

# Guiseley Baptist Church

## Safeguarding Children and Young People Policy and Procedures

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## 1. Key Definitions

In the Children's Act 1989 a **child is defined as a person under the age of 18**. The phrase in this document '**children and young people**' carries the same meaning and is used here to emphasise the age range covered.

In this document, the term '**team member**' refers to anyone working with children and young people. There is no distinction between whether they are a volunteer or a paid member of staff. The term team member also incorporates the safeguarding team and the designated person for safeguarding.

### Definitions of Abuse

Abuse of a child or young person may occur by someone inflicting harm or by failing to act to prevent harm. There are the five types of abuse defined in UK government guidance Working Together to Safeguard Children (2006):

- **Physical Abuse**

Is the result of physical acts of ill-treatment that cause or are intended to cause physical harm or injury to a child or young person. This may also include inducing or fabricating illness in a child or young person.

- **Emotional Abuse**

The persistent emotional ill-treatment of a child that affects their emotional and behavioural development. It may involve conveying to the child that they are worthless and unloved, inadequate, or that they are given responsibilities beyond their years.

- **Sexual Abuse**

Involves forcing or enticing a child to take part in sexual activities, whether or not the child is aware of what is happening. This includes no-contact activities, such as involving children and young people in looking at, or in the production of, pornographic material or watching sexual activities, or encouraging children and young people to behave in sexually inappropriate ways.

- **Bullying**

Bullying may be defined as deliberately hurtful behaviour, usually repeated over a period of time, where it is difficult for those bullied to defend themselves. It can take many forms, but the three main types are physical (e.g. hitting, kicking, theft), verbal (e.g. racist or homophobic remarks, threats, name-calling) and emotional (e.g. isolating an individual from the activities and social acceptance of their peer group).

- **Neglect**

Where adults fail to care for children and young people and protect them from danger, seriously impairing health and development. 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 that might be suggestive of abuse:

- unexplained injuries on areas of the body not usually prone to such injuries;
- an injury that has not been treated/received medical attention;

- an injury for which the explanation seems inconsistent;
- a child discloses behaviour that is harmful to them;
- unexplained changes in behaviour or mood (e.g. becoming very quiet, withdrawn or displaying sudden bursts of temper);
- inappropriate sexual awareness;
- signs of neglect, such as under-nourished, untreated illnesses, inadequate care.

## **2. Contact Details**

### **Designated Person for Safeguarding**

Name: Mrs Joy Liles

Contact Number: 07983 537013

### **Designated Person for Safeguarding**

Name: Luke Watts

Contact Number: 07500 960558

### **Safeguarding trustee**

Name: Mrs Joy Liles

Contact Number: 07983 537013

### **Yorkshire Baptist Association**

0113 278 4954

### **Organisation (Churches Agency for Safeguarding)**

020 7467 5216

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

8.45am—5pm 0113 222 4403

Duty and Advice team 0113 376 0336 (Monday to Friday, 8am to 6pm).

Children's Emergency Duty Team 0113 376 0469 (out of hours)

### **3. Guiseley Baptist Church Policy statement on children, young people and the church**

This statement was agreed at the church meeting held on 1<sup>st</sup> February 2017

It will be reviewed annually and approved at the church meeting held in the month of February where progress in carrying it out will be monitored.

At Guiseley Baptist Church we have a vision for sharing the love of Jesus and integral to this is the provision that we make for children and young people within our church family and community.

Guiseley Baptist Church recognises its responsibilities for the safeguarding of all children and young people under the age of 18 within its care (regardless of gender, race or ethnicity) as set out in The Children Act 1989 and 2004, Safe from Harm (HM Government 1994), Working Together to Safeguard Children (HM Government 2015) and The Children and Families Act 2014.

- As members of this church, we commit ourselves to the nurturing, protection and safekeeping of all, especially children and young people.
- It is the responsibility of each one of us to prevent the physical, sexual and emotional abuse of children and young people, and to report any abuse discovered or suspected.
- We recognise that our work with children and young people is the responsibility of the whole church.
- We undertake to exercise proper care in the selection and appointment of those working with children and young people, whether paid or volunteer.
- The church is committed to supporting, resourcing and training those who work with children and young people, and to providing supervision.
- The church adopts the guidelines and procedures published by the Baptist Union of Great Britain in its publication *Safe to Grow* (2011).
- Each team member must have a working knowledge of the recommendations, and undertake to observe them. Each shall be given a copy of the church's agreed safeguarding policy and procedures.

A copy of the policy statement will be displayed permanently on the noticeboard in the foyer. A full copy of the Guiseley Baptist Church Safeguarding Young People Policy and Procedures will be made available on request to any member of, or other person associated with the church and will be available on the Church website.

The policy and procedures will be monitored and reviewed annually.

As part of our commitment to children and young people, the church has appointed Mrs Joy Liles & Mr Luke Watts to be their advocates in the role of Designated Person for Safeguarding.

Their role will be explained to children and young people on a regular basis (at least annually) and their names and phone numbers publicly displayed.

## 4. Roles and Responsibilities

### Leadership Team (Trustees)

As trustees, the Leadership Team of the church have ultimate responsibility for ensuring that the safeguarding policy is implemented and resourced in the church. The Minister(s), Deacons and other members of the Leadership Team have a duty of care to the children and young people who are involved in the life of the church. Should there be an incident in the life of the church that gives rise to an investigation; the Leadership Team will be responsible for the outworking of the church's policy and procedures. They will also be held responsible for any legal obligations arising out of the Disclosure and Barring Service (DBS). The Leadership Team may delegate much of the work involved in implementing and reviewing the policy, however the Leadership Team may not delegate the responsibility for this. Leadership Team members should therefore be fully conversant with the church's Safeguarding Policy.

The Leadership Team needs to:

- Establish a mechanism for reviewing the policy and procedures annually.
- Present a report to the church annually on the annual review.
- Give support to those working with children and young people
- Ensure that the training needs of team members are met
- Make appropriate budget provisions for children's and youth work including provision for training team members.
- Find ways of communicating the policy to all within the church.

