



BROADMEAD
Baptist Church

*Loving God
Loving People
Loving His World*

**Safeguarding Policy
and Procedures –
2015**

Along with details of the organisation and a statement of intent and commitment to safeguarding, the policy covers the following sections:

Section 1. Place of worship / organisation details

Safe and Secure – Standard 1

Section 2. Recognising and responding appropriately to an allegation or suspicion of abuse

Safe and Secure – Standards 2 and 7

Section 3. Prevention

Safe and Secure – Standards 3 and 4

Section 4. Pastoral care

Safe and Secure – Standards 8 and 9

Section 5. Practice guidelines

Safe and Secure – Standards 5, 6 and 10

Leadership safeguarding statement

Appendix

Safeguarding Poster

The Safeguarding Policy

SECTION 1

1.1

Broadmead Baptist Church

Broadmead Ave, Northampton. NN3 3DS

Tel No: 01604 721144 *Email address:* admin@broadmead.org.uk

Membership of Denomination/Organisation: Baptist Union of Great Britain

Charity Number: 1135268

Insurance Company: Baptist Insurance Company

OUR ACTIVITIES INCLUDE

REGULAR PUBLIC WORSHIP, PRAYER, BIBLE STUDY, AND TEACHING;
BELIEVERS BAPTISM, THE COMMUNION OF THE LORD'S SUPPER;
EVANGELISM AND MISSION; INCLUSION AND ACTIVITIES FOR CHILDREN
AND YOUNG PEOPLE; EDUCATION AND TRAINING FOR SERVICE;
PASTORAL CARE; SUPPORTING AND ENCOURAGING CHARITABLE SOCIAL
ACTION; ENCOURAGING RELATIONSHIPS WITH AND SUPPORTING
BAPTISTS AND OTHER CHRISTIANS.

1.2 Our commitment

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

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

The Leadership undertakes to:

- endorse and follow all national and local safeguarding legislation and procedures, in addition to the international conventions outlined above.

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

SECTION 2

Recognising and responding appropriately to an allegation or suspicion of abuse

2.1 Understanding abuse and neglect

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

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

1. States Parties shall take all appropriate legislative, administrative, social and educational measures to protect the child from all forms of physical or mental violence, injury or abuse, neglect or negligent treatment, maltreatment or exploitation, including sexual abuse, while in the care of parent(s), legal guardian(s) or any other person who has the care of the child.

2. Such protective measures should, as appropriate, include effective procedures for the establishment of social programmes to provide necessary support for the child and for those who have the care of the child, as well as for other forms of prevention and for identification, reporting, referral, investigation, treatment and follow-up of instances of child maltreatment described heretofore, and, as appropriate, for judicial involvement.

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

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

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

Definitions of abuse: This covers physical, emotional, sexual and spiritual abuse with additional issues with vulnerable adults of domestic and financial abuse.

Signs and symptoms of abuse: Please see appendix i

How to respond to a child wishing to disclose abuse: Please see appendix ii

2.2 Safeguarding awareness

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

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

2.3 Responding to allegations of abuse

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

- The person in receipt of allegations or suspicions of abuse should report concerns as soon as possible to Karen Eakins (hereafter the "Safeguarding Co-ordinator") tel no: 01604 416307 who is nominated by the Leadership to act on their behalf in dealing with the allegation or suspicion of neglect or abuse, including referring the matter on to the statutory authorities. They will work with the person who has reported the concern in contacting the appropriate agencies to make the referral.
- In the absence of the Safeguarding Co-ordinator or, if the suspicions in any way involve the Safeguarding Co-ordinator, then the report should be made to Phil Wheeler (hereafter the "Deputy ") tel no: 01604 514253. If the suspicions implicate both the Safeguarding Co-ordinator and the Deputy, then the report should be made in the first instance to the Churches' Child Protection Advisory Service (CCPAS) PO Box 133, Swanley, Kent, BR8 7UQ. Telephone 0845 120 4550. Alternatively contact Social Services or the police.
- Where the concern is about a child the Safeguarding Co-ordinator should contact Children's Social Services. Where the concern is regarding an adult in need of protection contact Adult Social Services or take advice from CCPAS as above.

The local Children's Social Services office telephone number (office hours) is 0300 126 1000. The out of hours emergency number is 01604 626938.

The local Adult Social Services office telephone number (office hours) is 0300 126 1000. The out of hours emergency number is (01604) 626938.

The Police Child Protection Team telephone number is 03000 111 222.

- Where required the Safeguarding Co-ordinator should then immediately inform the insurance company and other strategic personnel within the denomination.

