregiver also attends the event and therefore shares a room with them.

Personal Care

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

Activities

Leaders should consider the mobility needs of the group when deciding on activities or events. For example, if members of the group have difficulty walking, then including a walking tour around a town may be inaccessible to some who are attending. If you have members of the group who use wheelchairs then consideration needs to be given as to whether you have sufficient workers to support those who may need pushing.

Safety

It is the responsibility of the workers to always know the whereabouts of every person in the group; this may include monitoring access on and off the site.

General safety rules will be applied as appropriate and advice sought from the event organiser / venue about the fire evacuation procedures. A copy of the event / venue risk assessment should be included with the group leader's risk assessment.

Consent and Medical Information

It is important to recognise that adults at risk are mostly able to give consent for their own involvement in activities, inclusion in photographs and medical treatment. However, in some situations the question of capacity may arise. The guidelines clearly state that an adult at risk should have a say in their care and any arrangements made for them, however, there may be occasions when you need to involve others in decision making. In these situations, seek advice from the DPS with regard to who should be involved.

A medical consent form should be completed by each member of the group and held by the leader. This will include any health concerns, emergency contact information and contact details for their GP. This will allow emergency medical personnel to have access to information should the need arise.

Holding and Dispensing of Medication For Adults at Risk

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

Named person for safeguarding on the trip

As with trips arranged for Children and young people there will be a named person for safeguarding for all outings and residential trips involving adults at risk. This person will not necessarily be the Church Designated Person for Safeguarding but they will be someone trained to Level 3 Excellence in Safeguarding. A discussion with the DPS will be held to identify who this person is and agree how information will be communicated to the DPS if a concern is raised during the event.

3.3.12 Hiring of Church Premises

The responsible adult for activities held at Tunbridge Wells Baptist Church will need to show proof of DBS and safeguarding certificates if they are working with children, youth, vulnerable adults on a regular basis.

3.4 SAFER COMMUNITY

3.4.1 Bullying

Bullying is another form of abuse, and it can be verbal or physical. Bullying doesn't just happen to children, often adults can be victims too. There is no legal definition of bullying, but it is usually defined as a repeated pattern of behaviour intended to cause emotional or physical harm to another person, or exert power over them. The effect of bullying on the victim can be profound, both emotionally and physically, regardless of their age, ability or status.

It is important to recognise that bullying happens within churches, and it is not isolated to the children and young people. Anyone in the church can be a victim of bullying, just as anyone in the church can be the bully, including those in leadership.

Some examples of bullying that could arise in the church context are:

- Being verbally or physically abusive towards another person
- Isolating or deliberately ignoring someone, or excluding them from group activities
- Spreading rumours and malicious untruths about another person in the church
- Use of email, phone or social media to publicly challenge or undermine someone
- Name calling and personal insults
- Making false accusations

- Sending abusive messages or degrading images via phone, email or social media

Bullying will always cause a great deal of pain and harm for those on the receiving end. Many people affected by bullying, both children and adults, believe they have nowhere to turn. They are scared to speak out and often blame themselves. They can become fearful and reclusive. It is important that churches can recognise when bullying is occurring and are prepared to take action to resolve the situation.

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

- Withdrawal from group or church activities; appearing anxious, tearful or more reticent than usual, particularly in a certain context; development of mental health difficulties, such as depression or anxiety disorders; drop in performance relating to any church roles; physical injuries.

In order to help prevent bullying, the following procedures will be adopted within the church:

- The children and young people will be involved in agreeing a code of behaviour for their groups, which makes it clear that bullying is unacceptable.
- The church will display signs stating the importance of valuing and respecting each other even in disagreements and this will be practically embedded into the leadership approach to others.
- Everyone in the church, whether children or adults, should know how they can report any incidents of bullying.
- All allegations of bullying will be treated seriously and details will be carefully checked before action is taken.
- The bullying behaviour will be investigated and bullying will be stopped as quickly as possible.
- An attempt will be made to help bullies change their behaviour.
- All allegations and incidents of bullying will be recorded, together with the actions that are taken.
- Where an allegation of bullying is made against a church or group leader, advice will be sought from the local Baptist Association Safeguarding Contact as this should be addressed.
- Incidents of bullying may be reported to the statutory authorities in line with the church safeguarding procedures.

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

Online safety –Bullying online and on social media is as serious as physical, in person bullying. In contrast to in person bullying there is often no escape from bullying online in a world where people, especially young people, are accessing their online world from wherever they are; there is no “safe space” and the emotional impact of online bullying can be significant as a result. With this in mind the same procedures apply to disclosures of online bullying as in person incidents.

