



Abergavenny Baptist Church

# Safeguarding Children & Young People Policy & Procedures

Date Created: June 17

Date Updated: March 18

A set of agreed policies and procedures for ensuring a safe environment for children and young people within the care of our church, in response to the Children's Act 1989.

FOR THE PURPOSE OF THIS DOCUMENT THE TERM 'CHILDREN' REFERS TO ANYONE UNDER THE AGE OF 11 YEARS AND 'YOUNG PEOPLE' TO ANYONE AGED 12-18

WHERE 'ABC' IS USED REFERS TO THE CHURCH – ABERGAVENNY BAPTIST CHURCH

**TO FIND OUT WHAT YOU SHOULD DO, GO STRAIGHT TO SECTION 1.1 AND APPENDIX 9 OF THIS DOCUMENT.**

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## **Child Protection Policy Statement**

### **Safeguarding Children and Young People at Abergavenny Baptist Church**

The vision of Abergavenny Baptist Church ("the church") is: Growing in Faith and Friendship

In fulfilling this vision the church

- has a programme of activities with children and young people
- welcomes children and young people into the life of our community
- encourages children and young people to develop spiritually with in the church

Abergavenny Baptist Church recognises its responsibilities for the safeguarding of all children and young people under the age of 18 (regardless of gender, ethnicity or ability) as set out in The Children Act 1989 and 2004, *Safe from Harm* (HM Government 1994) and *Working Together to Safeguard Children* (HM Government 2010).

As members of this church we commit ourselves to the nurturing, protection and safeguarding of all children and young people associated with the church and will pray for them regularly.

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

#### **Prevention and reporting of abuse and responding to concern**

It is the duty of each church member and each member of the wider church family to prevent the physical, sexual and emotional abuse of children and young people and the duty of all to respond to concerns about the well-being of children and young people and to report any child abuse disclosed, discovered or suspected. The church will fully co-operate with any statutory investigation into any suspected abuse linked with the church.

#### **Safe recruitment, support and supervision of workers**

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

#### **Safe behaviour: a code of behaviour for workers**

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

#### **Safe practice and safe premises**

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

#### **A safe community**

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

#### **Signed**

_____	<i>Minister</i>	_____	<i>Deputy Designated Person</i>
_____	<i>Children's Worker</i>	_____	<i>Safeguarding Trustee</i>
_____	<i>Church Secretary</i>	_____	
_____	<i>Designated Person</i>	_____	<i>Date</i>

## **Safeguarding Team and Their Responsibilities**

### **Safeguarding Children and Young People at Abergavenny Baptist Church**

**CHURCH STAFF** – positions and specific areas of responsibility as at June 2017

**Michael Orsmond** – Minister

**Rhian Auty** – Children's worker

#### **SAFEGUARDING TEAM**

The following individuals compose a team with responsibility for various aspects of child protection in the life of the church. Ultimately, overall responsibility for child protection lies with the Trustees.

#### DBS Verifiers

Michael Orsmond and Rhian Auty are the designated persons to confirm identity and submit completed forms for Disclosure and Barring Service (DBS) checks.

#### Designated Person for Safeguarding

Abergavenny Baptist Church has appointed **Liz James** as the Designated Persons for Safeguarding and **Adrian Watts** as deputy, to:

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

#### Responsible persons – Safeguarding Trustee

Abergavenny Baptist Church has appointed Rhian Auty as the Safeguarding Trustee to:

- Oversee and monitor the implementation of the policy and procedures on behalf of the church's charity trustees

Leaders and children's workers are not expected to take responsibility for making decisions or act alone. They should discuss their concerns with the Designated Person who will consider how to respond to the concerns. They will provide advice or refer to outside agencies (social services, police, SWBA, CCPAS) when appropriate.

#### **Policy and procedures**

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

Each worker with children and young people whether paid or voluntary will be given a full copy of the policy and procedures and will be required to follow them.

A full copy of the policy and procedures will be made available on request to any member of the church, the parents or carers of any child or young person from the church or any other person associated with the church.

The policy and procedures will be monitored and reviewed at least annually.

The policy statement will be read annually at the Church Annual General Meeting together with a report on the outcome of the annual review.

## **Contact Numbers**

### **Designated Person for Safeguarding**

Name: Liz James

Contact Number: 01873 854592

### **Deputy Designated Person for Safeguarding**

Name: Adrian Watts

Contact Number: 01873 856054

### **Safeguarding trustee**

Name: Rhian Auty

Contact Number: 07989784181

### **Regional Minister (South Wales Baptist Association)**

Name: Rev. Susan Stevenson

Contact Number: 07538 937565 (Mobile)

### **SWBA Safeguarding Team**

Name: Tricia Wiltshire

Contact Number: 02920 491366 (Association Office)

### **Children's Social Care Services**

Duty Social Worker: 01291 635669

South East Wales Emergency Duty Team: 08003284432

Monmouthshire Safeguarding and Quality Assurance Unit

Manager: 07795334986

### **Police**

Abergavenny Police Station, Tudor Street, Abergavenny

01873 852273

999 – If the child is at immediate risk ring the Police

101 - The police non-emergency number (Ask for the Police Child Abuse Investigation Team)

### **Other useful numbers**

NSPCC Child Protection Helpline 0808 800 5000

ChildLine 0800 1111

# 1 Prevention and reporting of abuse and responding to concern

## 1.1 Responding to concern

### 1.1.1 Understanding, Recognising and Responding to Abuse

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.

There are four main categories of abuse as officially defined in government guidance: physical abuse, sexual abuse, emotional abuse and neglect.

- **Physical Abuse**

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocation or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer feigns the symptoms of, or deliberately causes ill health to a child whom they are looking after.

- **Sexual Abuse**

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative (e.g. rape or buggery) or non-penetrative acts. They may include non-contact activities, such as involving children in looking at, or in the production of, pornographic material, watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

- **Emotional Abuse**

Emotional abuse is the persistent emotional ill treatment of a child such as to cause severe adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate or valued only insofar as they meet the needs of another person.

It may feature age or developmentally inappropriate expectations being imposed on children. It may involve causing children to frequently feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of ill treatment of a child, though it may occur alone.

