

Wade Street Church Lichfield (United Reformed & Baptist) Safeguarding Policy & Procedures



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SECTION 1

Details of Organisation

Name: Wade Street Church (United Reformed and Baptist)

Address: Wade Street Church

Wade Street

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WS13 6HL
Tel No: 01543 253003
General Email Address: officet@wadestreetchurch.co.uk
Minister: [Danielle Leigh](#)
Minister Contact Details: minister@wadestreetchurch.co.uk
Designated Safeguarding Lead (DSL): Carolyn Robertson
Designated Safeguarding Lead Contact Details: sgconcerns@wadestreetchurch.co.uk
Deputy Designated Safeguarding Lead (DDSL): [Rachel Nelms \(Golding\)](#)
Deputy Designated Safeguarding Lead Contact Details: racheln@wadestreetchurch.co.uk
Safeguarding Trustee: [Helena Cresswell](#)
Safeguarding Trustee Contact Details: helenac@wadestreetchurch.co.uk
Membership of Denomination: [Baptist and United Reform](#)
Denomination Safeguarding Officer: Keith Baldwin: keith@baptist-heartofengland.org
Denomination Safeguarding Officer Contact Details: safeguarding@baptist.org.uk
Thirtyone:Eight Contact details: [0303 003 1111](#)
Membership Number with Thirtyone:Eight: [14881](#)
Charity Number: [1134904](#)

SECTION 2

Introduction

Good governance helps an organisation prevent abuse and means it can respond quickly and with integrity when concerns arise. Central to this, is the Governance Board or Board of Trustees. For Wade Street Church this is the Eldership team.

The governance board is appointed to have independent authority and legal responsibility for how an organisation or charity operates and has a critical role in decision-making and compliance as well as in setting the values, standards and behaviours of the organisation.

The standards and behaviours may be referred to as the culture of the organisation or “the way we do things around here”. Culture can be shaped in both negative and positive ways.

“The culture of a charity goes beyond mere compliance with legal and regulatory demands. Charity governance is most effective when it provides assurances not just that legal requirements are met, but that the behaviour of people working for the charity, and those who come into contact with it, is proper and ethical. Culture, alongside good governance, can be pivotal to whether a charity achieves its stated object” (ICSA The Governance Institute, 2017)

Positions of Trust

All adults working with children, and adults at risk are in a position of trust. All those in positions of trust need to understand the power this can give them over those they care for and the responsibility they have because of this relationship.

It is vital that all workers ensure they do not, even unknowingly, use their position of power and authority inappropriately. They should always maintain professional boundaries and avoid behaviour which could be misinterpreted.

As of April 2022, it is illegal (in England and Wales)(Northern Ireland) for those in Positions of Trust in a faith setting to engage in sexual activity with a 16 or 17-year-old under their care or supervision.

The following Safeguarding Policy and Statement aims to not only meet the requirements of ensuring a safe environment for those accessing activities in our organisation but to also build an open culture where:

- those who lead do so by example,
- are committed to the safeguarding of all.
- those who work or volunteer are safely recruited and trained for their roles.
- there are accountability structures.
- codes of conduct are followed
- the values of the organisation are embedded in its day-to-day actions and the behaviours of its people.
- and there is open communication.

Our commitment

As a Leadership, we recognise the need to provide a safe and caring environment for children, young people and adults. We acknowledge that children, young people and adults can be the victims of physical, sexual and emotional abuse, and neglect. We accept the UN Universal Declaration of Human Rights and the International Covenant of Human Rights when it states that everyone is entitled to “all the rights and freedoms set forth therein, without distinction of any kind, such as race, colour, sex,

language, religion, political or other opinion, national or social origin, property, birth or other status". We also concur with the Convention on the Rights of the Child when it states that children should be able to develop to their full potential, free from hunger and want, neglect and abuse. They have a right to be protected from "all forms of physical or mental violence, injury or abuse, neglect or negligent treatment or exploitation, including sexual abuse, while in the care of parent(s), legal guardian(s), or any other person who has care of the child." As a Leadership, we have therefore adopted the procedures set out in this safeguarding policy in accordance with statutory guidance. We are committed to building constructive links with statutory and voluntary agencies involved in safeguarding.

DEFINITION OF TERMS

For the purpose of this policy, the term 'child'/children refers to anyone under the age of 18 years or a young person who is still in full-time education regardless of age until the end of the summer term in year 13. A young person when reaching the age of 18, who chooses not to engage in any youth activity, can choose to be considered as an adult and communicated with as such. There is no standard single definition for an adult at risk, so for our policy, we are using the following simple definition taken from Thirtyone:Eight

'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'.

Worker is classed as any paid employee or volunteer.

SECTION 3

Safeguarding Policy Statement

SAFEGUARDING POLICY STATEMENT FOR WADE STREET CHURCH LICHFIELD (UNITED REFORMED AND BAPTIST)

Our Vision and Values

The vision statement of Wade Street Church Lichfield (United Reformed and Baptist): “A church at the heart of the city with Christ at the heart of the Church; where lives are being changed by God and his people look upwards in worship, forwards to growth and maturity, and outwards in care, concern and evangelism.”

In fulfilling this vision, we:

- Welcome all children and adults at risk into the life of our community.
- Run activities for children and adults at risk.
- Make our premises available to organisations working with children and adults at risk.

In Wade Street Church we value;

Love – this is the heart of the Christian message and the essential nature of God (who himself is love). We will take a caring, accepting, inclusive and encouraging approach. We shall strive to be compassionate and forgiving. It also means challenging everyone (lovingly) to be everything they can be in Christ.

Integrity – we shall endeavour to deal with one another consistently in an open, honest and loving way. We will challenge falsehood when we encounter it and recognise the damaging effect it can have on the unity of the fellowship.

Humility – we are “guides not gurus”. We will walk humbly alongside everyone on their journey, listening to them and exhibiting an open and honest attitude to our faith, sharing Jesus but admitting that we all need more of Him.

Respect and Significance - This means making space for everyone to contribute, grow and develop as well as make mistakes! We will seek to empower everyone (old and young) and serve them, relinquishing control where possible and allowing them to find and establish their own identity in Christ.

Our Safeguarding Responsibilities

The church recognises its responsibility to safeguard all children and adults at risk, regardless of gender, 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 ongoing development of sound procedures to ensure we implement our policy well.

- **Preventing and reporting of abuse**

It is the duty of each church member to help prevent the abuse of children and adults at risk, and the duty of each church member to respond to concerns about the well-being of children 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.

- **Safer recruitment, support and supervision of workers**

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

- **Respecting children and adults at risk**

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

- **Safer working practices**

The church is committed to providing an environment that is as safe as possible for children and adults at risk and will adopt ways of working with them that promote their safety and well-being.

- **A safer community**

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

Safeguarding contact points within Wade Street Church

Please see page 4 for all contact details for the safeguarding team.

Designated Safeguarding Lead (DSL) – they will advise the church on any general matters related to safeguarding children and adults at risk and take the appropriate action when abuse is disclosed, discovered, or suspected.

Deputy Designated Safeguarding Lead (DDSL) – They will assist the Designated Safeguarding Lead in helping the church on any general matters related to safeguarding children and adults at risk and take the appropriate action when abuse is disclosed, discovered, or suspected.

Safeguarding Trustee – They will raise the profile of safeguarding within the church and oversee and monitor the implementation of the safeguarding policy and procedures on behalf of the church trustees (elders).

Our church minister is also an important part of the Church Safeguarding Team. 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.

Putting our policy into practice

- A copy of the safeguarding policy statement will be displayed permanently in the Lichfield room and church office.
- Each worker (paid or voluntary) with children and/or adults at risk will be given access to a full copy of the safeguarding policy and procedures, will have received relevant training and will sign to confirm that they have understood them and will follow them.
- A full copy of the policy and procedures will be made available on request to any member of, or other person associated with the church.
- Safeguarding procedures will be developed which provide user-friendly guidelines for each group within the church.
- The policy and procedures will be monitored and reviewed annually, and any necessary revisions adopted into the policy and implemented through our procedures.
- The policy statement will be read annually at the church AGM, together with a report on the outcome of the annual safeguarding review.

SECTION 4

Safeguarding Procedures

Introduction

The church's safeguarding procedures will set out how our safeguarding policy is implemented in all the services, groups, events and meetings that are part of the life of Wade Street Church.

