



BRETTON BAPTIST CHURCH

Safeguarding Policy and Procedures

Date of latest revision	Original date adopted	Review due date
Jan 2026	1 Feb 2026	Jan 2027

CONTENTS

1. DEFINITIONS OF TERMS.....	2
2. SAFEGUARDING POLICY STATEMENT	2
3. SAFEGUARDING CONTACTS.....	3
4. PUTTING OUR POLICY INTO PRACTICE	5
5. SAFEGUARDING PROCEDURES	5
6. SAFER RECRUITMENT	13
7. TRAINING	15
8. WORKING WITH CHILDREN AND YOUNG PEOPLE.....	15
9. SAFER COMMUNITY.....	18
10. APPENDIX 1 - USEFUL CONTACTS.....	20
11. APPENDIX 2 - DEFINITIONS OF ABUSE.....	21
12. APPENDIX 3 – SAFEGUARDING EXPRESSION OF CONCERN FORM.....	24
13. APPENDIX 4 - CODE OF CONDUCT FOR WORKING WITH CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS	26
14. APPENDIX 5 – PROCESS FOR RECRUITING VOLUNTEERS.....	35

1. DEFINITIONS OF TERMS

- 1.1. For the purposes of this Policy, the terms 'child' and 'young person' refer to *anyone under the age of 18 years*.
- 1.2. For the purposes of this Policy the term 'vulnerable adult, refers to *any adult aged 18 or over who due to disability, mental function, age, illness or traumatic circumstances may not be able to take care or protect themselves against the risk of significant harm, abuse, bullying, harassment, mistreatment or exploitation*¹.
- 1.3. Unless specified otherwise, this policy applies to both staff and volunteers.

2. SAFEGUARDING POLICY STATEMENT

2.1. Our vision

- 2.1.1. The vision of Bretton Baptist Church is to live for God's glory, love one another and make Jesus Christ known.
- 2.1.2. In fulfilling this vision, we:
 - a) Welcome children, young people, and adults at risk into the life of our community.
 - b) Run activities for children, young people, and adults at risk.
 - c) Make our premises available to organisations working with children, young people, and adults at risk.

2.2. Our safeguarding responsibilities

- 2.2.1. Bretton Baptist Church recognises its responsibilities in safeguarding all children, young people and adults at risk regardless of gender, sexuality, ethnicity or ability. As members of this Church, we commit ourselves to the nurturing, protection and safekeeping of all associated with the Church and will pray for them regularly. In pursuit of this we commit ourselves to this Policy and to the development of sound procedures to ensure we implement our policy well.
- 2.2.2. Prevention and reporting of abuse
It is the duty of each Church Member to help prevent the abuse of children, young people, and adults at risk, and to respond to concerns about the wellbeing of children, young people, and adults at risk. Any abuse disclosed, discovered or suspected will be reported in accordance with our procedures. The Church will fully cooperate with any statutory investigation into any suspected abuse linked with the Church.
- 2.2.3. Safer recruitment, support and supervision of staff and volunteers
The Church will exercise proper care in the selection and appointment of those working with children, young people, and adults at risk, whether paid or voluntary. All staff and

¹ Definition taken from Thirtyone:Eight (formerly CCPAS - Churches' Child Protection Advisory Service).

volunteers will be provided with appropriate training, support and supervision to promote the safekeeping of children, young people, and adults at risk.

2.2.4. Respecting children, young people, and adults at risk

The Church will adopt a code of conduct² for all who are appointed to work with children, young people, and adults at risk so that all are shown the respect that is due to them.

2.2.5. Safer working practices

The Church is committed to providing an environment that is as safe as possible for children, young people, and adults at risk and will adopt ways of working with them that promote their safety and wellbeing.

2.2.6. A safer community

The Church is committed to safeguarding all who attend our church. This policy sets out how we will seek to ensure that all are safe and how any concerns are managed appropriately.

To help those attending our church understand those who are recognised by the church as being in a position of leadership, such people will wear a lanyard when attending services when 'on duty'.

3. SAFEGUARDING CONTACTS

3.1. The Church has appointed the following individuals to form part of the Safeguarding Team:

Nathanael Robinson: Designated Person for Safeguarding (DPS) Children and Young People – nathanaelrobinson@brettonbaptist.org.uk

Christine Graham: Deputy Designated Person for Safeguarding (DDPS) Children and Young People – christinegraham@brettonbaptist.org.uk

- a) Will advise the Church on any policy matters related to the safeguarding of children and young people.
- b) Will advise the children and young people's team of any matters relating to the safeguarding of children and young people that will impact on the operation of groups and activities.
- c) Will advise the hospitality and welcome team of any matters relating to the safeguarding of children and young people that will impact on the operation of their responsibilities.
- d) Receive all reports of concerns regarding the safeguarding of children and young people.
- e) Listen, observe and pass on those concerns appropriately, having taken advice from the relevant people.
- f) Act as a link between the church and other agencies or bodies on safeguarding matters.

² See appendix 4

Christine Graham: Designated Person for Safeguarding (DPS) Vulnerable Adults

Sarah Clarkson: Deputy Designated Person for Safeguarding (DDPS) Vulnerable Adult – sarahclarkson@brettonbaptist.org.uk

- a) Will advise the Church on any policy matters related to the safeguarding of vulnerable adults.
- b) Will advise the leaders of any groups of any matters relating to the safeguarding of vulnerable adults that will impact on the operation of groups and activities.
- c) Will advise the hospitality and welcome team of any matters relating to the safeguarding of vulnerable adults that will impact on the operation of their responsibilities.
- d) Receive all reports of concerns regarding the safeguarding of vulnerable adults.
- e) Listen, observe and pass on those concerns appropriately, having taken advice from the relevant people.
- f) Act as a link between the church and other agencies or bodies on safeguarding matters.

Christine Graham, Safeguarding Trustee

- a) Will take the lead on safeguarding matters for the church.
- b) Raise the profile of safeguarding within the Church.
- c) Oversee and monitor the implementation of the Safeguarding Policy and Procedures on behalf of the Church Trustees.
- d) Ensure that the Safeguarding Policy is reviewed each year.
- e) Report any serious safeguarding incidents to the Charity Commission when advised by EMBA that this is required.

Diana Nash Safeguarding Advisor – diananash@brettonbaptist.org.uk

Will provide expert advice on policy and procedure, suggestion/guidance as needed to the DPS in specific cases. They will also support with providing training to volunteers within the church.

Neil Henson, Disclosure and Barring Service (DBS) Verifier -

neilhenson@brettonbaptist.org.uk

Ken Pullen, Disclosure and Barring Service (DBS) Verifier –

ken.pullen@brettonbaptist.org.uk

Alison Hall, Disclosure and Barring (DBS) Verifier – alisonhall@brettonbaptist.org.uk

Responsible for all aspects of processing DBS checks for church staff and volunteers (with the exception of the accredited minister who is checked by the EMBA)

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

4. PUTTING OUR POLICY INTO PRACTICE

- 4.1.** A copy of the Safeguarding Policy Statement will be displayed permanently on the Church noticeboard and available on the Church website (brettonbaptistchurch.org.uk).
- 4.2.** Each person working with children, young people or adults at risk will be given a copy of the full Safeguarding Policy and Procedures and will be asked to sign as confirmation that they will adhere to the Policy and Procedures.
- 4.3.** A full copy of the Safeguarding Policy and Procedures will be made available on request to any member of, or other person associated Baptist Church with, Bretton.
- 4.4.** Safeguarding will be a standing agenda item at both Trustee meetings and Church meetings.
- 4.5.** The Safeguarding Policy and Procedures will be monitored and reviewed annually, and any necessary revisions adopted into the Policy and implemented through our procedures.
- 4.6.** The Safeguarding Policy Statement will be read at the Church Annual General Meeting, together with a report on the outcome of the annual safeguarding review undertaken by the Safeguarding Team.