- **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. It may involve a parent or carer failing to provide adequate food, shelter and clothing, failing to protect a child from physical harm or danger, or the failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

#### Possible Signs of Physical Abuse

- Any injuries not consistent with the explanation given
- Injuries that occur to the body in places not normally exposed to falls, rough games, etc.
- Injuries that have not received medical attention
- Under nourishment, failure to grow, constant hunger, stealing or gorging food, untreated illnesses, inadequate care, etc. This may also be a sign of neglect.
- Reluctance to change for or participate in games or swimming
- Bruises, bites, burns, fractures etc which do not have an accidental explanation
- Cuts/scratches/substance abuse

#### Possible Signs of Sexual Abuse

- Any allegations made by a child concerning sexual abuse

- Child with excessive preoccupation with sexual matters and detailed knowledge of adult sexual behaviour, or who regularly engages in age-inappropriate sexual play
- Sexual activity through words, play or drawing
- Soreness or tenderness around the genital area, finding it uncomfortable to sit down
- Child who is sexually provocative or seductive with adults
- Inappropriate bed-sharing arrangements at home
- Severe sleep disturbances with fears, phobias, vivid dreams or nightmares, sometimes with overt or veiled sexual connotations

#### Possible Signs of Emotional Abuse

- Changes or regression in mood or behaviour, particularly where a child withdraws or becomes clinging. Also depression/ aggression, extreme anxiety.
- Nervousness, frozen watchfulness
- Obsessions or phobias
- Sudden under-achievement or lack of concentration
- Inappropriate relationships with peers and/or adults
- Attention-seeking behaviour
- Persistent tiredness
- Running away/stealing lying

#### 1.1.2 How to respond when someone wants to talk about harm or abuse

- Listen-and keep listening
- Don't question
- Avoid passing judgement on what you are told
- Never promise confidentiality
- Explain what you intend to do and don't delay in taking action
- Contact the Designated Person for Safeguarding – or in their absence take action yourself
- Write down what is said – details below

#### 1.1.3 What to do when a child talks about harm or abuse

You need to make a careful written record of what has been observed as follows:

- Make notes as soon as possible (preferably within one hour of the child talking) including a description of any injury, its size and a drawing of its location and shape on the child's body.
- Write down exactly what the child has said and when s/he said it, what was said in reply and what was happening immediately beforehand (eg. a description of the activity).
- Write down dates and times of these events and when the record was made.
- Write down any action taken and keep all hand written notes even if subsequently typed up.

These notes will be passed on to the Designated Person for Safeguarding to assist them should the matter need to be referred to Children's Social Care Team. Any referral to Children's Social Care Team will be confirmed by the referrer in writing within 48 hours. All documents including copies of everything sent to Children's Social Care Team, will be signed by you, dated and kept at the Church office.

#### 1.1.4 Responding to concerns for a child or an allegation of abuse

Where possible, concerns will be passed to the Designated Person for Safeguarding (or Deputy Designated Person for Safeguarding) but difficulty in contacting these individual(s) should not delay action being taken.

If there is a concern that a child may have been harmed or abused, the Designated Person for Safeguarding will act as follows.

(1.1.4.i) Where a child has a physical injury or symptom of neglect:

- Contact Children's Social Care Team if there are concerns that a child may have been deliberately hurt, is at risk of 'significant harm' or is afraid to return home. Do not tell the parents, or other people involved.
- If a child needs urgent medical attention an ambulance will be called or they will be taken to hospital, informing the parents/carers afterwards of the action that was taken.
- The hospital staff will be informed of any child protection concerns.

(1.1.4.ii) Where there are allegations or concerns of sexual abuse:

- Contact Children's Social Care Team. DO NOT try to investigate the matter.
- In the case of very severe sexual assault (such as rape), which may have occurred over the last few days, and where it has not been possible to get an immediate response from Children's Social Care Team, contact the police.
- Do not touch or tamper with any evidence, such as stained clothing.
- DO NOT tell other people including the parents / carers; they could be involved.
- Keep information on a need-to-know basis so that any alleged perpetrator is not 'tipped off'.

Should the Designated Person for Safeguarding not feel it necessary to refer the matter to Children's Social Care Team but you (or anyone else) have serious concerns for the child's safety, then you will contact the relevant authorities directly. The safety of the child over-rides all other considerations and it is important to remember that sexual abuse of children is a serious crime.

If the allegation is against a Church leader who has responsibility for implementing the Policy, you will refer it directly to Children's Social Care Team or seek appropriate professional advice, eg. from the Regional Minister.

## **1.2 Third Party Allegations and Referrals**

Where a third party alleges abuse towards a child, your role is to gather as much information as possible from this person. The third party will be advised that the information they have provided will be shared with the Designated Person for Safeguarding and may result in a referral to the Children's Social Care Team Department with their details. This is so that Children's Social Care Team can contact them if necessary.

## **1.3 Allegations against Workers**

- The advice of Children's Social Care Team and the police will be sought before taking any action such as suspension of employment.
- During an enquiry, the worker will be supervised as closely as possible without raising suspicion during the period between the matter coming to our attention, the authorities being informed and the appropriate action being taken.
- The suspension of a worker following an allegation is by definition a neutral act but may be necessary because the priority is to protect children 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 to satisfy the needs of an investigation) for the alleged perpetrator to worship somewhere else and in such cases the new church leaders will be informed of the reasons.

## **1.4 Pastoral care**

When an allegation/suspicion arises in the Church, a period of investigation will follow, which will be stressful for all involved.

- Support will be offered to the suspected perpetrator without compromising the children or their families.



- This is one reason for limiting information in relation to allegations of abuse on a need-to-know basis. In this way leaders not privy to the detail are free to offer support to other parties, including the suspected perpetrator.
- Where an investigation is under way, this support will be provided with the knowledge of the child protection authorities.
- The Church will ensure that one person is responsible for dealing with the authorities, another offers support to the victim and their family, and another gives pastoral care to the alleged perpetrator. It may be necessary to appoint another person to support the perpetrator's family.
- Where the perpetrator accepts some responsibility they will be encouraged to seek specialised interventions/treatment to reduce the risk of re-offending. This may only be appropriate once the investigation and legal processes have been completed.

## **1.5 False Allegations**

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

## **1.6 Allegations against children/young people**

Children and young people are 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 some age-inappropriate sexual activity or forces themselves onto a child this is abusive. Such situations will be taken as seriously as if an adult were involved, because the effects on the child victim can be as great.

Instances such as these are investigated by the child protection agencies in the same way as if an adult were involved, though it is likely that the perpetrator would also be regarded as a victim in their own right. The possibility is that they have also been abused. Since sexual abuse can be addictive and other children could be victims now or in the future, it is important to take the matter seriously and we will need to deal with this as they would any other allegation. It cannot be assumed that young people will grow out of it. Most adult sex offenders started abusing in their teens (or even younger).

## **1.7 Whistle Blowing**

If a worker or member of the church or congregation (child, young person or adult) has a concern about an individual's behaviour towards a child or young person they are encouraged to discuss their concerns with a member of the leadership team in the church or with the responsible person.

This discussion should be treated like a disclosure in that the conversation should be recorded immediately after it is made and the 'whistle blower' should be encouraged to make a written record of their concerns.

The 'whistle blower' will be informed that their concerns will be kept confidential and their identity will only be revealed to the official agencies involved in the investigation.

The church will offer support to all those involved in such an incident.