Baptist Insurance Company tel no: 0845 070 2223

Central Baptist Association: Regional Minister (Geoff Colmer, tel no. 01908 505032)

- Suspicions must not be discussed with anyone other than those nominated above. A written record of the concerns should be made in accordance with these procedures and kept in a secure place.
- Whilst allegations or suspicions of abuse will normally be reported to the Safeguarding Co-ordinator, the absence of the Safeguarding Co-ordinator or Deputy should not delay referral to Social Services, the Police or taking advice from CCPAS.
- The Leadership will support the Safeguarding Co-ordinator/Deputy in their role, and accept that any information they may have in their possession will be shared in a strictly limited way on a need to know basis.
- It is, of course, the right of any individual as a citizen to make a direct referral to the safeguarding agencies or seek advice from CCPAS, although the Leadership hope that members of the place of worship / organisation will use this procedure. If, however, the individual with the concern feels that the Safeguarding Co-ordinator/Deputy has not responded appropriately, or where they

have a disagreement with the Safeguarding Co-ordinator(s) as to the appropriateness of a referral they are free to contact an outside agency direct. We hope by making this statement that the Leadership demonstrate its commitment to effective safeguarding and the protection of all those who are vulnerable.

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

2.4 Detailed procedures where there is a concern about a child:

ALLEGATIONS OF PHYSICAL INJURY, NEGLECT OR EMOTIONAL ABUSE

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

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

- Where the parent/carer is unwilling to seek help, offer to accompany them. In cases of real concern, if they still fail to act, contact Children's Social Services direct for advice.
- Seek and follow advice given by CCPAS (who will confirm their advice in writing) if unsure whether or not to refer a case to Children's Social Services.

ALLEGATIONS OF SEXUAL ABUSE

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

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

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

SUSPICIONS OR ALLEGATIONS OF PHYSICAL OR SEXUAL ABUSE

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

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

ALLEGATIONS OF ABUSE AGAINST A PERSON WHO WORKS WITH CHILDREN

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

SECTION 3

Prevention

3.1 Safe recruitment

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

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

3.2 Management of Workers – Codes of Conduct

As a Leadership we are committed to supporting all workers and ensuring they receive support and supervision. All workers have been issued with a code of conduct towards children, young people and vulnerable adults.

The Leadership undertakes to follow the principles found within the 'Abuse Of Trust 'guidance issued by the Home Office and it is therefore unacceptable for those in a position of trust to engage in any behaviour which might allow a sexual relationship to develop for as long as the relationship of trust continues.

Please see our Workers Code of Conduct for all staff and volunteers.

Appendix iv

SECTION 4

Pastoral Care

4.1 Supporting those affected by abuse

The Leadership is committed to offering pastoral care, working with statutory agencies as appropriate, and giving support to all those who have been affected by abuse who have contact with or are part of Broadmead Baptist Church. This support will be given by the most appropriate people given the situation which may include the Pastor, Associate Pastor, Elders, Safeguarding co-ordinator and pastoral team. Signposting to specific counselling services may be needed.

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

- Support will be offered to the suspected perpetrator if they are a regular member of the congregation where appropriate 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 and in liaison with 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.

4.2 Working with offenders

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

Our Policy and Sample contract can be found in the appendix v.

SECTION 5

5.1 Practice Guidelines

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

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

5.2 Working in Partnership

The diversity of organisations and settings means there can be great variation in practice when it comes to safeguarding children, young people and vulnerable adults. This can be because of cultural tradition, belief and religious practice or understanding, for example, of what constitutes abuse.

We therefore have clear guidelines in regards to our expectations of those with whom we work in partnership, whether in the UK or not. We will discuss with all partners our safeguarding expectations and have a partnership agreement for safeguarding. It is also our expectation that any organisation using our premises, as part of the letting agreement will have their own policy that meets CCPAS' safeguarding standards.

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

Signed by: _____

Date: _____

Next Review Date: January 2016

5.3 Leadership Safeguarding Statement

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

The following statement was agreed by the leadership/organisation on 28 April 2015

This place of worship/organisation is committed to the safeguarding of children and vulnerable adults and ensuring their well-being.

Specifically:

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

- We undertake to exercise proper care in the appointment and selection of all those who will work with children and vulnerable adults.