Each trustee, church leader and worker (paid or voluntary) needs to be familiar with our church's agreed safeguarding procedures and have safeguarding training relevant to their position to ensure that

they have the knowledge and confidence needed to deal with safeguarding issues as they arise. All Elders/Trustees will undergo a full DBS check which includes a Barred List.

Over the following pages, you will find clear, specific information on how to recognise and report abuse and how to respond to concerns raised within Wade Street Church. It is vitally important that these procedures are well known and that all those working with children and/or adults at risk in our church have the information and training needed to work with these procedures.

All paid staff who work with children and/or adults at risk should attend BUGB Level 2 Excellence in Safeguarding training or equivalent before they are able to work without supervision.

4.1 PROCEDURE FOR RECOGNISING, RESPONDING TO AND REPORTING ABUSE

4.1.1 What to do if Abuse is Suspected or Disclosed

Abuse and neglect are forms of maltreatment of a child or adult at risk. Somebody may abuse or neglect a child or adult by inflicting harm, or by failing to act to prevent harm. Children and adults at risk may be abused in a range of settings, by those known to them or, more rarely, by a stranger. There are many ways in which people suffer abuse. For more information, please see Appendix 1. Everyone has their part to play in helping to safeguard children and adults at risk within the life of the church.

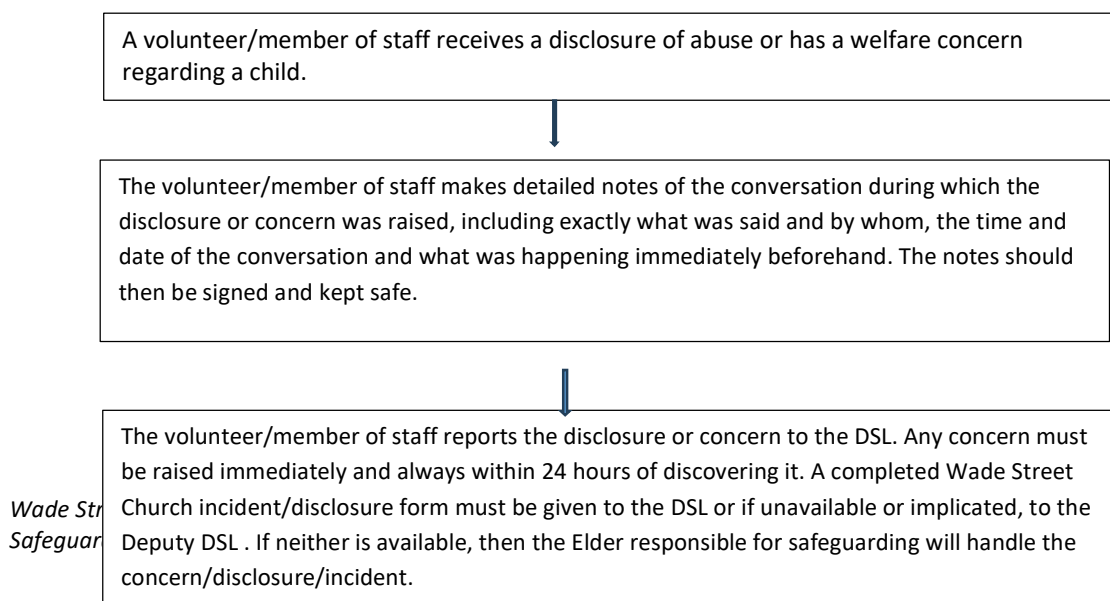
- If the behaviour of a child or adult at risk gives any cause for concern
- If an allegation is made in any context about a child or adult at risk being harmed
- If the behaviour of any individual towards children or adults at risk causes concern

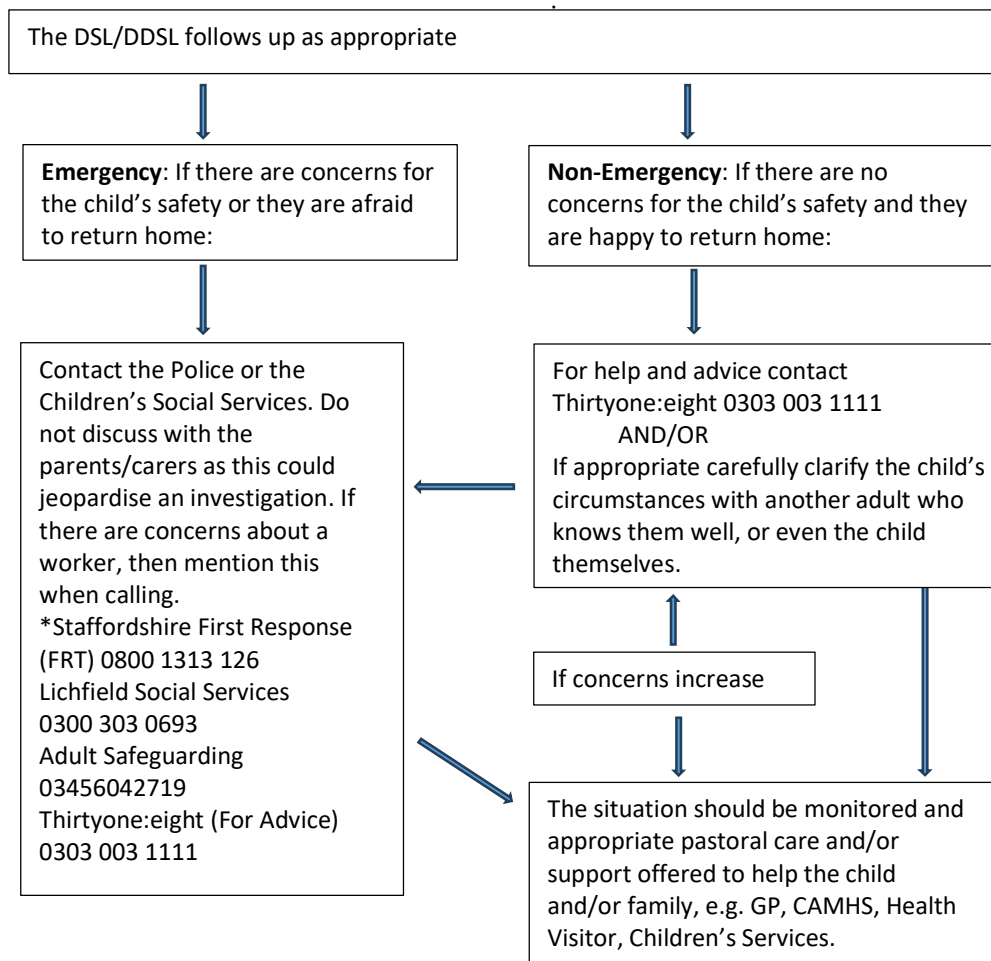
WHAT TO DO	WHAT NOT TO DO
• Listen to and acknowledge what is being said. • Try to be reassuring & remain calm. • Explain clearly what you will do and what will happen next. • Try to give them a timescale for when and how you / the DSL will contact them again.	• Do not promise confidentiality. • Do not show shock, alarm, disbelief, or disapproval. • Do not minimise what is being said. • Do not ask probing or leading questions or push for more information. • Do not offer false reassurance. • Do not delay in contacting the DSL.

• Take action – don't ignore the situation. • Be supportive. • Tell them that: They were right to tell you. You are taking what they have said seriously; It was not their fault; That you would like to pass this information on to the appropriate people, with their permission (required for adults). • Be open and honest. • Give contact details for them to report any further details or ask any questions that may arise.	• Do not contact the alleged abuser. • Do not investigate the incident any further. • Never leave a child or adult at risk waiting to hear from someone without any idea of when or where that may be. • Do not pass on information to those who don't need to know, not even for prayer ministry.
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4.1.2 Responding to Concerns

What to do if you have welfare/safeguarding concerns about a child





When there are concerns that a child or adult at risk is being abused, the following process must be followed alongside the flowchart on page 11.

A record must be made of the concern, either handwritten or typed. If you have one, use a standard incident report form, if not write your notes on any paper or device available to you. Either way, pass your concerns to the DSL within 24 hours. Do not delay reporting your concerns to the DSL because you do not have an incident form available.

The written record should be made as soon as possible after the event; be legible; include the name, date of birth and address of the child; include the nature of any concerns and description of any bruising or injuries that have been noticed; include an exact record of what the child or adult at risk has said, using their own words where possible; include any action taken; be signed and dated; be kept secure and confidential (available only to the DSL and others responsible for safeguarding).