## **1.8 The flow of information when responding to concerns**

[See **Error! Reference source not found.**]

## **2 Safe Recruitment, Support and Supervision of Workers**

### **2.1 Application**

Under the Criminal Justice and Court Services Act 2000, it is an offence for anyone disqualified from working with children and young people to knowingly apply, accept or offer to work with children. The Act specifically includes trustees of charities working with children. This means that a person banned from working with children cannot serve as a trustee of a church. It is also a criminal offence to knowingly offer work with children to an individual who is so disqualified or to knowingly allow such an individual to continue to work with children.

It will be made clear in job advertisements, at interview and on application forms that all those having contact with children or young people will be asked to agree to an enhanced Disclosure and Barring Service(DBS) check being carried out before the position is confirmed.

#### **2.1.1 References**

Formal references will be requested.

Where applicable an applicant's UK residency status and/or right to work in the UK will be checked.

#### **2.1.2 Interviews**

All prospective workers will have an interview.

### **2.2 Appointment and Supervision**

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

Any appointee will have a written agreement which includes a clear role description, lines of accountability to the church leadership and an assigned supervisor with regular opportunities for planned meetings so that work can be discussed, issues aired and areas of concern dealt with.

It is also advisable to have a probationary period (say 6 months) before the appointment is confirmed.

There will be regular team meetings to review procedures to ensure a common approach, sharing of concerns and identifying other matters that may need clarification and guidance.

#### **2.2.1 Training**

It is important that all workers understand the agreed procedures for protecting children.

Child protection training must be attended at least once every 3 years.

Training for workers in relevant areas will be arranged, eg. first aid, food hygiene.

#### **2.2.2 Young People**

Young people under 18 may be used as helpers but such helpers will be responsible to a named worker and will never be in a position where they are providing unsupervised care of children. As they will never be in unsupervised care they don't need a DBS. However those under 18 years old will be required to provide a reference from an unrelated adult who has known them for 2 years.

When a young helper reaches the age of 18 the full recruitment process will be applied.

### 3 Safe behaviour: a code of behaviour for workers

#### 3.1 Overview/code of behaviour

The aim of these general guidelines is to ensure quality childcare, protect children from possible abuse and workers from false accusation.

- Workers should treat all children /young people with dignity and respect in attitude, language and actions.
- Use age appropriate language and tone of voice.
- Do not engage in any of the following;
  - Invading the privacy of children or young people when they are using the toilet or shower.
  - Rough games including contact between a leader and a child or young person.
  - Sexually provocative games.
  - Making sexually suggestive comments.
  - Scapegoating, ridiculing or rejecting a child or young person.
- When it is necessary to control and discipline children and young people, this should be done without using physical punishment. A situation may arise where a child or young person needs to be restrained in order to protect them or a third person.
- No one should normally be left working alone with children and young people, but as part of a team showing mutual responsibility for each team member.
  - If there are insufficient leaders for groups, then internal doors should be left open.
  - At least two people are present before external doors are opened for an event.
- If workers do find themselves on their own they should;
  - Assess the risk of sending child/young person home
  - Phone another team member and let them know the situation
  - Get a second trained leader as soon as possible
  - Write down a record of what happened
- If a child or young person 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.
  - Or if you are in a room on your own, leave the door open.
  - Or you make sure another team member knows.
- 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.
- The only adults allowed to participate in children's and young people's activities are those appointed and trained as children's/youth workers. The leader of the activity should be aware of any other adults who are in the building.
- The parents/carers may or may not attend church and it is important therefore they have been given information about the group including contact telephone numbers. It may also be useful for the church/organisation to issue formal identification.

Below are suggested ratios of adults to children, recommended for all activities with children and young people.

Age group	Adult Helpers	Number of Children
2 years and under	1	3
3 years	1	4
4 to 7 years	1	8
8 years or older	1	10

- The level of personal care (eg. toileting) must be appropriate and related to the age of the child whilst also accepting that some children have special needs.
- No person under 18 years of age should be left in sole charge of any children of any age. Nor should children or young people attending a group be left alone at any time.

### **3.2 Taking Care of Touching**

- 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'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 are entitled to privacy to ensure personal dignity.
- Children have the right to decide how much physical contact they have with others, except in exceptional circumstances when they need medical attention.
- When giving first aid (or applying sun cream etc), 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 are free to help each other by constructively challenging anything which could be misunderstood or misconstrued.

### **3.3 Mentoring**

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

- The parents of all young people involved in mentoring will sign a letter to say they are aware that the mentoring is happening and who it is with.
- A mentoring meeting should have an agreed start and end time and someone should be aware that you are meeting.
- Keep a basic record of dates of significant meetings, text messages and emails.
- Appropriate boundaries in regards to times and demand should be in place, ie. not phoning during the night, etc.
- A written record should be kept of issues/decisions discussed at meetings.

### **3.4 Visiting Children or Young People at Home**

It is unlikely that workers will need to make a pastoral visit of children and their families at home on behalf of ABC. If a situation occurs where it is needed then it can only be done with agreement of one of the Pastors.

### **3.5 Children with Special Needs**

Children and young people who have a disability can be at greater risk of abuse. They will often require more help with personal care, such as washing, dressing, toileting, feeding, mobility etc, may have limited understanding and behave in a non-age appropriate way.

It is good practice to speak with the parents of children/young people with special needs and find out from them how best to assist the child or young person.

### **3.6 Children with no adult supervision**

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

- Welcome the child and try to establish their name, age, address and telephone number, and record their visit in a register.
- Ask the child if a parent/carer is aware of where they are. Phone and make contact.
- On leaving, give the child a consent form and explain it needs to be filled in and brought back next time.
- Without interrogating the child, you will need to find out as soon as possible whether they have any special needs (eg. medication) so that you can respond appropriately in an emergency.

### **3.7 Peer Group Activities for Young People**

All youth activities will be overseen by named adults who have been selected in accordance with agreed recruitment procedures. It is accepted that groups aged 16+ may benefit from being led and run by peers. In this situation adult leaders will contribute to programme planning and reviews and will always be readily available on the premises when peer-led activities take place.

### **3.8 Electronic Communication**

#### **3.8.1 Modern Technologies and Safe Communication**

A worker's role description will include an acknowledgement and approval of these technologies as a legitimate means of communicating with young people but should also include the expectations of the Church in relation to their use.

It is not appropriate to use these communication methods with primary school aged children, 11 years and younger.

On the general consent form parents/carers sign to agree that the young person can receive such communications.

#### **3.8.2 Workers' Communication with Young People**

All young people need to be aware of the protocols that workers follow in relation to email, messenger services, social networks and mobile phones including texting. It is important to remember that as well as the parent/carer, young people will have a right to decide whether they want a worker to have their email address or mobile telephone number and will not be pressurised into divulging information they would rather keep to themselves.