We are committed to:

- Following the requirements for UK legislation in relation to safeguarding children and vulnerable adults and good practice recommendations.
- Respecting the rights of children as described in the UN Convention on the Rights of the Child.
- Implementing the requirements of legislation in regard to people with disabilities.
- Ensuring that workers adhere to the agreed procedures of our safeguarding policy.
- Keeping up to date with national and local developments relating to safeguarding.
- Following any denominational or organisational guidelines in relation to safeguarding children and adults in need of protection.
- Supporting the safeguarding co-ordinator/s in their work and in any action they may need to take in order to protect children/vulnerable adults.
- Ensuring that everyone agrees to abide by these recommendations and the guidelines established by this place of worship/organisation.
- Supporting parents and families
- Nurturing, protecting and safeguarding of children and young people
- Supporting, resourcing, training, monitoring and providing supervision to all those who undertake this work.
- Supporting all in the place of worship/organisation affected by abuse.

- Adopting and following the 'Safe and Secure' safeguarding standards developed by the Churches' Child Protection Advisory Service.

We recognise:

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

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

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

- Karen Eakins Safeguarding Coordinator (Children and Young People)
- Phil Wheeler Deputy Safeguarding Coordinator (Children and Young People)
- Helen Windram Safeguarding Coordinator (Vulnerable Adults)

- Paul Stirling Deputy Safeguarding Coordinator (Vulnerable Adults)

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

A copy of our safeguarding policy has been lodged with CCPAS / Baptist Union / Northamptonshire Social Services

Signed by leadership/organisation

Signed _____

Date _____

Appendix i

Signs of Abuse

Each church should seek to ensure that all of those who work with children and young people in the church attend training courses so that they understand the ways in which children can be harmed. In particular it is important that those who work with children and young people are alert to the indicators that a child or young person is being abused.

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
- injuries on areas of the body not usually prone to injury
- an injury that has not been treated/received medical attention
- an injury for which the explanation seems inconsistent
- changes in behaviour or mood (eg becoming very quiet, withdrawn or displaying sudden bursts of temper)
- unexplained changes in behaviour or mood (eg becoming very quiet, withdrawn or displaying sudden bursts of temper)
- inappropriate sexual awareness
- signs of neglect, such as under-nourishment, untreated illnesses, inadequate care or inappropriate clothing for the weather or time of year
- going missing for periods of time or regularly returning home late
- appearing with unexplained gifts or possessions that can't be accounted for
- experiencing health problems that may indicate a sexually transmitted infection
- using drugs and alcohol
- displaying inappropriate sexualised behaviours, such as over familiarity with strangers, dressing in a sexualised manner or sending sexualised images by mobile phone ('sexting')
- they may also show signs of unexplained physical harm such as bruising and cigarette marks
- have difficulty walking, sitting or standing
- spend longer than normal in the bathroom or toilet

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 any of the above are occurring – it is not your job to investigate or decide if something is abuse, only to report on what is observed.

Knowing whether a child is being abused or neglected may be difficult to judge. All those who have contact with children and young people should be alert to the potential indicators of abuse and neglect and know how to respond to concerns they may have. All workers should also know to whom those concerns should be reported.

Comprehensive training in safeguarding, including modules on recognising the possible signs of abuse should be undertaken by all workers.

Ways that harm might be discovered

On occasions an incident or an injury will give cause for concern, but often it is a series of incidents, or an accumulation of concerns, which indicate that a child may be suffering or is at risk of suffering harm.

- Children and young people might share with a trusted adult a concern they have about their safety or disclose that they are being harmed.
- A child's observed behaviour, their physical appearance, developmental progress and emotional demeanour might indicate that they are being abused or neglected.
- Sudden changes might be observed in a child's behaviour.
- There may be a history of concerns noted over a number of occasions.

How adults (parents, carers, leaders, etc.) behave around children and young people might also give rise to concerns.

- There may be indicators that parents/carers are experiencing difficulties which are having adverse and potentially damaging effects on their child, eg domestic abuse, substance misuse or mental health issues.

- Observations of an adult's interaction with a child or young person might give cause for concern.

Appendix ii

When a Child Expresses Concern

When a child expresses a concern... Listen, listen, listen

When a child or young person talks about harm or abuse that they are suffering:

- create a safe environment in which the child or young person can share their concerns
- react calmly so as not to further distress the child or young person
- listen carefully to what the child or young person has to say
- allow them time to say what they want
- don't rush or interrupt them, or ask more questions than you need to in order to establish whether there is cause for concern, or to ensure a clear and accurate understanding of what has been said
- if you need to ask questions to clarify what the child is saying, always use open questions and not closed questions (eg "Who is it you are afraid of?" not "Is it Daddy you are afraid of?")
- as soon as you believe there is cause for concern allow the child to finish, but do not question them any further. Explain that you will have to tell someone who knows what to do next
- accept what the child or young person says and take seriously what you are hearing
- reassure the child or young person, and tell them that you know how difficult it must be to confide in you
- tell the child or young person that s/he is not to blame and that s/he has done the right thing in speaking to you
- help the child or young person to understand what is going to happen next – the child should be informed that other people will

need to be told about the concerns which have been shared, and who those people may be

