

# Durham City Baptist Church

## Policy and Procedures for Safeguarding Children and Adults at risk

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## 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'.*

- A **worker** is an adult helper or leader in a group for children or adults at risk
- A church **member** is a person who has joined the church and is therefore responsible for the implementation of this policy.

## SECTION 1 – SAFEGUARDING POLICY STATEMENT

### 1.1 Our aims

As members of Durham City Baptist Church 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

### 1.2 Our safeguarding responsibilities

The church recognises its responsibilities in safeguarding all children 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.

#### 1.2.1 Prevention and reporting of abuse

It is the duty of each church member and worker to help prevent the abuse of children and adults at risk, and the duty of each church member and worker 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.

#### 1.2.2 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.

#### 1.2.3 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.

#### 1.2.4 Safer working practices

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

#### 1.2.5 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 and adults at risk in the community of the church is managed appropriately.

### 1.3 Safeguarding contact points within our church

The church has appointed the following individuals to form part of the Church Safeguarding Team, whose contact details are listed in Section 4:

#### **Christine Ashton, 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.

#### **Jo Thoy, Safeguarding Deacon**

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 (deacons).

#### **Ronnie Wynd, Minister**

Our Minister is also an important part of the Church Safeguarding Team.

### 1.4 Putting our policy into practice

Where possible, the Church Safeguarding Team will work together when issues arise. However, each person has a responsibility to report allegations of abuse as soon as they are raised.

- A copy of the Safeguarding Policy Statement will be displayed permanently on the church noticeboard, and is available on our church website.
- Each worker with children or adults at risk will be given a copy of the Safeguarding Policy and Procedures 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 person.
- The Policy and Procedures will be monitored and reviewed annually, and any necessary revisions adopted into the policy and implemented through our procedures.
- The Policy Statement will be distributed annually at the church AGM, together with a report on the outcome of the annual safeguarding review.

**SECTION 2 - SAFEGUARDING PROCEDURES**

**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, see Appendix 1.

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

### 2.1.2 Responding to Concerns

When there are concerns that a child or adult at risk is being abused, the following process must be followed.

#### STAGE 1 – THE WORKER/PERSON WHO HAS A CONCERN

The duty of the person who receives information or who has a concern about the welfare of a child 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 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, representatives of any statutory authorities involved and the NBA.

If concerns arise in the context of children's or adults' 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 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, **REPORT** the concern on to the appropriate people, where necessary, and record the concern on the Incident Reporting Form (Appendix 2).

### **The duty to REVIEW**

In reviewing the concern 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 who may have relevant information and knowledge that would impact on any decision being made. This should include the Church Safeguarding Team, unless allegations involve them. 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 should 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. This should be done within 24 hours. 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 should 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. The worker 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 NBA Safeguarding Contact.
- Whenever a formal referral is made to the police, Social Services or LADO, the DPS should report the referral to the Church Safeguarding Team and the NBA 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.

#### **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 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.

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 or adults at risk, there is also a statutory duty to report the incident to the Disclosure and Barring Service (DBS).

**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 Adults at Risk and mental capacity

If you have a concern about an adult at risk who appears to lack the mental capacity to make a choice to give consent to report the situation, you should remember that 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 should consider all the information to hand and decide whether it is appropriate for the information to be reported to the statutory authorities. If there are any concerns about an adult's mental capacity, the DPS should 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.

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, The DPS 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 should be supervised as closely as possible, without raising suspicion
- 5) Once the statutory authorities are involved, the church should 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 the Church Safeguarding Team can access them.
- 7) No information about the allegation should be shared with people in the church other than the Church Safeguarding Team; not even for prayer purposes.

The suspension of a worker following an allegation does not assume guilt. 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 or adult at risk, or to satisfy the needs of an investigation, for the alleged perpetrator to worship elsewhere. In such cases the new church's DPS should 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 NBA 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 or Safeguarding Deacon**

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

#### **2.1.5 Abuse of Trust**

Relationships between children or 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 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 not 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.

### 2.1.6 Allegations Made Against Children and Adults at Risk

Children 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 should 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, it should be 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 his/her own right, as he/she 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 should 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 should speak to the police or social services about when to inform a parent. The DPS should 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 3.4.2: 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 should ensure that one person is responsible for dealing with the authorities, another offers support to the victims and their families, 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 underway, this support should be provided with the knowledge of the statutory authority involved.

