



## **Child Protection Policy**

Approved by Hayling Island Baptist Church Leadership team

Adopted at Hayling Island Baptist Church members meeting 16 July 2008:

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## **The Safeguarding Policy**

Hayling Island Baptist Church

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Part of the Baptist Union of Great Britain and Southern Counties Baptist Association

Charity Number: 1146412

### **Information about Hayling Island Baptist Church:**

The principal purpose of the Church is the advancement of the Christian faith according to the principles of the Baptist denomination. The Church may also advance education and carry out other charitable purposes in the United Kingdom and/or other parts of the world.

In fulfilling the Purpose the Church will engage in a range of Activities either on its own or with others that will vary from time to time with Activities being initiated, expanded, or closed, as appropriate.

The Activities may include but are not restricted to:

- regular public worship, prayer, Bible study, preaching and teaching;
- baptism, as defined in the Union's Declaration of Principle;
- the Communion of the Lord's Supper which shall normally be observed at least once a month; <sup>1</sup>
- evangelism and mission, locally, regionally, nationally and internationally;
- the teaching, encouragement, welcome and inclusion of young people;
- nurture and growth of Christian disciples;
- education and training for Christian and community service;
- giving and encouraging pastoral care;
- supporting and encouraging charitable social action in the United Kingdom and abroad; encouraging relationships with and supporting Baptists and other Christians.

## Our commitment

As a Leadership we recognise the need to provide a safe and caring environment for children, young people and vulnerable adults. We acknowledge that children, young people and vulnerable adults can be the victims of physical, sexual and emotional abuse, and neglect. We accept the UN Universal Declaration of Human Rights and the International Covenant of Human Rights, which states that everyone is entitled to “all the rights and freedoms set forth therein, without distinction of any kind, such as race, colour, sex, language, religion, political or other opinion, national or social origin, property, birth or other status”. We also concur with the Convention on the Rights of the Child which states that children should be able to develop their full potential, free from hunger and want, neglect and abuse. They have a right to be protected from “all forms of physical or mental violence, injury or abuse, neglect or negligent treatment or exploitation, including sexual abuse, while in the care of parent(s), legal guardian(s), or any other person who has care of the child.” As a Leadership we have therefore adopted the procedures set out in this safeguarding policy in accordance with statutory guidance. We are committed to build constructive links with statutory and voluntary agencies involved in safeguarding.

The policy and attached practice guidelines are based on the ten **Safe and Secure** safeguarding standards published by the Churches' Child Protection Advisory Service (CCPAS) and prepared in consultation with Baptist Union of Great Britain.

The Leadership undertakes to:

- endorse and follow all national and local safeguarding legislation and procedures, in addition to the international conventions outlined above.
- provide on-going safeguarding training for all its workers and will regularly review the operational guidelines attached.
- ensure that the premises meet the requirements of the Disability Discrimination Act 1995 and all other relevant legislation, and that it is welcoming and inclusive.
- support the Safeguarding Coordinator(s) in their work and in any action they may need to take in order to protect children and vulnerable adults.
- file a copy of the policy and practice guidelines with CCPAS and the Baptist Union and any amendments subsequently published. The Leadership agrees not to allow the document to be copied by other organisations.

## SECTION 2

### Recognising and responding appropriately to an allegation or suspicion of abuse

#### Understanding abuse and neglect

Defining child abuse or abuse against a vulnerable adult is a difficult and complex issue. A person may abuse by inflicting harm, or failing to prevent harm. Children and adults in need of protection may be abused within a family, an institution or a community setting. Very often the abuser is known or in a trusted relationship with the child or vulnerable adult.

In order to safeguard those in our places of worship and organisations we adhere to the UN Convention on the Rights of the Child and have as our starting point as a definition of abuse, Article 19 which states:

- 1. States Parties shall take all appropriate legislative, administrative, social and educational measures to protect the child from all forms of physical or mental violence, injury or abuse, neglect or negligent treatment, maltreatment or exploitation, including sexual abuse, while in the care of parent(s), legal guardian(s) or any other person who has the care of the child.*
- 2. Such protective measures should, as appropriate, include effective procedures for the establishment of social programmes to provide necessary support for the child and for those who have the care of the child, as well as for other forms of prevention and for identification, reporting, referral, investigation, treatment and follow-up of instances of child maltreatment described heretofore, and, as appropriate, for judicial involvement.*

Also for adults the UN Universal Declaration of Human Rights with particular reference to Article 5 which states:

*No one shall be subjected to torture or to cruel, inhuman or degrading treatment or punishment.*

Detailed definitions, and signs and symptoms of abuse, as well as how to respond to a disclosure of abuse, are included here in our policy.

#### What is abuse and neglect?

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

#### Physical abuse

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

### **Emotional abuse**

The persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, although it may occur alone.

### **Spiritual Abuse**

Linked with emotional abuse, spiritual abuse could be defined as an abuse of power, often done in the name of God or religion, which involves manipulating or coercing someone into thinking, saying or doing things without respecting their right to choose for themselves. Some indicators of spiritual abuse might be a leader who is intimidating and imposes his/her will on other people, perhaps threatening dire consequences or the wrath of God if disobeyed. He or she may say that God has revealed certain things to them and so they know what is right. Those under their leadership are fearful to challenge or disagree, believing they will lose the leader's (or more seriously God's) acceptance and approval. See also Chapter 2, Section 6.