3.4.2 Working with Alleged or Known Offenders

When someone attending the church is known to have abused children or adults at risk, or a serious allegation has been made, the church safeguarding team will supervise the individual concerned and offer pastoral care, but in its commitment to protect vulnerable groups, will set boundaries for that person which they shall be expected to keep. These will be set out in what is known as a Safeguarding Contract.

When it is known that a person who has been convicted of abusing children, young people or adults is attending our church, it is important that their behaviour within the church community is properly managed and that a contract is put in place. There are also times when it will be appropriate to take such measures with a person who has faced allegations of abuse, but hasn't been convicted.

In determining the details of the contract:

- The DPS will inform and take advice from the local Baptist Association Safeguarding Contact.

- There will be a discussion about who should be informed about the nature of the offence and the details of the contract.
- The rights of the offender to re-build their life without people knowing the details of their past offence should be balanced against the need to protect children, young people and adults at risk.
- The members of the church Safeguarding Team will always be informed.
- The DPS should determine whether the person is subject to supervision or is on the Sex Offenders' Register. If so, the DPS should contact the offender's specialist probation officer (SPO) who will inform the church of any relevant information or restrictions that they should be aware of.

An open discussion will be held with the person concerned in which clear boundaries are established for their involvement in the life of the church. A written contract will be drawn up which identifies appropriate behaviour. The person will be required to sign the contract and it will be monitored and enforced. If the contract is broken certain sanctions will be discussed and considered with the local Baptist Association Safeguarding Contact.

3.4.3 Alleged or known offenders who are themselves adults at risk

A risk assessment and formal contract may be quite a daunting process for someone with learning difficulties or a young person yet having safeguards in place is still necessary. Therefore, an alternative may be to arrange a meeting with the individual in question where they can be taken through the main elements of a formal contract in a way that is non-threatening and easy to understand. Notes would be taken and the individual would need to verbally agree to the requirements laid out in the meeting.

Rather than signing a formal 'contract', the individual would instead sign to say that they agree with the minutes or meeting notes, and that they will stick to what has been agreed during the meeting. This will result in the same outcome as a contract but is a more informal and appropriate approach for an adult at risk. The agreed requirements will need to be reviewed regularly to make sure that the individual is complying, exactly as a formal contract would be. The church will work with the Regional Safeguarding Lead throughout this process.

SECTION 4 - USEFUL CONTACTS

Local Authority Designated Officer (LADO)

03000 41 08 88

kentchildrenslado@kent.gov.uk

Police

Contact 101, or 999 in an emergency

Adult Social Services

- call 03000 41 61 61 (Monday to Friday, 9am - 5pm)
- call 03000 41 91 91 (outside of office hours - [for emergencies only](#))
- text relay 18001 03000 41 61 61
- email social.services@kent.gov.uk

Children's Social Services

- call 03000 41 11 11 (Monday to Friday, 9am - 5pm)
- call 03000 41 91 91 (outside of office hours - [for emergencies only](#))
- text relay 18001 03000 41 11 11
- email social.services@kent.gov.uk

Local Baptist Association Safeguarding Contact

South Eastern Baptist Association - Wendy Mann

07545 686143

safeguarding@seba-baptist.org.uk

https://www.baptist.org.uk/Groups/220884/Safe_to_Grow.aspx

Safe to Grow – includes Level 1 Excellence in Safeguarding Clips to show

APPENDIX 1 - DEFINITIONS OF ABUSE

Understanding, Recognising and Responding to Abuse

Abuse and neglect are forms of maltreatment of a child or adult at risk. Somebody may abuse or neglect a child or adult 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 a child or children. There are many different ways in which people suffer abuse. The list below is, sadly, not exhaustive.

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>Type of Abuse</i>	Additional Definitions	
<i>Financial</i>	The inappropriate use, misappropriation, embezzlement or theft of money, property or possessions.	
<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>	<p>Domestic abuse is any threatening behaviour, violence or abuse between persons aged 16 or above 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.</p> <p>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, coercive and controlling behaviour where an abuser seeks to exert power over their family member or partner. The Domestic Abuse Act 2021 identifies children who see, hear or experience the effects of domestic abuse as victims in their own right.</p>
<i>Online Abuse</i>	<p>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.</p> <p>The Online Safety Bill, 2021, introduces new rules for internet search engines and firms who host user-generated content, i.e. those which allow users to post their own content online or interact with each other. Those platforms which fail to comply with the rules could face penalties of up to 10% of their revenue, and in the most serious cases some may even be barred from operating.</p>
<i>Self-harm</i>	<p>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.</p>
<i>Mate crime</i>	<p>'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.</p>
<i>Cuckooing</i>	<p>Cuckooing is the term used to describe occasions where the homes of adults at risk are taken over and used to distribute drugs or as a base for gang or criminal activities. The tenant may believe that the people who are in their home are their friends.</p>
<i>Modern Slavery</i>	<p>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.</p>
<i>Human Trafficking</i>	<p>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.</p>