Appoint a Deacon to lead on safeguarding matters on behalf of the Leadership Team. It is not necessary for this person to have expertise in safeguarding, only an understanding of the church's policy and procedures and the readiness and commitment to oversee this on behalf of the trustees.

### The responsibilities of the Safeguarding Deacon are:

- To ensure that there is a process in place to write and update the safeguarding policy and procedures on behalf of the Leadership Team
- To monitor the implementation of the Safeguarding policy and procedures on behalf of the Leadership Team
- To ensure that the policy and procedures are reviewed annually (and additionally as required) and to present a report of the annual review to the Leadership Team.
- To receive reports from the designated person for safeguarding regarding any safeguarding incidents in the life of the church and to keep the Leadership Team informed as appropriate.
- To keep up-to-date with changes to safeguarding legislation and Baptist Union safeguarding policy, including safeguarding training where necessary

## **Designated Person for safeguarding**

The church meeting needs to appoint two people to the role of Designated Person for Safeguarding (Designated Person). These people will take a key role in helping the church to respond appropriately to any concerns about the safety and well-being of children and young people. As far as possible, this should be someone with relevant knowledge and skills for the role, or someone who is willing to develop such skills. This person does not have to have professional experience in safeguarding but whoever takes on the role does need to give time to understanding the principles of safeguarding. Although they may be, a Designated Person does not have to be a Deacon, or the Safeguarding Deacon. A Designated Person may also have other responsibilities in the church.

A Designated Person may work as part of a Safeguarding team assisted by other people, in which case they will take the lead in the team. However, they remain responsible as the named person for the role.

A Designated person for safeguarding will keep up-to-date with changes to safeguarding legislation and Baptist Union safeguarding policies and will attend safeguarding training when necessary.

### **The Designated Person will:**

- Oversee the process for recruitment and appointment of team members working with children and young people.
- Receive and record information for anyone raising specific safeguarding concerns.
- Assess the information promptly and carefully, clarifying or obtaining more information when they need to.
- Consult with others including outside bodies where appropriate to discuss concerns.
- Make a formal referral to Children and Young People's Social Care or the Police if appropriate or as advised.
- Make referrals to the Independent Safeguarding Authority.
- Be the link between the church and Yorkshire Baptist Association for safeguarding matters.
- To keep up-to-date with changes to safeguarding legislation and Baptist Union safeguarding policy, including safeguarding training where necessary

### **Safeguarding team member**

Because of the scale of the children's and youth work at GBC, other people may be appointed to assist and work with the Designated People for Safeguarding and Safeguarding Deacon. Where possible, Safeguarding team members will be drawn from a variety of backgrounds and together bring a range of knowledge, experience and skills related to Safeguarding gained in differing professional contexts such as Medical, Education, University, Youth or Children's Work.

The responsibilities of Safeguarding Team members are to provide advice as a council of reference to the Designated People for Safeguarding and Safeguarding Deacon and to assist them in the progress of key tasks, which may include the review of reported concerns, periodic review of Policy and Procedures as well as design and delivery of training.

### **Minister(s)**

As a Leadership team member, the minister(s) share the general responsibility for the adoption and implementation of the church's safeguarding policy and procedures. Where possible the Minister(s) should not be the Designated Person for Safeguarding. The Minister(s) will often need to be proactive in ensuring that the church takes seriously its responsibilities in this regard and in helping the church see this as part of the church's gospel responsibilities. In addition, the minister(s) have particular pastoral responsibilities so they should:

- Be made aware of any safeguarding issues or concerns within the church
- Take responsibility for ensuring that appropriate pastoral support is provided in the context of any safeguarding investigation. It may not be appropriate for the minister(s) to provide direct support to those involved in an investigation but they should ensure that pastoral needs of all are met and that pastoral leadership is given to the whole church community.

### **Team members working with children and young people**

All those who work with children and young people (without exception) must take personal responsibility for implementing the Safeguarding policy and Procedures. In this regard, there is no distinction between those who work as volunteers and paid staff. All team members need to:

- Have knowledge of and consistently implement the safeguarding policy and procedures.
- Follow the GBC Code Of Behaviour (see p18).
- Be aware of ways in which children and young people are harmed and possible signs of abuse.
- Know what to do if a child or young person discloses abuse.
- Know what to do if an allegation is made about another team member.
- Know who to speak to if they have suspicions or concerns.
- Leaders of children's and young people's groups In addition to sharing the responsibilities of team members above, leaders for groups are responsible for:
  - Knowing how to go about appointing new team members, including DBS checks
  - Modelling good practice and supervision of team members in their group
  - Knowing what to do if someone shares a concern about a child, young person or a team member.
  - Contacting the Designated Person when appropriate

- Knowing how to access pastoral support for team members.

### **All church attendees**

- All church attendees have a part to play. Everyone in the church community is responsible for ensuring that children and young people are welcome and for intolerance of all that brings them harm. All attendees should be alert to situations where children and young people may be vulnerable. Everyone should know who to speak to if they suspect that a child or young person is being harmed.

## **5. What do we do if abuse is suspected or disclosed?**

- Everyone has his or her part to play in ensuring the safeguarding of children and young people within the church.
- If the behaviour of a child or young person gives any cause for concern,
- If an allegation is made in any context about a child being harmed,
- If the behaviour of any adult (including colleagues and members of the public) towards children and young people causes you concern:
  - Do not dismiss your concerns
  - Do not normally confront the adult about whose behaviour you have concerns
  - Do not take responsibility for deciding whether or not child 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
  - Do follow the church's procedures for responding to concerns.
- If a child expresses a concern
  - Listen and keep listening
  - Do not question
  - Avoid passing judgement on what you are told
  - Never promise confidentiality
  - Explain what you intend to do and do not delay in taking action
  - Contact a Designated Person for Safeguarding - or in their absence take action yourself
  - Write down what is said - details below

### **Keeping a record**

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 and Young People's Social Care. Any referral to Children and young People's Social Care will be confirmed by the referrer in writing within 48 hours. All documents including copies of everything sent to Children and Young People's Social Care will be signed by you, dated and kept at the Church office.

