



SAFEGUARDING POLICY

**Our policy for working with children,
young people and adults with care and support needs**

In this document the word “Children” is used to refer to children and young people under the age of 18. The term “Teams” refers to workers in our children’s activities. The term ‘adults with care and support needs’ refer to adults over the age of 18 who need care and support for their daily living (The Care Act 2014). The initials “HBC” refer to Horham Baptist Church

The POLICY outlined below was agreed at a Horham Baptist Church Deacons meeting, held on Monday 1st May 2018 and will be reviewed periodically by the Safeguarding Co-ordinator & deputy and authorised by the Elders of HBC.

A copy of the policy will be given to everyone working with children, young people under the age of 18 and vulnerable adults in activities run and supported by HBC. Those to whom this applies will be required to sign an appropriate certificate indicating their agreement and understanding of this policy. These signed certificates will be held centrally by HBC’s Safeguarding Co-Ordinator

All Children’s/Young People’s workers, who have direct contact with or responsibility for, the children/young people at one of the HBC activities, are required to go through the necessary DBS (*Disclosure Barring Service*) checks.

We have a copy of ‘What to do if you are worried a child is being abused’ (*Department for Education and Skills, 2006*) for HBC Children’s/Young People’s workers and parents to see.

SECTION 1

DETAILS OF THE PLACE OF WORSHIP / ORGANISATION

Name of Place of Worship / Organisation: Horham Baptist Church

Address: Horham Baptist Church, Chapel Lane, Horham, Eye, Suffolk, IP21 5ER

Tel No: 01379 384 885

Email address: pastor@horhambaptist.org.uk clare@horhambaptist.org.uk

Membership of Denomination/Organisation:

The Association of Grace Baptist Churches (East Anglia) Ltd

Charity Number:

Company Number:

Insurance Company (what type of insurance):

Baptist Insurance

Beaufort House,

Brunswick Road,

Gloucester,

GL1 1J

Reg no. 83597

Senior Pastor - Adam Blowes

Elder(s) – Nathan Davidson & Jeremy Havers

The Safeguarding Co-ordinator at HBC is Anne Jarrett

The Deputy Safeguarding Co-ordinator is Clare Blomfield

SECTION 2

CHILDREN'S, YOUNG PEOPLE'S AND ADULTS WITH CARE & SUPPORT NEEDS ACTIVITIES

Our Aims

We aim to provide a safe and caring environment for all our activities, where children and adults with care and support needs feel valued and of individual worth.

We aim to show the love of God to young people, children and adults with care and support needs in a safe and secure environment, through which we pray that they will come to a personal faith in the Lord Jesus as Saviour, and grow in the grace and knowledge of Jesus.

We seek to safeguard all those involved in children's and adults with care and support needs activities at HBC. We expect everyone working in these activities to prevent the neglect or physical, sexual and emotional abuse of the children, young people and adults with care and support needs. We expect our workers to report to the nominated safeguarding co-ordinator, any abuse that is discovered or suspected.

We endeavour to implement all policies and procedures in a consistent and equitable manner and to keep up to date with national developments relating to the care and protection of children and adults with care and support needs.

Our Means

At HBC we offer a number of weekly activities at our premises for children and young people.

- On Sunday morning children aged 2-16 years are taught in age related groups.
- A crèche is available during Church services for children aged 0-2 years.
- A range of weeknight clubs for primary school & high school age children.
- A parent and baby group meet each week.
- Once a year we run a week long non-residential holiday club.

All activities are open to children of church members and those with little or no other connection with the church.

SECTION 3

COMMITMENT

1. Church Members

Church members will pray for the young people and the teams, both in private and at Church organised formal meetings and will take an interest in the work. They will welcome and befriend the young people and other family members as and when contact is made through special services and activities. They will assist and support the teams as and when appropriate and be open to the Lord's guidance with regard to joining the teams. Church Members will at all times share the responsibility for preventing any abuse of the young people involved in Church activities, and in reporting any suspected or discovered abuse to the Named Person.

2. Children's and Young People's Teams (Workers)

Team Leaders

The leaders of the teams of workers for all HBC activities will have a strong faith in Jesus as their personal saviour and demonstrate a lasting commitment to the church here at Horham.