<i>Radicalisation</i>	<p>The radicalisation of individuals is the process by which people come to support any form of extremism and, in some cases, join terrorist groups. Some individuals are more vulnerable to the risk of being groomed into terrorism than others.</p>
<i>Honour / Forced Marriage</i>	<p>An honour marriage / forced marriage is when one or both of the spouses do not, or cannot, consent to the marriage. There may be physical, psychological, financial, sexual and emotional pressure exerted in order to make the marriage go ahead. The motivation may include the desire to control unwanted behaviour or sexuality.</p>
<i>Female Genital Mutilation</i>	<p>Female genital mutilation (FGM) comprises all procedures involving partial or total removal of the female external genitalia or other injury to the female genital organs for non-medical reasons as defined by the World Health Organisation (WHO). FGM is a cultural practice common around the world and is largely performed on girls aged between 10 and 18. Performing acts of FGM is illegal in the UK as is arranging for a child to travel abroad for FGM to be carried out.</p>

<i>Peer-on-peer</i>	Peer-on-peer abuse is where sexual abuse takes place between children of a similar age or stage of development.
<i>Child-on-child</i>	Child on Child abuse is when a child abuses another child of any age or stage of development
<i>Historic Abuse</i>	Historic abuse is the term used to describe disclosures of abuse that were perpetrated in the past. Many people who have experienced abuse don't tell anyone what happened until years later, with around one third of people abused in childhood waiting until adulthood before they share their experience.

Whilst it is not possible to be prescriptive about the signs and symptoms of abuse and neglect, the following list sets out some of the indicators which might be suggestive of abuse:

- unexplained injuries on areas of the body not usually prone to such injuries
- an injury that has not been treated/received medical attention
- an injury for which the explanation seems inconsistent
- a child or adult at risk discloses behaviour that is harmful to them
- unexplained changes in behaviour or mood (e.g. becoming very quiet, withdrawn or displaying sudden bursts of temper)
- inappropriate sexual awareness in children
- signs of neglect, such as under-nourished, untreated illnesses, inadequate care.

It should be recognised that this list is not exhaustive and the presence of one or more indicators is not in itself proof that abuse is actually taking place. It is also important to remember that there might be other reasons why most of the above are occurring

APPENDIX 2 – DETAILED GUIDANCE ON REPORTING REQUIREMENTS

STAGE 1 – THE WORKER

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

Concerns should be passed on to the DPS within 24 hours of the concern being raised. If anyone is considered to be in imminent danger of harm, a report should be made immediately to the police by calling 999. If such a report is made without reference to the DPS, they should be informed as soon as possible afterwards.

A written record using the standard incident report form should be made as soon as possible after a child or adult at risk tells you about harmful behaviour, or an incident takes place that gives cause for concern.

The record should:

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

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

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

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

STAGE 2 – THE DESIGNATED PERSON FOR SAFEGUARDING (DPS)

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

The duty to REVIEW

In reviewing the report that is received, the DPS:

- should take into account their level of experience and expertise in assessing risk to children or adults at risk.
- must take into account any other reports that have been received concerning the same individual or family.
- may speak with others in the church where appropriate (including the Minister and church Safeguarding

Team, unless allegations involve them) who may have relevant information and knowledge that would impact on any decision being made. Such conversations should not lead to undue delay in taking any necessary action.

- may consult with other agencies to seek guidance and advice in knowing how to respond appropriately to the concerns that have been raised.

The duty to REPORT

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

- refer back to the worker who made the initial report if there is little evidence that a child or adult at risk is being harmed, asking for appropriate continued observation.
- refer the concern to others who work with the child or adult at risk in question, asking for continued observation where appropriate.
- Inform parents / carers under certain circumstances, where doing so would not present any further risk of harm.
- Make a formal referral to the police or local Social Services team. With adults at risk, confidentiality means that someone's personal business is not discussed with others, except with their permission. This is not always possible when considering passing relevant information about abuse or concerns to the statutory authorities, however, it is possible to keep the information confidential to the relevant parties. This means not telling or hinting to others what has been disclosed, not even for prayer ministry purposes. For adults at risk, concerns will only be referred to the police or Social Services without consent where:
 - the person lacks the mental capacity to make such a choice
 - there is a risk of harm to others
 - in order to prevent a crime
- If an allegation is made against someone who works with children* the allegation should be reported to the Local Authority Designated Officer (LADO) or equivalent. The LADO is located within Children's Services and should be alerted to all cases in which it is alleged that a person who works with children has:
 - behaved in a way that has harmed, or may have harmed, a child
 - possibly committed a criminal offence against children, or related to a child
 - behaved towards a child or children in a way that indicates s/he is unsuitable to work with children.
- If an allegation is made against someone who works with adults at risk*, it should be reported to the police or Adult Social Services.