The report will be reviewed by the DSL 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.

The DSL will make the Regional Safeguarding Lead aware of any referrals to the statutory authorities.

Pastoral support should 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; other family members; church workers; the DSL, the DDSL; Minister; members of the leadership team).

Where formal referrals are made, reports may need to be made to the Disclosure and Barring Service (DBS) and the Charity Commission.

If the DSL is not available or is implicated in the situation, any reports or concerns should be passed to the DDSL or, if the DDSL is unavailable or implicated, another member of the church Safeguarding Team.

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

4.1.3 Responding to Concerns Raised about Adults at Risk

When a concern is raised about an adult it should be treated in the same way as a concern about a child following the steps on pages 11 and 12.

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”.

It is not your role to decide whether someone has mental capacity and is, therefore, able to make decisions that impact their safety and well-being. Decisions on mental capacity are best made by professionals with the relevant background information to hand. Always share your concerns with the DSL even if you do not have the consent of the adult to do so – in this instance, make sure the DSL knows that the person concerned has not given consent for the information to be passed on.

The DSL will consider all the information to hand and decide whether it is appropriate for the information to be reported to the statutory authorities (see Appendix 2 for further information). If there are any concerns about an adult's mental capacity, the DSL will contact the Local Authority Adult Safeguarding Team for advice.

Conflict of Interest

If Safeguarding allegations are made against a member of the congregation, who holds a leadership position, they should step aside from their leadership role whilst the investigations take place. This action does not assume any culpability of the individual concerned but is good practice that protects all parties involved.

If an investigation is taking place about a member of the Safeguarding team, they should step out of their role whilst the investigation is taking place. This action does not assume any culpability of the individual concerned but is good practice and protects all parties involved.

If there is a Safeguarding concern relating to a child or young person, the parents or guardians of the child or young person should not take part in managing the investigation. The parents or guardians should be informed of the conflict of interest and asked to step aside from any investigation. Any involvement should then only be if the parents or guardians have material evidence to present, or to be asked about at the appropriate stage of the investigation.

4.1.4 Allegation Against Workers

If you see another worker (paid or voluntary) acting in ways which concern you or might be misconstrued, speak to the DSL about your concerns as soon as you can. This includes the actions or behaviours of those in leadership positions in the church.

Workers should encourage an atmosphere of mutual accountability, holding each other to the highest standards of safeguarding practice. The following procedure should be followed.

- 1) When an allegation of abuse has been made do not approach the alleged perpetrator about it.
- 2) Follow the usual safeguarding procedure: **Recognise, Respond, Record, Report** (See below on the meaning of these 4 R's).
- 3) Once the allegation has been reported to the DSL they can liaise with the relevant statutory authority and with the regional association Safeguarding Lead if they need further advice.
- 4) Whilst waiting for an outcome from the statutory authorities, the worker about whom concerns have been raised will be supervised as closely as possible, without raising suspicion.

- 5) Once the statutory authorities are involved, the church will follow their advice with regard to the next steps to take (for example suspension of workers or putting a contract in place).
- 6) A written record of all discussions with statutory authorities or other parties should be maintained by the DSL and stored securely and confidentially, where only those directly involved in safeguarding (DSL, DDSL, Safeguarding Trustee, Minister and Safeguarding Team) can access them. All documents will be stored in a secured cabinet until it can be moved to Wade Street Church Safeguarding SharePoint online.
- 7) No information about the allegation will be shared with people in the church other than those directly involved in safeguarding, not even for prayer purposes.

The suspension of a worker following an allegation is, by definition, a neutral act. Our priority as a church is to protect children and adults at risk from possible further abuse or from being influenced in any way by the alleged perpetrator. If the church is considering suspending a worker pending an investigation, then it is best to seek support from the Regional Safeguarding Lead in the first instance.

It may be necessary, for the sake of the child, or adult at risk or to satisfy the needs of an investigation, for the alleged perpetrator to worship elsewhere. In such cases, the DSL at the new church will be informed of the reasons for this happening.

When concerns are expressed about the Minister

Any safeguarding concerns involving a Minister should always be reported immediately to the Regional Safeguarding Lead in addition to following the church's usual procedures. **Do not tell the Minister that a concern has been raised about them.**

When concerns are expressed about the church DSL /DDSL or Safeguarding Trustee

Any safeguarding concerns involving the DSL, DDSL or Safeguarding Trustee should be raised with the Minister, they in turn should consult the Regional Safeguarding Lead. **Do not tell the DSL, DDSL or Safeguarding Trustee that a concern has been raised about them.**

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

4.1.5 Abuse of Trust

Relationships between children and adults at risk and their church workers can be described as 'relationships of trust'. The worker is someone in whom the child or adult at risk 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 or adult at risk with whom they have a relationship of trust.

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.

The Police, Crime, Sentencing and Courts Act 2022 expanded the list of roles which are legally considered to be positions of trust to include anyone who is in teaching, coaching, instructing, training or 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 a child aged 16 and 17 and forms a romantic or 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 then you should notify the DSL.

4.1.6 Allegations Made Against Children and Adults at Risk

Children are by nature curious about the opposite sex. However, where a child is in a position of power, or has responsibility over another child (as in a babysitting arrangement) and abuses that trust through some sexual activity, then this is abusive. When one child introduces another child to age-inappropriate sexual activity or forces themselves onto a child, this is abusive. This is sometimes referred to as Peer-on-Peer Abuse or Child-on-Child Abuse. Such situations will be taken as seriously as if an adult were involved because the effects on the child victim can be as great.

When such an instance occurs, they will be investigated by the statutory authorities in the same way as if an adult were involved, although it is likely that the perpetrator may also be regarded as a victim in their own right, as they may have also been abused. It cannot be assumed that a child will grow out of this type of behaviour, as most adult sex offenders started abusing in their teens or even younger.

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.

When an allegation is made against a child the following procedure should be followed:

- 1) Do not approach the person about whom the allegation has been made or their parents/carers.
- 2) Follow the church's safeguarding procedure: **Recognise, Respond, Record, Report**
- 3) Seek advice from the DSL, who will speak to the police or social services about when to inform a parent. The DSL 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 child on a

Safeguarding Contract or equivalent (see the section on Safer Community/Working with Alleged or Known Offenders).

- 4) Make sure there is pastoral support in place for the child throughout the process involved.

4.1.7 Pastoral Care

Following an allegation/suspicion

When an allegation/suspicion arises in the church, a period of investigation will follow, which will be stressful for all involved. The church will ensure that one person is responsible for dealing with the authorities, another offers support to the victim(s) and their family, and another gives pastoral care to the alleged perpetrator, without compromising the alleged victims or their families. It may be necessary to appoint other people to support the families involved.

Where a statutory investigation is underway, this support will be provided with the knowledge of the statutory authority involved.

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.

Supporting those who have experienced abuse

As a church, we are committed to caring for those who have experienced abuse and refer to the Baptist Union of Great Britain **Supporting Those who have Experienced Abuse** guide to ensure that we adhere to a model of best practice.

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.

It may be necessary to signpost individuals to specialist support. The DSL has a list of relevant local information and contacts, ready for anyone who may need it.

4.2 SAFER RECRUITMENT

As a church, we are committed to safer recruitment practices. When recruiting both paid and volunteer church workers, the following process will be applied:

- 1) We will develop a clear role profile, person specification (paid workers only) and application form.

- 2) When advertising a role which involves working with children and adults at risk, we will make it clear that any appointment will be subject to a DBS check at the appropriate level.
- 3) All applicants will be asked to complete an application form and include the names of two referees.
- 4) 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.
- 5) Paid staff will have interviews which will be carried out by at least two people, including the line manager or group leader.
- 6) With respect to paid staff, references, a Self-Disclosure Form, Safeguarding Training and an Enhanced DBS check must be completed satisfactorily before the appointed person starts in their role
- 7) All applicants who lived abroad for 6 months or longer will need a police check from the country they lived in.

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.

A DBS certificate from another organisation will be accepted if the individual is still in post and if it has been carried out to the relevant level and within the past 3 years. Evidence must be provided.

If anything comes to light on a DBS certificate then it will be evaluated by the Safeguarding team and the Ministry Lead on a case by case basis.