## **6. Reporting and responding to concerns**

The three-stage process that follows, forms the basis for responding to all concerns regarding the welfare of children and young people within the church. If anyone in the church believes that the behaviour of anyone is placing children or young people at risk of harm there is a fundamental duty to record and report it. Where this concerns another team member, it is extremely difficult to tell the difference between someone who inadvertently or innocently forgets best practice for a moment and someone who is looking for the smallest opportunity to push boundaries. Consequently, it is vital that all behaviour that crosses the line of what is appropriate or acceptable is challenged so that children and young people are never put at risk.

It is probably not appropriate or necessary to report all incidents to the Designated Person, particularly if they are one-off events. Rather, the church needs a culture where there is a proper and proportionate response to these situations. Team members need to be willing to point out to each other when their actions are not appropriate and encourage good practice.

Some form of regular review and discussion between team members for each group is good practice. Teams should consider the most appropriate way to do this. For example, after an evening youth session or a holiday children's event it will usually be helpful to hold a short debrief afterwards, where matters of conduct can be discussed openly. Teams engaged in family church activities may find a meeting every few months is appropriate. Group leaders should make a note of any such events to ensure transparency and help identify if a recurring pattern emerges. Group leaders should have a working knowledge of the code of conduct, model it positively, and build a supportive team culture that helps all team members to abide by it. If a team member consistently ignores the code of conduct or does not follow the safeguarding policy and procedures, they should be placed under close supervision until they demonstrate that they are able and willing to work within these frameworks. They will be offered additional training and support, however if after additional training and support there is no improvement, the issue will be referred to the Diaconate for immediate action.

## **What should trigger a formal report to the Designated Person?**

- All occasions where a child or young person discloses that they have been or are being harmed.
- All occasions where indicators are observed giving concern that abuse or neglect may have occurred.
- All team members should feel able to make a report if they feel uncomfortable about the behaviour of another team member.
- All occasions where a team member causes harm or potential harm to a child or young person.
- All occasions when a team member repeatedly breaches the code of conduct, whether or not it is thought to be wilful.

## **STAGE 1 RECORD & REPORT**

The duty of the person who receives information or who has a concern about the welfare of a child or young person is to **RECORD** their concerns in writing and to **REPORT** their concerns to the **DESIGNATED PERSON**. If a Designated Person is not contactable or if a conflict of interest could arise in reporting to them, then reports should be made to a **DEACON**.

The report to a Designated Person should be made within 24 hours of the concern being raised.

As soon as possible after a child tells you about harmful behaviour, or an incident takes place that gives cause for concern, a written record should be made.

The record should:

- be hand-written as soon as possible after the event
- be legible and state the facts accurately (if hand-written notes are typed up later the original hand-written notes should be retained)
- include the child's name, address, date of birth (or age if the date of birth is not known)
- include the nature of the concerns/allegation/disclosure
- include a description of any bruising or other injuries that you may have noticed
- include an exact record of what the child has said using the child's words
- include what was said by the person to whom the concerns were reported
- include any action taken as a result of the concerns
- be signed and dated
- be kept secure and confidential and made available only to:
  - the Safeguarding Team
  - the church minister (as far as this is consistent with the welfare of the child concerned and possible pastoral responsibilities to any others involved)

- representatives of the professional agencies.

If such a report is made in an emergency without reference to one of the Safeguarding Team, one of the team should be informed as soon as possible after the report has been made.

If concerns arise in the context of a children and young people's group, the team member who has the concern may in the first instance wish to talk through their concern with their group leader. However, such conversations should not delay a report being made to the Designated Person or other member of the Safeguarding Team.

It should be clear that the duty remains with the team member to record and report their concerns to the Designated Person or other member of the Safeguarding Team.

If a concern is brought to the attention of a group leader by one of the team members, the leader should remind the team member of their duty to record and report, and will also themselves have a duty to report the concern to the Designated Person.

**If a child is considered to be in imminent danger of harm, a report should be made immediately to the police or Children and Young People's Social Care..**

## **STAGE 2 - REVIEW AND REFER**

The duty of the DESIGNATED PERSON on receiving a report is to REVIEW the concern that has been reported and to REFER the concern on to the appropriate people.

### **The duty to REVIEW**

- In reviewing the report that is received, the Designated Person :
- should take account of their own experience and expertise in assessing risk to children and young people
- must take account of other reports that may have been received concerning the same child, family or adult
- may speak with others in the church (including the Minister and Safeguarding Team members) who may have relevant information and knowledge that would impact on any decision that will be made. Note that such conversations should not lead to undue delay in taking any necessary action
- may consult with other agencies to seek guidance and advice in knowing how to respond appropriately to the concerns that have been raised. If the report concerns a team member, consideration should be given to their suspension from church duties until the incident has been investigated. Such consideration should take into account the severity indicated and potential risks involved.

Unless a conflict of interest is possible or they are potentially a subject of concern, normal practice will be to involve the parents/carers of a child or young person if possible, with the child or young person's agreement, to act as an advocate for them.

### **The duty to REFER**

The Designated Person will make a decision about whom the report should be referred on to. They may:

- refer back to the team member who made the initial report if there is little evidence that a child is being harmed, asking for appropriate continued observation
- refer the concern to others who work with the child/children and young people in question, asking for continued observation
- Refer to the adult about whom the concern has been raised. This may be the parent/carer of the child or it may be one of the team members working with the child or young person. If there is any question at all of possible sexual abuse or serious physical abuse, the Designated Person should never address the adult directly, but should refer their concerns to the police or Children and Young People's Social Care. To address the adult directly may place the child at more risk, or could make any statutory investigation difficult to pursue because the child may be intimidated
- Make a formal referral to Children and Young People's Social Care

All original reports should be retained safely and securely by the Designated Person, and a written record should be made of the actions taken.

If the Designated Person is the subject of a report or if any other conflict of interest were to arise from it, then the second Designated Person or another member of the Safeguarding Team should conduct this stage of the process.

### **STAGE 3 - REPORT AND SUPPORT**

Responsibilities in stage 3 of the process are shared by the Safeguarding Team and the Minister.