**If a worker has an allegation made against them, they should step down from all church duties until the incident has been investigated by the statutory authorities. It may also be appropriate to put a Safeguarding Contract in place; this should be discussed with the local Baptist Association Safeguarding Contact.*

- Whenever a formal referral is made to the police, Social Services or LADO, the DPS should report the referral to:
 - The Safeguarding Trustee
 - The Minister
 - The local Baptist Association Safeguarding Contact

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

STAGE 3 – THE NEXT STEPS

Responsibilities to **REPORT** and **SUPPORT** in stage 3 of the process are shared by the church Safeguarding Team and the Minister.

The duty to SUPPORT

Once concerns, suspicions and disclosures of abuse have been addressed, the church continues to have a responsibility to offer support to all those who have been affected, including:

Victims; Alleged perpetrators; Children; Adults at risk; Other family members; Church workers; Church Safeguarding Team; Minister; Leadership Team.

The duty to REPORT

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

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

REPORTING SERIOUS INCIDENTS

The Charity Commission requires charities to report serious incidents. If a serious incident takes place within your church, it is important that there is prompt, full and frank disclosure to the Commission. You need to report what happened and, importantly, let the Commission know how you are dealing with it, even if you have also reported it to the police, a Solicitor or this Association. **You need to do this as soon as possible.**

The Charity Commission guidance on this is available here: <https://www.gov.uk/guidance/how-to-report-a-serious-incident-in-your-charity>. Quotes in this document are taken from that guidance, which we recommend that all church leaders read in full and adhere to [bold text is ours].

What is a serious incident in this context?

“A serious incident is an adverse event, whether actual **or alleged**, which results in **or risks** significant:

- harm to your charity’s beneficiaries, staff, volunteers or others who come into contact with your charity through its work (who are collectively referred to throughout this guidance as people who come into contact with your charity through its work)
- loss of your charity’s money or assets
- damage to your charity’s property
- harm to your charity’s work or reputation

For the purposes of this guidance, “significant” means significant in the context of your charity, taking account of its staff, operations, finances and/or reputation.”

What to report? *For illustration only*

A list of examples of what to report and what not to report is available on the CC website

here: https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/752170/RSI_guidance_what_to_do_if_something_goes_wrong_Examples_table_deciding_what_to_report.pdf

In a Baptist Church context this could include:

Cyber fraud – church email account hacked and bank account raided

Attempted fraudulent misuse of a church cheque that you intercepted

A Data Protection Breach which you reported to the ICO

A spate of thefts of money or property from the church

A member of the fellowship reports having been harmed by another member or church worker.

APPENDIX 3 – SAFEGUARDING INCIDENT FORM



This form should be completed by the person the disclosure was made to and DPS

Incident forms should be used for the documentation of incidents or concerns about the behaviour of children or adult workers as soon as possible after the event. In all situations, the circumstances of the incident should be recorded as well as an account of what was said (where relevant) and the names of witnesses. Completed forms should be handed in to the Safeguarding Officer. This process should be followed whether the situation requires immediate action with involvement of one of the Leadership Team or the Designated Person and an external agency or is simply a concern that needs to be recorded.

TWBC	12 Upper Grosvenor Rd, Tunbridge Wells, Kent TN1 2EP 01892 541118
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Name and contact details of Designated Person for Safeguarding (DPS)	Rachel Hayward 07779857367 Rachel.hayward@twbc.org.uk
Name and contact details of Designated Person for Safeguarding (DPS)	Kym Russell 07718833522 kym.rus87@gmail.com

Name of concerned person or to whom disclosure was given	
Contact details of concerned person or whom disclosure was given	

INDIVIDUAL OF CONCERN - CONTACT DETAILS

Name	
Date of birth	
Address	
Phone number / Email address	

THE INCIDENT

What happened? (Nature of concern / disclosure made - use the person's own words if known)
 When did it happen? (date, time)
 Where did it happen? (specific location)
 Who was allegedly involved and in what way? (includes witnesses)

ANY ACTION THAT HAS BEEN TAKEN

Have the carers or parents / guardians been informed? (Please tick)
 If so, when and by whom?