#### **3.8.3 Email**

Email is sometimes used by workers to remind young people about meetings. If email is being used workers ensure messages are in the public domain by copying each message to [safeguarding@abergavennybaptist.co.uk](mailto:safeguarding@abergavennybaptist.co.uk). It is important workers use clear and unambiguous language to reduce the risk of misinterpretation, and although it should be obvious when an email is ending, workers should never use inappropriate terms such as 'luv' to round things off.

#### **3.8.4 Communicating using Instant Messaging (eg. MSN Messenger, AOL AIM, Facebook)**

Instant messenger to the children and Young People should NOT be used. All communication should be visible to others .

#### **3.8.5 Mobile Phones**

Particular diligence needs to be applied when workers use mobile phones to communicate with young people:

- All mobile phone use will be primarily about information sharing.
- Workers should keep a log of significant conversations/texts.
- Any texts or conversations that raise concerns should be passed on/shown to the worker's supervisor.
- Workers should use clear language, particularly when texting, and should not use words such as 'luv' or abbreviations like 'lol' which could mean 'laugh out loud' or 'lots of love'.
- Workers should not take photos on their personal equipment.

#### **3.8.6 Social Networks**

If a worker allows their personal site to be accessed by young people;

- It is essential that all content including photos is suitable.
- Be aware of age limits on social network sites.
- All communication should be kept in the public domain.
- Copy other workers into communication if needed to keep transparency.

### 3.8.7 Taking Video 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 for personal use, such as a parent/carer taking photographs at school sports days for the family photo album, or videoing a church nativity play.
- Children and young people under the age of 18 should not be identified by surname or other personal details, including e-mail or postal addresses, telephone or fax numbers.
- When using photographs of children and young people, it is preferable to use group pictures.

## **4 Safe practice and safe premises**

### **4.1 Safe practice and safe premises**

#### **4.1.1 Consent forms**

It is essential that we have important information about all children and young people involved in any activities at the church. This information is recorded on our consent forms [See Appendix 1]

The first week someone attends we must have name, medical emergency information and a contact name and number. Then they must bring their form back with them.

#### **4.1.2 Safe Premises**

To ensure the safety of children and young people leaders and volunteers should be familiar with and follow the policy 'Guidelines for Children/Youth Work at ABC' [See Appendix 3]

#### **4.1.3 Health and Safety**

All activities for children and young people will comply with the Church's current health and safety policy and will be conducted in accordance with *Guidelines for Children/Youth Work at ABC [Appendix #]*.

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

Buildings being used for children's groups will be properly maintained. A representative from the children's / young people's work teams will take part in the annual health and safety review in order to consider all aspects of safety for all children and young people using the premises.

#### **4.1.4 Fire**

It is the responsibility of all group leaders/responsible persons within the building to ensure the safety of themselves and those who are in their control. In addition it is a legal requirement that all group leaders/responsible persons are familiar with the emergency procedures in the event of fire. Those who are fire safety trained are listed on the church information board at the back of the downstairs hall.

#### **4.1.5 First Aid**

ABC have a number of trained First Aiders. There is a list showing who they are on the church information board at the back of the downstairs hall. The First Aid Kit is stored in a drawer in the kitchen. There is also an incident reporting book which must be completed in the event of any accidents, injuries or incidents.

There is an additional first aid kit for external events/outings (stored in the filing cabinet in the children's worker office). The trained first aiders ensures that the contents of the first aid boxes are checked on a regular basis. Completed accident forms are stored in the lockable filing cabinet of the children's worker office.

All ABC groups will ensure that they have sufficient trained first aiders on their regular team so that there is always a first aider present at events and activities.

#### **4.1.6 Supervision of groups**

The person responsible for a group/activity must ensure all people are accounted for. Children should be signed in on a register in order to know who is on the premises.

#### **4.1.7 Food Hygiene /Health and Hygiene**

The Food Safety (General Food Hygiene) Regulations 1995 state that anyone who handles food or whose actions could affect its safety must comply with the regulations. It follows therefore that those with responsibility for food will need to possess the Basic Food Hygiene Certificate and be aware of food safety (preparation, handling and storage, disposal of waste, etc.)

#### **4.1.8 Transporting Children**

These guidelines will apply to all drivers involved in the transportation of children and young people, on trips organised by or on behalf of the Church. They do not apply to private arrangements for transportation made, for example, between parties with parental responsibility.

Our practice on transporting children is as follows:

- Usually only those who have gone through the Church recruitment procedures for workers will transport children. When this is not possible drivers will pick up and drop off at pre-arranged places.
- All drivers will have read the Church's Child Protection Policy and agree to abide by it.
- Parental consent will be given for all journeys.
- At collection or dropping off points do not leave a child on their own. Make sure that children are collected by an appropriate adult.
- Drivers will be 21 or over and have held a full driving licence for at least two years.
- The driver must ensure that they have adequate insurance cover: The driver should declare to their insurers that they are participating in the activity of transporting people for the church. 'Business use' cover may be required. The response of the Insurance company may be different if the driver is being reimbursed. The vehicle will need to be road worthy.
- Workers may be alone with a child for short periods, for example when dropping off the last child. Consideration needs to be given to dropping off the least vulnerable child last and routes planned accordingly.
- Drivers will not spend unnecessary time alone in a car with a child.
- Make sure all children and young people are returned to pick up point.
- All hired minibuses used to transport children will have a small bus permit, the necessary insurance, a driver with a valid driving licence that entitles them to drive a minibus.
- If parents transport each other's children around other than trips organised by the church, for example to and from activities, such arrangements are the responsibility of the parents involved and not the responsibility of the Church.

#### 4.1.9 Risk Assessment

Before undertaking any activity the activity leader will ensure that a risk assessment is carried out and it is advisable to appoint someone specifically for this task.

#### 4.1.10 Insurance

Residential activity/camp organisers will ensure with the church treasurer that there is adequate insurance cover for the event activity. If the trip is at a centre it is also important to establish that there is appropriate public liability insurance.

## **4.2 Outings and overnight events**

- Before undertaking any outing or overnight activity a special risk assessment must be carried out.
- Parents will be informed in writing of all the arrangements.
- Consent forms will be obtained for each overnight activity.
- There will be leaders with first aid and food hygiene certificates with the group.

#### 4.2.1 Sleeping Arrangements (Outings and overnight events)

Arrangements for residential holidays will be considered carefully. Workers will not share sleeping accommodation with fewer than three children. It may be acceptable for workers to share sleeping accommodation with children/young people in a large dormitory or on an activity such as youth hostelling where it is customary practice. Arrangements will be age-appropriate, provide security for the child/young person and be safe for children/young people and workers. The activity leader will ensure that parents understand what the arrangements will be.