#### **The duty to REPORT**

Whenever a formal safeguarding referral is made to Children and Young People's Social Care or the Police a DESIGNATED PERSON should:

- report the referral to the Safeguarding Deacon
- report the referral to the Minister
- report the referral to the Regional Minister of the local Baptist Association

In certain circumstances the Safeguarding Deacon, acting on behalf of the trustees, may also need to make further reports. These are:

#### **1. Local Authority Designated Officer**

- If an allegation is made against someone who works with children and young people, the allegation should be reported to the Local Authority Designated Officer (LADO). The LADO is located within Children's Services and should be alerted to all cases in which it is alleged that a person who works with children and young people has:
  - behaved in a way that has harmed, or may have harmed, a child
  - possibly committed a criminal offence against children and young people, or related to a child or young person

- behaved towards a child or young person in a way that indicates s/he is unsuitable to work with children and young people.

## **2. Report to Independent Safeguarding Authority**

- If a team member in the church has been removed from their post (or would have been removed from their post had they not resigned) because of the risk of harm that they pose to children and young people, there is a statutory duty to report the incident to the Independent Safeguarding Authority.

## **3. Report to Charity Commission**

- If team member in the church has been accused of causing harm to children or young people this would be classed as a serious incident that should be reported to the Charity Commission in the annual return.
- A record should be kept of all safeguarding incidents and should be considered in the annual review of the church's safeguarding policy and procedures.

## **The duty to SUPPORT**

Once concerns, suspicions and disclosures of abuse have been addressed, the church continues to have a responsibility to offer support to all those who have been affected; child, other family members, team member, safeguarding team, ministers/ leadership team etc.

## **7. Recruitment, Support and Supervision of team members**

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

The procedure steps below will be applied to recruitment for all those working regularly with children and young people. The steps will be followed and recorded in all cases but the degree of formality applied will be proportionate to the responsibility of the position involved and the degree of knowledge and direct experience with an individual applicant.

### **Procedures for the Appointment of team members**

The Church will apply the following procedure for the recruitment and appointment of all team members working with children or Young People:

- A written role description for each post
- Applicants to have an initial discussion with the children or youth worker (as appropriate) or a person they delegate. At which details will be taken from the applicant.
- Two references will be taken up
- Disclosure and Barring Service (DBS) check will be applied for.

- Team members will be appointed for an initial period of 6 months after which a second discussion will take place.
- Volunteer team members must sign a Volunteer Agreement (see Appendices p31), including an undertaking to work within the agreed safeguarding policy and procedures and follow the Code of Behaviour.
- Induction into the relevant procedures and ways of working will be undertaken (to include safeguarding training).

This process will be overseen by the Designated Person, but administration may be carried out by others.

Note that there may be occasions where it is difficult to complete the full process within a required timeframe, for example for a scheduled event where there are insufficient team members, and new volunteers come forward. On balancing risks and benefits, it may be considered to have the help of such volunteers under extra supervision, but without all steps being completed (see page 17). This should be discussed and agreed with the Designated Person or Safeguarding Deacon and the process completed as soon as possible. Such volunteers should be already well-known to the church. The Youth or Children's worker responsible should then review whether any change in process could reduce future risk of this occurring

### **Team working, supervision and training**

- Being part of a team is an integral aspect of working with children and young people at GBC. As part of this, team members should be accountable to each other. For younger or less experienced team members, more formal supervision and support is helpful where there is agreed accountability to the group leader, or someone they delegate.
- Each group will have a leader to whom team members are accountable, this leadership and accountability being exercised in a spirit of mutual respect and serving together. The role description will state who any team member is accountable to.
- Where the recruitment procedures have not been fully completed or where a someone is working with children and young people on an exceptional basis only, they must be closely supervised by an experienced team member. This will usually mean that the experienced team member is present whilst the person is undertaking any task.
- Without being intrusive, team members are encouraged to assist one another in developing good practice and maintaining a culture of good practice.
- Safeguarding Log books should be kept by each of the children's and youth workers and used to record all incidents or events which occur or could potentially give rise to concerns being raised. Log entries may be made by any team member and are an important means of exercising accountability among us.
- High priority should be given to attending training events, including training on safeguarding. Attendance at safeguarding training at least every 3 years (but ideally more often) is a condition for continuing to work with children and young people at GBC, in order to meet our safeguarding responsibilities.

- Anyone may raise concerns regarding the ministry amongst children and young people with their leaders, any of the Safeguarding Team or Leadership Team at any time.

### **Young Team Members under 18 years of age**

- In law, young team members under the age of 18 cannot be regarded or treated as adult members of a team.
- Training and mentoring will be given to ensure that the young team member is helped to develop and hone skills, attitudes and experience.
- A young team member must be closely supervised by an adult leader at all times, and never given sole responsibility for children and young people.
- When considering ratios of staff to children and young people, the young team member needs to be counted as a child, not a leader.
- The Safeguarding Policy & Procedures applies to a young team member just as it does to any other person.
- The permission of parents or carers needs to be given in order to be a young team member, and permission must also sought for trips etc., just as you would for any other person under 18 years of age.
- If the young team member accompanies a group on a residential activity, ideally they should have separate sleeping accommodation to both the adult leadership team and the children and young people they are working with.
- Young team members should not be given leadership responsibility for a group immediately below their own age, it is advised to have a gap of at least two years.

## **8. Code of Behaviour**

### **Calling and Integrity**

All Team members should have a calling to work with children and young people, which should be recognised by other leaders and the church.

Team members should give a high priority to their own spiritual welfare through involvement in the life of the church.

All team members should set a good example for Christ in their personal lifestyle

The church has agreed the following 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. The Code of Behaviour set out below applies to team members at all times, regardless of whether they are actually "on-duty" or not:

- Treat all children and young people with respect and dignity.
- Use age appropriate language and tone of voice.
- Be aware of your body language and invading a person's personal space.

- Be aware of the effect you are having on an individual child.
- Listen well to children and young people.
- Be careful not to assume you know what a child is thinking or feeling.
- Listen to what is spoken and how it is said. At the same time, observe body language to better understand what is being said.