Yes	No	
-----	----	--

Have the statutory authorities been informed?
 If so, please complete the table:

Yes	No	
-----	----	--

Authority eg BU / Social Services					
Person contacted					
Position of contact					
Email contact					
Phone contact					
Contacted by					
Date & time of contact					

Has the Local Association been informed?
 (Please do so if the statutory authorities are involved)

Yes	No	
-----	----	--

If so, when and by whom?
 Any other action taken:

FUTURE ACTION TO BE TAKEN

What action needs to be taken?

Who is responsible for this?

SIGNATURES

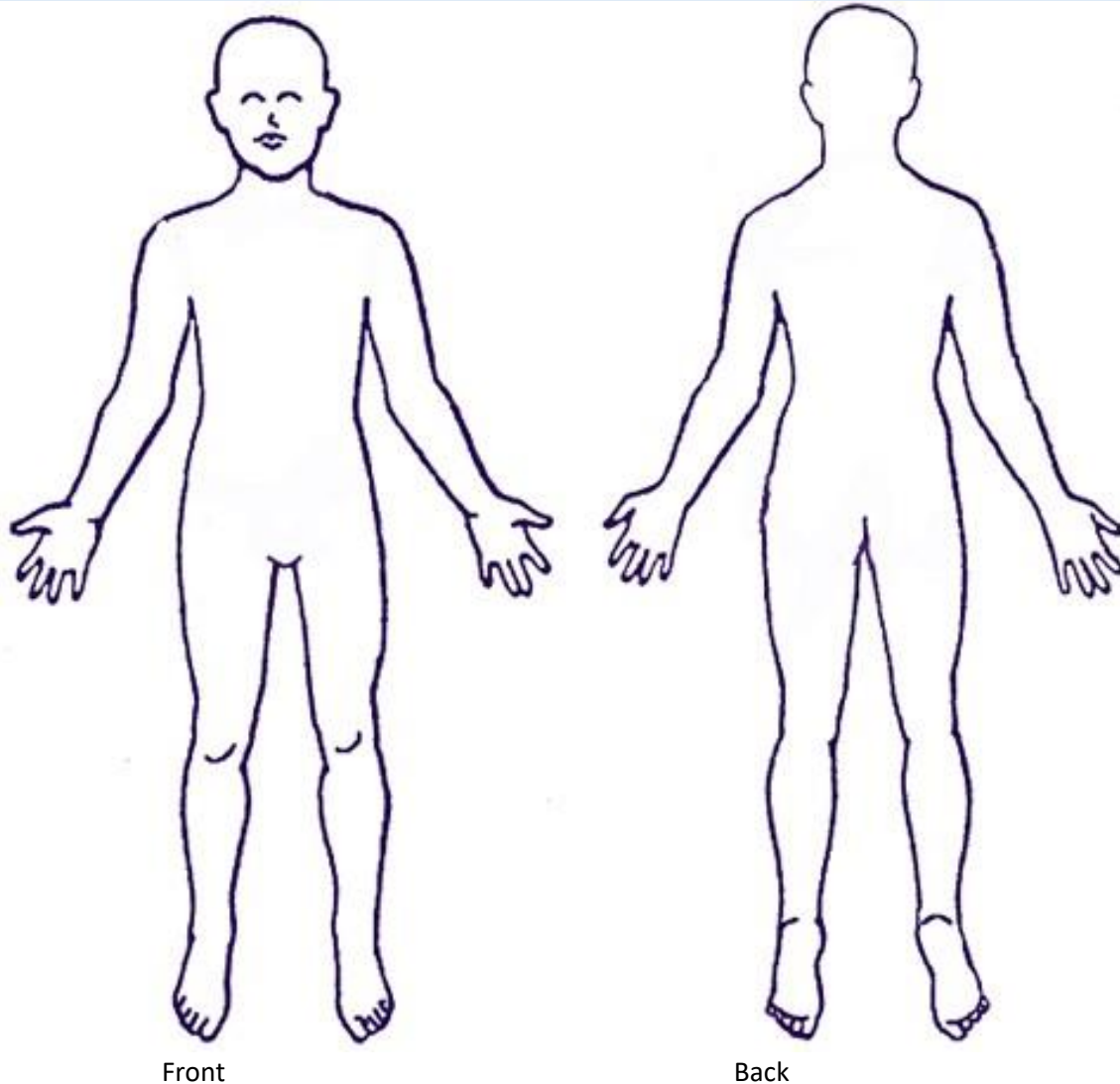
Signature of Designated Safeguarding Person		Signature of minister, or Church Safeguarding Team member	
Date & time		Date & time	

BODY MAP

Name of Individual of Concern _____

Name of person completing this form _____

These diagrams are designed for the recording of any observable bodily injuries that may appear on the person. Where bruises, burns, cuts, or other injuries occur, shade and label them clearly on the diagram. **Remember it's not your job to investigate or to decide if an injury or mark is non-accidental. Listen, observe and pass it on.**



Signature _____

Date and time _____

Your personal data is being processed for the use of Tunbridge Wells Baptist Church to maintain their records of the Church family and in relation to the care of your child. Data will only be processed and you will only be contacted if you provide consent for us to do so. You are not obliged to provide this data, nor is it a statutory requirement but unless you do we will be unable to contact you in the future or care for your child.