#### 4.2.2 Adventurous Activities (Outings and overnight events)



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

#### 4.2.3 Fire Safety (Outings and overnight events)

The residential activity/camp organisers will have a fire safety procedure, which will include the following:

- Everyone will be warned of the danger of fire. If the residential activity/camp is in a building then everyone must be made aware of the fire exits. A fire drill will be practised on the first day of the residential activity/camp.
- When using a building as a residential facility, ensure that the fire alarm is audible throughout the accommodation and that all signs and exits are clearly visible. It will also comply with fire regulations.
- In the case of an emergency, ensure measures are in place to alert children and young people with disabilities (eg. a child who is hard of hearing).

#### 4.2.4 Safety (Outings and overnight events)

At all times, it is the responsibility of the workers to know the whereabouts of every child/young person participating in a residential activity/camp and this may include monitoring access on and off the site.

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

#### 4.2.5 Swimming Trips

There will be an increased adult to child ratio for all swimming trips and prior to the trip the swimming ability of a child/young person will be established. A swimming consent for each child (or a copy) will be taken by the group leader on the trip.

## 5 Safe Community

### 5.1 Bullying

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

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

Bullying can take many forms including:

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

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

- Racial difference; disability; sexuality; hair colour; gender

Bullies can be:

- Children or young people bullying others in their peer group, or other children and young people either older or younger
- Adults bullying children and young people
- Children and young people bullying adults.

Bullying will always cause a great deal of pain and harm for those on the receiving end. Many children and young people affected by bullying believe they have nowhere to turn. They are scared to speak out and often blame themselves. They can become fearful and reclusive.

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

- Withdrawal; lack of desire to join activities with certain individuals; drop in school marks; torn clothing; loss of friends; avoidance of church groups and other activities; bruises; need for extra money or supplies.

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

- The children and young people themselves will be involved in agreeing a code of behaviour which makes it clear that bullying is unacceptable
- Children and young people should know how they can report any incidents of bullying
- All allegations of bullying will be treated seriously
- Details will be checked carefully before action is taken
- The bullying behaviour will be investigated and bullying will be stopped as quickly as possible
- The parents of the bully and of the bullied will be informed
- An attempt will be made to help bullies change their behaviour
- All allegations and incidents of bullying will be recorded, together with actions that are taken.

## 5.2 Working with Offenders

When someone attending the Church is known to have abused children, the Leadership Team will supervise the individual concerned and offer pastoral care, but in its commitment to the protection of children, will set boundaries for that person which they shall be expected to keep.

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

If an offender is on the Sex Offenders' Register they will be monitored under guidelines known as the Multi-Agency Public Protection Arrangements (MAPPA). In the latest guidance there is provision to require a written contract to be in place if the offender wishes to attend a place of worship.

In determining the details of the contract:

- There will be a discussion about who should be informed of the nature of the offence and the details of the contract
  - The rights of the offender to re-build their lives without everyone knowing the details of their past offence should be balanced against the need to protect children and young people
  - The Safeguarding Trustee, the Designated Person for Safeguarding and the Pastor should always be informed
- The Designated Person or the Safeguarding Trustee should determine whether the person is subject to supervision or is on the Sex Offenders' Register
  - if so, the Designated Person or the Safeguarding Trustee should make contact with the offender's specialist probation officer (SPO) who will inform the church of any relevant information or restrictions that the church should be aware of
- The Designated Person or the Safeguarding Trustee should inform and take advice from the Regional Minister in the local Baptist Association.

An open discussion must be held with the person concerned in which clear boundaries are established for their involvement in the life of the church. A written contract should be drawn up which identifies appropriate behaviour. The person should be required to sign the contract. The contract:

- Will identify the meetings the person may attend
- Will specify that they will always sit apart from children and young people
- May ask that they are always accompanied by a befriender on church premises
- Will require the person not to attend small group meetings where children or young people are present
- Will require that the person declines hospitality where there are children or young people
- Will state that the person will never be alone with children or young people while attending church functions
- Will require the person to stay away from areas of the building where children or young people meet.

The contract should be monitored and enforced. Those who offend against children and young people can often be manipulative. If the contract is broken certain sanctions should be considered.

## **Appendix 1 Consent Forms**



## Appendix 2 Volunteer Application Form

# Abergavenny Baptist Church

## Application Form for Voluntary work with Children and Young People

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

### 1. *Personal Details*

Full Name:

Address

Postcode:

Contact number(s):

How long have you lived at the above address: \_\_\_\_\_ years

If less than 3 years, please give previous address(es) with dates

From \_\_\_\_\_ To \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

Address \_\_\_\_\_ Address \_\_\_\_\_

Postcode \_\_\_\_\_ Postcode \_\_\_\_\_

### 2. *Experience and Skills*

Please tell us about your Christian experience (i.e how long you have been a Christian, which church(es) have you attended (with dates), any activities undertaken):

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

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Do you suffer, or have you suffered any illness which may directly affect your work with children or young people

Yes ☐ No ☐ (Please tick)

If yes, please give details:

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### **3. References**

Please give the names, addresses and telephone numbers and role or relationship of two people who know you well and who would be able to give a personal reference and comment on your character and work with the church. At least one referee should be external to the church. If you have experience working with children and/or young people, at least one referee should be a colleague with whom you have worked. If you have moved from another church in the past five years, one referee should be from your previous church. In addition, we reserve the right to take up character references from any other individuals deemed necessary

Name	<hr/>	Name	<hr/>
Address	<hr/>	Address	<hr/>
	<hr/>		<hr/>
	<hr/>		<hr/>
Postcode	<hr/>	Postcode	<hr/>
Email address	<hr/>	Email address	<hr/>
Connection with you	<hr/>	Connection with you	<hr/>

#### **4. Criminal Records Declaration**

Because of the nature of the duties the postholder would be expected to undertake, the successful candidate will be required either to make a full declaration of their past criminal record or will be asked to co-operate in obtaining a Standard or Enhanced Disclosure from the Disclosure and Barring Service.

If considered suitable for the post, do you agree either to make a full declaration of your criminal record or to co-operate in obtaining a DBS check at the Standard or Enhanced level?\*

Yes ☐ No ☐ (Please tick)

\*Because of the nature of the work for which you are applying, this position is exempt from the provision of section 4(ii) of the Rehabilitation of Offenders Act 1974 (Exceptions Order 1975), and you are therefore not entitled to withhold information about convictions which for other purposes are 'spent' under the provisions of the 1974 Act and in the event of appointment, any failure to disclose such convictions could result in the withdrawal of approval to work with children and / or young people within the church.

#### **5. Declaration**

I confirm that the submitted information is correct and complete.

Signed \_\_\_\_\_

Date \_\_\_\_\_



## Appendix 3 Guidelines for Children/Youth work at ABC

# Abergavenny Baptist Church

## Guidelines for Children/Youth work at ABC

Below are some guidelines for all work with children/youth. These should be followed at all times in order to keep the children we are ministering to safe and secure.