**Do not engage in any of the following:**

- Invading the privacy of children and young people when they are using the toilet or showering. (Exceptions may be necessary in the case of pre-school children needing to be taken to the toilet during a session when parents are not present. Team members should stay outside the toilet if possible, only assist the child where necessary, and share this duty between them.
- Rough games involving physical contact between a leader and a child
- Sexually provocative games
- Making sexually suggestive comments about or to a child, even in 'fun'
- Scapegoating, belittling, ridiculing, or rejecting a child
- Responding to or encouraging excessive attention-seeking that is overtly sexual or physical in nature
- Team members must not be under the influence of alcohol or any other substances when working with children or young people

If a team member is unwell, they should consider whether it is appropriate for them to work with children or young people, especially with infants or young children. Team members should not work with children and young people if they are not fit to do so, or risk infecting others. If in doubt, the team member may consult with their group leader or the children's or youth worker.

**Avoid being alone with children and young people**

- Team members should plan their work in such a way that they will not normally be alone with children or young people. Preferably, another adult should be present with a group at all times. Where this is not possible, this may mean leaving doors open to give visibility, or two groups working in the same room. Team members should never plan to be alone on church premises with children and young people.
- Make sure another adult is present if, for example, a young child has soiled their underclothes and needs to be thoroughly washed. If possible, the child's own parent or carer should be called in to carry out such a task.
- If team members participate in trips or residential activities involving overnight accommodation, they should not share sleeping accommodation with children and young people alone. (Also see Health and Safety section below)

Should a team member find themselves in a situation where, despite careful planning, they find themselves in sole charge of children or young people, they should:

- Assess the risks involved with sending the children or young people home against the risks and vulnerability of being alone with them.
- Immediately phone another appropriate person to report the situation such as a Designated Person or other member of the Safeguarding Team.
- Make a written report of the situation immediately afterwards and copy it to a Designated Person and Safeguarding Deacon. This helps to ensure appropriate accountability and allows for monitoring of situations where team members are alone with children.

### **Working one-to-one with children and young people.**

One-to-one work is when a team member meets with a young person outside of the normal youth group to which they belong. Any such meeting will be in an appropriate public place that is acceptable to the young person, their parents, and approved in general by the safeguarding team. The HUB is a suitable place to meet with young people as long as there is always at least one other adult in the building at the time of the one to one meeting. Young people may have to wait outside until another adult arrives if there is only one adult in the building or an alternative more public venue should be used.

It should not be part of the normal pattern of work with children under secondary school age (i.e. 11 years old). On rare occasions when one-to-one work with a child under 11 is required, team members must ensure this takes place with supervision and that accountability structures are in place.

Regular one-to-one work with young people (aged 11 and over) should only be undertaken by team members who have:

- Proved their willingness to work within the church's safeguarding policy and procedures
- Demonstrated their capacity to respect appropriate boundaries in their relationships with children and young people
- Been formally recognised as someone having the trust of the church to engage in regular one-to-one working with young people and have specific permission to do so. Typically, this would be restricted to paid youth workers.

When one-to-one work with a child or young person occurs, team members should ensure this takes place only with appropriate supervision and accountability structures in place including:

- **Purpose**
  - Any meeting should have a clear purpose, which might be to generally discuss how the young person is getting on, or to address a specific issue.
  - There should be a clear reason why this needs to be conducted on a one-to-one basis, rather than during the normal group time.
- **Frequency**
  - Young people may require discipleship on a one to one basis, which will mean meeting with them occasionally to check how they are getting on with their journey and faith.

- Sometimes young people may need a more regular period of meeting when they are struggling with an issue. If a young person requires one to one discipleship, this should be for a set time, which is reviewed when nearing the end and should be monitored in all situations. As with any child protection issues if there is any risk to young people or anyone else then it needs to be reported straight away as per the procedures outlined in this document.
- **Accountability**
  - A record should be made in the children's/youth work log detailing who, when and where team members and young people have met one-to-one.
  - Written notes should be made following the meeting recording the essence of the conversation and any advice or recommendations given or agreed.
  - Notes should be securely stored with the youth work log and child or young person made aware of their right to see any records kept about them. The designated person should also be aware of any one to one counselling that is taking place and be informed if there are any issues that may relate to child protection.
- **Supervision**
  - The frequency and content of one-to-one meetings should be reviewed regularly by a team member's supervisor.
- **Maintaining Distance**
  - Team members need to keep a healthy self-awareness and maintain professional distance when working one-to-one. They should know where and when to refer a child or young person if necessary.
- **Confidentiality**
  - Appropriate confidentiality is necessary but boundaries to confidentiality must be established and understood by the child or young person. For example if a team member believes the child or young person to be at risk of harm they have an overriding duty to report that information. Equally there may be situations where it could be helpful to involve others. This needs to be discussed and agreed with the child or young person.
- **Venue**
  - Any contact with children and young people should be in a public place, at an appropriate time (not after 9pm) and in open view of another adult.
- **Home Visits**
  - Team members should never invite a child or young person to their home alone. Children and young people must only be invited to your home in groups, and only if another adult is present. Team members must not visit children or young people in their own home unless their parents/ carers are also present.

## **Offering Transport to children and young people**

Vulnerable situations can be created when team members offer to give lifts to children and young people either to/from church based activities or on planned outings.

- Whenever possible, two adults should be present in a vehicle. Where this is not practicable, giving regular lifts to children or young people on their own should be avoided. If a group of children or young people are regularly given lifts, the order of pick-up/drop-off should be varied so that the same child is not regularly alone with a team member.
- Team members should not spend unnecessary time alone in a vehicle with a child or young person and should avoid being alone in a vehicle with a child or young person who is particularly vulnerable.
- Parental permission should be sought for their child to be given transport and they should be advised when to expect their child home.
- Ensure that if transporting children and young people that you have the correct insurance cover for passengers and that your insurance company is aware if you are regularly transporting young people for Church events.