The issue of the exploitation of vulnerable young people and adults by people in positions of power within the church is covered in some detail in the report "Time for Action", produced by Churches Together in Britain and Ireland (CTBI).

### **Sexual abuse**

Involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

### **Neglect**

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

- provide adequate food, clothing and shelter (including exclusion from home or abandonment)
- protect a child from physical and emotional harm or danger
- ensure adequate supervision (including the use of inadequate care-givers)
- ensure access to appropriate medical care or treatment

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

## **Indicators of Abuse**

### **NEGLECT**

#### **The nature of neglect**

Neglect is a lack of parental care but poverty and lack of information or adequate services can be contributory factors.

Far more children are registered to the category of neglect on child protection plans than to the other categories. As with abuse, the number of children experiencing neglect is likely to be much higher than the numbers on the plans.

#### **Neglect can include parents or carers failing to:**

- provide adequate food, clothing and shelter
- protect a child from physical and emotional harm or danger
- ensure adequate supervision or stimulation
- ensure access to appropriate medical care or treatment.

#### **NSPCC research has highlighted the following examples of the neglect of children under 12**

- frequently going hungry
- frequently having to go to school in dirty clothes
- regularly having to look after themselves because of parents being away or having problems such as drug or alcohol misuse
- being abandoned or deserted
- living at home in dangerous physical conditions
- not being taken to the doctor when ill
- not receiving dental care.

Neglect is a difficult form of abuse to recognise and is often seen as less serious than other categories. It is, however, very damaging: children who are neglected often develop more slowly than others and may find it hard to make friends and fit in with their peer group.

Neglect is often noticed at a stage when it does not pose a risk to the child. The duty to safeguard and promote the welfare of children (*What to do if your worried a child is being abused* 2006) would suggest that an appropriate intervention or conversation at this early stage can address the issue and prevent a child continuing to suffer until it reaches a point when they are at risk of harm or in significant need.

Neglect is often linked to other forms of abuse, so any concerns school staff have should at least be discussed with the designated person/child protection co-ordinator.

#### **Indicators of neglect**

The following is a summary of some of the indicators that may suggest a child is being abused or is at risk of harm. It is important to recognise that indicators alone cannot confirm whether a child is being abused. Each child should be seen in the context of their family and wider community and a proper assessment carried out by appropriate persons. What is important to keep in mind is that if you feel unsure or concerned, do something about it. Don't keep it to yourself.

### **Physical indicators of neglect**

- Constant hunger and stealing food
- Poor personal hygiene - unkempt, dirty or smelly
- Underweight
- Dress unsuitable for weather
- Poor state of clothing
- Illness or injury untreated
- Looking sad, false smiles

### **Behavioural indicators of neglect**

- Constant tiredness
- Frequent absence from school or lateness
- Missing medical appointments
- Isolated among peers
- Frequently unsupervised
- Stealing or scavenging, especially food
- Destructive tendencies

## **EMOTIONAL ABUSE**

### **The nature of emotional abuse**

Most harm is produced in *low warmth, high criticism* homes, not from single incidents.

Emotional abuse is difficult to define, identify/recognise and/or prove.

Emotional abuse is chronic and cumulative and has a long-term impact.

All kinds of abuse and neglect have emotional effects although emotional abuse can occur by itself.

Children can be harmed by witnessing someone harming another person – as in domestic violence.

It is sometimes possible to spot emotionally abusive behavior from parents and carers to their children, by the way that the adults are speaking to, or behaving towards children. An appropriate challenge or intervention could affect positive change and prevent more intensive work being carried out later on.

### **Indicators of Emotional Abuse**

#### **developmental issues**

- Delays in physical, mental and emotional development
- Poor school performance
- Speech disorders, particularly sudden disorders or changes.

#### **Behaviour**

- Acceptance of punishment which appears excessive
- Over-reaction to mistakes
- Continual self-deprecation (I'm stupid, ugly, worthless etc)
- Neurotic behaviour (such as rocking, hair-twisting, thumb-sucking)
- Self-mutilation
- Suicide attempts
- Drug/solvent abuse
- Running away
- Compulsive stealing, scavenging
- Acting out
- Poor trust in significant adults
- Regressive behaviour – e.g., wetting
- Eating disorders



- Destructive tendencies
- Neurotic behaviour
- Arriving early at school, leaving late

### **Social issues**

- Withdrawal from physical contact
- Withdrawal from social interaction
- Over-compliant behaviour
- Insecure, clinging behaviour
- Poor social relationships

### **Emotional responses**

- Extreme fear of new situations
- Inappropriate emotional responses to painful situations (“I deserve this”)
- Fear of parents being contacted
- Self-disgust
- Low self-esteem
- Unusually fearful with adults
- Lack of concentration, restlessness, aimlessness
- Extremes of passivity or aggression

## **PHYSICAL ABUSE**

### **The nature of physical abuse**

Most children collect cuts and bruises quite routinely as part of the rough and tumble of daily life. Clearly, it is not necessary to be concerned about most of these minor injuries. But accidental injuries normally occur on the *bony prominences* – e.g., shins. Injuries on the *soft* areas of the body are more likely to be inflicted intentionally and should therefore make us more alert to other concerning factors that may be present.