Additional checks for paid workers

In addition to the above checks which should be completed for paid workers, an applicant's UK residency status and/ or right to work in the UK will be checked when recruiting for a paid role.

References

Formal written references will be requested for both paid and voluntary workers, ideally in the form of at least one professional e.g. minister, line manager and one personal reference. **References should not be sought from family members.**

Appointment and Supervision

The church's safeguarding policy and procedures will be discussed with the applicant (whether paid or voluntary), and they will be required to sign their agreement to adhere to them. Paid workers will have a role description and clear lines of accountability to a leader and the leadership team.

Paid workers will also have an assigned supervisor with whom they will meet regularly to discuss work and address any issues or areas of concern. There will be a probationary period in the role before any paid appointment is confirmed.

There will also be regular Safeguarding team meetings to review procedures, share concerns and identify other matters that may need clarification and guidance.

Young helpers under 18 years of age

In law, young helpers 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 helpers 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 helpers need to be counted as children, not leaders. The safeguarding procedures apply to a young helper just as they do to any other person. Parent/carers permission needs to be sought for young helpers to attend an event or help with a children's group just as you would for any other person under 18 years of age.

4.3 SAFER BEHAVIOUR

The church has a code of behaviour for all those working with children and adults at risk so that everyone is shown the respect that is due to them:

- Treat everyone with dignity and respect.
- Think about the language and tone of voice that you are using when engaging with children. Be aware of your body language and the effect you are having on those you are working with. This applies to both in-person and online interactions.
- Listen well to everyone. Be careful not to assume you know what a child 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.
- Be aware of any physical contact you may have with a child and record it when necessary. For instance, if you need to stop a fight, administer First Aid, protect yourself or others from danger.
- Do not make sexually suggestive comments about or to a child, even in 'fun'.
- Do not scapegoat, belittle, ridicule, or reject a child.
- Keep a record of any significant incidents or concerns on a Safeguarding Incident Form - Enter the names of all those present and anything of note which you observe, e.g. details of any fights broken up by the workers, allegations made, etc. All workers who witnessed the incident, overheard it or responded in any way should record the details and sign and date the form.

Specific considerations when working with children:

- Do not invade the privacy of children when they are using the toilet or showering.
- The level of assistance with personal care (e.g. toileting) must be appropriate and related to the age of the child, whilst also accepting that some children have additional needs.
- Avoid rough games involving physical contact between a worker and a child.
- Avoid sexually provocative games.

- When it is necessary to discipline children, this should be done without using physical punishment. There may, however, on the rare occasion be circumstances where a child needs to be restrained in order to protect them or a third person.
- Notify the DSL of any children's trips which take place in the name of the church. Permission must always be sought from the person with parental responsibility.
- If a worker needs to give a lift on their own they should notify the Safeguarding Team, and the young person must sit in the back seat of the car. You must ensure that if transporting children as part of your church role, you have the business insurance cover in place as well as parental permission (See section on Transport).
- No person under 18 years of age should be left in sole charge of any children of any age. Nor should children attending a group be left alone at any time.

No one should be left working alone with children or adults at risk, but should always work as part of a team. However, in exceptional and unplanned circumstances it is possible to be in a situation with insufficient leaders for groups. In these circumstances the following considerations apply:

- Internal doors should be left open.
- At least two people should be present before external doors are opened for an event.
- Consider whether you could combine groups together or rearrange planned activities.
- Reconsider whether you can run the group safely, carrying out a Risk Assessment to record your findings.

If workers do find themselves on their own with children or adults at risk, they should:

- Assess the risk of sending the child home.
- Phone another team member or a member of the safeguarding team immediately and let them know the situation.
- Train additional leaders as soon as possible.

If a child or adult at risk wants to talk on a one-to-one basis, you should make sure that:

- You try to hold the conversation in a corner of a room where other people are present and leave the door open in a room if on your own.
- Another team member knows where you are.
- You do not promise confidentiality.

Consideration should be given to how many workers should be involved with a group and whether they should be male or female workers or both. A couple or immediate family members are counted as only one person when planning events or activities and the distribution of workers through different groups; for example, if a couple or immediate family members want to work together then a third person will need to be assigned to that group. Wherever possible couples or people who are related to each other should work with separate groups.

The leader of the activity should be aware of any other adults who are in the building whilst the activity is running to avoid coming into contact with other people inappropriately e.g toilets.

SECTION 5

Best Practice Guidelines

The church is in an amazing position in society, with the 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 well-being of those they are working with. Whilst this section is divided into adults and children, some aspects of good practice will overlap.

5.1 – WORKING WITH CHILDREN

5.1.1 Ratios

When working with children the following recommended minimum ratios of unrelated workers to children apply:

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

This does not take 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 workers to children, young helpers who are under the age of 18 should be counted as one of the children, not one of the workers.

5.1.2 Children with Additional Support Needs

Children who have additional support needs can be at greater risk of abuse. They could 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. Please speak with the

parents/carers of children with additional support needs and find out from them how best to assist the child. Older children will have their own views of how they can be best supported.

5.1.3 Visiting Children or Adults at Risk at Home

If workers need to make pastoral visits to children and their families at home on behalf of the church, they should let their relevant Ministry Lead know either before if possible or soon after. If they are not available then the Safeguarding Lead should be notified. We recommend it should be done in pairs. As discussed previously, a married /related couple would normally count as one person. If a ministry lead is visiting on their own a record should be kept and shared with a member of the safeguarding team

5.1.4 Children with no Adult Supervision

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

- Welcome the child and try to establish their name, age, address and parent/carers telephone number and e-mail. There is a legal obligation to obtain contact details for children.
- Record their visit in a register.
- Ask the child if a parent/carer is aware of where they are. Where possible, phone and make contact.
- Without interrogating the child, find out as soon as possible whether they have any specific needs (e.g. medication) so that you can respond appropriately in an emergency.
- Give the child a consent form via which their parent/carer can provide consent and basic medical and other details and explain it needs to be filled in and brought back next time.

5.1.5 Mentoring

If a worker is working with a child as part of the recognised church mentoring programme:

- The parents/carers of all children involved in mentoring are required to sign a letter to say they are aware that the mentoring is happening and who it is with.
- Mentoring meetings should only be held in agreed places and should be in view of other people.
- A mentoring meeting should have an agreed start and end time and the ministry lead or safeguarding lead should be aware in advance that a meeting is taking place and where it is being held.
- A basic record should be kept of dates of significant meetings and any text messages or emails.
- Appropriate boundaries should be put in place in regard to times and demands, i.e. not phoning or texting late at night after 9pm except for unavoidable circumstances. A record should be kept of all communications with a young person by the mentor.
- A written record should be kept of issues/decisions discussed at meetings.

5.1.6 Peer Group Activities for Young People

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.

5.1.7 Physical Contact

- Keep everything public. A hug within a group context is very different from one behind closed doors.
- Touch should be related to the child's needs, not the worker's.
- Touch should be age-appropriate and generally initiated by the child rather than the worker.
- Workers should avoid any physical activity that is or may be thought to be, sexually stimulating to the adult or the child.
- Children are entitled to privacy to ensure their personal dignity.
- 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.
- When giving first aid (or applying sun cream, etc), workers should encourage the child to do what they can manage themselves but consider the child's best interests and give appropriate help where necessary.
- Team members should monitor one another in the area of physical contact. They should help each other by constructively challenging anything which could be misunderstood or misconstrued.
- If a team member is unsure about whether the actions of another volunteer or worker constitute a concern, they should raise this with the Designated Safeguarding Lead.

Whilst this section relates specifically to physical contact with children the same consideration should be given to interactions with adults in the church. Not everyone is comfortable with physical contact such as a hug and all those working and volunteering in the church should be mindful of this.

5.1.8 Digital Communication with Young People

Safe Communication

An employee's job description and a volunteer's role description will set out the church's expectations about how they are to communicate with children and how this will be monitored. On the general consent form, parents/carers sign to agree that the child can receive such communications. Workers should ensure that all communications are transparent and are regularly checked by the line managers.

Children also need to be aware of the protocols that workers follow in relation to electronic communications. It is important to remember that as well as the parent/carer, children should have a right to decide whether they want a worker to have their contact details and should not be pressured otherwise.

It is not appropriate to use these communication methods with children aged 11 years and younger. For more information on online safety, please refer to the Baptist Union of Great Britain **Cyber Safety Guide**, which can be found on their website as well as the **Guide to using Social Media to Communicate with Young People**, which is also available on the BUGB website.