Where the perpetrator accepts some responsibility, they should 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 we will refer to the Baptist Union of Great Britain (BUGB) **Supporting Those who have Experienced Abuse** guide to ensure that we adhere to a model of best practice.

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.

## 2.2 SAFER RECRUITMENT

As a church, we are committed to safer recruitment practices. When recruiting workers, the following process should be applied:

- 1) The Minister or Safeguarding Deacon should give a clear role description to the candidate;
- 2) When advertising a role which involves working with children or adults at risk we should make it clear that any appointment is subject to a DBS check;
- 3) The applicant should be asked to complete an application form and include the names of two referees;
- 4) The Minister or Safeguarding Deacon should discuss with the applicant the new role, the person's past experience with children or adults at risk and the church's safeguarding policy, and the candidate should be asked to sign an undertaking to work within the agreed policy and procedures;
- 5) References, a Self-Disclosure Form and an enhanced DBS check must be completed satisfactorily;
- 6) The diaconate should decide whether to recommend appointment of the worker.
- 7) The church meeting should confirm the appointment.

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 for, 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.

### Supervision

All workers should have clear lines of accountability to a group leader. There should also be regular team meetings to review procedures, share concerns and identify other matters that may need clarification and guidance.

### Training of workers

It is important that all workers attend Level 2 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 and asked to complete the relevant sections. Additional specialist training should also be arranged where needed, for example, in First Aid or Health and Safety. Leaders in Girls' Brigade who are not involved in other church children's activities, will attend the Girls' Brigade safeguarding training instead of the BUGB Level 2 training.

### **Training of group leaders and deacons**

Each deacon and leader of groups for children and adults at risk, should attend both Level 2 and Level 3 BUGB Excellence in Safeguarding training at least once every four years, to ensure that they have the knowledge and confidence needed to deal with safeguarding issues as they arise.

### **Young leaders under 18 years of age**

In law, young leaders under the age of 18 are children and cannot be treated as adult members of a team. Training and mentoring should be given to ensure that they are helped to develop and hone their skills, attitudes and experience. Young leaders must always be closely supervised by an adult leader and never given sole responsibility for a group of children. The safeguarding procedures apply to a young leader just as they do to any other person. Parent / carer permission needs to be sought for young leaders 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 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 2). 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) should 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 a rare occasion, be circumstances where a child needs to be restrained in order to protect them or a third person.
- Only invite children 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.
- No person under 18 years of age should be left in sole charge of any children of any age, nor should children attending a group be left alone at any time.

No one should normally be left working alone with children 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.
- Consider 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 and what you are doing.

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 3.1.1 for recommended ratios. The only adults allowed to participate in children's and adults 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

### 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 18 children (one of each gender if appropriate) with an extra adult for every 10 additional children	2 adults for up to 15 children (one of each gender if appropriate) with an extra adult for every 8 additional children
13 years and over	2 adults for up to 20 children (one of each gender if appropriate) with an extra adult for every 10 additional children	2 adults for up to 20 children (one of each gender if appropriate) 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 should be counted as one of the children, not one of the workers.

#### 3.1.2 Children with Special Needs

Children who have a disability can be at greater risk of abuse. They will often require more help with personal care, such as washing, dressing, toileting, feeding, mobility, etc., may have limited understanding and may not behave in an age-appropriate way. It is good practice to speak with the parents/carers of children with special needs to find out from them how best to assist the child.

#### 3.1.3 Visiting Children at Home

If workers need to make pastoral visits to children and their families at home on behalf of the church, 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 want to join in with church activities without the knowledge of their parents/carers, workers should

- 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 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.

### 3.1.6 Electronic Communications - Cyber Safety

#### Modern Technologies and Safe Communication

A worker's role description should specify whether and how electronic communications such as email, social networking and mobile phones can be used to communicate with young people. It is not appropriate to use these communication methods with children aged 11 years and younger.

On the general consent form for the children's group, parents/carers may sign to agree that the young person can receive such communications. Young people also have a right to decide whether they want a worker to have their contact details and should not be pressurised otherwise.

Young people also need to be aware of the protocols that workers follow in relation to electronic communications.

For more information on cyber safety, please refer to the BUGB *Cyber Safety Guide*, which can be found on their website.

#### Email

Email should be limited to sharing generic information, for example, to remind young people about meetings. If email is being used, workers should 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.

#### 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.
- Workers should not take photos of children 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 is kept within public domains.
- 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 should not be identified by surname or other personal details, including email, postal address or telephone number.
- When using photographs of children, it is preferable to use group pictures.
- Processing must be consistent with the church's Data Protection Policy.