A body map (annex 4) can assist in the clear recording and reporting of physical abuse. The body map should only be used to record observed injuries and no child should be asked to remove clothing by a member of staff of the school.

### **Indicators of physical Abuse / Factors that should increase concern**

- Multiple bruising or bruises and scratches (especially on the head and face).
- Clusters of bruises – e.g., fingertip bruising (caused by being grasped).
- Bruises around the neck and behind the ears – the most common abusive injuries are to the head.
- Bruises on the back, chest, buttocks, or on the inside of the thighs.
- Marks indicating injury by an instrument – e.g., linear bruising (stick), parallel bruising (belt), marks of a buckle
- Bite marks
- Deliberate burning may also be indicated by the pattern of an instrument or object – e.g., electric fire, cooker, cigarette.
- Scalds with upward splash marks or *tide marks*
- Untreated injuries

- Recurrent injuries or burns
- Bald patches.

**In the social context of the church, it is normal to ask about a noticeable injury. The response to such an enquiry is generally light-hearted and detailed. So, most of all, concern should be increased when:**

- the explanation given does not match the injury
- the explanation uses words or phrases that do not match the vocabulary of the child (adults words)
- no explanation is forthcoming
- the child (or the parent/carer) is secretive or evasive
- the injury is accompanied by allegations of abuse or assault

**You should be concerned if the child or young person:**

- is reluctant to have parents/carers contacted
- runs away or shows fear of going home
- is aggressive towards themselves or others
- flinches when approached or touched
- is reluctant to undress to change clothing for sport
- wears long sleeves during hot weather
- is unnaturally compliant in the presence of parents/carers.
- has a fear of medical help or attention
- admits to a punishment that appears excessive.

## **SEXUAL ABUSE**

### **The nature of sexual abuse**

Sexual abuse is often perpetrated by people who are known and trusted by the child – e.g., relatives, family friends, neighbours, babysitters, people working with the child in school, faith settings, clubs or activities.

### **Characteristics of child sexual abuse:**

- it is often planned and systematic – people do not sexually abuse children by accident, though sexual abuse can be opportunistic
- grooming the child – people who abuse children take care to choose a vulnerable child and often spend time making them dependent
- grooming the child's environment – abusers try to ensure that potential adult protectors (parents and other carers especially) are not suspicious of their motives.

Most people who sexually abuse children are men, but some women sexually abuse too.

### **Indicators of sexual abuse**

#### **Physical observations**

- Damage to genitalia, anus or mouth
- Sexually transmitted diseases
- Unexpected pregnancy, especially in very young girls
- Soreness in genital area, anus or mouth and other medical problems such as chronic itching
- Unexplained recurrent urinary tract infections and discharges or abdominal pain

#### **Behavioural observations**

- Sexual knowledge inappropriate for age
- Sexualised behaviour or affection inappropriate for age

- Sexually provocative behaviour/promiscuity
- Hinting at sexual activity Inexplicable decline in school performance
- Depression or other sudden apparent changes in personality as becoming insecure or clinging
- Lack of concentration, restlessness, aimlessness
- Socially isolated or withdrawn
- Overly-compliant behaviour
- Acting out, aggressive behaviour
- Poor trust or fear concerning significant adults
- Regressive behaviour, Onset of wetting, by day or night; nightmares
- Onset of insecure, clinging behaviour
- Arriving early at school, leaving late, running away from home
- Suicide attempts, self-mutilation, self-disgust
- Suddenly drawing sexually explicit pictures
- Eating disorders or sudden loss of appetite or compulsive eating
- Regressing to younger behaviour patterns such as thumb sucking or bringing out discarded cuddly toys
- Become worried about clothing being removed
- Trying to be 'ultra-good' or perfect; overreacting to criticism.

### **Safeguarding awareness**

The Leadership is committed to on-going safeguarding training and development opportunities for all workers, developing a culture of awareness of safeguarding issues to help protect everyone. All our workers will receive induction training and undertake recognised safeguarding training on a regular basis.

The Leadership will also ensure that children and vulnerable adults are provided with information on where to get help and advice in relation to abuse, discrimination, bullying or any other matter where they have a concern.