5. SAFEGUARDING PROCEDURES

- 5.1. Procedure for recognising, responding to, recording and reporting abuse – the Four Rs**
 - 5.1.1.** Abuse and neglect are forms of maltreatment of a child, young person, or vulnerable adult. Somebody may cause abuse or neglect by inflicting harm, or by failing to act to prevent harm. Children, young people, and adults at risk may be abused by family members, friends, themselves (self-harm, self-neglect), people working or volunteering in organisational or community settings, people they know, or, more rarely, by strangers.
 - 5.1.2.** Abuse can be physical, sexual, emotional (including spiritual abuse) or neglect but it can also involve lack of love, care and attention. Individuals suffering abuse often experience more than one type of abuse. The abuse usually happens over a period of time, rather than being a single, isolated incident. Increasingly abuse can happen online. There are many ways in which people suffer abuse. For more information on definitions of abuse please see Appendix 2.
 - 5.1.3.** Everyone has a part to play in helping to safeguard children, young people, and adults at risk within the life of the Church:
 - a) If the behaviour of a child, young person, or vulnerable adult gives any cause for concern.
 - b) If an allegation is made in any context about a child, young person, or vulnerable adult being harmed.
 - c) If the behaviour of any individual towards children, young people, or adults at risk causes concern.

5.2. The procedure for reporting a concern

5.2.1. Any staff member/volunteer or church attendee who has a concern about the welfare of a child, young person, or vulnerable adult, or the behaviour of an individual has a duty to:

- **Recognise** that abuse may be taking place.
- **Respond** to the concern.
- **Record** all the information they have received.
- **Report** the concern to the DPS who may, in turn, report it to the statutory authorities.

5.2.2. The procedure is as follows:

1 RECOGNISE

- a) Recognise that there is a situation that needs to be shared.

2 RESPOND

- a) Make a note at the time to ensure you remember exactly what happened. Think about Who? Where? What? When?
- b) You should contact the DPS as a matter of urgency, on the same day to discuss your concerns.

3 RECORD

- a) If the DPS deems that the next step is for a safeguarding form to be completed, they will advise what needs to be included and provide an electronic version of the form.
- b) The expectation is that this form will be completed and returned the same day to the DPS's email address.
- c) The DPS will record on the secure safeguarding system a record of the conversation.

4 REPORT

- a) The report will be reviewed by the DPS, along with any other relevant information and a decision will be taken (often in liaison with others) as to what action should follow. Any formal referral to the police or Social Services should normally be made within 24 hours of receiving the report.
- b) The East Midlands Baptist Association Safeguarding Contact will be made aware of any referrals to the statutory authorities.
- c) Support will be offered to all parties affected by any safeguarding concerns (this could be the Church as a whole, but more specifically victims, alleged perpetrators, children, adults at risk, other family members, Church staff and volunteers, the DPS, Minister and members of the leadership team.)
- d) Where formal referrals are made, reports may need to be made to the Disclosure and Barring Service (DBS) and the Charity Commission.

If the DPS is not available, or is implicated in the situation, any reports or concerns should be passed to the Deputy DPS or the Safeguarding Trustee.

If you think that anyone is in imminent danger of harm, a report should be made immediately to the police by calling 999.

5.2.3. What to do when someone talks about harm or abuse

- a) **Listen carefully.** Avoid expressing your own views on the matter. A reaction of shock or disbelief could cause the discloser to shut down, retract or stop talking.
- b) **Let them know they've done the right thing.** Reassurance can make a big impact to the discloser who may have been keeping the abuse secret.
- c) **Tell them it's not their fault.** Abuse is never their fault, and they need to know this.
- d) **Say you will take them seriously.** A person could keep abuse secret in fear they won't be believed. They've told you because they want help and trust you'll be the person who will listen to and support them.
- e) **Do not tamper with any evidence** such as stained clothing in a case of sexual abuse.
- f) **Explain what you will do next.** Do not promise confidentiality. Explain that you'll need to report the abuse to the DPS or a member of the Church's Safeguarding Team.
- g) **Do not tell other people.** Keep the information on a 'need to know basis' so that any alleged perpetrator is not tipped off.
- h) **Don't talk to the alleged abuser or investigate the incident further.** Confronting the alleged abuser about what you have been told could make the situation a lot worse. If further investigation is needed that will be the decision of the DPS (Designated Person for Safeguarding).

5.2.4. Reporting concerns about vulnerable adults

- a) **It is not your role to decide whether someone has mental capacity and is therefore able to make decisions that impact on their safety and wellbeing.** Always share your concerns with the DPS even if you do not have the consent of the adult to do so – in this instance, make sure the DPS knows that the person concerned has not given consent for the information to be passed on.
- b) **The Care Act 2014 provides helpful guidance on these situations:**
'If the adult has the mental capacity to make informed decisions about their safety and they do not want any action to be taken, this does not preclude the sharing of information with relevant professional colleagues. This is to enable professionals to assess the risk of harm and to be confident that the adult is not being unduly influenced, coerced or intimidated and is aware of all the options. This will also enable professionals to check the safety and validity of decisions made. It is good practice to inform the adult that this action is being taken unless doing so would increase the risk of harm.'
- c) The DPS will consider all the information to hand and decide whether it is appropriate for the information to be reported to the statutory authorities.
- d) If there are any concerns about an adult's mental capacity, the DPS will contact the Local Authority Adult Safeguarding Team for advice.

5.3. Allegations against staff and volunteers

- 5.3.1. Staff and volunteers should encourage an atmosphere of mutual accountability, holding each other to the highest standards of safeguarding practice.
- 5.3.2. If you see another member of staff or volunteer acting in ways which concern you or might be misconstrued, speak to the DPS about your concerns as soon as possible using the Church's safeguarding procedure: **Recognise, Respond, Record, Report** as set out above.

If you are concerned about the behaviour of those in leadership positions in the church or the DPS then either contact the Minister or another member of the Church Safeguarding Team.

- 5.3.3. When an allegation of abuse has been made do not approach the alleged perpetrator about it.
- 5.3.4. Once the allegation has been received, the DPS will speak to either the line manager or the group leader.
- 5.3.5. If it is deemed appropriate that the employee should remain at work whilst waiting for an outcome from the statutory authorities, the employee about whom concerns have been raised should not be allowed to work unsupervised with children, young people or vulnerable adults at any time. (Supervision should be undertaken, where possible, by the group leader or line manager.)
- 5.3.6. If it is deemed appropriate that a volunteer continues to be involved with activities whilst waiting for an outcome from the statutory authorities, the volunteer about whom concerns have been raised should not be allowed to volunteer unsupervised with children, young people or vulnerable adults at any time. (Supervision should be undertaken, where possible, by the group leader.)
- 5.3.7. Once the statutory authorities are involved, the Church will follow their advice regarding the next steps to take (for example, suspension of worker, putting a contract in place).
- 5.3.8. A written record of all discussions with statutory authorities or other parties will be maintained by the DPS and stored securely and confidentially on the Safeguarding secure area of the Church's One Drive.
- 5.3.9. No information about the allegation will be shared with people in the Church other than those directly involved in safeguarding and line managing the individual, not even for prayer purposes.
- 5.3.10. The suspension of a worker following an allegation is, by definition, a neutral act. Our priority as a Church is to protect children, young people, and adults at risk from possible further abuse or from being influenced in any way by the alleged perpetrator. However, it may be necessary, for the sake of the child/vulnerable adult or to satisfy the needs of

an investigation, for the alleged perpetrator to worship elsewhere. In such cases the new Church DPS will be informed of the reasons for this happening.

5.4. When concerns are expressed about the Minister

5.4.1. Any safeguarding concerns involving a Minister will always be reported immediately to the East Midlands Baptist Association Safeguarding Contact, by the DPS or the Safeguarding Trustee. Do not tell the Minister that a concern has been raised about them.

5.5. When concerns are expressed about the DPS, the DDPS or the Safeguarding Trustee

5.5.1. Any safeguarding concerns involving the above should be raised with the Minister who will liaise with the East Midlands Baptist Association. Do not tell the person that a concern has been raised about them.

5.5.2. For further information please refer to the Complaints Policy.

5.6. Abuse of trust

5.6.1. Relationships between children, young people, and adults at risk and Church staff and volunteers can be described as 'relationships of trust'. The staff member or volunteer is someone in whom the child, young person, or vulnerable adult has placed a degree of trust. This may be because the worker has an educational role, is a provider of activities, or is even a significant adult friend. It is not acceptable for a Church worker to form a romantic relationship with a child, young person, or vulnerable adult with whom they have a relationship of trust.

5.6.2. While by no means restricted to young leaders, those who are in their early adult years will need to be particularly aware of the need not to abuse their position of trust in their relationships with other young people who are not much younger than themselves.