All youth/children's group's workers/helpers are directly responsible to the elders.

All Children and adults with care and support needs workers will:

- Be responsible to the Church Elders
- Always approach the work prayerfully and with thorough preparation
- Love the young people & adults for Jesus' sake
- Work in cooperation with and the mutual support and care of each other, seeing the work not in isolation but as part of the work and witness of the whole Church
- Recognise that this will involve attendance at planning meetings and the submission of reports to the Church Members meetings and/or leaders as requested
- Undertake training as appropriate and available
- At all times share the responsibility for preventing any abuse of young people
- Report any suspected or discovered abuse/neglect to the Named Person.

Recruitment of new Children's Workers

New workers will

- be given a written job role/description or person specification
- complete an application form and a self-declaration form
- have an interview in which safeguarding is discussed
- submit written references
- go through a criminal records disclosure
- have any relevant qualification verified
- complete safeguarding training
- complete a probationary period
- receive copy of HBC's Safeguarding Policy
- Sign a certificate indicating their agreement and understanding of this policy

N.B Applicants for any available posts within our children's & youth work will be clearly informed that the positions are exempt from the Rehabilitation of Offenders Act 1974. Where applications are rejected because of information that has been disclosed, applicants have the right to know and to challenge incorrect information.

The recruitment of workers for adults with care and support needs will be conducted by the Elders of HBC.

SECTION 4

GUIDELINES FOR THE PREVENTION OF ABUSE

Child or adult in our care at Church groups and activities need to be protected from all kinds of abuse. Teams need to be protected from false accusation. Team members need to guard against actions, which might be misunderstood, and situations, which could render them vulnerable.

a. AVOID PRIVATE ONE-TO-ONE SITUATIONS

Do not be alone with a young person where the activity cannot be seen, even when giving hospitality at home. In a private counselling situation, leave a door open, or ensure that another adult is within calling distance and that the young person knows this; if this is not possible, inform another adult that the interview is taking place.

b. HEALTH & SAFETY

The Church will provide a safe, well-lit location.

c. SUPERVISION OF MEETING AND COLLECTING TIMES

Children attending an activity will be registered. Children awaiting collection after meetings must be supervised and not left at risk.

d. LANGUAGE

Always speak and behave respectfully to children and other workers, using appropriate and polite language, avoiding shouting, sarcastic remarks or unkind nicknames.

e. PHYSICAL CONTACT

Watch body language, avoiding any actions that could be misunderstood; only touch a child to comfort him/her if it is absolutely essential.

f. TRANSPORT ARRANGEMENTS

Always ensure that parents are informed of any transport arrangements. If it is necessary to give a lone child or young person a lift they should sit on the back seat and seatbelts must be worn.

g. TOILET NEEDS

Take special care if younger children need help with the toilet; if the parent is present get them to deal with soiling accidents, if not ensure another adult is present when washing or changing.

h. SLEEPING ARRANGEMENTS

If away from home, do not share sleeping accommodation with children or young people and respect shower and toilet privacy. Show sensitivity and care when dealing with issues such as homesickness.

i. SAFETY

Teams are responsible at all times for the children's safety

j. ACCIDENT

In the event of an accident occurring first aid treatment should be given and recorded in the accident book and signed by the person administering first aid. The child's parent or carer should be informed of the details of the injury and treatment and where possible, a parent/carer of the child should countersign the book.

k. AWARENESS OF SEXUAL MATTERS

This means avoiding sexually suggestive comments and participation in rough, physical or sexually provocative games.

Social Media Networking

The internet, with its many opportunities to socialise, communicate and to learn, is very popular with young people. Teams need to be aware of the risks that new technologies bring and how to manage these to safeguard the welfare of the children. The guidelines outlined below refer to Emails, Mobile Phones, Facebook or any other means that are currently used or become available in the future.

a. EMAIL, TEXT & ONLINE

- Children under 16 years old cannot legally give permission for their contact details to be shared. Written permission from a parent or carer is needed for emailing or texting anyone under 16 years old.
- Take care when sending messages to use appropriate language and avoid words and phrases that can be misunderstood. Only send images that are appropriate and if including hyperlinks check the all the content.
- Always copy another adult into messages to children under 18 years old
- Team members must be aware that the sending of personal communications may be called into question and need to be justified.