### ***Safe Practice***

- Treat all children with dignity and respect.
- Be careful regarding physical contact.
- Avoid questionable activities eg. rough/sexually provocative games and inappropriate language.
- Challenge and remedy unacceptable behaviour. Expect to be respected.
- Avoid being alone with a child or in a room where you cannot be easily observed.

### **KEY RULE: NEVER ALONE / NEVER UNSEEN**

- Familiarise yourself with the safeguarding policy and procedures.
  - Report all allegations/suspensions of abuse to the Designated Person for Safeguarding.
- Follow the correct procedures for creating a safe space, registration and end of session, toileting, and health and safety. [Outlined below]
- Mobile phones should NOT be used during a session/event. Except in exceptional circumstances.
- Photographs can be taken providing consent has been given.
  - Photos are NOT to be uploaded on-line unless consent has been given during registration.

### ***Safe Space***

- Before a Session
  - Ensure the venue is clean and safe to use.
    - Any debris, items of risk should be removed and disposed of appropriately
    - Any sharp edges, hot radiators, should be checked
    - The appropriateness of floor surface should be taken into consideration for planned activities
    - Any stacked furniture should be secure (no more than 4 stacked chairs)
  - Ensure entry and exit to the venue is clear (this includes fire exit routes)
- During a session
  - When activities are in session the main door INTO the hall should be secured with a bolt (AT NO CIRCUMSTANCES SHOULD AN INTERNAL DOOR BE LOCKED WITH A KEY WHILE A SESSION IS TAKING PLACE).
    - It is at the discretion of the team leader to allow people into the hall while a session is ongoing.
  - Ensure fire exit routes don't become blocked with items during the session.
  - Entry and exit points should be monitored during the session
  - The kitchen area is out of bounds for ALL children and young people
- After a session
  - Ensure the venue is clean and safe.
  - The Team Leader should ensure that all children and adults are out of the building before locking up (Register should be checked)
    - Remember to check the toilets.



## ***Procedures at Registration & End of Sessions***

- Children will normally be brought by an adult, registered, and expected to leave with the same adult.
  - Drop off/Pick up cards may be used in some circumstances.
  - Responsible adults should be named on the registration forms.
- All children will be registered with details of date of birth, contact number, address, etc.
- Children who arrive without an adult should provide a signed letter from a parent granting permission for the child's participation of the session and to leave on their own.
- In the event that the agreed minimum adult to child ratio cannot be met, additional children must be turned away unless an additional adult remains in the group.
  - At least two adults present must be an approved ABC Kids Team member.

## ***Procedures Regarding Use of Toilets during Sessions***

NB: Children should be reminded that they require permission from a team member to use the toilet.

- Ages 0-2 years approx (nappy wearing): This should be done by the parent/guardian of a child. If they are not available it should be done at the nappy changing station with another member of the Team present.
- Ages 2-3 years approx (toilet trained): This should be done by the parent/guardian. If they are not available a member of the team should accompany children into toilet with another team member monitoring from outside. No physical help should be given, except in exceptional circumstances.
- School years Reception to year 2: Allow children to go into the toilet on their own but an adult helper should monitor from outside door to ensure they return to their group.
- School years 3 to 6: Allow children to go to the toilet unsupervised, but if they do not return in a reasonable time ensure that all is well.

## ***Health and Safety***

- First Aid
  - At least one trained first aider present.
  - All team members should be informed of who is it is each session.
  - All team members should be informed of where the first aid kit is kept.
  - Accident forms MUST be completed for all accidents (even minor accidents)
  - Ensure that medical conditions of children / young people and team members are known (details should be give during registration)
- Fire Safety
  - All team members should know the fire regulations, evacuation procedures and assembly points for the venue.
  - There should be at least 2 fire marshals in attendance.
  - There should be test fire evacuation bi-annually.
- Kitchen and Food Hygiene
  - At least one team member should hold a valid Food Hygiene certificate
  - Be aware of any food allergies for both children/young people and team members (details should be given during registration)
- Electrical Safety
  - Electrical devices should be fit for purpose (items more than 12 months old should pass PAT testing.
  - All plug sockets not in use should have safety sockets in place.

- Security related to venue.
  - Children should be cared for in a secure, enclosed room. [See Safe Space]
  - Children should not have access to stairs or open windows.
- Safety of people
  - Ensure that a register of all children **and** workers attending the session is kept.
  - No adult that has not had a DBS Check should be left alone with children.
  - All team members must have followed the correct recruitment procedure which includes an application form with references and a DBS check.
- Safety related to equipment
  - Ensure that any items including toys used during the session are safe and age appropriate (eg small toys or toys with detachable parts should not be given to babies.)
  - Toys and equipment should be checked and cleaned to avoid broken pieces and rough edges
  - Scissors and other craft materials used by older children should be used under adult supervision. An adult should assist children aged 2-3 (as appropriate) with the use of scissors. Children younger than 2 are NOT allowed to use scissors in any circumstance.
- Safety related to refreshments
  - Hot drinks must only be served once everyone is sat at the table to avoid spillages/scolds.
  - Cold drinks may be consumed around the children provided they are in a plastic cup/beaker



## Appendix 4 Volunteer Agreement

### Abergavenny Baptist Church Volunteer Agreement

Name of Volunteer: \_\_\_\_\_

Name of Group/Team: \_\_\_\_\_

Age Range: \_\_\_\_\_

Team Leader: \_\_\_\_\_

#### Usual range of work/tasks to be undertaken:

You will be required to help nurture young people spiritually through personal example, guidance, appropriate teaching and correction.

*(tick as appropriate)*

- ☐ Some planning will be required which will take a minimum of approximately [ ] hour/s per session.
- ☐ You would be expected to assist the group leader with tasks (e.g crafts, games, refreshments, observing activities)
- ☐ You would be expected to attend an ABC Kids Team meeting and other occasional meetings as called.
- ☐ You will be required to work on Sunday mornings with the approximate time commitment being 2½ hours. The usual timings of Church, allowing for preparation and clearing up are approximately 10.00 am to 12.30pm.
- ☐ You may be asked to assist at other additional ad hoc events and meetings.
- ☐ You will be required to attend Safeguarding Training and have a working understanding of the church's Safeguarding Policy.

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

All appointments are made for a probationary period of six months.

Working with children and young people is a responsibility, but it also brings great rewards.

**Signed :**

**Date:**

*(Minister/ Children's Worker)*

#### To Be Completed By the Volunteer with Children/Young People

- I confirm that I have read relevant portions of the church's Safeguarding Policy.
- I understand that it is my duty to protect the children and young people with whom I come into contact.
- I agree to abide by the policies and procedures described in the Safeguarding Policy
- I understand the nature of the work I am to do.
- I agree to make every reasonable effort to attend both Safeguarding training and other appropriate training events.