5.6.3. The Police, Crime, Sentencing and Courts Act 2022³ expanded the list of roles that are legally considered to be positions of trust to include anyone who is teaching, coaching, instructing, training or has a supervising role within sport or religion. This means that since May 2022 if an adult of any age is in a role where they are working directly with young people aged 16 and 17 and forms a romantic and sexual relationship with them, they could be charged with criminal offences. If you have concerns about a relationship forming between an adult helper and a young person you should notify the DPS.

5.7. Allegations made against children, young people, and adults at risk

5.7.1. Children and young people are by nature curious about sex. However, where a child is in a position of power, has responsibility over another child (as in a babysitting

³ <https://www.gov.uk/government/publications/police-crime-sentencing-and-courts-bill-2021-factsheets/police-crime-sentencing-and-courts-bill-2021-positions-of-trust-factsheet#:~:text=The%20%E2%80%9Cposition%20of%20trust%E2%80%9D%20offences%20are%20intended%20to%20target%20situations,of%20vulnerability%20of%20the%20child.>

arrangement) and abuses that trust through some sexual activity, then this is abusive. Where one child introduces another child to age-inappropriate sexual activity or forces themselves onto a child, this is abusive. Such situations will be taken as seriously as if an adult were involved, because the effects on the child victim can be as great.

- 5.7.2. When such an instance occurs, it will be investigated by the statutory authorities in the same way as if an adult were involved, though it is likely that the perpetrator would also be regarded as a victim in their own right, as they may have also been abused. It cannot be assumed that young people will grow out of this type of behaviour, as most adult sex offenders started abusing in their teens or even younger.
- 5.7.3. Allegations against adults at risk will be investigated by the statutory authorities. If the alleged perpetrator is unable to understand the significance of questions put to them or their replies, they can access support from an 'appropriate' adult whilst they are being questioned. This role can be filled by a range of people, such as a family member, carer, social worker, etc. In court, adults at risk may be allowed to be assisted by an intermediary or give evidence through a live link.
- 5.7.4. When an allegation is made against a child, young person, or vulnerable adult the following procedure should be followed:
 - a) Do not approach the person about whom the allegation has been made or their parents/carers. Follow the Church's safeguarding procedure as set out above.
 - b) The DPS will speak to the police or social services about when and how to inform a parent. The DPS will also seek advice about what steps need to be taken to ensure the needs of both the victim and alleged perpetrator are met. This may include placing the alleged perpetrator on a Safeguarding Contract or equivalent (see paragraph 9 - Safer Community/Working with Alleged or Known Offenders).
 - c) Make sure there is pastoral support in place for the child or vulnerable adult throughout the process.

5.8. Pastoral care following an allegation/suspicion

- 5.8.1. When an allegation/suspicion arises in the Church a period of investigation will follow, which will be stressful for all involved. The Church Safeguarding Team, in conjunction with the Minister, will appoint one person to deal with the authorities, another person to offer support to the victim(s) and their family, and another person to give pastoral support to the alleged perpetrator, without compromising the alleged victim(s) or their families. It may be necessary to appoint other people to support the families involved. Where a statutory investigation is under way, this support will be provided with the knowledge of the statutory authority involved.
- 5.8.2. Under no circumstances should anyone from the Church speak to the media. The DPS will seek advice from the East Midlands Baptist Association Safeguarding Contact or the Baptist Union Safeguarding Team.

5.8.3. 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.

5.9. Malicious allegations

5.9.1. Malicious allegations are possible, and all allegations will be properly investigated in an endeavour to establish the truth.

5.10. Supporting those who have experienced abuse

5.10.1. As a Church, we are committed to caring for those who have experienced abuse.

5.10.2. We recognise it is important that those who have experienced abuse:

- Are accepted for who they are, without being made to forgive or being put into a position of feeling guilty and responsible for what happened to them.
- Know that God loves them unconditionally, and that nothing can or will change this truth.
- Can be confident that those in the Church community who know about the abuse are with them on their journey – no matter how long or difficult that journey may be.

5.10.3. It may be necessary to signpost individuals to specialist support.

5.11. Responding to concerns raised or incidents of sexting

5.11.1. Sexting is when someone shares sexual, naked or semi-naked images or videos of themselves or others or sends sexually explicit messages (NSPCC definition). For those under 18 this is illegal and is a safeguarding issue. This can be done via texting, email, posted on social media or via mobile messaging apps such as WhatsApp, Snapchat, Instagram etc. It can be carried out by a young person themselves, their peers or someone else in a position of trust. (Note - the creation or sharing of sexual imagery of anyone under 18 by an adult constitutes child sexual abuse and must be reported to the Police.)

5.11.2. The response to incidents of sexting should be proportional and the primary concern always is the welfare and protection of the young people involved. Any incidents of youth produced sexual imagery must be reported to the DPS or a member of the Church Safeguarding Team.

5.11.3. For incidents involving sexting (visual sexual imagery/messages created and/or shared by anyone under the age of 18) an initial review meeting will be held to consider the evidence and aim to establish:

- a) Whether there is an immediate risk to the young person/people.
- b) If a referral should be made to the Police and/or children's social services.
- c) Whether the imagery has been shared widely. This may not be known.
- d) If it is necessary to review the imagery to safeguard the young person. In most cases

the imagery should not be viewed.

- e) Whether immediate action should be taken to delete images from devices/online services.
- f) Any other relevant facts about the young people involved.
- g) Whether to contact parents or carers of the young people involved. In most cases parents/carers should be involved.

5.11.4. An immediate referral to the police should be made if:

- a) The incident involves an adult.
- b) There is reason to believe a young person has been coerced, blackmailed or groomed.
- c) What you know about the imagery suggests sexual acts that are unusual for the developmental age of the young person, or violent, or involve anyone under 13 years of age.
- d) You have reason to believe the young person involved is now at risk of harm, is presenting as suicidal or self-harming.

5.11.5. If any devices need to be passed to the police, they should be confiscated and kept under lock and key until retrieved by the police.

5.12. Responding to concerns raised or incidents of self-harm

5.12.1. Self-harm is the intentional damage or injury to a person's own body. It is used as a way of coping with or expressing overwhelming emotional distress. It can be a physical act, or it can be less obvious such as a person putting themselves in risky situations or neglecting their own needs. Indicators of self-harm include unexplained cuts, bruises or burns, keeping themselves covered even in hot weather, depression, changes in eating habits, low self-esteem, misuse of alcohol, drugs and bald patches from pulling out hair.

5.12.2. If someone discloses that they are self-harming you should:

- a) Respond in a supportive manner.
- b) Invite them to talk in a safe environment and give gentle, empathetic support.
- c) Listen without judgement or criticism.
- d) Don't tell them simply to stop. This is unhelpful and could make things worse.
- e) Don't promise confidentiality. Where possible you should always ask for the person's consent to share their disclosure. However, for under 18s or adults at risk who lack mental capacity, it is necessary to report to the Designated Person for Safeguarding who may seek further advice and support from the East Midlands Baptist Association Safeguarding Contact.
- f) Contact the DPS.

5.12.3. Although self-harm is not a precursor to a suicide attempt, research shows that those who self-harm are more likely to take their lives than those who don't, either intentionally or accidentally. If someone does share with you that they have had or are having suicidal feelings, respond to them in the same way as detailed above for self-harm – talk to them, try not to judge, encourage them to get help - and make sure that the group leader and Designated Person for Safeguarding are informed immediately or as

soon as is practically possible. **If you consider that the person is in danger, then contact the Police immediately by dialling 999.**

6. SAFER RECRUITMENT

6.1 As a Church, we are committed to safer recruitment practices. Anyone working with children or adults at risk do so having gone through the following process.

6.2 When recruiting both paid and volunteer church workers, the following process will be applied:

- a) A clear role profile, person specification and application form must be developed. The template for role profile and application form can be found in Appendix 5.
- b) When advertising a role which involves working with children or adults at risk, it will be made clear that any appointment is subject to a DBS check.
- c) It will be made clear on application forms and at interview that all those having contact with children or young people will require an enhanced Disclosure and Barring Service (DBS) check before the position is confirmed.
- d) All applicants will be asked to complete an application form.
- e) Where applicable, shortlisting of applicants will be carried out by at least two people, including the line manager or group leader directly overseeing the role being recruited for.
- a) Interviews, whether formal or informal, by the line manager or group leader. For paid staff, there will be at least two people.
- b) Two references, a Self-Disclosure Form and a DBS check (at the appropriate level) must be completed satisfactorily before the appointed person starts in their role.
- c) An applicant's UK residency status and/or right to work in the UK will be checked, for paid employees.