## RESPONDING TO ALLEGATIONS OF ABUSE

Under no circumstances should a worker carry out their own investigation into an allegation or suspicion of abuse. Following procedures as below:

- The person in receipt of allegations or suspicions of abuse should report concerns as soon as possible to Mrs Sally Griffiths or Mrs Jan Grey (hereafter the "Safeguarding Co-ordinator") who is nominated by the Leadership to act on their behalf in dealing with the allegation or suspicion of neglect or abuse, including referring the matter on to the statutory authorities.
- In the absence of the Safeguarding Co-ordinator or, if the suspicions in any way involve the Safeguarding Co-ordinator, then the report should be made to Mrs Mandy Worrall (hereafter the "Deputy "). If the suspicions implicate both the Safeguarding Co-ordinator and the Deputy, then the report should be made in the first instance to the Churches' Child Protection Advisory Service (CCPAS) PO Box 133, Swanley, Kent, BR8 7UQ. Telephone 0845 120 4550. Alternatively contact Social Services or the police.
- Where the concern is about a child the Safeguarding Co-ordinator should contact Children's Social Services. Where the concern is regarding an adult in need of protection contact Adult Social Services or take advice from CCPAS as above.
- Where required the Safeguarding Co-ordinator should then immediately inform the insurance company and other strategic personnel within the Baptist Union
- Suspicions must not be discussed with anyone other than those nominated above. A written record of the concerns should be made in accordance with these procedures and kept in a secure place.
- Whilst allegations or suspicions of abuse will normally be reported to the Safeguarding Co-ordinator, the absence of the Safeguarding Co-ordinator or Deputy should not delay referral to Social Services, the Police or taking advice from CCPAS.
- The Leadership will support the Safeguarding Co-ordinator/Deputy in their role, and accept that any information they may have in their possession will be shared in a strictly limited way on a need to know basis.

- It is, of course, the right of any individual as a citizen to make a direct referral to the safeguarding agencies or seek advice from CCPAS, although the Leadership hope that members of the place of worship / organisation will use this procedure. If, however, the individual with the concern feels that the Safeguarding Co-ordinator/Deputy has not responded appropriately, or where they have a disagreement with the Safeguarding Co-ordinator(s) as to the appropriateness of a referral they are free to contact an outside agency direct. We hope by making this statement that the Leadership demonstrate its commitment to effective safeguarding and the protection of all those who are vulnerable.

The role of the safeguarding co-ordinator/ deputy is to collate and clarify the precise details of the allegation or suspicion and pass this information on to statutory agencies who have a legal duty to investigate.

#### **Detailed procedures where there is a concern about a child:**

#### **ALLEGATIONS OF PHYSICAL INJURY, NEGLECT OR EMOTIONAL ABUSE**

If a child has a physical injury, a symptom of neglect or where there are concerns about emotional abuse, the Safeguarding Co-ordinator/Deputy will:

- Contact Children's Social Services (or CCPAS) for advice in cases of deliberate injury, if concerned about a child's safety or if a child is afraid to return home.
- Not tell the parents or carers unless advised to do so, having contacted Children's Social Services.
- Seek medical help if needed urgently, informing the doctor of any suspicions.
- For lesser concerns, (e.g. poor parenting), encourage parent/carers to seek help, but not if this places the child at risk of significant harm.
- Where the parent/carers is unwilling to seek help, offer to accompany them. In cases of real concern, if they still fail to act, contact Children's Social Services direct for advice.

- Seek and follow advice given by CCPAS (who will confirm their advice in writing) if unsure whether or not to refer a case to Children's Social Services.

## **ALLEGATIONS OF SEXUAL ABUSE**

In the event of allegations or suspicions of sexual abuse, the Safeguarding Co-ordinator/Deputy will:

- Contact the Children's Social Services Department Duty Social Worker for children and families or Police Child Protection Team direct. They will NOT speak to the parent/carer or anyone else.
- Seek and follow the advice given by CCPAS if, for any reason they are unsure whether or not to contact Children's Social Services/Police. CCPAS will confirm its advice in writing for future reference.

**The following procedure will be followed where there is a concern that an adult is in need of protection:**

## **SUSPICIONS OR ALLEGATIONS OF PHYSICAL OR SEXUAL ABUSE**

If a vulnerable adult has a physical injury or symptom of sexual abuse the Safeguarding Co-ordinator/Deputy will:

- Discuss any concerns with the individual themselves giving due regard to their autonomy, privacy and rights to lead an independent life.
- If the vulnerable adult is in immediate danger or has sustained a serious injury contact the Emergency Services, informing them of any suspicions.
- For advice contact the Adult Social Care Vulnerable Adults Team who have responsibility under Section 47 of the NHS and Community Care Act 1990 and government guidance, 'No Secrets', to investigate allegations of abuse. Alternatively CCPAS can be contacted for advice.

## **ALLEGATIONS OF ABUSE AGAINST A PERSON WHO WORKS WITH CHILDREN**

If an accusation is made against a worker (whether a volunteer or paid member of staff) whilst following the procedure outlined above, the Safeguarding Co-ordinator, in accordance with Local Safeguarding Children Board (LSCB) procedures will need to liaise with Children's Social Services in regards to the suspension of the worker, also making a referral to a Safeguarding Adviser (SA) / Local Authority Designated Officer (LADO).