## **3.2 WORKING WITH ADULTS AT RISK**

### **3.2.1 Premises**

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

### **3.2.2 Language**

Every effort should be taken to use appropriate language and suitable vocabulary, enabling the greatest level of inclusivity and accessibility. We should 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 deacons, 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 deacons. 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 written permission to take a photo, and give the intended use of the photos. When taking group photos, workers should get written permission from everyone who will be photographed.

### 3.2.7 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 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.

### 3.2.8 Pastoral Relationships

All those involved in pastoral ministry should work in a way that follows these 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 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 should 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 information about all children involved in any activities at the church, which is recorded on our consent forms. The first time someone attends, workers should record their name, medical emergency information and a contact name and number. Similar details should be gathered for adults at risk.

### 3.3.2 Health and Safety

All activities for children and adults at risk should comply with the church's current health and safety policy, which is available on the church's website. Buildings being used for children's and adults' at risk groups should be properly maintained. Group leaders should be sent details of the annual health and safety reviews 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 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 children's groups should ensure that they have sufficient trained first aiders on their regular team so that there is always a first aider present at events.

We have incident reporting forms, which must be completed in the event of any accidents, injuries or incidents, and are located with the First Aid Box in the kitchen cupboard marked with a green cross. The First Aid Coordinator should ensure that the contents of the First Aid Box are checked on a regular basis. Completed accident forms should be passed on to the First Aid Coordinator.

### **3.3.5 Supervision of Groups**

The group leader should keep a register of all those attending the group.

### **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 group leader should ensure that a risk assessment is carried out.

### **3.3.8 Insurance**

Residential activity organisers should 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 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 should transport children and adults at risk (within the DBS eligibility criteria).
- All drivers should have read the church's Safeguarding Policy and agree to abide by it.
- Drivers should be aged 21 or over and have held a full driving licence for at least two years.
- Drivers should ensure that they have adequate insurance cover and that the vehicle being used is roadworthy.
- All hired minibuses should 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 for transporting children is as follows:

- Parental consent should be given for all journeys.
- All children should be returned to an agreed drop-off point. At collection or drop-off points, children should never be left on their own but should be collected by an appropriate adult.
- At least two workers, including the driver, should be present when transporting children.

### **3.3.10 Outings and Overnight Events Involving Children**

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

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

### **Sleeping Arrangements**

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

### **Adventurous Activities**

No child should participate in adventurous activities without the written consent of the parent /carer. The activity leader should ensure that staff engaged in such activities are properly trained and qualified, and that the correct ratio of staff to children is met. If an organisation is used which comes within the scope of the Adventure Activities Licensing Regulations 1996, the activity leader needs to ensure that the premises are licensed.

### **Fire Safety**

The activity leader should have a fire safety procedure in place, which should include the following:

- Everyone should 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 should be practised on the first day.
- When using a building as a residential facility, the activity leader should ensure that the fire alarm is audible throughout the accommodation and that all signs and exits are clearly visible. The activity leader should check the fire safety documentation for the building at the time of booking and also on arrival at the residential facility.
- In the case of an emergency, the activity leader should ensure that measures are in place to alert children with disabilities (e.g. a child who is hard of hearing).

### **Safety**

The activity leader should ensure that the workers always know the whereabouts of every child participating in the event, and this may include monitoring access on and off the site.

General safety rules should be applied as appropriate.

### **Swimming Trips**

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

### 3.3.11 Outings and Overnight Events involving Adults at Risk

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.
- 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. 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 members of the group use wheelchairs then consideration needs to be given as to whether there are sufficient workers to support those who may need pushing.

#### **Safety**

The leader should ensure that the workers always know the whereabouts of every person in the group; this may include monitoring access on and off the site.

General safety rules should be applied as appropriate and advice sought from the event/venue organiser 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. 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 should 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**

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 either their usual carer should attend with them or else they may not be able to attend the event.

## **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. 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 are able to 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 should be adopted within the church:

- Children should be involved in agreeing a code of behaviour for their group, which makes it clear that bullying is unacceptable. This should then be displayed somewhere visible to the whole church.
- The church should display signs stating the importance of valuing and respecting each other even in disagreements and this should 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 should be treated seriously and details should be carefully checked before action is taken.
- The bullying behaviour should be investigated and bullying should be stopped as quickly as possible.
- An attempt should be made to help bullies change their behaviour.
- All allegations and incidents of bullying should be recorded by the DPS together with the actions that are taken.
- Where an allegation of bullying is made against a church leader or group leader, advice should be sought from the NBA 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 with regard to work deadlines and activities or taking legitimate disciplinary action.