6.2.1 Note: Under the Criminal Justice and Court Services Act 2000, it is an offence for anyone disqualified from working with children or adults at risk to knowingly apply, accept or offer to work with children or adults at risk. It is also a criminal offence to knowingly offer work with children or adults at risk to an individual who is so disqualified or to knowingly allow such an individual to continue to work with children or adults at risk.

6.2.2 References

6.2.3 Formal written references will be requested, ideally in the form of at least one professional. References should not be sought from family members.

6.2.4 Appointment and Supervision

6.2.5 The Church's Safeguarding Policy and Procedures will be discussed with the successful applicant, and they will be required to sign their agreement to adhere to them. All workers will have a role description and clear lines of accountability to a Line Manager and the Leadership Team.

6.2.6 Paid staff will meet with their Line Manager regularly to discuss work and address any issues or areas of concern. There will be a probationary period of six months in the role before any appointment is confirmed.

6.2.7 There will be regular team meetings for all workers to review procedures, share concerns and identify other matters that may need clarification and guidance.

6.2.8 Two written references will be required for all volunteers working with children, young people and vulnerable adults who are not already volunteering in the church or have been known to the church for less than two years. Those who have joined from another church will need to ensure that one of their references is from their previous church.

6.3 Young leaders under 18 years of age

6.3.1 In law, young leaders under the age of 18 are children and cannot be treated as adult members of a team. Training and mentoring will be given to ensure that they are helped to develop and hone their skills, attitudes and experience. Young leaders must always be closely supervised by an adult leader and never given sole responsibility for a group of children. When considering ratios of staff to children, young leaders need to be counted as children, not leaders. The safeguarding procedures apply to a young leader just as they do to any other person. Parent/carer permission needs to be sought for young leaders just as you would for any other person under 18 years of age.

6.4 Interns

6.4.1 Interns frequently work within the church with different groups. A check is required of all interns within the church.

6.4.2 If the internship has been arranged directly with the individual the church is responsible for the DBS check in the usual way.

6.4.3 If the internship has been arranged through a third party (for example, but not exclusively, Time for God) the DBS or criminal records check will be undertaken by the third party. If at the end of that period of internship, the individual remains within the church (as a volunteer or staff member) the church becomes responsible for the DBS check.

6.5 Those considering joining a team

6.5.1 When someone expresses an interest in serving on a team within the church that requires a DBS check to be undertaken, the person may attend to observe and act as an additional helper (and therefore not included the ratio numbers). A DBS check is not required but the leaders must ensure that they supervise the adult at all times and they are not left alone with children, young people or vulnerable adults.

6.6 Those providing occasional support or input to a group

- 6.6.1 There will be times when someone is invited to attend a group to provide a particular input such as, but not exclusively, a talk or bible study. On these occasions, a DBS check is not required but the leaders must ensure that they supervise the adult at all times and they are not left alone with children, young people or vulnerable adults.

7. TRAINING

- 7.1. Each Trustee, Leader, staff member and volunteer must familiarise themselves with the Safeguarding Policy and Procedures.
- 7.2. Those in Leadership (Church Trustees and employees) will complete Level 2 and Level 3 BUGB Excellence in Safeguarding training. All volunteers who work with children and/or adults at risk should attend the BUGB Level 2 Excellence in Safeguarding training before they are able to work without supervision. BUGB Safeguarding training will be undertaken once every 4 years.
- 7.3. Where a staff member or volunteer is successfully recruited basic training in safeguarding will be undertaken by a member of the Safeguarding Team with the person as part of their induction. This will be in addition to attending the appropriate level EMBA training when available. Reference will be made to the BUGB ***Gateway to Level 2 Excellence in Safeguarding*** booklet as well as the church's safeguarding policy and procedure. This document is designed to be an interim measure whilst a new member of staff or volunteer is waiting for a Level 2 Excellence in Safeguarding course to take place.
- 7.4. Each year, the Safeguarding Team will provide an annual update to all staff and volunteers.
- 7.5. Additional specialist training will also be arranged where needed, for example, in First Aid.

8. WORKING WITH CHILDREN AND YOUNG PEOPLE

Bretton Baptist Church has an opportunity to minister to individuals from the whole community, from the very young to the very old. These best practice guidelines are in place to help those working on behalf of the Church to do it well, prioritising the safety and wellbeing of those they are working with.

8.1. Ratios

- 8.1.1. When working with children the following recommended minimum ratios of staff and volunteers to children apply:

Age range	Minimum ratio for INDOOR activities	Minimum ratio for OUTDOOR activities
0 – 2 years	1:3 (minimum 2) (preferable 3)	1:3 (minimum 2) (preferable 3)
3 years	1:4 (minimum 2) (preferable 3)	1:4 (minimum 2) (preferable 3)
4-7 years Key Stage 1	1:8 (minimum 2) (preferable 3)	1:6 (minimum 2) (preferable 3)
8-12 years Key Stage 2	2 adults for up to 20 children (preferably one of each gender) with an extra adult for every 10 additional children (preferable 3 minimum)	2 adults for up to 15 children (preferably one of each gender) with an extra adult for every 8 additional children (preferable 3 minimum)
13 years and over Key Stage 3/4	2 adults for up to 20 children (preferably one of each gender) with an extra adult for every 10 additional children (preferable 3)	2 adults for up to 20 children (preferably one of each gender) with an extra adult for every 10 additional children (preferable 3)

8.1.2. The preferable ratio takes into account special circumstances such as behavioural issues, developmental issues, disability and so on, which may mean an increase to the recommended ratios. In calculating the ratios of staff and volunteers to children, young leaders who are under the age of 18 should be counted as one of the children, not one of the staff and volunteers.

8.2. Children with Additional Needs (including those with Special Needs)

8.2.1. Children and young people who have a disability can be at greater risk of abuse. They will often require more help with personal care, such as washing, dressing, toileting, feeding, mobility, etc. Some children may have limited understanding and behave in a non-age-appropriate way. A member of the safeguarding team will speak to the parents/carers of children or young people with special needs and find out from them how best to assist the child or young person. This assessment of needs will be carried out in conjunction with the Children and Families and/or Youth Worker.

8.2.2. On occasion it may be appropriate for a child or young person to attend or remain in a group that is above or below their birth date. This decision will be made by leaders, in communication with parents/carers and the Safeguarding Team.

8.3. Visiting Children or Young People at Home

8.3.1. If a situation occurs where the Children and Families Worker and/or Youth Worker needs to carry out a pastoral visit to a family in their home, then it should be done in pairs, and with the prior agreement of the Minister.

8.4. Registering all children and young people attending activities

8.4.1. The first time a child or young person attends an event, whether on a Sunday or weekday, a member of the children or youth team will ask the parent/carer to complete a registration form. This will include:

- Name
- Address
- Date of birth
- School
- Parent name and Telephone number
- Any specific issues that the parent/carer feels we need to know in order to support and care for their child appropriately.

8.4.2. The information will be kept on the ChurchSuite system in line with the Church's Privacy Policy which is available from the church office. Holding this information will ensure that should any safeguarding issues arise, the DPS has access to the necessary information.

8.5. Children and young people with no adult supervision

8.5.1. When children/young people arrive and wish to join in with Church activities without the knowledge of their parents/carers, staff and volunteers will:

- a) Welcome the child and try to establish their name, age, address and telephone number.
- b) Record their visit either on a paper or electronic register (ChurchSuite).
- c) Obtain a phone number (or address) for a parent/carer. Contact the parent/carer to inform them where their child is, obtain their permission for that child to stay. If the parent/carer cannot be contacted the child will not be allowed to stay for the activity.
- d) The parent/carer will be asked to complete a registration form that will be entered onto Churchsuite.
- e) Find out as soon as possible, either from the child or from the parent/carer, whether they have any specific needs (e.g. medication) so that you can respond appropriately in an emergency.

8.6. Peer Group Activities for Young People

8.6.1. All youth activities will be overseen by named adults who have been selected in accordance with safer recruitment procedures. It is accepted that groups aged 16+ may benefit from being led and run by peers. In this situation, adult leaders will contribute to programme planning and reviews and will always be present to oversee any peer-led activities taking place.