- do not promise, or lead a child to believe, that any child protection concern which affects them or other children or young people will be kept confidential
- be aware that a child or young person may be frightened and that they may have been threatened if they tell of what has been happening to them
- remember that most children feel loyalty to their parents and other significant people in their lives and often find it difficult to say things to their detriment
- make notes as soon as possible afterwards using the child's language and recording any questions that you asked to prompt for a response
- complete the safeguarding incident form as soon as possible, signing it with a date and give this to the Safeguarding Co-ordinator who will place it in a locked cupboard (these can be found in the church office or can be emailed to you)
- contact the Safeguarding Co-ordinator, or in their absence their deputy.

Do's

- Listen and clarify
- Give support
- Explain what happens next
- Take action

Dont's

- Minimise
- Show shock, alarm or disapproval
- Question or push for information
- Offer false re-assurance

Appendix iii

Responding to Allegations of Abuse

If any concerns arise regarding the safeguarding of children, young people or vulnerable adults:

- Do not dismiss your concerns - in particular, do not ignore or dismiss concerns about a professional or a colleague
- Do not confront the person about whose behaviour you have concerns
- Do not take responsibility for deciding whether or not abuse is actually taking place
- Do not investigate allegations
- Do not act alone
- Do not take sole responsibility for what has been shared or any concerns you may have (always work through the church's procedures)
- Do follow the church's procedures for responding to concerns

Appendix iv

Code of conduct for staff and volunteers at Broadmead Baptist Church

Volunteers working with children, young people and vulnerable adults have a great opportunity to be a positive role model and to serve in this area of ministry.

Staff and volunteers are expected to:

- Ensure the safety of all children, young people and vulnerable adults by providing effective supervision, proper planning of sessions in a safe environment.
- Encourage and guide participants to accept responsibility for their own performance and behaviour.
- Treat all people fairly and ensure they feel valued. Have no favourites.
- Encourage all not to discriminate on the grounds of religious beliefs, race, gender, social classes or lack of ability.
- Not allow any rough or dangerous play, bullying, or the use of bad language or inappropriate behaviour.
- Be positive, approachable and offer praise to promote the objectives of the group.
- Not let any allegations of abuse of any kind or poor practice to go unchallenged or unrecorded. Incidents and accidents to be recorded in the line with the church policies and procedures.
- Report accidents or incidents of alleged abuse or poor practice to the designated person.
- Administer minor first aid in the presence of others and where required refer more serious incidents to the church's "first aider".
- Have access to telephone for immediate contact to emergency services if required.
- Foster team work to ensure the safety of all in their care.
- Ensure the rights and responsibilities of all are enforced.
- Establish and address the additional needs of disabled participants or other vulnerable groups.
- Not abuse members physically, emotionally, spiritually or sexually.
- Not engage in a relationship with a young person for whom they are responsible

- Maintain confidentiality about sensitive information.
- Respect and listen to the opinions of all people.
- Develop an appropriate working relationship with participants, based on mutual trust and respect.
- Be a role model, displaying consistently high standard of behaviour and appearance (disciplined/committed/time keeping), remember children and young people learn by example.
- Refrain from smoking and consumption of alcohol during all church activities.
- Not spend an excessive amounts of time alone with children unless there are exceptional circumstances
- Never taking children to their home but if necessary have someone else accompany you.
- Not administering First Aid involving the removing of children's clothing unless in the presence of others.

Staff and volunteers have the right to:

- Access on-going training and information on all aspects of leading/managing activities, particularly on Safeguarding.
- Support in the reporting suspected abuse or poor practice.
- Access to professional support services.
- Not to be left vulnerable when working with children.
- Any minor misdemeanours and general misbehaviour will be dealt with immediately and reported verbally to the designated person. Serious or persistent breach of the code will result in disciplinary action and could lead to the person being asked to step down from the volunteering role.
- Emergency action and first aid
- All volunteers should be prepared with an action plan in the event of an emergency and be aware of our First Aid Procedures.

This will include:

- Access to First Aid equipment
- Telephone contact if the participant is a minor
- Telephone contact to the Emergency Services

Appendix v

Policy and Procedure for working with offenders

If the individual who poses a risk is to be allowed to attend certain activities run by the organisation, it is vital robust measures are put in place to ensure children, young people and vulnerable adults are safeguarded. This should include their agreement to a written contract setting out behavioural boundaries they sign and agree to abide by, as well as the provision of appropriate supervision and support. These safeguards are in the interests of everyone - those at risk, the offender who may be making strenuous efforts to change, and the organisation.