## **SECTION 3**

### **Prevention**

#### **Safe recruitment**

The Leadership will ensure all workers will be appointed, trained, supported and supervised in accordance with government guidance on safe recruitment. This includes ensuring that:

- There is a written job description / person specification for the post
- Those applying have completed an application form and a self declaration form
- Those short listed have been interviewed
- Safeguarding has been discussed at interview
- Written references have been obtained, and followed up where appropriate
- A disclosure and barring form has been completed (we will comply with Code of Practice requirements concerning the fair treatment of applicants and the handling of information)
- Qualifications where relevant have been verified
- A suitable training programme is provided for the successful applicant
- The applicant has completed a probationary period
- The applicant has been given a copy of the organisation's safeguarding policy and knows how to report concerns.

#### **Management of Workers – Codes of Conduct**

As a Leadership we are committed to supporting all workers and ensuring they receive support and supervision. All workers have been issued with a code of conduct towards children, young people and vulnerable adults. The Leadership undertakes to follow the principles found within the 'Abuse Of Trust' guidance issued by the Home Office and it is therefore unacceptable for those in a position of trust to engage in any behaviour which might allow a sexual relationship to develop for as long as the relationship of trust continues.

#### **Appointment, Supervision and Training of Workers**

##### **Selection Process**

In appointing workers, selected representatives from among the deacons and advocates will be responsible for the following selection process:



- Asking the potential worker to complete an application form giving information as to their name (and any previous names / aliases) date and place of birth, current and previous addresses, as well as details of employment history, previous churches / groups etc. If in doubt the Advocates will ask to see birth / marriage certificates in order to check their names. The potential worker should be asked to declare whether they have ever been convicted, charged or cautioned in relation to any offence and informed of the provision of the Rehabilitation of Offenders Act 1974, as above.
- The potential worker will be subject to an interview to find out about their past and ensuring they have resolved any issues arising.
- The potential worker will be subject to references in order to ascertain a clear picture about their character.
- If the decision is made to appoint the worker, then a request will be made with the CCPAS Disclosure Service for a CRB Enhanced Disclosure.
- The potential worker will be provided with information about the Churches' Policy on Child Protection, good practise and their role expectations.
- The newly appointed worker will be attached / mentored by a more experienced worker for a probationary period of time (e.g. three months)
- During and at the end of this probationary period, the newly appointed worker will be given feedback on their progress.
- The confirmation of appointment will take place at the end of the probationary period.
- The process of appointing workers will be reviewed on a regular basis. It is recommended that this happen every two years.

### **Deciding not to appoint**

It is highly important to note that **no-one has the right to work with children and young people.**

- This is particularly important where past offences have come to light that were not disclosed on application. In addition, if there are reservations about an individual's behaviour, attitudes, lifestyle and spiritual commitment then we should never use children as experiments if we have reasons to doubt someone's suitability for the job. No-one has the right to work with children and young people.
- Candidates for positions as youth and children's workers need sensitive and honest feedback on both their interview and any references taken up, particularly where you decide not to appoint. Such people may need help in directing their abilities into other areas of church life.

### **Worker training, supervision and meetings**

- **Training for workers in relevant areas should be arranged** – workers should be given the necessary tools to do their job well. This means that if there are skills that we should help them attain, HIBC will help them to attain those skills: e.g. Food Hygiene, First Aid, Child Protection etc.
- **Workers will be given a contract on appointment, and a job description** – in order to know how to do their jobs, workers will be given a simple job description. Each worker will have a designated supervisor.
- **Children's and Youth Workers will be given opportunities to meet together** – Workers will be given opportunities to discuss programmes and areas of concern including issues relating to discipline and the health of our children's and youth work.

### **Use of phones, email and other technologies: Under 16s**

It is inappropriate for Workers to have or use: mobile phone numbers; email addresses or any other social networking aliases to develop relationships with children within the groups they lead.

**In all normal circumstances Workers are not to store children's numbers email or social networking on their phones or computers.**

There are only two exceptions to the above rule:

(i) If a parent gives permission for the mobile number of their child to be held. (For example where the young person is a lifelong friend of the family)

(ii) Members of the church leadership may retain mobile numbers and email addresses, but not chat room details. This is because certain members of the church leadership exercise pastoral care in a supervised context.

### **Mobile Phones, emails, and Social Media (including Twitter and Facebook)**

If a young person contacts a leader through their social media, email or mobile phone this is only acceptable if the young person is old enough to have a social media account (over the age of 13). If workers use emails, texts or social media to communicate with under 18s, this can only be in regard to church activities and all messages must be saved and the worker / leader must inform the parents that they have the child/ young persons contact details. The worker / leader must also give copies of all communication to Mrs Mandy Worrall or Mrs Sally Griffiths.

### **Picture Messaging and Photography**

It is noted here too that picture messaging has the potential to be used in an abusive manner. Picture messaging of young people is therefore banned. Workers are also advised not to take conventional pictures of individuals without the permission of the parent and a clear purpose for the picture being expressed. It is definitely important to be aware that *photographs of young people on their own are not encouraged*, it is recommended that photographs are taken of young people in groups, if at all.

### **Use of phones, email and other technologies: 16 and 17 year olds**

For those leading young people who are aged 16 and 17, the situation is not that dissimilar to the description above and the guidelines are healthy. There is still the potential for abuse of trust.