8.7. Use of the building during activities for children and young people

8.7.1. Ordinarily the church is not available during the times of activities for children and young people (usually, but not exclusively Tuesday and Sunday evenings). Anyone wishing to

use the building during these times should contact the office, in advance, so that permission can be sought from the minister and/or Safeguarding Team.

8.8. Visitors attending to observe activities

- 8.8.1. If a visitor (for example, from another church) wishes to attend to observe an activity, this should be discussed with the Safeguarding Team ahead of the person being invited.

9. SAFER COMMUNITY

9.1. Working with Alleged or Known Offenders

- 9.1.1. When someone attending Bretton Baptist Church is known to have abused children or adults at risk, or a serious allegation has been made, the Church Safeguarding Team will supervise the individual concerned and offer pastoral care, but in its commitment to protect vulnerable groups, will set boundaries for that person which they shall be expected to keep. These will be set out in a Safeguarding Contract.

- 9.1.2. When it is known that a person who has been convicted of abusing children, young people or adults is attending our Church, it is important that their behaviour within the Church community is properly managed and that a Contract is put in place. There are also times when it will be appropriate to take such measures with a person who has faced allegations of abuse but has not been convicted.

- 9.1.3. In determining the details of the contract:

- a) The DPS will inform and take advice from the East Midlands Baptist Association Safeguarding Contact.
- b) There will be a discussion about who should be informed about the nature of the offence and the details of the Contract.
- c) The rights of the offender to re-build their life without people knowing the details of their past offence should be balanced against the need to protect children, young people and adults at risk.
- d) The DPS, Deputy DPS and minister will all be aware of any such contracts.
- e) Staff members and group leaders will be made aware as necessary.
- f) The DPS should determine whether the person is subject to supervision or is on the Sex Offenders' Register. If so, the DPS should contact the offender's specialist probation officer (SPO) who will inform the Church of any relevant information or restrictions that they should be aware of.
- g) An open discussion will be held with the person concerned in which clear boundaries are established for their involvement in the life of the Church. A written contract will be drawn up which identifies appropriate behaviour. The person will be required to sign the contract and it will be monitored and enforced. If the contract is broken certain sanctions will be considered and discussed with the East Midlands Baptist Association Safeguarding Contact.

9.2. Alleged or known offenders who are themselves adults at risk

- 9.2.1. A formal contract may be quite a daunting process for someone with learning difficulties or a young person, yet having safeguards in place is still necessary. In this instance a meeting will be arranged between the DPS and the individual in question where they can be taken through the main elements of a formal contract in a way that is non-threatening and easy to understand. The individual may be accompanied to the meeting, with the prior agreement of the DPS. Notes will be taken, and the individual must verbally agree to the requirements laid out in the meeting.
- 9.2.2. There will be no formal contract, but the individual will instead sign to say that they agree with the minutes or meeting notes and that they will stick to what has been agreed during the meeting. The agreed requirements will be reviewed regularly to make sure that the individual is complying, exactly as a formal contract would be.

This policy was adopted by Trustees on 1st February 2026.

10. APPENDIX 1 - USEFUL CONTACTS

Bretton Baptist Church

Christine Graham	07986 989454	christinegraham@brettonbaptist.org.uk
Nathanael Robinson	07505 160771	nathanaelrobinson@brettonbaptist.org.uk
Sarah Clarkson	07570 401311	sarahclarkson@brettonbaptist.org.uk

Local Authority Designated Officer (LADO) for children and young people

01733 864038 LADO@peterborough.gov.uk

Police 101 (or 999 in an emergency)

Adult Social Services 01733 747474 (Mon-Fri 8.00 am – 6.00 pm)
01733 234724 out of hours Emergency Duty Team

Children’s Social Services

01733 864170 or (Mon-Fri 9.00 am – 5.00 pm)
01733 864180
01733 234724 out of hours Emergency Duty Team
<https://www.safeguardingcambspeterborough.org.uk>

East Midlands Baptist Association

Kenny Henry 07498 189205 kenny.henry@embaptists.org.uk
Safeguarding Lead

Alan Davies 07963 675951 adavies.emba@gmail.com
Safeguarding Advisor

Rev Mark Clay 07975 863772 mclay.emba@gmail.com
Regional Minister

Baptist Union of Great Britain – Safeguarding Team

Telephone: 01235 517719

11. APPENDIX 2 - DEFINITIONS OF ABUSE

The list below is not exhaustive.

Type of abuse	Child	Vulnerable Adult
<i>Physical</i>	Actual or likely physical injury to a child, or failure to prevent physical injury to a child.	To inflict pain, physical injury or suffering to an adult at risk.
<i>Emotional</i>	The persistent, emotional, ill treatment of a child that affects their emotional and behavioural development. It may involve conveying to the child that they are worthless and unloved, inadequate, or that they are given responsibilities beyond their years.	The use of threats, fear or power gained by another adult's position, to invalidate the person's independent wishes. Such behaviour can create very real emotional and psychological distress. All forms of abuse have an emotional component.
<i>Sexual</i>	Involves forcing or enticing a child to take part in sexual activities, whether or not the child is aware of what is happening. This includes non-contact activities, such as involving children in looking at, or in the production of, pornographic material or watching sexual activities, or encouraging children to behave in sexually inappropriate ways.	Any non-consenting sexual act or behaviour. No one should enter a sexual relationship with someone for whom they have pastoral responsibility or hold a position of trust.
<i>Neglect</i>	Where adults fail to care for children and protect them from danger, seriously impairing health and development.	A person's wellbeing is impaired, and their care needs are not met. Neglect can be deliberate or can occur as a result of not understanding what someone's needs are.

Type of Abuse	Additional Definitions
<i>Financial</i>	The inappropriate use, misappropriation, embezzlement or theft of money, property or possessions.
<i>Spiritual</i>	The inappropriate use of religious belief or practice; coercion and control of one individual by another in a spiritual context; the abuse of trust by someone in a position of spiritual authority (e.g. minister). The person experiences spiritual abuse as a deeply emotional personal attack.
<i>Discrimination</i>	The inappropriate treatment of a person because of their age, gender, race, religion, cultural background, sexuality or disability.
<i>Institutional</i>	The mistreatment or abuse of a person by a regime or individuals within an institution. It can occur through repeated acts of poor or inadequate care and neglect, or poor

	professional practice or ill-treatment. The church as an institution is not exempt from perpetrating institutional abuse.
<i>Domestic Abuse</i>	<p>Domestic abuse is any threatening behaviour, violence or abuse between persons aged 16 or above who are or have been in a relationship, or between family members. It can affect anybody regardless of their age, gender, sexuality or social status.</p> <p>Domestic abuse can be physical, sexual or psychological, and whatever form it takes, it is rarely a one-off incident. Usually there is a pattern of abusive, coercive and controlling behaviour where an abuser seeks to exert power over their family member or partner. The Domestic Abuse Act 2021 identifies children who see, hear or experience the effects of domestic abuse as victims in their own right.</p>
<i>Online abuse</i>	<p>The use of information technology (email, mobile phones, websites, social media, instant messaging, chatrooms, etc.) to repeatedly harm or harass other people in a deliberate manner.</p> <p>The Online Safety Bill, 2021, introduces new rules for internet search engines and firms who host user-generated content, i.e. those which allow users to post their own content online or interact with each other. Those platforms which fail to comply with the rules could face penalties of up to 10% of their revenue, and in the most serious cases some may even be barred from operating.</p>
<i>Self-harm</i>	Self-Harm is the intentional damage or injury to a person's own body. It is used as a way of coping with or expressing overwhelming emotional distress. An individual may also be neglecting themselves, which can result in harm to themselves.
<i>Mate crime</i>	'Mate crime' is when people (particularly those with learning disabilities) are befriended by members of the community, who go on to exploit and take advantage of them.
<i>Cuckooing</i>	Cuckooing is the term used to describe occasions where the homes of vulnerable adults are taken over and used to distribute drugs or as a base for gang or criminal activities. The tenant may believe that the people who are in their home are their friends.
<i>Modern Slavery</i>	Modern slavery is the practice of treating people as property; it includes bonded labour, child labour, sex slavery and trafficking. In the UK we see examples of this through County Lines, Child Sexual Exploitation and forced labour.
<i>Human Trafficking</i>	Human trafficking is when people are bought and sold for financial gain and/or abuse. Men, women and children can be trafficked, both within their own countries and over international borders. The traffickers will trick, coerce, lure or force these vulnerable individuals into sexual exploitation, forced labour, street crime, domestic servitude or even the sale of organs and human sacrifice.
<i>Radicalisation</i>	The radicalisation of individuals is the process by which people come to support any form of extremism and, in some cases, join terrorist groups. Some individuals are more vulnerable to the risk of being groomed into terrorism than others.
<i>Honour/ Forced Marriage</i>	An honour marriage/forced marriage is when one or both of the spouses do not, or cannot, consent to the marriage. There may be physical, psychological, financial, sexual and emotional pressure exerted in order to make the marriage go ahead. The motivation may include the desire to control unwanted behaviour or sexuality.