However, at all times the safety of a child, young person or vulnerable adult is paramount when assessing the risk an individual may pose. No one has an automatic right to work with or have access to children or young people. Similarly no one has a right to work with adults who may be at risk.

In looking at the appropriate supervision of an individual considered a risk the organisation should:

- Arrange a frank discussion between the leaders (more than one) and the person concerned. This may include the probation officer or other agencies involved.
- Make efforts to sustain open communication with the statutory and voluntary agencies involved with the offender
- Establish clear boundaries of behaviour in relationships. These boundaries may vary depending upon the nature of the offence(s) they have committed
- Draw up a contract between leadership and offender based upon an open discussion. Such a contract may well form part of MAPPA that is agreed for an individual in advance of their release from prison
- Ensure the contract is signed and dated by the offender and by leaders of the organisation
- Understand that a contract may be associated with but not solely follow a criminal prosecution. Similarly the ending of a period when an offender's

name has been on the sex offenders register should not indicate the ending of the contract drawn up between the offender and the leadership

Broadmead Baptist Church: Contract for a Sex Offender

Boundaries

- I will never allow myself to be in a situation where I am alone with children, young people or vulnerable adults
- I will attend meetings and activities as directed by the leadership
- I will sit where directed at activities (e.g. church gatherings, social gatherings) and will not place myself near children, young people and vulnerable adults
- I will not enter certain parts of the building designated by the leadership, nor any area where activities for children, young people and vulnerable adults are in progress
- I will decline invitations of hospitality where there are children, young people or vulnerable adults in the home
- I accept that "x" and "y" will sit with me during activities (e.g. religious meetings, social gatherings) and accompany me when I need to use other facilities. They will know I am a sex offender.
- I accept there are certain people who will need to be told of my circumstances in order for them to protect the children, young people or vulnerable adults for whom they care
- I accept that contact will need to be made with my probation officer, who will meet with leaders as and when necessary (where appropriate)
- I accept that "z" will provide me with pastoral care.
- I understand that if I do not keep to these conditions, I may be barred from attending activities. In such circumstances the leadership may choose to inform the statutory agencies (e.g. Police, Probation, Adult Services, Children's Social Services), and any other relevant organisations, as well as members of the faith community or organisation.
- I understand that any other concerns will be taken seriously and reported
- I understand that this contract will be reviewed regularly every _____ months and will remain for an indefinite period

Pastoral care

As well as outlining the boundaries a sex offender would be expected to keep, it is also helpful to outline the types of pastoral care and support you are able to offer.

'X' and 'Y' and 'Z' have agreed to provide you with pastoral care and support; as part of that undertaking, they and the leadership of the organisation agree to:

- Support you in seeking any specialist help e.g. attendance on any Sex Offender Treatment Programmes, drug or alcohol or psychiatric rehabilitation or any counselling appointments.
- Liaise with any previous Places of Worship you have attended, with the Prison Chaplaincy Team, or any other organisation you have worked with prior to joining us.
- Work closely as a place of worship / organisation with any statutory authorities with responsibility for you, such as your probation officer, police public protection team or children's social services, cooperating with them in helping and supporting you.
- Where appropriate, ask for any risk assessment in order to determine how best we can meet your needs while protecting children and vulnerable adults.
- Support you in joining Circles of Support or any other similar programme.
- Provide pastoral care and support to anyone with whom you are living with. We recognise that partners of know sex offenders need pastoral care, and 'space' to share without judgement.
- Be there for you and will support you

Safeguarding is a priority here

We are committed to following government and CCPAS guidelines on safeguarding children and vulnerable adults and good working practice, including safe recruitment of workers.

We work to a formal safeguarding policy and it can be seen on request from:

If you have any concerns regarding the safety or welfare of a child you can speak to:

_____ or _____

If you have any concerns regarding the safety or welfare of a vulnerable adult you can speak to:

_____ or _____

They have been appointed by the leadership to respond to any safeguarding concerns.

Signed

On behalf of the Leadership

Date

Useful Contacts

CCPAS
0845 120 45 50

Childline (for children)
0800 1111

NSPCC
0808 800 5000

Stop it Now
0808 1000 900

Through the Roof
013/2 749955

Action on Elder Abuse
0808 808 8141

Childnet Int
www.childnet.com

CEOP
ceop.police.uk

NAPAC
020 3176 0560



CCPAS
setting standards in safeguarding

CCPAS, PO Box 133,
Swanley, Kent. BR8 7UQ.
Tel: 0845 120 45 50
Email: info@ccpas.co.uk
Web: www.ccpas.co.uk