b. SHARING PHOTOS AND/OR VIDEO

- Written permission from parents/carers must be given before any pictures or videos of children in church activities are published in any format.
- Any pictures/videos shared on websites and general social media will be without names and other information that could reveal the children's identities.

c. MAKING & COMMUNICATING WITH FRIENDS ONLINE

- Teams will not establish or seek to establish social contact with children/young people or vulnerable adults for the purpose of securing a friendship or to pursue or strengthen a relationship.
- If a child, young person or vulnerable adult seeks to establish social contact, or if this occurs coincidentally, the team member should exercise her/his critical judgement in making a response.
- There will be occasions when there are social contacts between children and team members where for example these are part of the same social circle. These contacts however, will be easily recognised and openly acknowledged.
- Nevertheless, there must be awareness on the part of those working with children, young people and vulnerable adults that some social contacts, especially where these are not common knowledge can be misconstrued. This can also apply to social contacts made through outside interests or through the team member's own family.

- It is recognised that team members can support individuals who may be in particular difficulty. Care needs to be exercised in those situations where the individual/s comes to depend upon the team member for support outside their approved role. This situation should be discussed with the Named Person/Church Elders and where necessary referrals made to the appropriate support agency.

On no account should Social Media Networking be used for personal gain or for promoting friendships that are inappropriate.

SECTION 5

RECOGNISING AND RESPONDING APPROPRIATELY TO AN ALLEGATION OR SUSPICION OF ABUSE

1. TYPES OF ABUSE

Teams need to be aware of the causes of abuse in children and vulnerable adults.

- a. **PHYSICAL** - Where bodies are hurt or injured.
- b. **EMOTIONAL** - Where threats or taunts cause fear and when responsibilities cause distress because they are beyond the person's abilities.
- c. **SEXUAL** - Where adults or other young people use children or adults with care and support needs to satisfy their own sexual desires.
- d. **NEGLECT** - Where adults fail to care for children, young people and adults with care and support needs, leading to impaired health and development.

2. SIGNS OF ABUSE

While the following *MAY* suggest abuse, there may also be quite sensible other explanations. *DO NOT JUMP TO CONCLUSIONS.*

- a. **PHYSICAL** - Unexplained or hidden injuries and lack of medical attention.
- b. **EMOTIONAL** - Reverting to younger behaviour, nervousness, sudden under-achievement, attention seeking, running away, stealing and lying.
- c. **SEXUAL** - Preoccupation with sexual matters evident in words, play, drawings, being sexually provocative with adults, disturbed sleep, nightmares, bedwetting, secretive relationships with adults or children, stomach pains with no apparent cause.
- d. **NEGLECT** - Appears ill-cared for and unhappy, is withdrawn and aggressive, has lingering injuries or health problems.
- e. **ADULT ABUSE** – all signs of abuse are defined in the Care Act 2014 Chapter 14

- f. **RADICALISATION AND EXTREMISM** – Isolating themselves from family and friends, talking as if from a scripted speech, increased secretiveness especially around internet use.

3. PROCEDURES IF ABUSE IS DISCLOSED, DISCOVERED OR SUSPECTED

If a Team member has any cause for concern either from something the child has told them or from their own observation they should:

- *NOT* start to investigate (unless advised to do so)
- consult the Safeguarding Co-ordinator or the deputy as soon as possible
- *NOT* discuss any suspicions with anyone other than the safeguarding co-ordinator or the deputy

The Safeguarding Co-ordinator will record the concern and take the appropriate action. If appropriate the Co-ordinator will inform the Suffolk Child Safeguarding Board.

MASH (Suffolk Multi Agency Safeguarding Hub) for consultation: 0345 6061499

Suffolk County Councils safeguarding children board & adults telephone number is: 0808 800 4005

If a child or adult wants to talk about a concern or an allegation, a team worker should:

- *NOT* promise confidentiality
- If possible make sure there is another adult present
- TAKE NOTES OF THE EXACT WORDS USED
- *NOT* approach the parents
- Contact the Safeguarding Co-ordinator and hand over notes and other information, as soon as possible

If immediate action seems necessary, team workers should **NOT ACT ALONE**

A detailed procedure of what to do where there is a concern about a child or adult is held by the safeguarding officer and deputy.