Your personal data will be stored for as long as you are part of the Church family, or longer in the event that you request to continue to be kept in contact or legislation requires us to retain it.

In certain circumstances you have the right to request from the Data Protection Trustee access to, rectification, erasure or restriction of processing of personal data, as well as a copy of all the data that TWBC has stored about you.

You have the right to withdraw consent at any time. You also have the right to lodge a complaint with the supervisory authority, The Information Commissioner's Office.

The Controller of this data is the Church Trustees and the Data Protection Trustee is the Church Secretary, currently Mark Dodd who can be contacted at Mark.dodd@twbc.org.uk

Further information can be obtained at twbc.org.uk/about-us/our-privacy-policy/

Appendix 4

APPLICATION FORM FOR VOLUNTARY WORK WITH CHILDREN AND YOUTH

Tunbridge Wells Baptist Church



We ask all prospective workers with children and young people (0 – 18) to complete this form. If there is insufficient room to fully answer any question, please continue on a separate sheet. The information will be kept confidentially by the church unless requested by an appropriate statutory authority.

1 Personal Details

Full Name
Address
Tel. No.
email
DOB

2 Experience and skills

Please tell us about your Christian experience (eg how long have you been a Christian, if you have attended TWBC for less than 12 months, please give the name of the church you previously attended)

Please give details of previous experience of looking after or working with children and/or young people. Please include details of any relevant qualifications or appropriate training either in a paid or voluntary capacity:

Do you suffer, or have you suffered any illness which may directly affect your work with children or young people? Yes/ No (please circle) If yes, please give details:

3 References

Please give the details below of two people who know you well and who would be able to give a personal reference and comment on your character and suitability to work within the church. (These people should have known you for at least two years).

Name		Name	
Address		Address	
Postcode		Postcode	
Tel. No.		Tel. No.	
e-mail		e-mail	
Relationship to you		Relationship to you	

4 Disclosure and Barring Scheme Declaration

Because of the nature of the duties we ask all those working with children and youth to complete an Enhanced Disclosure and Barring Service form.

If considered suitable for the post, do you agree to co-operate in obtaining a Disclosure Barring Service form at the Enhanced level? Yes / No (Please circle)*

* Because of the nature of the work for which you are applying, this position is exempt from the provision of section 4(ii) of the Rehabilitation of Offenders Act 1974 (Exceptions Order 1975), and you are therefore not entitled to withhold information about convictions which

for other purposes are 'spent' under the provisions of the 1974 Act and in the event of appointment, any failure to disclose such convictions could result in the withdrawal of approval to work with children and / or young people within the church.

Have you ever been convicted of a criminal offence, or are you at present the subject of a criminal investigation or of criminal charges? Yes / No (Please circle)

(NB The disclosure of an offence may not be a bar to your appointment)

I have read the church's guidelines for safeguarding children and young people. I

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

I agree to abide by the policies and procedures agreed by the church for the protection of children and young people. If I am subsequently the subject of an investigation or am charged or convicted of any offence I will notify the Safeguarding Co-Ordinator.

5 Declaration

I confirm that the submitted information is correct and complete. I consent to this data being processed by Tunbridge Wells Baptist Church.

Signed Date

Print name

Your personal data is being processed for the use of Tunbridge Wells Baptist Church to maintain their records of the Church family and in relation to the care of your child. Data will only be processed and you will only be contacted if you provide consent for us to do so. You are not obliged to provide this data, nor is it a statutory requirement but unless you do we will be unable to contact you in the future or care for your child.

Your personal data will be stored for as long as you are part of the Church family, or longer in the event that you request to continue to be kept in contact or legislation requires us to retain it.

In certain circumstances you have the right to request from the Data Protection Trustee access to, rectification, erasure or restriction of processing of personal data, as well as a copy of all the data that TWBC has stored about you.

You have the right to withdraw consent at any time. You also have the right to lodge a complaint with the supervisory authority, The Information Commissioner's Office.