### **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 should supervise the individual concerned and offer pastoral care, but in its commitment to protect vulnerable groups, should set boundaries for that person which they shall be expected to keep. These should be set out in a Safeguarding Contract.

In determining the details of the contract:

- The DPS should inform and take advice from the NBA Safeguarding Contact.
- There should 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 and adults at risk.
- The members of the Church Safeguarding Team should 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 make contact with the offender's specialist probation officer (SPO) who should inform the church of any relevant information or restrictions that they should be aware of.

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

### **3.4.3 Alleged or known offenders who are themselves adults at risk**

A 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 sign to say that they agree with the meeting notes, and that they will stick to what has been agreed during the meeting. This should result in the same outcome as a contract, but is a more informal and appropriate approach for an adult at risk. The agreed requirements need to be reviewed regularly to make sure that the individual is complying, exactly as a formal contract would be.

## SECTION 4 - USEFUL CONTACTS

<b>Designated Person for Safeguarding</b> Christine Ashton Phone: 0191 3865085 Email: <a href="mailto:christineashton851@yahoo.co.uk">christineashton851@yahoo.co.uk</a>
<b>Safeguarding Deacon</b> Jo Thoy Phone: 07708657473 Email: <a href="mailto:jthoy4@aol.com">jthoy4@aol.com</a>
<b>Minister</b> Rev. Ronnie Wynd Phone: 0191 375 0649 Email: <a href="mailto:rkwynd@gmail.com">rkwynd@gmail.com</a>
<b>First Aid coordinator</b> Bev Neil Phone: 07555750656 Email: <a href="mailto:beverleyneil@hotmail.co.uk">beverleyneil@hotmail.co.uk</a>
<b>Local Authority Designated Officer (LADO), for reporting accusations against children's workers</b> 03000 268835 <a href="mailto:lado-gcsx@durham.gcsx.gov.uk">lado-gcsx@durham.gcsx.gov.uk</a>
<b>Police</b> Contact 101, or 999 in an emergency
<b>Adult Social Services: Social Care Direct</b> 8.45am—5pm 03000 267 979. Out of hours 03000 267 979
<b>Children's Social Services: First Contact</b> 8.45am—5pm 03000 267 979 Out of hours 03000 267 979
<b>Northern Baptist Association Safeguarding Contact</b> Lynn Fletcher Phone: 07530353794 Email: <a href="mailto:lynnfletcher@thenba.org.uk">lynnfletcher@thenba.org.uk</a>

## 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 not exhaustive.

Type of abuse	Child	Adult at risk
Physical	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.
Emotional	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.
Sexual	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.
Neglect	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.

Type of Abuse	Additional Definitions
Financial	The inappropriate use, misappropriation, embezzlement or theft of money, property or possessions.
Spiritual	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.
Discrimination	The inappropriate treatment of a person because of their age, gender, race, religion, cultural background, sexuality or disability.
Institutional	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.
Domestic Abuse	Domestic abuse is any threatening behaviour, violence or abuse between adults who are or have been in a relationship, or between family members. It can affect anybody regardless of their age, gender, sexuality or social status. Domestic abuse can be physical, sexual or psychological, and whatever form it takes, it is rarely a one-off incident. Usually there is a pattern of abusive and controlling behaviour where an abuser seeks to exert power over their family member or partner.
Cyber Abuse	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.
Self-harm	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.
Mate crime	'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.
Modern Slavery	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.
Human Trafficking	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.

Radicalisation	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.
Honour / Forced Marriage	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.
<i>Female Genital Mutilation</i>	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.
<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 – SAFEGUARDING INCIDENT FORM

Name of church	Durham City Baptist Church
Contact details of church	Edge Court, Durham DH1 2JY

Designated Person for Safeguarding (DPS)	
Name	
Contact details	

person expressing concern or to whom disclosure was made	
Name	
Contact details	

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? (include witnesses)	

**ANY ACTION THAT HAS BEEN TAKEN**

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

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

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

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

Authority eg police/social services etc					
Name					
Position Eg child abuse officer					
Email contact					
Phone contact					
Contacted by Eg DPS, minister etc					
Date & time of contact					

Has the NBA been informed?