Email

Email should be limited to sharing generic information, for example, to remind children about meetings. If email is being used, workers will ensure that they are accountable by using Church Suite (which keeps a record of all e-mails). It is important that workers use clear and unambiguous language to reduce the risk of misinterpretation, for example, avoiding inappropriate terms such as 'love' when sending an email.

Communicating using Instant Messaging (e.g. WhatsApp, Instagram, X(Twitter))

Instant messaging should be kept to an absolute minimum. Workers should save all conversations. Only communicate where messages do not disappear. **Please remember some social media platforms have age limits for example WhatsApp has an age limit of 16+**

Mobile Phones

Workers need to be cautious and careful in using mobile phones to communicate with children:

- Mobile phone use should primarily be for the purposes of information sharing.
- All church-based communication should not be deleted (including call logs).
- Any texts or conversations that raise concerns should be passed on to the worker's supervisor.
- Workers should use clear language and should not use abbreviations like 'lol' which could mean 'laugh out loud' or 'lots of love'.
- In circumstances where the youth and children's work are primarily delivered by volunteers the church will retain a church mobile phone for communication. This should be held centrally and not by one individual.

Social Media

- Workers should refrain from sending private messages to children on social media.
- Paid workers should not accept 'friend' or 'following' requests from children on their personal accounts, nor seek to be 'friends' or a 'follower' of any child known to them in a church context.

- Volunteer workers will not be required to delete or unfollow pre-existing connection who are family friends. However volunteer workers should not seek to make any new connections and only accept any new requests where both the parent/carers and Ministry Lead are aware and have both given consent.

Taking Videos and Photographs of Children

Since the introduction of the Data Protection Act in 1998, churches must be very careful if they use still or moving images of clearly identifiable people. Previous legislation was reinforced through the introduction of the General Data Protection Regulation (GDPR) in May 2018. There are several issues to be aware of:

- Permission must be obtained, via the consent form, of all children who will appear in a photograph or video before the photograph is taken or footage recorded.
- It must be made clear why that person's image is being used, what you will be using it for, and who might want to look at the pictures.
- Children under the age of 18 should not be identified by surname or other personal details, including email, postal address or telephone number.
- When using photographs of children, it is preferable to use group pictures.

Consideration of safeguarding when live streaming church services and events

When a service or event is being live streamed or recorded to be shared online at a later date we will ensure people are aware that they are being recorded and appropriate consent will be sought from those who participate in the service, or who may be visible to the camera. Off-camera seats are denoted with a sign.

Where children are participating in services or events, we will ensure that appropriate parent or guardian consent is in place. Where children are unable to be shown on camera consideration will be given to how else they can participate in the service or streaming will be paused.

This is in line with the guidance as set out in the Baptist Union of Great Britain guide: [Recording and Livestreaming Services: Safeguarding Guidelines for Churches](#).

5.2 WORKING WITH ADULTS AT RISK

5.2.1 Premises

The church building will be made as accessible as possible to all people. Any restrictions to access, visibility, audibility, toilet facilities, lighting or heating will be addressed wherever possible, and where necessary, aids and adaptations put in place.

5.2.2 Language

Every effort will be taken to use appropriate language and suitable vocabulary, enabling the greatest level of inclusivity and accessibility. We will be mindful of the language used within worship and the language used to describe people (such as derogatory words focusing on aspects of someone's disability, race or sexuality rather than the person themselves).

5.2.3 Worship

In all worship services, we will consider the varied requirements of our congregation and try to be as inclusive as possible, by:

- Speakers always facing the congregation and not covering their mouths when talking, enabling those who rely on lip-reading
- Using inclusive language
- Using a variety of liturgy and resources to cater for different levels of understanding
- Using a microphone during times of open prayer so that all can hear

5.2.4 Insurance

We will take reasonable steps to safeguard adults at risk and will follow any specific safeguarding requirements as laid out by our insurance company.

5.2.5 Financial Integrity

Arrangements are in place for dealing with money, financial transactions and gifts, as outlined below. These relate to both paid staff and volunteers:

- Those who work with adults at risk 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.
- Workers should not seek personal financial gain from their position beyond any salary or recognised allowances or expenses.
- Workers should not be influenced by offers of money.
- Any gifts over £50 received should be disclosed to 2 of the trustees, who should decide whether or not the gift can be accepted.
- Any money received by the worker for the church should be handled by two unrelated church workers.
- Care should be taken not to canvass for church donations from those adults who may be at risk, such as the recently bereaved.

- Workers should ensure that church and personal finances are kept apart to avoid any conflict of interest.
- If someone alters their will in favour of an individual known to them because of their church work or pastoral relationship, it should be reported to the trustees. Workers should not act as Executors for someone they know through their work or pastoral role, as this may lead to a conflict of interests.
- 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 adult at risk.

5.2.6 Photographs

Workers should make sure that they have the person's permission to take a picture, and that the subject is happy with the intended use of the pictures. When taking group pictures, workers should remember to get permission from everyone who will be photographed.

5.2.7 Record Keeping

It is good practice to record pastoral visits or meetings, noting the date, time, location, subject and any actions which are to be taken. The record of these meetings should stick to facts and try to avoid opinion. Any records of safeguarding allegations, concerns or disclosures should be passed on to the DSL and stored in a safe and secure manner for at least 75 years. Please refer to Baptist Union of Great Britain [Safeguarding Record Keeping Guide](#) available on their website.

5.2.8 Pastoral Relationships

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:

- Workers should be aware of the innate power imbalance within pastoral relationships and the potential for abuse of trust.
- Behaviour that suggests favouritism or gives the impression of a special relationship, should be avoided.
- Workers should be aware of the dangers of dependency developing within a pastoral relationship.
- Workers should be mindful of any physical contact or greeting they use within a pastoral relationship, seeking consent if physical contact is offered, for example as a means to offer comfort.
- Workers should never take advantage of their role and engage in sexual activity with someone with whom they have a pastoral relationship.

- All people receiving pastoral ministry should be treated with respect and should be encouraged to make their own decisions about any actions or outcomes.
- Workers should not pastorally minister to anyone whilst under the influence of alcohol or drugs.
- Workers 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.
- Workers should seek advice from the DSL if they believe that someone they are pastorally supporting is becoming dependent on them or developing an inappropriate emotional attachment.

5.2.9 Toilet and Shower use

We have male, female and an accessible toilet for anyone using our premises. During activities with children, we ask that all children use accessible toilet.

We also have showers on our premises. If anyone wants to use the showers please speak to our office team or the safeguarding lead. There is a lock on the door for when the showers are in use.

5.3 HEALTH AND SAFETY – Safer Practice and Safer Premises

5.3.1 Consent Forms and Medical Information

We must have important information about all children involved in any activities at the church, which is recorded on our consent forms. The first week someone attends workers must record their name, medical emergency information and a contact name and number. Then they must complete a consent form prior to further involvement.

A medical consent form should be completed by each member of the group and held by the leader. This will include any health concerns, emergency contact information and contact details for their GP. This will allow emergency medical personnel to have access to information should the need arise.

5.3.2 Health and Safety

All activities for children will comply with the church's current health and safety policy, with particular attention paid to the sections on Fire Action, First Aid, PAT testing, Health and Safety and Kitchen and Food Hygiene.

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

Buildings being used for children will be properly maintained. A representative from the teams involved will take part in an annual health and safety review in order to consider all aspects of safety for everyone involved in using the premises.

5.3.3 Fire

It is the responsibility of all group leaders/responsible persons within the building to ensure the safety of themselves and those who are in their care. In addition, it is a legal requirement that all group leaders/responsible persons are familiar with the emergency procedures in the event of a fire.

5.3.4 First Aid

Our church has a number of trained First Aiders and there is a list showing who they are on the noticeboard. All church groups will ensure that they have sufficient trained first aiders on their regular team so that there is always a first aider present at events and activities.

We have two first aid kits (one kept in the Johnson Room and the other in the Darwin Room as well as an incident reporting book (Johnson room), which must be completed in the event of any accidents, injuries or incidents. There is also an additional first aid kit for external events. The Church Manager will ensure that the contents of the first aid kits are checked on a regular basis. Completed accident forms should be passed to the Church Manager.