**Signed :**

**Date:**



## Appendix 5 Missing / Lost Child Policy

### ABC Kids Missing/ Lost Child Policy

#### Statement of Intent

Children's safety is maintained as the highest priority at all times both on and off premises. Every attempt is made through carrying out the outings procedure and the exit/entrance procedure to ensure the security of children is maintained at all times. In the unlikely event of a child going missing, our missing child procedure is followed.

#### Procedures

##### Child going missing on the premises

- As soon as it's noticed a child is missing the team member should **IMMEDIATELY** alerts the Leader.
  - The Leader nominates one team member to search outside area and one team member to search inside the building
  - All children with gather together and the register checked for any other missing children
- If after **10 minutes** the child can't be found the Leader calls the police and reports the child as missing and then calls the parent.
- The Leader will carry out a thorough search of the building and surrounding area.
- Doors and gates are checked to see if there has been a breach of security whereby a child could wander out.
- The Leader talks to the staff to find out when and where the child was last seen and records this.

##### Child going missing on an outing

- As soon as it is noticed that a child is missing, staff on the outing ask children to stand with their designated carer and carry out a headcount to ensure that no other child has gone astray. One staff member searches the immediate vicinity but does not search beyond that.
- The leader contacts the police and reports the child as missing.
- The leader contacts the parent, who makes their way to the setting.
- In an indoor venue, the staff contact the venue's security who will handle the search and contact the police if the child is not found.
- The leader or a member of staff may be advised by the police to stay at the venue until they arrive.

#### The investigation

- Team members must keep calm and do not let the other children become anxious or worried.
- The Leadership team speaks with the parent(s).
- The Leadership team carry out a full investigation taking written statements from all the staff in the room or who were on the outing.
- The key person/staff member writes an incident report detailing:
  - The date and time of the report.
  - What staff/children were in the group/outing
  - When the child was last seen in the group/outing.
  - What has taken place in the group or outing since the child went missing.
  - The time it is estimated that the child went missing.
- A conclusion is drawn as to how the breach of security happened.
- If the incident warrants a police investigation, all staff co-operate fully. In this case, the police will handle all aspects of the investigation, including interviewing staff. Children's social care may be involved if it seems likely that there is a child protection issue to address.
- The insurance provider should be informed.

## Appendix 6 Accident Form



# Abergavenny Baptist Church Accident Form

<i>Full name of injured person and age if under 18:</i>		<i>Date/Time of incident</i>
<i>Did the accident occur within a structured activity/meeting? If so, which meeting?</i>		
<i>Give Details of how the accident occurred, where it occurred, what supervision was being given at the time and nature of the injury sustained. Continue on the back of the form if necessary – diagrams may be helpful.</i>		
<i>Names of any witnesses to the accident:</i>		<i>Name of First Aider:</i>
<i>What treatment or advice was given?</i>		<i>Items used from First Aid Kit:</i>
<i>Was it necessary to call the emergency services or take or send them for further treatment? Give details:</i>		
<i>Recommendations to the Trustees in light of this accident:</i>		
<b>Signed:</b> <b>Injured person</b>		
<b>First Aider</b>		
<b>Parent/Guardian</b> (if injured person is under 18)		

When completed, this form must be signed by parent/guardian of injured person (if under 18). They may wish to have a copy.  
The form should then be passed stored in the filing cabinet in the church office and reviewed by the Trustees.



## Safeguarding Incident Form

To be completed by the Designated Person for Safeguarding

Name of church / organisation	
Contact details of church / organisation	
Name of Designated Person for Safeguarding (DPS)	
Contact details of Designated Person for Safeguarding	
Name of concerned person or to whom disclosure was given	
Contact details of concerned person or whom disclosure was given	

### INDIVIDUAL OF CONCERN - CONTACT DETAILS

Name	
Date of birth	
Address	
Phone number / Email address	

### THE INCIDENT

- What happened? (Nature of concern / disclosure made - use the person's own words if known)

- When did it happen? (date, time), Where did it happen? (specific location)

- Who was allegedly involved and in what way? (includes witnesses)

## ANY ACTION THAT HAS BEEN TAKEN

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

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

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

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

### 1. Example

Authority	Police				
Name	Bobby				
Position	Child abuse officer				
Email contact	bobby@police.com				
Phone contact	077999				
Contacted by	Minister				
Date & time of contact	1.30pm 1/4/15				

- Has the Local Association been informed?  
(Please do so if the statutory authorities are involved)
- If so, when and by whom?
- Any other action taken:

## FUTURE ACTION TO BE TAKEN

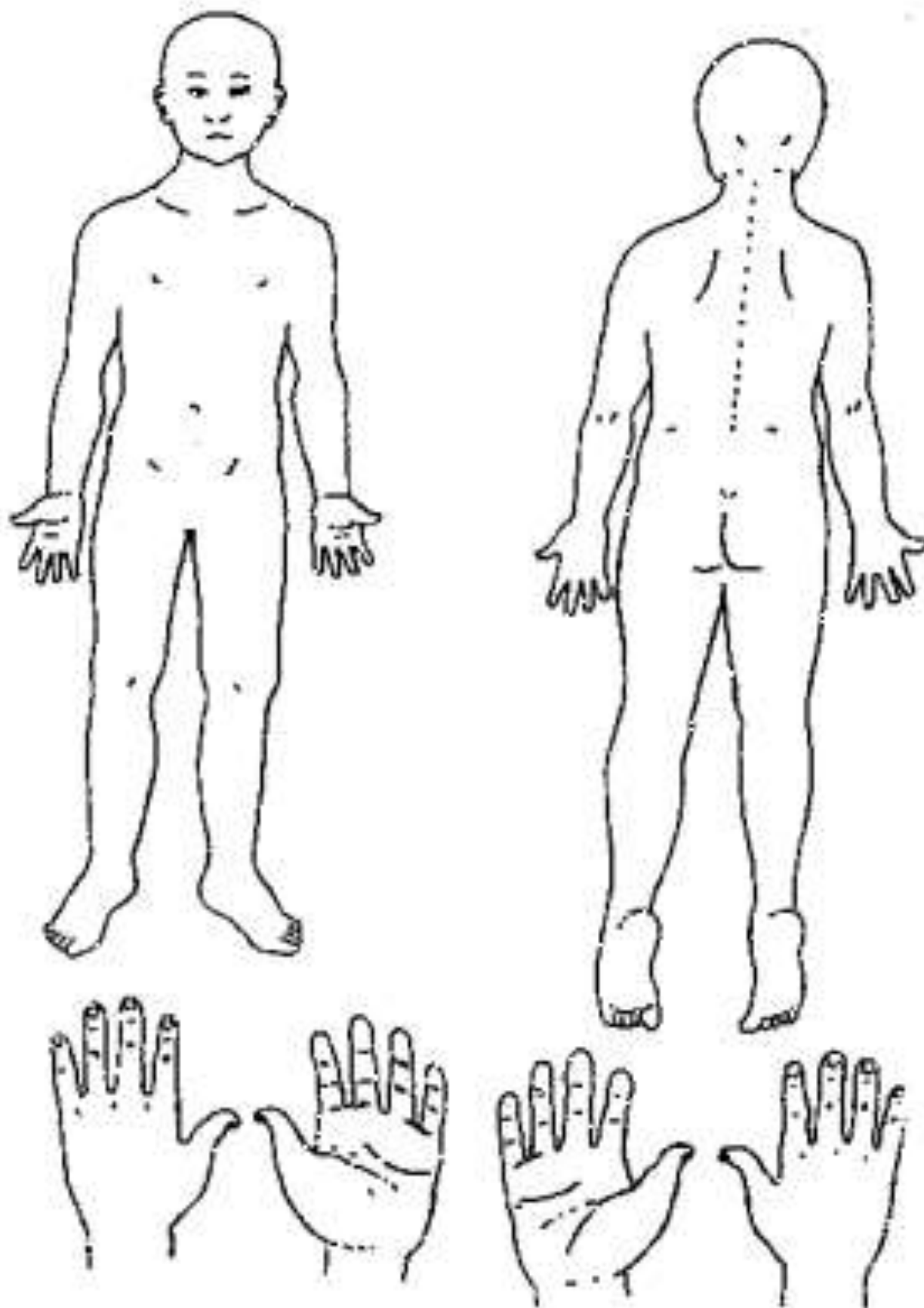
- What action needs to be taken?
- Who is responsible for this?