Hence it is still unacceptable for Workers to look for their girl and boyfriends from amongst the young people they lead. If in doubt, consult the Advocates. With regard to mobile phone numbers and other communication devices, care must be exercised. As a rough guideline, it would be a good exercise to ask yourself "Would I be embarrassed if the Church Leadership or Advocates saw this communication?" If the answer is yes, don't do it!

Numbers may be held for legitimate purposes. For example, organisational purposes and the sending of prayer requests are good uses of new technologies. In most circumstances numbers and email addresses that are held should be of young people of the same sex.

If you are unsure about any of these matters, please do not hesitate to ask a member of the Church Leadership, or the Advocates.

### **Boundaries for Protecting ourselves**

- The level of personal care, e.g. toileting, must be appropriate and related to the age of the child whilst also accepting that some children have special needs.
- Workers should treat all children / young people with dignity and respect in attitude, language used and actions. Workers must take care not to ridicule a child.
- Respect the privacy of children, avoid questionable activity, e.g. rough or sexually provocative games and comments.
- Ideally talk on a one to one with a child / young person where others are in the room. If it is necessary to be alone then ensure another worker knows where you are and sit in a room with the door open or with glass in the door.
- If you invite a child to your home, ensure this is with the knowledge of the Advocates / church leadership and that a parent is aware. It is generally unwise to invite a young person of the opposite sex to your house if you are both alone.
- Ensure that arrangements for transporting children are with the knowledge of the church leadership / Advocates and have parental approval. In some circumstances it may be unwise to carry a particular child on their own. Consider carefully the order you drop off and pick up the children and young people you work with. It is always best to avoid chatting in the car with the last child or young person you drop off.
- Consider carefully arrangements for residential holidays and whether adults should share sleeping accommodation with children. This might be an unwise practice generally, but appropriate, say, with very young children or in a large dormitory situation or on an activity such as youth hostelling where it is the custom.
- Make sure that the only people allowed into a children's activity (e.g. Sparklers, KidsKlub, and Explore etc.) are the workers assigned to that group. You should not allow other adults to have free access. If they need to be there for a specific reason (e.g. guest speaker, maintenance person), ensure that you note in your log on your registration sheet their name and the time that they arrived and left.

#### **Guidelines on touch for those who work with Children**

- Keep everything public. A hug in the context of a group is very different from a hug behind closed doors.
- Touch should be related to the child or young person's needs, not the worker's
- Touch should be age-appropriate and generally initiated by the child rather than the worker  
Avoid any physical activity that is, or may be thought to be sexually stimulating to the adult or the child
- Children have the right to decide how much physical contact they have with others, except in exceptional circumstances (e.g. when they need medical attention)
- Team members should monitor one another in the area of physical contact. They should be free to help each other by pointing out anything which could be misunderstood.
- Workers should be careful about the choice of words they use. One comment that you may think is seemingly harmless can be misconstrued in many ways. (e.g. innocent comments can be understood as threatening, or intimidatory or sexual etc.)
- Concerns about abuse or possible abuse should be reported as per the instructions in this document under

#### **Worker : Child Ratios**

It should be considered the general rule that groups should have two Workers every session, regardless, preferably with one of each sex. One of these Workers must be over 18.

School years 2 – 7: 1 Worker per 8 children (and an additional adult for every 8 children)  
School years 8-11: 1 Worker per 10 children (and an additional adult for every 10 children)  
School year 1 and down to children aged 3: 1 Worker per 4 children  
For children from 0 to 2 years old: 1 Worker per 3 children, but there must be a Worker present for every under 1 year old. (e.g. 2 Workers could have 6 children in their group, but only two of which could be under one)  
In specific circumstances it may be required that there be a 1:1 ratio, for example if a child has a severe physical or learning disability.

### **First Aid**

For regular Sunday morning activities, there is a First Aid kit in the crèche and the kitchen. First Aid Training is advised and available to all who would like it.

### **Food Hygiene**

Food Hygiene training is advised and available to all who would like it.

For off site events such as camps and residential activities, food preparation should be coordinated by someone with a Food Hygiene Certificate.

### **On Site Issues**

These guidelines must be followed in order to protect ourselves

- **Registration sheets** - For all groups, Registration is to include Workers: this allows us to say who was in the group if there should be any need to in the future. (e.g. for legal reasons.) Space will also be provided on the registration sheet for a record of any visitors to the group (including the reason for them being there) and there will also be a space to write any other items of note (e.g. [CHILD] did not engage with this activity very well, because [REASON HERE] or [CHILD] was sensitive this week because of death in the family or [CHILD] is progressing towards moving up to the next group, consider moving up early?) It is worth Workers getting into the habit of writing comments even if nothing needs to be recorded by just writing a simple “nothing to report” or “N/A” so that it is second nature for them when it is worthwhile noting things.
- Items do not have to be too in depth, the purpose is just to ensure good communication and continuity between Workers.
- Registration sheets will be kept in the Group folder in with the Group’s box under the stage until the end of the quarter (generally when the new rota comes out for Sunday morning roles.) The forms will then be moved to the Church Office.
- **New attendees to take home a General Consent form** – the general consent form gives permission for children and young people to attend our regular Sunday morning activities at Hayling Island Community Centre and use of the adjacent park. The form also gives permission for Emergency Medical Care and general health information. **To keep health information and contact details etc. current, General Consent forms should be renewed yearly**
- **Accident and Incident Sheets** – Accident and Incident sheets should be kept for all groups for reporting accidents and incidents. (e.g. fights between children etc.) This will be stored in a lockable box in the church office
- **Be observant for potential hazards** – at the start of each session for hazards that may be present in the venue.
- **Contact Sport Issues** – be aware of the issues of contact sport e.g. aggression, hard surface, and age related issues.)