5.3.5 Food Hygiene

The Food Hygiene (England) Regulations 2013 state that anyone who handles food or whose actions could affect its safety must comply with the regulations. It therefore follows that those with responsibility for food will need to possess the Basic Food Hygiene Certificate and be aware of food safety (preparation, handling and storage, disposal of waste, etc).

5.3.6 Risk Assessment

Before undertaking any activity with children or adults at risk, the leader will ensure that a risk assessment is carried out on an approved basis. It is advisable to appoint someone specifically for this task.

5.3.7 Insurance

Residential activity organisers will check that there is adequate insurance cover for any activities planned. If the trip is at an activity centre, it is also important to establish that there is appropriate public liability insurance in place.

5.3.8 Transport

These guidelines apply to all drivers involved in the transportation of children and adults at risk on behalf of the church. They do not apply to private arrangements, for example, transport arrangements made between friends.

- Only those who have gone through the church's safer recruitment procedures for workers will transport children and young people (within the DBS eligibility criteria).
- All drivers will have read the church's Safeguarding Policy and agree to abide by it.
- Drivers will be aged 21 or over and have held a full driving licence for at least two years.
- Drivers must ensure that they have adequate insurance cover and that the vehicle being used is road worthy.
- All hired minibuses will have a small bus permit, the necessary insurance and a driver with a valid driving licence that entitles them to drive a minibus.

Our practice specifically for transporting children is as follows:

- Parental consent will be given for all journeys.
- All children should be returned to an agreed drop off point. At collection or drop off points, children should never be left on their own; make sure they are collected by an appropriate adult.
- At least two workers (unrelated to each other) should be present when transporting children as part of a church role. If a worker needs to give a lift on their own they should notify the Safeguarding Team prior to giving the lift or as soon as possible afterwards.

5.3.9 Outings and Overnight Events Involving Children

There are some specific considerations which need to be made for outings and overnight events involving children:

- A risk assessment must be carried out beforehand and checked by the safeguarding team.
- Parents/carers will be informed in writing of all the arrangements.
- Consent forms will be obtained for the specific activities involved.
- There will be workers with first aid qualifications with the group
- If cooking is involved, there will be a worker with food hygiene qualification with the group.

Sleeping Arrangements

Sleeping arrangements for overnight events will be carefully considered. It is not acceptable for workers to share sleeping accommodations with children. Instead, workers should be situated in close proximity and ensure that the children know where to go if they need help. There should be at least two workers on duty until all children are asleep.

Where a child is questioning their gender identity or considering, progressing, or has completed gender reassignment we will consult with them and their parents/carers about arrangements for residential trips and sleepovers. If needed the DSL will seek advice from the Regional Safeguarding Lead.

Youth and Children's Work in Private Dwellings

Please speak to the Designated Safeguarding Lead before any activity can take place.

Adventurous Activities

No child will participate in adventurous activities without the written consent of the parent/carer. 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. 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 2004, the activity leader needs to ensure that the premises are licensed.

Fire Safety

- The event leader will be aware of Wade Street Church fire safety procedure.
- If the event is not at Wade Street Church then the event leader will check and apply the fire procedures of the building they are using.

Safety

It is the responsibility of the workers to always know the whereabouts of every child participating in an overnight 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 ropes).

Swimming Trips

Recognising that children are likely to be dispersed around the swimming area with additional requirements for oversight as they get changed or visit the toilets there will be an increased adult-to-child ratio for swimming trips. Prior to the trip, workers will establish the swimming ability of the children attending and obtain specific consent. Workers should never change in front of the children.

Named Person For Safeguarding On The Trip

There will be a named person/s for safeguarding on all outings, camps, and residential trips. This person will not necessarily be the Church Designated Safeguarding Lead, but they should have relevant safeguarding training with at least level 2. A discussion with the DSL will be held to identify who this person is and agree on how information will be communicated to the DSL if a concern is raised during the event.

5.3.10 Outing and Overnight Events Involving Adults at Risk

As with outings and events for children, there are additional considerations for a group taking adults with additional needs, such as learning difficulties or mental health needs, on outings or overnight events:

- A risk assessment must be carried out beforehand.

- Planning for the trip should consider 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).
- Adults at risk should be included in the planning of trips and events where practicable.
- 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.
- 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.
- 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.

Sleeping Arrangement

Consideration should be given to the individual needs of those staying overnight. If there is a need for personal care or additional support during the night, it would be better that the person's usual caregiver also attends the event and therefore shares a room with them.

Personal Care

It is not appropriate for church workers to perform personal care for adults at risk unless this is their usual task (i.e. 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).

Activities

Leaders should consider the mobility needs of the group when deciding on activities or events. For example, if members of the group have difficulty walking, then including a walking tour around a town may be inaccessible to some who are attending. If you have members of the group who use wheelchairs then consideration needs to be given as to whether you have sufficient workers to support those who may need pushing.

Safety

It is the responsibility of the workers to always know the whereabouts of every person in the group; this may include monitoring access on and off the site.

General safety rules will be applied as appropriate and advice sought from the event organiser / venue about the fire evacuation procedures. A copy of the event / venue risk assessment should be included with the group leader's risk assessment.

Consent and Medical Information

It is important to recognise that adults at risk are mostly able to give consent for their own involvement in activities, inclusion in photographs and medical treatment. However, in some situations the question of capacity may arise. The guidelines clearly state that an adult at risk should have a say in their care and any arrangements made for them, however, there may be occasions when you need to involve others in decision making. In these situations, seek advice from the DSL with regard to who should be involved.

A medical consent form should be completed by each member of the group and held by the leader. This will include any health concerns, emergency contact information and contact details for their GP. This will allow emergency medical personnel to have access to information should the need arise.

Named Person for Safeguarding on the Trip

There will be a named person/s for safeguarding on all outings, camps, and residential trips. This person will not necessarily be the Church Designated Safeguarding Lead, but they should have relevant safeguarding training. A discussion with the DSL will be held to identify who this person is and agree on how information will be communicated to the DSL if a concern is raised during the event

5.3.11 Hiring of Church Premises

It will be made clear to hirers of the premises what the procedures are for using the toilets and showers. The responsible adult for any activity held at Wade Street Church will be encouraged to have relevant safeguarding training and policies in place although it is recognised that it is ultimately their responsibility to safeguard the children and adults at risk in their care.

5.4 SAFER COMMUNITY

5.4.1 Bullying

Refer to Bullying Policy

5.4.2 Working with Alleged or Known Offenders

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 hasn't been convicted.

In determining the details of the contract:

- The DSL will inform and take advice from the Regional Safeguarding Lead.
- A risk assessment will be undertaken with the help of the Regional Safeguarding Lead to determine the contents of the Safeguarding Contract using the BUGB safeguarding risk assessment tool.

- There will be a discussion about who should be informed about the nature of the offence and the details of the contract.
- The rights of the offender to rebuild their life without people knowing the details of their past offence should be balanced against the need to protect children and young people.
- The members of the church Safeguarding Team will always be informed.
- The DSL should determine whether the person is subject to supervision or is on the Sex Offenders' Register. If so, the DSL 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.

An open discussion will be held with the person concerned which will contribute to the risk assessment and 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 enforced and reviewed annually. If the contract is broken certain sanctions will be discussed and considered with the Regional Safeguarding Lead.

5.4.3 Alleged or Known Offenders Who Are Themselves Adults at Risk

A risk assessment and 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. Therefore, an alternative may be to arrange a meeting with 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. Notes would be taken and the individual would need to verbally agree to the requirements laid out in the meeting.

Rather than signing a formal 'contract', the individual would 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. This will result in the same outcome as a contract but is a more informal and appropriate approach for an adult at risk. The agreed requirements will need to be reviewed regularly to make sure that the individual is complying, exactly as a formal contract would be. The church will work with the Regional Safeguarding Lead throughout this process.

For more information:

Please see www.baptist.org.uk for more information about safeguarding in Baptist churches, including a range of specialist guides and a library of free downloadable resources.

BUGB Excellence in Safeguarding training for your church:

Information and booking arrangements for the BUGB Levels 2 and Level 3 Excellence in Safeguarding training can be made through your local Baptist association team. Please see their website for details of nearby courses or the opportunity to host safeguarding training at your church.

In an emergency:

If you find yourself facing an emergency situation, where you believe that someone attending your church is being harmed or is at imminent risk of harm, please ring the police on 999 and ask to speak to an officer in the child or adult protection teams. You can also call Staffordshire First Response or Adult Safeguarding. Always keep records and let your DSL know that you have made this call. For advice call Thirtyone:Eight.