<i>Female Genital Mutilation</i>	Female genital mutilation (FGM) comprises all procedures involving partial or total removal of the female external genitalia or other injury to the female genital organs for non-medical reasons as defined by the World Health Organisation (WHO). FGM is a cultural practice common around the world and is largely performed on girls aged between 10 and 18. Performing acts of FGM is illegal in the UK as is arranging for a child to travel abroad for FGM to be carried out.
<i>Peer-on-Peer Abuse</i>	Peer-on-peer abuse is where sexual abuse takes place between children of a similar age or stage of development.
<i>Child on Child Abuse</i>	Child on Child abuse is when a child abuses another child of any age or stage of development
<i>Historic Abuse</i>	Historic abuse is the term used to describe disclosures of abuse that were perpetrated in the past. Many people who have experienced abuse don't tell anyone what happened until years later, with around one third of people abused in childhood waiting until adulthood before they share their experience.

Whilst it is not possible to be prescriptive about the signs and symptoms of abuse and neglect, the following list sets out some of the indicators which might be suggestive of abuse:

- Unexplained injuries on areas of the body not usually prone to such injuries.
- An injury that has not been treated/received medical attention.
- An injury for which the explanation seems inconsistent.
- A child or vulnerable adult discloses behaviour that is harmful to them.
- Unexplained changes in behaviour or mood (e.g. becoming very quiet, withdrawn or displaying sudden bursts of temper).
- Inappropriate sexual awareness in children.
- Signs of neglect, such as under-nourished, untreated illnesses, inadequate care.

It should be recognised that this list is not exhaustive and the presence of one or more indicators is not in itself proof that abuse is actually taking place. It is also important to remember that there might be other reasons why most of the above are occurring.

Detailed information and guidance available from:

www.baptist.org.uk/safeguarding	Baptist Union of Great Britain
www.embaptists.co.uk/information/safeguarding	East Midlands Baptist Association
www.nspcc.org.uk	NSPCC
www.thirtyoneeight.org	Thirtyone:eight (formerly CCPAS - The Churches' Child Protection Advisory Service)
www.mind.org.uk	MIND

12. APPENDIX 3 – SAFEGUARDING EXPRESSION OF CONCERN FORM

Bretton Baptist Church Safeguarding Expression of Concern <small>Please complete within 24 hours of the incident occurring and pass to the designated person for safeguarding.</small>	
Name of the person of concern and date of birth	
Nature of incident (one-line summary)	
Name of the person completing the form	
Contact phone number of the person completing the form	
Date, time and location of the incident or date/time and location of the disclosure	
Incident details <small>Please describe the nature of the concern or disclosure made. Use the person's own words where possible. If further space is needed, please use a blank sheet of paper and staple it to this form and indicate that you have done so. Include what happened, when it happened (date and time), where it happened and who else was involved.</small>	

<p>Action taken (It is not necessary to take any further action, however, if you have taken any action, please give details here.)</p>	
<p>TO BE COMPLETED BY THE DESIGNATED PERSON FOR SAFEGUARDING OR DEPUTY</p> <p>Action taken (include whether parents/carers have been informed and/or statutory authorities)</p>	
<p>Signed (designated person for safeguarding)</p>	
<p>Date</p>	

13. APPENDIX 4 - CODE OF CONDUCT FOR WORKING WITH CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS

13.1. General

13.1.1. Bretton Baptist Church has a code of behaviour for all those working with children, young people and adults at risk so that everyone is shown the respect that is due to them:

- a) Treat everyone with dignity and respect.
- b) Use age and ability appropriate language and tone of voice. Be aware of your body language and the effect you are having on the child, young person, or vulnerable adult.
- c) Listen well to everyone. Be careful not to assume you know what the individual is thinking or feeling. Listen to what is being spoken and how it is said. At the same time, observe the individual's body language to better understand what is being said.
- d) Be aware of any physical contact you may have with a child, young person, or vulnerable adult and record it when necessary. For instance, if you need to stop a fight, administer First Aid, give a hug to someone in distress, or protect yourself or others from danger.
- e) Do not make sexually suggestive comments about or to a child, young person, or vulnerable adult, even in 'fun'.
- f) Do not scapegoat, belittle, ridicule or reject a child, young person, or vulnerable adult.
- g) Where there are any concerns, these should be raised with the DPS in line with the Safeguarding Policy.

13.2. Computers

13.2.1. All Church computers must be password protected. This password should remain confidential to the computer user and must not be shared publicly. Staff and volunteers should only access sensitive information when they have been given explicit permission and the device they are using is password protected.

13.3. Insurance

13.3.1. Bretton Baptist Church will take reasonable steps to safeguard children, young people, and vulnerable adults and will follow any specific safeguarding requirements as laid out by our insurance company.

13.4. Pastoral Relationships

13.4.1. All those involved in pastoral ministry should work in a way that follows clearly defined procedures, which set out the boundaries to protect those carrying out the pastoral ministry as well as those receiving it:

- a) Staff and volunteers should be aware of the power imbalance within pastoral relationships and the potential for abuse of trust.
- b) Behaviour that suggests favouritism or gives the impression of a special relationship, should be avoided.

- c) Staff and volunteers should be aware of the dangers of dependency within a pastoral relationship.
- d) Staff and volunteers should never take advantage of their role and engage in sexual activity with someone with whom they have a pastoral relationship.
- e) All people receiving pastoral ministry should be treated with respect and should be encouraged to make their own decisions about any actions or outcomes.
- f) Staff and volunteers should not pastorally minister to anyone whilst under the influence of alcohol or drugs.
- g) Staff and volunteers need to recognise the limits of their own abilities and competencies and get further help when working with situations outside of their expertise or role.

13.4.2. If a child, young person, or vulnerable adult wants to talk on a one-to-one basis, other than in a formal mentoring situation, you should make sure that:

- a) Meetings with a child or young person should be held either in a public place (eg coffee shop), at the young person's home or in the church when there are other adults present.
- b) Staff and volunteers should try to hold the conversation in a corner of a room where other people are present.
- c) Staff and volunteers should leave the door open if they are in a room on their own, or make sure they are in a room where the door has windows.
- d) Staff and volunteers should ensure that another team member knows where you are.

13.5. Live streaming of services

13.5.1. Church services are regularly live streamed and then uploaded to You Tube for viewing at a later date. It is the responsibility of parents/carers to ensure that, if they do not wish their children/young people to be filmed, they do not allow them to be on stage or in the area in front of the stage.

13.5.2. This also applies to adults who do not, themselves, wish to be filmed.

13.5.3. A notice is displayed in the entrance hall making people, particularly visitors aware of this and a notice is displayed on the screen prior to the service.

13.5.4. The Service Leader will, at each service, as part of their welcome, remind people of their responsibility.

13.6 CHILDREN AND YOUNG PEOPLE

13.6.1 Physical Contact

- a) Keep everything public. A hug within a group context is very different from one behind closed doors.
- b) Touch should be related to the child's needs, not those of the worker.
- c) Touch should be age-appropriate and generally initiated by the child rather than the worker.
- d) Staff and volunteers should avoid any physical activity that is, or may be thought to be, sexually stimulating to the adult or the child.
- e) Children are entitled to privacy to ensure their personal dignity.
- f) Children have the right to decide how much physical contact they have with others, except in exceptional circumstances such as when they need medical attention.
- g) When giving first aid (or applying sun cream, etc), staff and volunteers should encourage the child to do what they can manage themselves but consider the child's best interests and give appropriate help where necessary.
- h) Staff and volunteers should monitor one another in the area of physical contact. They should help each other by constructively challenging anything which could be misunderstood or misconstrued.

13.7 Electronic Communications - Cyber Safety

13.7.1 Electronic communications will be used by both staff and volunteers in line with the Church's Social Media Policy.