The Controller of this data is the Church Trustees and the Data Protection Trustee is the Church Secretary, currently Mark Dodd who can be contacted at mark.dodd@twbc.org.uk

Further information can be obtained at twbc.org.uk/about-us/our-privacy-policy/

Appendix 5 REQUEST FOR REFERENCE



Tunbridge Wells Baptist Church

“To be a part of God’s transforming work in our community”
12 Upper Grosvenor Road, Tunbridge Wells, Kent TN1 2EP

Dear,

.....has offered to help with the children at TWBC. As you will appreciate, we must ensure that any new volunteers are suitable for this work.

.....has given your name as someone who can give a character reference. I would be grateful if you would kindly complete the questionnaire enclosed which will be treated in the strictest confidence and in line with current data protection regulations, and return it to me via the church office.

It may help you in commenting on the applicant to bear in mind that it is the Church’s duty to protect children and young people from harm of a physical, emotional or sexual nature, and that all applicants are required to sign an undertaking to this end.

Thank you for your help.

Blessings

Rachel Hayward
Safeguarding Coordinator

Appendix 6

REFERENCE Tunbridge Wells Baptist Church**Private and Confidential**

Name of applicant:

What is your relationship to the applicant?

Minister Relative Friend Employer

Other (Please specify) _____

How long have you known the applicant? _____

From your knowledge and experience of the applicant, please comment on their suitability to work with children/young people. Please include comments about her honesty, reliability, health and experience of working with children/young people.

Would you be prepared to leave a child of yours in the care of the applicant?
YES/NO

To your knowledge, is there anything about the volunteer's past behaviour, their character or attitude that gives you any cause for concern about their suitability to work with children and/or young people?

Are there any other comments you would like to make about the volunteer?

(Please continue any of your answers over the page if necessary.)

Signed _____ Date _____

Print _____



Appendix 7

How to obtain a DBS

To apply for a DBS check the BU uses Due Diligence Checking. The website may be useful later!

<https://www.ddc.uk.net/help-advice/guidance-for-applicants/>

1. Complete this form and return it to Rachel Hayward

Applicant details	
Title	
Forename	
Middle name	
Surname	
Date of birth (DD/MM/YYYY)	
Contact daytime telephone number (mobile preferred)	
You will be sent the access codes for the full application form to the email address you provide. If you do not have an email address, please let me know!	
Email	
Role	Children and youth worker without barred list (VOL) Children and youth worker without barred list (PAID)
Any additional information	

2. ND will enter this information with DDC and you will be sent an email containing a link and a log in to complete the online application form.
3. Once you have completed the online form, contact Rachel Hayward and bring your documentation for verification as soon as possible. (If you bring them to church I can look at them, photocopy and return to you straight away.)

Please ensure any documents show at least your first initial plus surname, otherwise they will be rejected!
Once you receive the DBS you can subscribe to the free online update service. <https://www.gov.uk/dbs-update-service>

I consent to this data being processed by Tunbridge Wells Baptist Church and passed onto the relevant authorities.

Signed Date

Print name

Thank you for taking the time to complete the process!

Any queries, please contact me, Rachel Hayward 01892 541118 or rachel.hayward@twbc.org.uk

Your personal data is being processed for the use of Tunbridge Wells Baptist Church to support your DBS application. Data will only be processed, and you will only be contacted if you provide consent for us to do so. You are not obliged to provide this data, nor is it a statutory requirement but unless you do, you will be unable to be engaged in youth or children's work at TWBC.

Your personal data will be stored for as long as you are working with children at TWBC, or longer in the event that regulation or legislation requires us to retain it.

In certain circumstances you have the right to request from the Data Protection Trustee access to, rectification, erasure or restriction of processing of personal data, as well as a copy of all the data that TWBC has stored about you.

You have the right to withdraw consent at any time. You also have the right to lodge a complaint with the supervisory authority, The Information Commissioner's Office.

The Controller of this data is the Church Trustees and the Data Protection Trustee is the Church Secretary, currently Mark Dodd who can be contacted at Mark.dodd@twbc.org.uk

Further information can be obtained at twbc.org.uk/about-us/our-privacy-policy/



Appendix 8 Accident form

Accident forms should be used for the documentation of accidents, incidents or concerns about

the behaviour of children or adult workers as soon as possible after the event. In all situations, the circumstances of the incident should be recorded as well as an account of what was said (where relevant) and the names of witnesses.

Completed forms should be handed in to the Church Office.