This safeguarding policy has been produced by Wade Street Church with guidance from Baptist Together, Staffordshire Safeguarding Children board and Thirtyone:Eight policy and procedures.

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Tel: 01235 517700 Email: safeguarding@baptist.org.uk Website: www.baptist.org.uk

APPENDIX 1

DEFINITIONS OF ABUSE

Understanding, Recognising and Responding to Abuse

Abuse and neglect are forms of maltreatment of a child or adult at risk. Somebody may abuse or neglect a child or adult by inflicting harm, or by failing to act to prevent harm. Children and adults at risk may be abused in a family, or in an institutional or community setting; by those known to them or, more

rarely, by a stranger. They may be abused by an adult or adults or a child or children. There are many different ways in which people suffer abuse. The list below is, sadly, not exhaustive.

Type of abuse	Child	Adult at risk
<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 into 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>	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. 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.
<i>Online abuse</i>	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. 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.
<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 adults at risk 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 adult at risk 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

APPENDIX 2 – DETAILED GUIDANCE ON REPORTING REQUIREMENTS

The duty of the person who receives information or who has a concern about the welfare of a child, young person or adult at risk is to RECOGNISE the concerns, make a RECORD in writing and RESPOND by passing on their concerns to the DSL. If they are not contactable, or they are implicated in the situation, another member of the church Safeguarding Team should be contacted instead.

Concerns should be passed on to the DSL within 24 hours of it being raised. If anyone is considered to be in imminent danger of harm, a report should be made immediately to the police by calling 999. If such a report is made without reference to the DSL, they should be informed as soon as possible afterwards.

A written record using the standard incident report form should be made as soon as possible after a child or adult at risk tells you about harmful behaviour, or an incident takes place that gives cause for concern.

The record should:

- be hand-written as soon as possible after the event
- be legible and state the facts accurately (when hand-written notes are typed up later the original hand-written notes should be retained)
- include the child or adult at risk's name, address, date of birth (or age if the date of birth is not known)
- include the nature of the concerns/allegation/disclosure
- include a description of any bruising or other injuries that you may have noticed
- include an exact record of what the child or adult at risk has said, using their own words where possible
- include what was said by the person to whom the concerns were reported
- include any action taken as a result of the concerns
- be signed and dated
- be kept secure and confidential and made available only to the church Safeguarding Team (including the church minister), representatives of any statutory authorities involved and the local Baptist association.

If concerns arise in the context of children's or adult at risk work, the worker who has the concern may in the first instance wish to talk it through with their group leader, where appropriate. However, such conversations should not delay concerns being passed on to the DSL. It should be clear that the duty remains with the worker to record and pass on their concerns to the DSL.

If an issue concerns an adult at risk who does not give permission to pass on the information to anyone else, the worker should explain that they will need to speak with the DSL, who will have greater expertise in dealing with the issue at hand.

If a concern is brought to the attention of a group leader by one of the workers, the leader should remind the worker of their duty to record and report, and will also themselves have a duty to pass on the concern to the DSL.

DESIGNATED SAFEGUARDING Lead (DSL)

The duty of the DSL on receiving a report is to REVIEW the concern that they have received and REPORT the concern on to the appropriate people, where necessary.

The duty to REVIEW

In reviewing the report that is received, the DSL:

- should take into account their level of experience and expertise in assessing risk to children and adults at risk.
- must take into account any other reports that have been received concerning the same individual or family.
- may speak with others in the church where appropriate (including the Minister and church Safeguarding Team, unless allegations involve them) who may have relevant information and knowledge that would impact on any decision being made. Such conversations should not lead to undue delay in taking any necessary action.
- may consult with other agencies to seek guidance and advice in knowing how to respond appropriately to the concerns that have been raised.

The duty to REPORT

The DSL will decide who the report should be referred on to, working in conjunction with the church Safeguarding Team where appropriate. They may:

- refer back to the worker who made the initial report if there is little evidence that a child or adult at risk is being harmed, asking for appropriate continued observation.
- refer the concern to others who work with the child or adult at risk in question, asking for continued observation where appropriate.
- Inform parents / carers under certain circumstances, where doing so would not present any further risk of harm.
- Make a formal referral to the police or local Social Services team. With adults at risk, confidentiality means that someone's personal business is not discussed with others, except with their permission. This is not always possible when considering passing relevant information about abuse or concerns to the statutory authorities, however, it is possible to keep the information confidential to the relevant parties. This means not telling or hinting to others what has been disclosed, not even for prayer ministry purposes. For adults at risk, concerns will only be referred to the police or Social Services without consent where:
 - the person lacks the mental capacity to make such a choice

- there is a risk of harm to others
 - in order to prevent a crime
- If an allegation is made against someone who works with children* the allegation should be reported to the Local Authority Designated Officer (LADO) or equivalent. The LADO is located within Children's Services and should be alerted to all cases in which it is alleged that a person who works with children has:
 - behaved in a way that has harmed, or may have harmed, a child
 - possibly committed a criminal offence against children, or related to a child
 - behaved towards a child or children in a way that indicates they are unsuitable to work with children.
- Whenever a formal referral is made to the police, Social Services or LADO, the DSL should report the referral to:
 - The Safeguarding Trustee
 - The Minister
 - Regional Safeguarding Lead

A record should be kept of all safeguarding incidents and should be considered in the annual review of the church's safeguarding policy. All original reports should be retained safely and securely by the DSL and a written record should be made of the actions taken.

THE NEXT STEPS

Responsibilities to **REPORT** and **SUPPORT** in stage 3 of the process are shared by the church Safeguarding Team and the Minister.

The duty to SUPPORT

Once concerns, suspicions and disclosures of abuse have been addressed, the church continues to have a responsibility to offer support to all those who have been affected, including:

Victims; Alleged perpetrators; Children; Adults at risk; Other family members; Church workers; Church Safeguarding Team; Minister; Leadership Team.

The duty to REPORT

If a church worker has been accused of causing harm to children, young people or adults at risk this would be classed as a serious incident that should be reported to the Charity Commission by those churches that are registered with the Charity Commission.

If a worker has been removed from their post or would have been removed from their post because of the risk of harm that they pose to children, young people or adults at risk, there is also a statutory duty

to report the incident to the Disclosure and Barring Service (DBS).

APPENDIX 3 – SAFEGUARDING INCIDENT FORM

1. A STAFF/VOLUNTEER RECEIVING A DISCLOSURE OF ABUSE OR HAVING CONCERN ABOUT THE WELFARE OF A CHILD/ADULT SHOULD IMMEDIATELY REPORT THEIR CONCERN TO THE DESIGNATED SAFEGUARDING LEAD AT WADE STREET CHURCH.
2. IF THE DSL OR THE DDSL ARE NOT CONTACTABLE, THEN PLEASE RING THIRTYONE:EIGHT WHOM WE HAVE ARRANGEMENT WITH. YOU CAN PHONE THEM FOR HELP AND ADVICE ON 0303 003 1111. PLEASE MENTION YOU ARE CALLING FROM WADE STREET CHURCH
3. THIS FORM SHOULD BE COMPLETED BY THE STAFF/VOLUNTEER WHO RECEIVED THE DISCLOSURE OR HAD THE CONCERNS AND PASSED TO THE DSL AS SOON AS POSSIBLE WITH ANY HANDWRITTEN NOTES THEY MADE. THE DSL MAY ASSIST IN THE COMPLETION OF THIS FORM.

PERSON REPORTING THE DISCLOSURE/CONCERN

Full name:

Phone number:

DETAILS OF CHILD/ADULT YOU ARE CONCERNED ABOUT:

Name:

Date of Birth / Approximate Age:

Address:

GIVE BRIEF DETAILS ABOUT WHAT LED UP TO THE DISCLOSURE/CONCERN:

GIVE DETAILS OF ANY PREVIOUS CONCERN OR RELEVANT INFORMATION ABOUT THE CHILD OR FAMILY:

DETAILS OF DISCLOSURE/CONCERN:

- Remember to include the 4 W's – Who, What, Where, When.
- Be clear whether this is something you have been told about or something that you have observed directly.
- Include names of anyone else who witnessed the incident or is aware of the concern.
- Refer to the church safeguarding policy if you are unsure what to include.