## SIGNATURES

Signature of Designated Person		Signature of Minister/ Church Safeguarding Team member	
Date & time		Date & time	

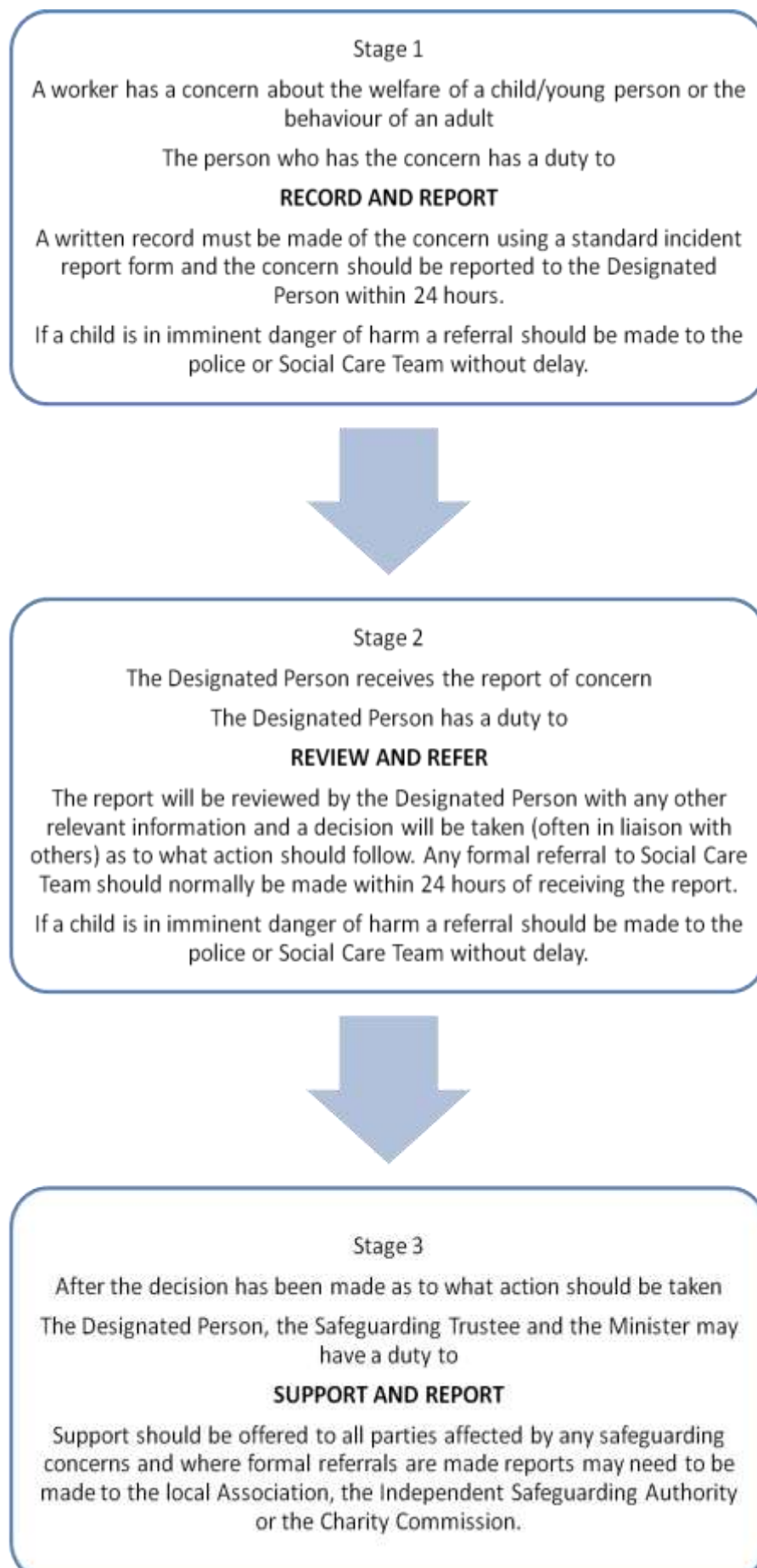
## Appendix 8 Body Chart

Date:





## Appendix 9 Flow Diagram



## Appendix 10 Risk Assessment Template

### Risk Assessment

Name of Organisation:	Assessment undertaken by:	
Address:	Date :	Review Date (if needed):
Activity/ Area Assessed:		

**Likelihood rating (L):** 1=Low (seldom), 2=medium (frequently), 3 = High (certain or near certain).

**Severity Rating (S):** 1=Low (minor cuts & bruises), 2=medium (serious injury), 3=High (fatality or a number of persons seriously injured).

**Risk Rating (R):** = Likelihood x Severity: 1 /2 =low priority, 3 /4 =medium priority (review), 6/9=high priority (urgent action required)

Hazard/Risk	Area	Who might be harmed	Existing Controls – what is already in place to minimise the risk?	L	S	R	Additional Controls– what are you going to do to minimise the risk?
Is lone working expected?				Are any special groups at risk?			
Group Leader:		First Aid Kit Checked?		Fire Marshals available:			
Position:		First Aider:		Who?			
<b>NOTES:</b>				Signed:			
				Date:			