## **Appropriate physical contact with children and young people**

It is hard to conceive how you can be a caring, nurturing team member with children and young people without some physical contact happening occasionally. For example if a child is distressed it is natural to put an arm around their shoulder. However, team members have to be aware that what is an innocent touch may have a more sinister meaning for someone that has suffered abuse and that some people use physical contact not as a way of communicating love and support but to satisfy their own cravings.

Consider the following guidelines when assessing whether or not touch is appropriate in any given situation:

- Physical punishment is not to be used in any circumstances when controlling or disciplining children and young people. See section below
- For whose benefit will it take place? Is it for the child/ young person or for you?
- If no-one else is present it is always advisable to avoid physical contact.
- Use physical contact in a way that conveys appropriate concern but is least likely to be misconstrued. For example, an arm around the shoulder standing beside someone may be more appropriate than a "full hug".
- Remember that not all express friendship or affection in the same way and some people including children and young people find excessive touching uncomfortable.
- If you find a child or young person cringing or responding a negative way to being touched, then stop immediately and find an alternative way to show concern.
- Be accountable to other team members when using touch and listen and discuss openly if others express unease or feel boundaries are being crossed.

Team members should be aware of any physical contact they may have with young people and record it when necessary. For instance, if they need to stop a fight, administer first aid, give a hug to a child who is distressed, remove a child from danger, or protect themselves or others from attack.

If any significant incidents take place, a record should be made in the Children's / Youth work log book. Record the names of both children and young people and adults present and anything of note that you observe, e.g. details of any fights broken up by team members, allegations made by young people, incidences where a child is asked to leave. All team members who witnessed, heard or responded in any way should record details, and sign and date the report.

### **Abuse of Trust**

Relationships between children and young people and their team members should be seen as 'relationships of trust'. The team member is someone in whom the child or young person has placed a degree of trust, this may be because the team member has an educational role, is a provider of leisure activities, or even is a significant adult friend. Such a relationship is not between equal partners and there is a potential for abuse by the team member who holds a position of power over the child or young person.

- It is not acceptable for a team member to develop a romantic relationship with a child or young person with whom they have a relationship of trust. Where there is a relationship of trust, it is always wrong to enter into a sexual relationship with a young person. Any behaviour which might allow or encourage a sexual relationship to develop between a team member and a young person in their care is to be avoided.
- While by no means restricted to young team members, those who are in their early adult years will need to be particularly aware of the need not to abuse their position of trust in their relationships with other young people who are not much younger than themselves.

### **Discipline**

The following principles apply to all our work with children and young people:

- Children and young people should be disciplined without the use of physical punishment, shouting or name-calling. (Should a situation arise however, where a child needs to be restrained physically in order to protect them or a third person, intervention would be appropriate). Discipline is about our relationship with children and young people not our mastery of them.
- Good discipline is built on respect between leaders and children and young people. (This does not imply equality but does have an implication for team members' attitudes towards children and young people).
- Minor incidents/offences should be dealt with immediately on the spot. This prevents escalation and enables major offences to be seen as major.

### **Ways of dealing with discipline:**

- Chastise the individual/group - criticise the behaviour not the person
- Move the offender to a less volatile situation - change the group activity

- Remove the child or young person to a calm space away from others. Stay with them until they have cooled down, but keep the time out short.

If these procedures prove insufficient then, specific additional practices and procedures may need to be developed and applied at group level as appropriate for the age group and activities involved. Group leaders should always consult with the children's or youth worker and it is recommended that the safeguarding team is also consulted in considering additional procedures.

### **Personal growth and integrity**

- Team members should give a high priority to their own spiritual welfare, and therefore, they should receive teaching and take part in a worship service and discipleship regularly.
- All team members should set a good example for Christ in their personal lifestyle.
- If you see another team member acting in a way which might be misconstrued or makes you feel uncomfortable, be prepared to speak to them, your leader or to one of the Safeguarding Team about it. Everyone is to encourage a climate of mutual support and care that allows all team members to discuss openly inappropriate attitudes or behaviour.

## **9. Electronic Communication and Social Media**

Electronic communication is any contact with children and young people by electronic means. It includes email, text messaging, and use of social networking sites (eg Facebook, Twitter) and instant messaging systems (eg BBM, MSN). It can be accessed through various devices including mobile phones, computers and game consoles. It provides an easy and immediate way to communicate, that appeals to young people in particular. However, there are dangers associated with electronic communication that call for vigilance:

- Electronic communication is often an extremely informal mode of communication that can create the potential for communication to be misunderstood. Because of the informal style of electronic communication team members can easily cross appropriate boundaries in their relationships with young people.
- It can be misused as a means to exploit, intimidate and bully children and young people.
- Some adults who are intent on harming children and young people choose to use electronic communication as a way to meet and 'groom' children and young people.

### **Children**

It is GBC policy that use of electronic communication and social media is NOT appropriate with children under 11yrs of age and should not be used. Such communication with children under 11yrs of age should always be conducted through their parents/carers. The rest of this section therefore only applies to communication with young people.

## Young people

Electronic communication can be regarded as a legitimate means of communicating with young people aged 11 years and over, but only if the protocols and guidelines following are strictly adhered to. It must never become a substitute for face to face contact with young people.

### General Good Practice

The following protocols and guidelines are written in order to protect and ensure healthy and safe relationships between adults and children and young people:

- All electronic communication by the above methods should include (where possible) a copy to a third party, e.g. copy to the designated person and /or the parent.
- Team members should only use electronic communication with young people when specific parental consent has been given. This consent can be provided through the church group registration form. Pressure should not be exerted on young people to reveal details of mobile numbers, e-mail addresses etc.
- Team members should limit electronic communication to information-giving about church-related matters.
- Group messages should be sent wherever possible, rather than single messages to one person.
- Team members should not share personal information with young people (including contact details), and should not request or respond to any personal information from a young person other than that which is necessary and appropriate as part of their role.
- Team members should be careful in their communications to avoid any possible misinterpretation of their motives. Clear, unambiguous language should be used.
- Electronic communication should only be instigated between the hours of 08.00 and 22.00. However, it is acceptable to reply if there is a definite need for the young person.
- Where a young person in need or at a point of crisis uses electronic means to communicate with a team member:
  - significant conversations should be saved as a text file if possible, and
  - an entry recorded in the Children's or Youth work Safeguarding log, detailing who and when they communicated.