13.8. Email

13.8.1. Email should be limited to sharing generic information, for example, to remind young people about meetings. All email communications with young people should be via ChurchSuite. It is important staff and volunteers use clear and unambiguous language to reduce the risk of misinterpretation, for example, avoiding inappropriate terms such as 'love' when ending an email.

13.9. Communicating using Instant Messaging (eg Snapchat, WhatsApp, Instagram)

13.9.1. Instant messaging should be kept to an absolute minimum. Staff and volunteers should save significant conversations and keep a log stating with whom and when they communicated.

13.10. Mobile Phones

13.10.1. Staff and volunteers must not communicate directly with young people by mobile phone. All communication should be undertaken through the parent/carers or in person with the young person in line with paragraph 1.42 (Appendix 4).

13.11. Social Networking

- a) Staff and volunteers should have authorised social media accounts that are used solely for children's/youth work communications and is totally separate from their own personal accounts.
- b) Social network accounts should primarily be for the purposes of information sharing.
- c) Staff and volunteers should not accept 'friend' or 'following' requests from children, young people or vulnerable adults on their personal account, nor seek to be 'friends' or a 'follower' of any child, young person or vulnerable adult known to them in a Church context.

13.12. Digital images

13.12.1. There will be no use, in the church, of Artificial Images (AI) images or footage of people that can be manipulated and, as a church, we will not tolerate our images being used by third parties for AI manipulation.

13.12.2. The following action must be taken by event or group leader prior to taking photographs or other digital images/footage:

- a) Permission must be obtained, via paper consent form or ChurchSuite, from parents/carers of any children who will appear in a photograph/image before the photograph is taken or footage recorded. Leaders must check the permissions on Churchsuite before any photograph or footage is taken.
- b) It must be made clear why a person's image is being used and what it is being used for.
- c) Images/footage taken during an event must be taken on a phone owned by the church (not a leader or helper's personal phone) and the images/footage should be uploaded to Sharepoint at the earliest opportunity and the original deleted from the phone.
- d) If images are being taken at an event attended by large crowds, such as a sports event, this is regarded as a public area and permission from a crowd is not necessary. However, at such an event information must be clearly displayed that photographs/videos will be taken and that anyone who does not wish their image recorded should speak to one of the event organisers.
- e) Photographs and digital recordings made for personal use, such as a parent/carer taking photographs of their child during a nativity service may be made. However, event organisers must make it clear that other children included in the photo should not be uploaded to social media.
- f) Children and young people under the age of 18 should not be identified by surname or other personal details, including email, postal address or telephone number.
- g) When using photographs of children and young people, it is preferable to use group pictures.

13.13. Transport

13.13.1. This section should be read alongside the Transport Policy.

13.13.2. Our practice specifically for transporting children and young people is as follows:

- a) Parental consent will be given for all journeys.
- b) All children and young people should be returned to an agreed drop off point. At collection or drop off points, children should never be left on their own. It is the group leader's responsibility to make sure they are collected by an appropriate adult.
- c) At least two adults should be present when transporting children as part of a Church role.

13.13.3. Do not give lifts to children or young people on your own. Ensure that if transporting children as part of your Church role, you have the correct insurance cover in place as well as parental permission.

13.14. Personal care

13.14.1. Do not invade the privacy of children when they are using the toilet or showering.

13.14.2. The level of assistance with personal care (eg toileting) must be appropriate and related to the age of the child, whilst also accepting that some children have special needs.

13.15. Outings and Overnight Events involving Children and Young People

13.15.1. The following must be undertaken prior to any outings or overnight events involving children:

- a) Parents will be informed in writing of all the arrangements.
- b) Consent forms will be obtained for the specific activities involved.
- c) The event leader will take responsibility for all emergency contact details, information relating to specific medical or dietary requirements, and any other relevant information, at all times during the event.
- d) Copies of registers, emergency contact information, and any other relevant information will also be held in the Church Office or by a responsible adult during the event. This information must be securely destroyed on completion of the event in accordance with General Data Protection Regulations.

13.16. Sleeping Arrangements

13.16.1. Sleeping arrangements for overnight events will be carefully considered by the event organiser.

13.16.2. Every effort should be made to allow for staff or volunteers to not share sleeping accommodation with children/young people.

13.16.3. However, if it is unavoidable eg in a large dormitory or on an activity such as youth hostelling, where it is customary practice then there must be more than one worker per room.

13.16.4. Staff and volunteers will not share sleeping accommodation with fewer than three children.

13.16.5. Arrangements will be age-appropriate, provide security for the child/young person and be safe for everyone involved. The event leader will ensure that parents understand what the arrangements will be and give their consent.

13.17. Holding and Dispensing of Medication

13.17.1. The parental consent form for outings and overnight events involving children and young people will require consent for the group leader to hold and administer medication for minor ailments (paracetamol, etc) and manage any medication that the child takes regularly (asthma medication, etc). Permission will also be sought to apply sun cream etc.

13.18. Adventurous Activities

13.18.1. No child will participate in adventurous activities without the written consent of the parent/carer.

13.18.2. The activity leader will ensure that the staff engaged in such activities are properly trained and qualified and that the correct ratio of staff to children is met.

13.18.3. At an activity centre or for an organisation whose own staff undertake such activities, if the activities come within the scope of the Adventure Activities Licensing Regulations, the activity leader needs to ensure that the premises are licensed.

13.19. Fire Safety

13.19.1. The event leader will have a fire safety procedure in place, which will include the following:

- Everyone will be warned of the danger of fire. If the overnight event is in a building, then everyone must be made aware of the fire exits.
- When using a building as a residential facility, ensure that the fire alarm is audible throughout the accommodation and that all signs and exits are clearly visible. The building will also need to comply with fire regulations.
- In the case of an emergency, ensure measures are in place to alert children and young people with disabilities (e.g. a child who is hard of hearing).

13.20. Safety

13.20.1. It is the responsibility of staff and volunteers to know at all times, the whereabouts of every child/young person participating in an event, and this may include monitoring access on and off the site. General safety rules will be applied as appropriate (e.g. no running around tents due to the risk of injury from tripping over guy lines).

13.21. Swimming Trips

13.21.1. The guidelines of any swimming pool visited should be complied with. Staff and volunteers should never change in front of the children.

13.22. Miscellaneous

13.22.1. Avoid rough games involving physical contact between a worker and a child.

13.22.2. Avoid sexually provocative games.

13.22.3. When it is necessary to discipline children, this should be done without using physical punishment.

13.22.4. Only invite children and young people to your home or on trips in groups and always make sure that another worker is present.

13.23. VULNERABLE ADULTS

13.24. Financial integrity

13.24.1 Arrangements are in place for dealing with money, financial transactions and gifts, as outlined below:

- a) Those who work with vulnerable adults may become involved in some aspects of personal finance - collecting pensions or benefits, shopping or banking, etc. If handling money for someone else, always obtain receipts or other evidence of what has been done.
- b) Staff and volunteers should not seek personal financial gain from their position beyond any salary or recognised allowances or expenses.
- c) Staff and volunteers should not be influenced by offers of money.
- d) Care should be taken not to canvass for Church donations from vulnerable adults.
- e) Staff and volunteers should not act as Executors for someone they know through their work or pastoral role, as this may lead to a conflict of interests.
- f) Expert legal advice should be sought on matters such as Power of Attorney and Appointeeship to ensure that the situation is clearly understood and is the most appropriate course of action for the vulnerable adult.
- g) It is recommended that where staff, volunteers or Church members are providing this type of support the Designated Safeguarding Lead is advised.

13.25. Outings and Overnight Events involving Adults at Risk

13.25.1. The following must take place for all outings or overnight events involving adults at risk:

- a) The DPS should be advised of all those attending the activity in order that any restrictions within a Safeguarding Contract can be considered.
- b) A risk assessment will be carried out in advance.
- c) Planning for the trip should take into account specific medical, physical and support needs of each group member, bearing in mind that there may be people in the group who have individual care needs that will have to be met (including personal care).
- d) Adults at risk should be included in the planning of trips and events.
- e) Consideration should be given to the suitability and accessibility of the venue and accommodation, travel time and mode of transport, and the affordability of the event.
- f) Adults at risk should be given all the information about the trip beforehand so that they know where they are going, how long it will take to get there and what type of activities they will be taking part in.
- g) There should be a minimum of two leaders with each group; the individual needs of those attending may determine the additional number of people required.