Full name of injured person and age if under 18	
Date/Time of accident	
Did the accident occur within a structured activity/meeting? If so, which meeting?	
Give details of how the accident occurred, where it occurred, what supervision was being given at the time and the nature of the injury sustained. Continue on the back of the form if necessary – diagrams may be helpful. Were there any witnesses?	
Signed - Injured Person	
First Aider	
Parent/Guardian <i>(if injured person is under 18 the parent must be informed)</i>	
What treatment or advice was given? Was it necessary to call the emergency services?	
Any other information	

Your personal data is being processed for the use of Tunbridge Wells Baptist Church to maintain their records of the Church family and in relation to the care of your child. Data will only be processed and you will only be contacted if you provide consent for us to do so. You are not obliged to provide this data, nor is it a statutory requirement but unless you do we will be unable to contact you in the future or care for your child.

Your personal data will be stored for as long as you are part of the Church family, or longer in the event that you request to continue to be kept in contact or legislation requires us to retain it.

In certain circumstances you have the right to request from the Data Protection Trustee access to, rectification, erasure or restriction of processing of personal data, as well as a copy of all the data that TWBC has stored about you.

You have the right to withdraw consent at any time. You also have the right to lodge a complaint with the supervisory authority, The Information Commissioner's Office.

The Controller of this data is the Church Trustees and the Data Protection Trustee is the Church Secretary, currently Mark Dodd who can be contacted at mark.dodd@twbc.org.uk

Further information can be obtained at twbc.org.uk/about-us/our-privacy-policy/



Appendix 9

Academic Year 20__ / 20__ CONTACT DETAILS & INFORMATION

Child Consent Form (School years 0-6)

Name of child	
Date of Birth	
School	
School Year	
Home Address	
Name of Parent (s)	
Parents' phone number Home	
Mobile	
E-mail contact	
Alternative emergency contact name and number	
MEDICAL INFORMATION Please provide details of any: Medical condition or disability Allergies Dietary needs Special needs	
CONSENT - Please delete as applicable	
I consent to un-named photos being used on the church website and church displays.	<input type="checkbox"/>
In an emergency, if I cannot be contacted, I give permission for my child to receive first aid or necessary hospital treatment, including anaesthetic.	<input type="checkbox"/>
I understand that while those working with my child will take all reasonable care, they cannot necessarily be held responsible for any loss, damage or injury suffered by my child during, or result of, the activity.	<input type="checkbox"/>
I consent to this data being processed by Tunbridge Wells Baptist Church.	<input type="checkbox"/>
Signed Parent / guardian	
Date	

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Appendix 10

Academic Year 20__ / 20__ CONTACT DETAILS & INFORMATION Child Consent Form (School years 7 -13)

Name of child	
Date of Birth	
School	
School Year	
Home Address	
Name of parent (s)	
Home phone number Parent's Mobile phone	
Parent's E-mail	
Alternative emergency contact name and number	
MEDICAL INFORMATION Please provide details of any: Medical condition or disability Allergies Dietary needs Special need	
PARENTAL CONSENT - Please tick as applicable	
I consent to un-named photos being used on the church website and church displays.	<input type="checkbox"/>
In an emergency, if I cannot be contacted, I give permission for my child to receive first aid or necessary hospital treatment, including anaesthetic.	<input type="checkbox"/>
I give permission for my child to take part in organised trips to activities off site and to travel with a driver deemed responsible according to child protection guidelines.	<input type="checkbox"/>
I give permission for recognised youth leaders to use electronic means of communication with my child (eg mobile phones, e-mail, facebook etc)	<input type="checkbox"/>
I understand that while those working with my child will take all reasonable care, they cannot necessarily be held responsible for any loss, damage or injury suffered by my child during, or as a result of, the activity.	<input type="checkbox"/>
I consent to this data being processed by Tunbridge Wells Baptist Church.	<input type="checkbox"/>

Signed Parent / guardian	
Date	
CHILD'S CONSENT– Please tick as applicable	<input type="checkbox"/>
I give my permission for recognised youth leaders to use electronic means of communication with me (eg mobile phones, e-mail, facebook etc)	
Signed by child	
Date	

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For more information:

Please see www.baptist.org.uk for more information about safeguarding in Baptist churches, including a range of specialist guides and a library of free downloadable resources.

BUGB Excellence in Safeguarding training for your church:

Information and booking arrangements for the BUGB Levels 2 and Level 3 Excellence in Safeguarding training can be made through your local Baptist association team. Please see their website for details of nearby courses or the opportunity to host safeguarding training at your church.

In an emergency:

If you find yourself facing an emergency situation, where you believe that someone attending your church is being harmed or is at imminent risk of harm, please ring the police on 999 and ask to speak to an officer in the child or adult protection teams. Always keep records and let your DPS know that you have made this call.



This policy has been produced in relation with BU guidance

Policy last updated: July 2023

Next review: June 2024