### Text Messages and Mobile Phones

- Where text are used, they should generally be group (bundled) messages, or to individuals only for brief, one-off information-giving texts (such as a response to a question following a group text). In the event of an emergency, more detailed individual texts may be used but the designated person and/or parent must be copied into the message. A record of any texts written/received can be shown to the designated person at any time requested to make sure things are kept accountable.
- Whenever a text is sent it should only be between the hours of 08:00 and 22:00. The designated person should be copied into any texts sent outside those hours.

- The designated person must also be copied into any text other than general information texts (arrangements for youth groups etc) and all young people should be made aware of this policy. This is to keep all parties safe and accountable, at all times. It ensures that there is always a record of texts sent.
- Where possible conversations of a personal nature will happen face-to-face ideally. However, in situations where text is used the leader should make sure they are careful of wording and not make any promises of confidentiality at any stage.
- "Text language" should be avoided so that there is no misunderstanding of what is being communicated.
- Text "conversations" should be avoided (that is a series of text/e-mail messages sent between mobile phones) will sometime occur, if these are felt necessary, a log or transcript should be kept (eg through copying in the designated person) and reviewed with someone to whom the team member is accountable.
- Any use of a phone camera should comply with the policy and procedures below on photographs and videos.
- Team members must not video call a child or young person outside of a group setting.

### **Instant Messaging Services**

BBM, MSN, Yahoo and other instant messaging systems should not be used by adults to communicate with young people under any circumstances.

### **Emails**

Emails can be a positive and simple method of communication between staff, volunteers and young people. Group emails are preferred, although in the case of an email to one person, a copy must be sent to the relevant safeguarding officer, youth worker or children' worker. E-mails to young people should include a church header and footer indicating to the young people that this is an official communication from a team member. Such e-mails should also be copied to the church youth e-mail address.

### **Social Networking**

Staff and adult volunteers are reminded that ALL social networking websites are restricted to people aged 13 years and over, and must adhere to this restriction.

Team members should NOT have young people under the age of 18 as their 'friends' on social networking sites when the primary reason for the relationship is through church and they have a position of trust in relation to that young person. Should a young person request to become a friend through the social networking sites, you should decline. Team members are advised to consider carefully what they post as some comments can be seen by friends of friends. This also applies to comments left on other people's pages and the sharing of photographs.

### **Social Network Groups**

Social Network Groups, such as Facebook Groups and Google Circles can be a useful way of communication between staff, adult volunteers and young people. Groups must be administered

by at least one member of staff and one adult volunteer through an 'official account'. All groups must be 'closed' and membership limited to young people who have registered for church youth work.

It is important to exercise care over privacy settings, to ensure that an outside person cannot contact a young person by gaining access via a church-linked social networking site.

## 10. Health and Safety

The church is committed to providing a safe environment for children and young people, and to adopting ways of working that promote safety and well-being.

We are not trying to create an illusion of a risk-free world for children and young people. Indeed that would be unhealthy for their development. Some degree of risk in life is unavoidable and learning to live in a world that can sometimes be threatening and dangerous is part of healthy development. However, we should seek to minimise the occasions for unnecessary risk. The law does not expect us to eliminate all risk, but under our duty of care churches are required to protect people as far as is 'reasonably practicable'.

A sensible culture of safety is required when working with children and young people that involves having procedures and practices that become second nature to those working with them.

Team members should be familiar with the policy and procedures outlined in the *GBC Health and Safety Handbook*. This provides general guidance and procedures relating to the church premises and activities.

However, additional proactive consideration needs to be given to aspects which are particular to working with children and young people. All team members are responsible for being observant and acting on any health and safety issues that may affect their group, for example:

- Access to the building should be safe and well lit.
- There should be adequate heating and lighting in the venue.
- Ensure there is enough space and appropriate activities for all children.
- Have a First Aid kit and phone available.
- Check the premises for hazards (e.g. piles of chairs etc).
- Check equipment for sharp edges or missing parts.
- No smoking should be permitted.
- Fire procedures should be briefed at least annually .
- Any food should always be prepared carefully and hygienically and in accordance with the food preparation and handling procedures.

## **Parental Consent**

A key component in developing safe practice with children and young people is to work in partnership with parents/carers. When children and young people are in the care of the church, it is important:

- To have the consent of the parent/carer
- To have a point of contact in the event of an emergency
- To know key information about the child that may affect their well-being.

All children and young people attending should be registered and parent/carers asked to complete and sign a Parental Consent Form. Additionally, explicit consent should be obtained for the following:

- Emergency medical treatment
- Travel arrangements when transport is being organised
- Taking the child/young person off the church premises for occasional activities
- Special consent for overnight activities
- Use of the child or young person's photograph in publicity material, displays and the website
- Electronic communication with the child or young person
- For children up to the age of 7, consent regarding who is entitled to collect the child from a group and/or consent for the child to be released unaccompanied at the end of the activity.

## **Risk Assessment**

For each regular group or activity, a risk assessment must be carried out and recorded by the Youth and Children's Workers. These should be reviewed annually or more frequently if there is a significant change in circumstances. These assessments should cover the regular week-to-week and Sunday morning activities. Additional specific risk assessments should be completed by the Youth or Children's Worker for any other one-off or new activities which may take place throughout the year. Completed Risk assessments should also be copied to the Health and Safety Deacon.

## **Planned Trips**

Prior agreement should be gained from the Children's Worker or youth worker and the trip details recorded in the Children's or Youth work log. A specific written risk assessment (including assessment of staffing ratios) and plans must be completed for all events where children and young people are taken off church premises. Parents should be informed in writing of the arrangements and parental permission must always be sought for such an event.

On trips, children and Young People should be divided into groups, each with a responsible adult, even if the whole party remains together. Each adult should be given a written list of those children and young people for whom they have responsibility. If travelling in several

small groups, it is good practice for the make-up of groups/adult to remain unchanged to prevent mishaps due to misunderstandings.