## Off Site Issues

- **Risk Assessment** – each trip needs a risk assessment, whereby all possible risks are noted and measures to reduce or prevent those risks should be taken.
- **Transport** – appropriate transport should be considered (See **3.4.3 – Boundaries for Protecting ourselves**) it is also important for seatbelts to be worn at all times. Drivers should also have one years driving experience, and **must** have valid insurance. Mini-bus drivers should be MIDAS trained.
- **Permission** – Parental Permission for all off site activities **must** include the details of the activity and contact number(s) while the group is away. Please note that the Swimming Consent form asks for a parental assessment of swimming capability, but this does not mean that a risk assessment should not be carried out.
- **First Aid** – A fully prepared First Aid box must be carried on all trips with groups of young people. Ideally someone who is First Aid trained should be present on all trips.
- **All consent forms should come with you** – consent forms should come with you on all off site activities as important medical information that is on the form may be required.

## Visiting children and young people at home

Children's and Youth Workers will need to visit children and their families at home from time to time. It is worth noting that parents may or may not attend church.

When visiting a child or young person's house:

- Inform one of the Advocates and / or the Worker of your group of the proposed visit.
- Keep a record of the visit, noting the date and time of the visit and its purpose.
- If the parent or carer is absent when you call, leave some means of identification / explanation that can be handed to them if the child is at home alone / with other children.
- Provide information about your group to a parent / carer. This is to include a contact number.

## Working with Children from the Street

Sometimes children playing outside or wandering the streets with no adult supervision will join in church organised activities (e.g. Holiday or Sunday Club etc.) without the knowledge of their parents. If this happens then the following steps should be taken:

- On arrival, welcome the child or young person and attempt to gain some factual information about them, e.g. *their name, age, home telephone number*. This information is to be recorded in the register / on a blank General Consent form
- Enquire if the parents of the child / young person know where they are, and whether they are expected home at a particular time. If they are and this is before the end of your group the worker should of course encourage them to return home, suggesting that their parent might be willing for them to come to the group the following week. It is also acceptable for the worker to call the child / young person's parents to check that it is okay for them to stay at the group.
- If necessary, link the child / young person with a regular attendee to help them get to know the routines and other group members etc.
- On leaving, give the young person a General Consent form



## **SECTION 4**

### **Pastoral Care**

#### **Supporting those affected by abuse**

The Leadership is committed to offering pastoral care, working with statutory agencies as appropriate, and support to all those who have been affected by abuse who have contact with or are part of the place of worship / organisation.

#### **Working with offenders**

When someone attending the place of worship / organisation is known to have abused children, or is known to be a risk to vulnerable adults the Leadership will supervise the individual concerned and offer pastoral care, but in its safeguarding commitment to the protection of children and vulnerable adults, set boundaries for that person which they will be expected to keep.

## **SECTION 5**

### **Practice Guidelines**

As a church working with children, young people and vulnerable adults we wish to operate and promote good working practice. This will enable workers to run activities safely, develop good relationships and minimise the risk of false accusation.

As well as a general code of conduct for workers we also have specific good practice guidelines for every activity we are involved in and these are attached/will be developed.

### **Working in Partnership**

The diversity of organisations and settings means there can be great variation in practice when it comes to safeguarding children, young people and vulnerable adults. This can be because of cultural tradition, belief and religious practice or understanding, for example, of what constitutes abuse. We therefore have clear guidelines in regards to our expectations of those with whom we work in partnership, whether in the UK or not. We will discuss with all partners our safeguarding expectations and have a partnership agreement for safeguarding. It is also our expectation that any organisation using our premises, as part of the letting agreement will have their own policy that meets CCPAS' safeguarding standards.

Good communication is essential in promoting safeguarding, both to those we wish to protect, to everyone involved in working with children and vulnerable adults and to all those with whom we work in partnership. This safeguarding policy is just one means of promoting safeguarding.



## **APPENDIX 1**

### **Leadership Safeguarding Statement**

The Leadership of Hayling Island Baptist Church recognises the importance of its ministry /work with children and young people and adults in need of protection and its responsibility to protect everyone entrusted to our care.

The following statement was agreed by the leadership/organisation on: 16<sup>th</sup> July 2008.

Hayling Island Baptist Church is committed to the safeguarding of children and vulnerable adults and ensuring their well-being.