We also follow HM Government -Information sharing Advice for practitioners providing safeguarding services to children, young people, parents and carers -March 2015

This includes sharing information with other organisations that HBC has contact with.

4. ALLEGATIONS AGAINST TEAM LEADERS AND WORKERS

- We ensure that all parents know how to complain about the actions of any one of our Children's/Young People's workers, or those working with adults with care and support needs which may include an allegation of abuse. This needs to be reported to the Safeguarding Co-ordinator or deputy.

- We would contact and follow the guidance of the Designated Officer (DO) and the Suffolk Safeguarding Children Board / Adult Services when investigating any complaint that a member of Team leader or worker has abused a child/ adult with care and support needs.
 - We will follow all the disclosure and recording procedures when investigating an allegation that a member of one of the HBC teams has abused a child / adult with care and support needs, as if it were an allegation of abuse by any other person.
 - We will cooperate entirely with any investigation carried out by social services in conjunction with the police.
 - We will decide, in conjunction with the Designation Officer, the police and the Suffolk Safeguarding Children Board / Adult services, whether to suspend any Team leader or worker accused of abuse, from their involvement in our children's and youth work or working with adults with care and support needs for the duration of the investigation. This is not an indication of an admission of guilt but is in place to protect the team leader, worker, children and their families or adults and their families throughout the process.
 - Failure to adhere to this policy could result in individuals being excluded from working with the children's and youth groups at HBC working with adults with care and support needs. In extreme cases individuals may be asked to resign their Church membership and could face criminal prosecution.
 - We will notify the Department of Health administrators so that the name may be included on the List for the Protection of Children and Vulnerable Adults.
 - All suspicions and investigations are kept confidential and shared only with the safeguarding coordinator and anyone else who needs to know. Any information is shared under the guidance of the Suffolk Safeguarding Children Board / Suffolk Safeguarding Adults Board.
 - If the suspicions involve both the Safeguarding Co-ordinator & the Deputy then the report should be made in the first instance to the Churches Child Protection Advisory Service (CCPAS) PO Box 133, Swanley, Kent, BR8 7UQ. Telephone 0845 1204550 / 01322 517817. Alternatively contact Social Services or the police.
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The legal framework for this policy is:

- The Rehabilitation of Offenders Act 1974
- The Children Act 1989
- Human Rights Act 2000
- Data Protection Act 1998
- The Child Protection Act 1999
- The Children Act 2004
- The Childcare Act 2006
- The Protection of Vulnerable Groups Act 2006
- Freedom of Information Act 2000
- Equality Act 2010
- The Common Assessment Framework 2005
- Children's Families Act 2014
- SEND – HM Government 2014
- Information Sharing HM Government 2015
- Working Together to Safeguarding Children 2015
- Counter Terrorism and Security Act 2015 (Prevent Duty)
- Keeping Children Safe (In Education) 2016

We work within the Suffolk Safeguarding Children Board & guidelines which are available at www.suffolkscb.org

A review was carried out in March 2018 with the following amendments:

(1st page) We have updated our copy of 'What to do if you are worried a child is being abused' March 2015

(Throughout) Terminology of 'Vulnerable Adults' changed to 'adults with care and support needs' (based on the Care Act 2014) & inserted where appropriate

(Section 1) A detail sheet of organisation has been added and displayed

(Section 3) Section added for recruitment of volunteers working with adults with care and support needs

(Section 5.2) Radicalisation and Extremism- a sign of abuse added

(Section 5.3) MASH & Suffolk County Council numbers added

(Section 5.3) Record of concern form attached & note about detailed procedure held on file on what to do where there is a concern about a child.

(Section 5.3) Information sharing advice – legislation added

(Section 5.4) Allegations against team leaders & workers – 1st call Safeguarding Co-ordinator & Deputy inserted

(Section 5.4) Details of CCPAS added if Safeguarding Co-ordinator or deputy is under suspicion

Legal framework – relevant legislation added

Reviewed in March 2018

Safeguarding Co-ordinator

Signature & Name & Date

Safeguarding Deputy

Signature & Name & Date

Authorised by Elders – May 2018

Elder(s)

Signatures & Names & Dates