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**

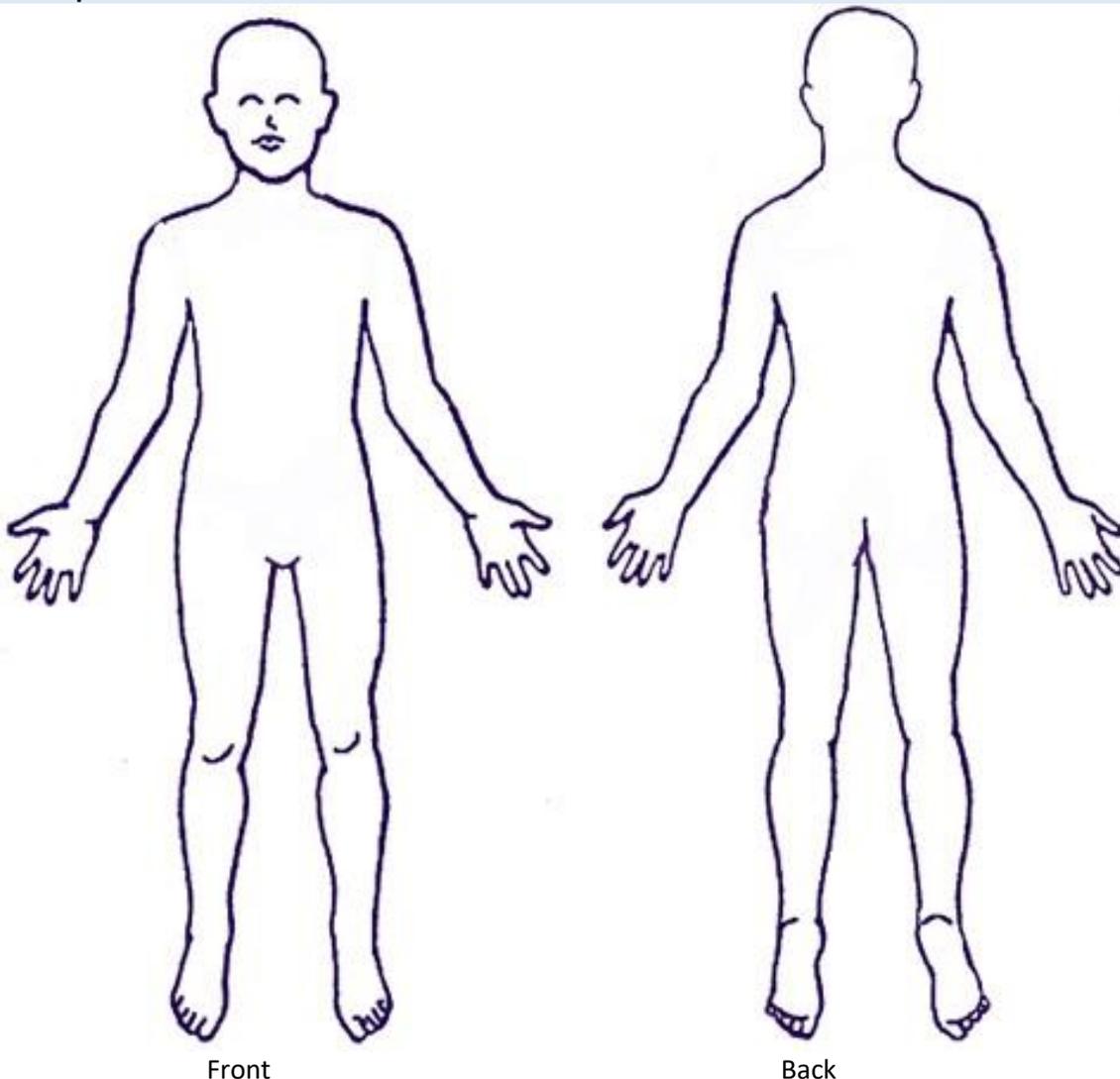
Signature of Designated person for Safeguarding		Signature of minister, or Church Safeguarding Team member	
Date & time		Date & time	

**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 \_\_\_\_\_

### **For more information:**

Durham City Baptist Church website [www.dcbc.org.uk](http://www.dcbc.org.uk)

Please see [www.baptist.org.uk](http://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 the church:**

Information and booking arrangements for the BUGB Levels 2 and Level 3 Excellence in Safeguarding training can be made through the Safeguarding Deacon.

### **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 is based on the policy produced by BUGB in November 2017 for use in Baptist churches in England and Wales.**

**This policy is reviewed annually and was last updated in January 2019.**