13.26. Sleeping Arrangements

13.26.1. Consideration will be given to the individual needs of those staying overnight. If there is a need for personal care or additional support during the night, then that the person's usual caregiver will be asked to attend the event and share a room with them.

13.27. Personal Care

13.27.1. It is not appropriate for staff and volunteers to perform personal care for adults at risk unless this is their usual task (ie if they have come along to help generally, but also have a caring role for a member of the group, they can provide personal care for that person).

13.28. Safety

13.28.1. When an event is being planned, the activity/group leader should speak to the DPS for adults about those individuals that are planning to attend in order that the DPS can confirm that there are no concerns about any of the attendees being part of the activity.

13.28.2. It is the responsibility of the activity/group leader to know the whereabouts of vulnerable adults in the group at all times; this may include monitoring access on and off the site.

13.29. Consent and Medical Information

13.29.1. Adults at risk are usually able to give consent for their own involvement in activities, inclusion in photographs and medical treatment. In situations where there is concern that the vulnerable adult does not have the capacity to make that decision, then the

group/activity leader will consult the DPS regarding who should be involved in making that decision. Consent forms should include any health concerns and emergency contact information.

13.30. Holding and Dispensing of Medication

13.30.1. Staff and volunteers should not hold or dispense medication for those on an event. If someone is unable to manage their own medication, then consideration should be given as to whether their usual carer could attend with them or whether they will be able to attend the event.

14. APPENDIX 5 – PROCESS FOR RECRUITING VOLUNTEERS

14.1 INTRODUCTION

14.1.1 The process set out below for recruiting volunteers is a two-way process. It is an opportunity for a potential volunteer to explore if this is a ministry within the church that they would be suited to and for the group leader to consider if they have the necessary skills and/or potential to develop these.

14.1.2 This process applies to areas of ministry within the life of the church where there will be, or may be, unsupervised contact with children, young people or vulnerable adults. This includes, but is not exclusive to:

- Children’s work
- Youth work
- Worship Team
- Tech Team
- Bretton Lounge – *volunteers serving during the session rather than making food in advance*
- Hospitality Team and Welcome Team
- Service Overseers
- Pastoral and Prayer Team

The Safeguarding Trustee should be approached when a new team is being formed to consider if this team falls within this part of the policy.

14.1.3 The process will operate as follows:

- Each volunteering role will have a role description – a template is below.
- A person is interested in serving in a ministry role or is approached by a group leader and a time to chat is arranged.
- Prior to this conversation, the safeguarding team is approached to clarify if there are any concerns that are known about this person.
- The role description is shared with the potential volunteer and the group leader will explain what is involved.
- The potential volunteer and group leader will chat about the skills and experience that the person may have in a similar role, but it will be made clear that previous experience is not always a pre-requisite to joining the team.
- After the discussion, both the potential volunteer and the group leader will decide if the person should be invited to join the team.
- If they are invited to join, the application form will be completed by the volunteer and the group leader will arrange for DBS check and safeguarding training as needed for the role.

14.1.4 It is important to note that the group leader can decide to think and pray about the person's suitability rather than giving a response at the meeting.

14.1.5 The group leader can decide that a person is not suitable for the role. If this is the case, the group leader will communicate with the person, ideally in person, to explain their decision and begin to explore with the person how they might develop so that they are able to serve on the team, or suggest another area of ministry to which they would be better suited.

This sheet gives you information about a voluntary position working with children, young people or vulnerable adults. It is designed to help you consider whether you would be able to fulfil this role and to give you important information about what is involved.

This church values its children, young people and vulnerable adults and we seek to ensure that those who work with them are suited for the role and are called by God. Because of this, we also value those who give their time to work with them. The appointment process is two-way – it is as much about you considering if this is a ministry that is appropriate for you and the group leader exploring your suitability for the role.

Previous experience, while valuable, is not always needed as you will be supported as you develop as part of the team.

Description of position

Role title	Deeper Discipleship Group Leader
Date the role profile developed	To be added by the Group Leader
Role profile	<p>To lead Deeper.</p> <p>To prepare the session and any resources in advance.</p> <p>To prepare the room and refreshments.</p> <p>To supervise and teach children (yr3-6): discipling, nurturing and relationship building.</p> <p>To clear up room and resources at end of session.</p> <p>To work as part of a team, instructing and engaging helpers.</p>
Time commitment	<p>Day of the week – Tuesday</p> <p>Include how often the person will be involved eg every week or once a month.</p> <p>Materials will be provided to you but at 45 minutes should be spent in advance in preparation.</p>
Time	<p>The session runs from 6.15 pm to 7.30 pm</p> <p>Attendance is required by 6 pm to set up</p> <p>Tidying up is done when the children leave at 7.30 pm</p>
Commitment outside of the session	<p>You are expected to attend:</p> <p>One team meeting a term</p> <p>One training session a year</p> <p>One safeguarding session every year</p>
Line Management	You will be responsible to

APPLICATION FORM FOR VOLUNTARY WORK WITH CHILDREN, YOUNG PEOPLE OR VULNERABLE ADULTS

If there is insufficient room to fully answer any question, please continue on a separate sheet. The information will be kept confidentially by the church, unless requested by an appropriate statutory body.

1 PERSONAL DETAILS

Full name

Other names by which you have been known in the past.....

Address

.....

.....

Postcode

Telephone numbers...

Daytime:

Evening:

Mobile:

Email address:

2 EXPERIENCE

Please tell us why you would like to be involved in this area of ministry.

.....

.....

.....

.....

.....

.....

Please tell us about the skills and experience you have that would be valuable to this role.

.....

.....

.....

.....

.....

.....

.....

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

.....

.....

.....

.....

.....

.....

.....

3 REFERENCES

References are required for all those who have not already been volunteering in the church or have been known to the church for less than two years.

Please give the names, addresses, telephone numbers and email addresses and role or relationship of two people who know you well and who would be able to give a personal reference and comment on your character and work with the church.

At least one referee should be external to the church.

If you have experience of working with children and/or young people, at least one referee should be a colleague with whom you have worked.

If you have moved from another church in the past two years, one referee should come from your previous church.

In addition, we reserve the right to take up character references from any other individuals deemed necessary.

Name: Name:

Address: Address:

.....

Postcode: Postcode:

Connection with you Connection with you:

4 CRIMINAL RECORDS DECLARATION

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

Do you have any convictions (spent or unspent), or are you, at present, the subject of a criminal investigation/pending prosecution?

YES NO

If yes, please provide details, using a separate sheet if necessary

.....

.....

Note that the outcome of a DBS check would not automatically preclude you from volunteering in this area of ministry.

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

5 DECLARATION

I confirm that the submitted information is true, accurate and complete to the best of my knowledge.

I understand the nature of the work I am to do. I have read the church's guidelines for safeguarding children and young people. I understand that it is my duty to protect the children, young people or vulnerable adults with whom I come into contact. I agree to:

- Follow the Church's agreed code of behaviour when working with children and young people.
- Be aware of ways in which children, young people and vulnerable adults are harmed and possible signs of abuse.
- Know what to do if a child, young person or vulnerable adult discloses abuse.
- Know what to do if an allegation is made about a fellow worker.
- Know who to speak to if they have any suspicions or concerns.

Signed Date

The information you supply on this form, along with any records of your work in this role, will be retained. They will be held securely (either in digital or physical form) by the church and accessed only by the Ministers, Church Secretary, Safeguarding leads or Church Administrator.

Privacy Notice

Under Data Protection legislation the church Charity Trustees of Bretton Baptist Church are the Data Controller and can be contacted by ringing 01733 268068 or emailing office@brettonbaptist.org.uk We are collecting this information to enable us to enter into a volunteering agreement with you. If you are unable to provide this information, then we will be unable to enter into that agreement. The information you supply on this form, along with any records of your work in this role will be held on the church computer which is password protected and accessed only by the Ministers, Church Secretary and Church Administrator. If your role involves working with children and young people, the information you supply will be held by the church for 75 years after you resign your role in line with the Baptist Union of Great Britain Safeguarding Record Keeping Guide.

If appropriate, information from these documents may be shared with other Charity Trustees but will NOT be shared with anyone else without your consent. You have the right to see any information we hold about you by submitting a 'Subject Access Request' to the Church Secretary. You also have the right to ask for information which you believe to be incorrect to be rectified. If you are concerned about the way your information is being handled, please contact us using the above details. If you are still unhappy you the right to complain to the Information Commissioner's Office.