For trips involving overnight accommodation the following good practice is to be followed:

**Risk Assessment:**

- The suitability of the proposed venue should be considered very carefully with regard to suitability of facilities for sufficient rooms for children and adults to sleep and arrangements for toilets and washing etc.
- Adequacy of fire exits from sleeping accommodation. Church halls and other halls with large numbers of people sleeping must have at least two means of exit.
- Knowledge and briefing of procedures to follow in event of a fire.
- Local contact details and information needed in the event of an emergency.
- If self-catering, consider carefully the arrangements for food storage, preparation and handling
- Check that the person responsible for catering holds a current Basic Food Hygiene certificate.
- Check insurance cover on the venue and any limits on numbers accommodated.
- Check locations of the nearest doctors and hospital.
- If sole occupants of the venue ensure you know how to secure the building and how to turn off electricity, gas and water in an emergency.
- Fire safety. Ensure that you know the arrangements: drills, where fire extinguishers are located, fire notices and exit routes are displayed in each room.
- Establish behaviour and safety rules and brief them to all participants.
- Provide required "kit lists" prior to the event and ensure that children and young people have the correct clothing for whatever activities they are taking part in.
- Where outdoor activities are involved, either leaders should hold appropriate qualifications (e.g. Basic Expedition Leader Award for camping or hill walking) or if provided by an organisation, then you should check that the organisation is registered with the Adventure Activities Licensing Authority and has appropriate insurance.

**Parental Consent:**

- Separate parental consent should be obtained for each event where the child or young person will be cared for overnight.

**Ensuring a safe community before and After Activities and Church Services and other Social Events**

The times before and after groups and Sunday services are times for fellowship. We encourage people to linger and chat over refreshments. During these times, children and young people often mingle with the congregation, or take themselves off to play with friends. It is

important that everyone is clear when the church (and team members) take responsibility for children and when the responsibility is handed back to parents/carers.

- Children under the age of 8 years old should not be on church premises unless they are accompanied by an adult.
- Unless children are in a church-organised activity, or in church group meeting separately from the main service (e.g. a Family Church group), then they remain the responsibility of their parents/carers.
- It is good practice for all children and young people under 8 years to be collected at the end of a group. If parents wish their children to be released unaccompanied, then specific consent should be given in writing (see parental consent above). Once a child has been collected or released unaccompanied from a group if so desired, responsibility for the welfare and safety of their child reverts to the parents/carers.

## **11. Photography and videos**

Photographs and videos greatly enhance some of our youth and children's work and help make our website and electronic communications engaging. Photographing children and young people should always be done with sensitivity and courtesy. Consent of the child/young person is as important as parental permission.

### **Opting-out**

Parents/carers will be given opportunity to opt out of photographs and/or videos being taken of their child at church activities. This will usually be at registration of their child for a group or activity, and will allow opting-out for different purposes (for example, a parent may be happy for photographs of their child to be included in a display or video in church, but not on the church website, or only on the church website after they have personally reviewed the media).

### **Use of photographs and videos**

Such photographs and videos may only be used for church purposes (projected within church services and activities, displayed within the building, used for church printed materials and electronic communications, and published on the church website). They should be screened before use by the children's or youth worker (as appropriate) to check whether any child included has been opted-out for that purpose, and that the material is suitable for the use proposed. If there is doubt about suitability (e.g. clothing or pose) then media should either not be used, or parents should be consulted. Photographs and videos of children and young people should not be used when parent(s) have not had opportunity to opt out. If photographs or videos are to be used for any other purpose (e.g. exhibition, newspaper, publication on any other internet or social media site) specific permission must be sought from the parents/carers of those photographed on each occasion. Children and young people featured on the church website or electronic communications should not be identified by name, nor should it be possible to infer the identity of individual children. If there is good reason to name an individual, permission will be sought from their parent/carer. In this situation, it will

be usual to only use christian names, to limit the usefulness of the photograph to internet search engines and caches.

### **Storage**

Photographs and videos taken must remain anonymous on the photographer's camera/phone and any computer or storage system to ensure that they have limited use if lost or stolen. Guiseley Baptist Church will store all photos and videos securely. Copies of photographs including digital images and videos, must not be distributed to other individuals without specific parental permission

## **12. Prevention of Bullying**

Bullying is defined as: "Behaviour by an individual or group, usually repeated over time, that intentionally hurts another individual or group either physically or emotionally.

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

- The children and young people themselves should be involved in agreeing a code of behaviour which makes it clear that bullying is unacceptable and will not be tolerated.
- Children and young people should know how they can report incidents of bullying
- All allegations of bullying should be treated seriously.
- Details should be checked before action is taken
- Bullying behaviour should be investigated and bullying stopped as quickly as possible
- The parents of the bully and bullied should be informed
- An attempt should be made to help bullies change their behaviour
- All allegations of bullying should be recorded in the Children's or Youth work incident log together with the actions taken.

## **13. When a known offender is present**

The church should be a community that is welcoming and open to all. It is a place for people who have failed and for people in need. Those who have abused children or young people in the past are to be included in this welcome. However, the gospel imperative to welcome the sinner needs to be set alongside the gospel imperative that the protection of children and young people must be paramount.

Where someone attending the church is known to have abused children or young people, or is the subject of an ongoing allegation or investigation, then whilst extending friendship to the individual, the church in its commitment to the protection of all children and young people will meet with the individual and discuss boundaries that the person will be expected to keep. It may be appropriate to draw up a formal contract between the church and the person who has abused. This might also state that the abuser or alleged abuser (until such time as the allegation has been cleared or proven) must decline offers of hospitality from church members

where there are children or young people present in the home. They must also decline any request to undertake any child care related activities including baby-sitting. Where necessary this will include working with other agencies such as The Yorkshire Baptist Association, Baptist Union, Probation Service and so on. A contract would consider the following:

- will identify the meetings the person will 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 and young people meet.
- If a known offender joins the congregation, both the Minister and the Safeguarding Deacon should be informed. They may need to seek guidance from the YBA as to how to respond and who else should be informed.

These procedures have been complied using the Baptist Union Guidelines and Safe to Grow (version 6)