Specifically:

- We recognise that we all have a responsibility to help prevent the physical, sexual, emotional abuse and neglect of children and young people (those under 18 years of age) and to report any such abuse that we discover or suspect.
- We believe every child should be valued, safe and happy. We want to make sure that children we have contact with know this and are empowered to tell us if they are suffering harm.
- All children and young people have the right to be treated with respect, to be listened to and to be protected from all forms of abuse.
- We recognise that we all have a responsibility to help prevent the physical, sexual, psychological, financial and discriminatory abuse and neglect of vulnerable adults and to report any such abuse that we discover or suspect.
- We recognise the personal dignity and rights of vulnerable adults and will ensure all our policies and procedures reflect this.
- We believe all adults should enjoy and have access to every aspect of the life of the place of worship/organisation unless they pose a risk to the safety of those we serve.
- We undertake to exercise proper care in the appointment and selection of all those who will work with children and vulnerable adults.

#### **We are committed to:**

- Following the requirements for UK legislation in relation to safeguarding children and vulnerable adults and good practice recommendations.
- Respecting the rights of children as described in the UN Convention on the Rights of the Child.

- Implementing the requirements of legislation in regard to people with disabilities.
- Ensuring that workers adhere to the agreed procedures of our safeguarding policy.
- Keeping up to date with national and local developments relating to safeguarding.
- Following any denominational or organisational guidelines in relation to safeguarding children and adults in need of protection.
- Supporting the safeguarding co-ordinator/s in their work and in any action they may need to take in order to protect children/vulnerable adults.
- Ensuring that everyone agrees to abide by these recommendations and the guidelines established by this place of worship/organisation.
- Supporting parents and families
- Nurturing, protecting and safeguarding of children and young people
- Supporting, resourcing, training, monitoring and providing supervision to all those who undertake this work.
- Supporting all in the place of worship/organisation affected by abuse.
- Adopting and following the 'Safe and Secure' safeguarding standards developed by the Churches' Child Protection Advisory Service.

**We recognise:**

- Children's Social Services (or equivalent) has lead responsibility for investigating all allegations or suspicions of abuse where there are concerns about a child. Adult Social Care (or equivalent) has lead responsibility for investigating all allegations or suspicions of abuse where there are concerns about a vulnerable adult.
- Where an allegation suggests that a criminal offence may have been committed then the police should be contacted as a matter of urgency.
- Where working outside of the UK, concerns will be reported to the appropriate agencies in the country in which we operate, and their procedures followed, and in addition we will report concerns to our agency's headquarters.
- Safeguarding is everyone's responsibility.

**We will review this statement and our policy and procedures annually.**

If you have any concerns for a child or vulnerable adult then speak to one of the following who have been approved as safeguarding co-ordinators.

Mrs Sally Griffiths and Mrs Jan Grey - Child Safeguarding Coordinator

Mrs Mandy Worrall - Deputy Child Safeguarding Coordinator

Mrs Sally Griffiths and Mrs Jan Grey - Adult Safeguarding Coordinator

A copy of the full policy and procedures is available from the church office

Signed by Mr Alan Griffiths, Chair of the Trustee's

Signed \_\_\_\_\_

Date \_\_\_\_\_

**APPENDIX 2: CONTACT DETAILS:**

Key Personnel	Name (s)	Telephone No.
CPLO(s)	Mrs Sally Griffiths	023 92465697
	Mrs Jan Grey	023 92648699
Out of hours Social Care		0845 600 4555
Police		0845 0454545
Baptist Union Safeguarding		01235 517700
CCPAS		0845 120 4550.

### **Appendix 3: Ministry Guidelines Policy**

#### **Aim:**

To ensure that all ministries and groups run within Hayling Island Baptist Church follow the same procedures.

#### **Responsibility:**

All ministries and groups in the church are under the pastoral responsibility of the Senior Minister and the leadership team.

On occasions a Deacon or Key Leader will have oversight of a ministry however they are accountable to the Senior Minister.

The Senior Minister will meet with ministry leaders to ensure that good practise is being adhered to and to maintain pastoral oversight.

#### **Finances:**

All ministries, events and groups run their finances through the HIBC Treasurer. All accounts and expenses are claimed for through the treasurer so that they are able to be audited.

If money is given to a group as a gift this must be declared to the treasurer and included in the Sunday offering.

No individual ministry, group or event will organise its own finances; banking and counting money will be done according to the guidelines of the HIBC treasurer.

#### **Safeguarding:**

Where a ministry includes contact with children, young people or vulnerable adults; all volunteers will adhere to HIBC's Child Protection Policy and Safe to Belong Policy. Where it is clear that these policies have not been adhered to the Senior Minister and Charity Trustee's reserve the right to stop or take over a ministry, group or event.

#### **Good Practice:**

The following guidelines are good practice for all ministry, groups or events run by the church:

- If a public event, the leaders must wear their HIBC name badge (and where appropriate HIBC T-Shirts.)
- All publicity for events will be done with the leadership team and include the church logo and contact details
- When an event, ministry or group is with children, young people or vulnerable adults a list of the names of all volunteers present will be kept as well as a register for children in accordance to our safeguarding policies.
- All incidents will be recorded in the Church Accident book and the Church First Aid Kit should be used
- Ministries, groups and events will be put in the church diary for all to see