Please continue on a separate sheet if necessary

This Incident Form should be passed to the DSL within 24 hours of a disclosure or concern. Do not delay reporting your concerns to the DSL because you do not have all the information requested in this form. Where there is an immediate risk of harm, please call the DSL straight away and use this form to follow up on that call. Remember if they are not available call the police or social services, and **do not** wait for the DSL to be available.

Remember: Treat this information confidentially. Do not discuss the contents of this form with anyone other than the DSL, not even for prayer purposes.

Signed Date.....

APPENDIX 4 - Safeguarding Roles and Responsibilities

Each church needs to identify and fill several important posts that underpin effective safeguarding in the church. These notes outline the main responsibilities relating to safeguarding connected with key leadership roles.

Trustees / Deacons

- Ultimately responsible for safeguarding
- Responsible for the implementation of policy and procedures
- Responsible for supporting the church workers
- Responsible for raising awareness about best practice within the church
- Responsible for ensuring that the relevant people have received the appropriate training

Safeguarding Trustee / Deacon

Not necessarily the person who heads up safeguarding in the church – could be a trustee / deacon with an interest and willingness to learn.

- Takes a lead on safeguarding matters for the trustees / deacons
- Is the point of contact with trustees / deacons for safeguarding issues
- Ensures church policy and procedures are reviewed annually

Designated Safeguarding Lead

- Receives all reports of concerns regarding the safeguarding of children, young people and adults at risk
- Listens, observes and passes on those concerns appropriately, having taken advice from the relevant people
- Acts as a link between the church and other agencies or bodies on safeguarding matters

Disclosure and Barring Service (DBS) Verifier

- 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 regional association)

The Minister

- Shares with the trustees the general responsibility for the adoption and implementation of the church's safeguarding policy

- Takes responsibility for ensuring that the pastoral needs of all are being met
- May need to be made aware of safeguarding issues in line with the guidance on page 6

Appendix 5 USEFUL CONTACTS

Staffordshire County Council First Response team (children) Telephone 0800 131 3126 Out of hours emergency: 0345 604 2886 or text 07773 792016
Police Contact 101, or 999 in an emergency
Staffordshire County Council First Response team (adults) Telephone 0345 604 2719 Out of hours emergency: 0345 604 2719 Text 07815 492613
Lichfield Social Services 8.45am—5pm: 0300 111 8010 Out of hours: as above
Local Baptist Association Safeguarding Contact Keith Baldwin - Heart of England Baptist Association Telephone: 07729607200 Email: keith@baptist-heartofengland.org
Advice helpline thirtyone:eight Telephone: 0303 003 1111 Email: info@thirtyoneeight.org

APPENDIX 6 COMPLAINTS POLICY AND PROCEDURE

For the purpose of this policy and procedure, it is important to make a distinction between what is a complaint and what is an allegation against a person working with children.

What is a complaint?

A complaint is defined as an oral or written expression of dissatisfaction or concern you may have about **facilities or services** provided by Wade Street Church for example, issues around fees, opening times, policies and procedures, staff ratios, food and drink or outings.

This does **NOT** include:

- harassment and bullying
- disciplinary or misconduct procedures
- concerns about a child in relation to safeguarding
- allegations against a person who works with children¹

These issues are covered by separate procedures, but if in doubt please speak to the DSL who will advise you on which procedure to follow.

The complaints procedure

It is understood that there may be times when individuals feel unhappy with the service they are receiving. It is hoped that in such situations, the parties concerned will feel able to discuss any concerns or issues that they may have with The Church Secretary at Wade Street Church.

If individuals feel unable to discuss their concerns directly or that after such discussion, the matter remains unresolved then the individual may want to put their complaint in writing, addressing it to The Elders, Wade Street Church, Wade Street, Lichfield WS13 6HL

Once a complaint has been received, either verbally or in writing the following process should be followed:

Using a separate complaints record, the named person responsible for dealing with complaints should record the following

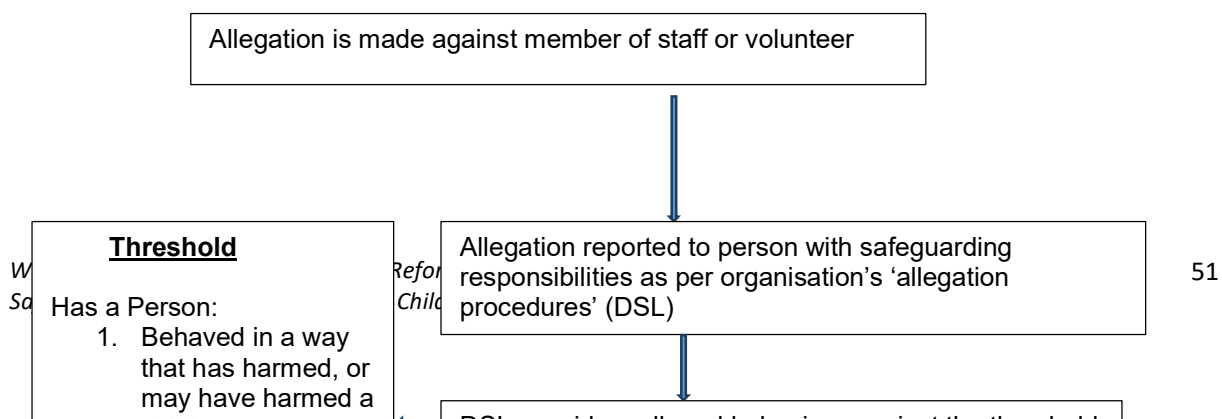
- The name of the person making the complaint.
- The nature of the complaint.
- The date and time of the complaint
- Action taken in response to the complaint including the date on which this was completed.
- The outcome of the investigation e.g. measures taken to improve the service.
- Details of information and findings given to the person making the complaint.
- If the complaint was made in writing, the named person for dealing with complaints should respond, in writing within 28 days. A copy of this response should be kept on file.

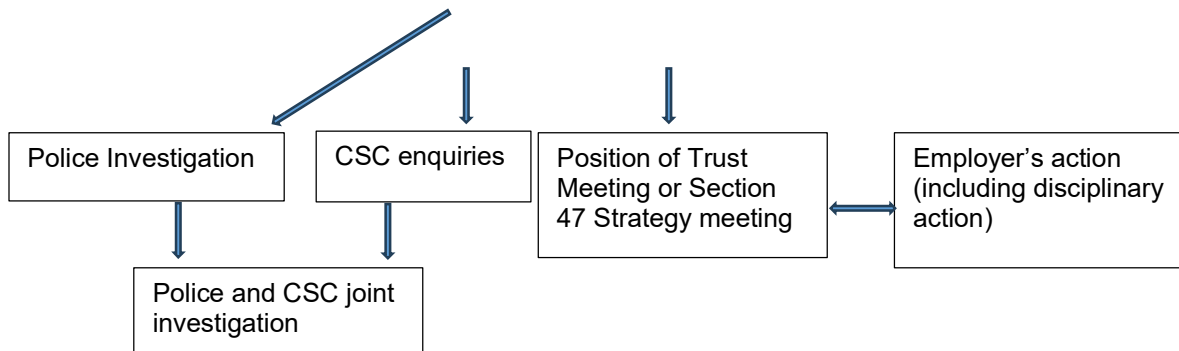
- A summary of the complaint made will be kept on file to provide, on request, to the individual and also for regulatory bodies such as Ofsted. This summary will not include the name of the person making the complaint.
- Records should be kept for a minimum of 3 years.

If, during an investigation of a complaint, there is evidence that a person in a position of trust may have harmed a child, committed a criminal offence against a child, or behaved towards a child in a way that indicates they could pose a risk to children, then a referral must be made in accordance with safeguarding procedures highlighted above.

Other matters which indicate there may have been a criminal offence committed may need to be referred to the local police station, for example theft of property.

APPENDIX 7 – Managing Allegation Against Staff and Volunteers





SRT track progress, monitors and records outcomes
Advises employer about duty to report to Disclosure and Barring Service (DBS) when appropriate

APPENDIX 8 Code of Conduct for Staff and Volunteers

It is important that all adults working with children understand that the nature of their work and the responsibilities related to it place them in a position of trust. The points below only provide a few examples of appropriate and safe behaviours for all adults working with children in paid or unpaid capacities, in all settings and in all contexts.

Best practice as advised by the Staffordshire Safeguarding Children Board would be to use this information to compliment and therefore strengthen any existing documents you have within your organisation.

1. Always remember that while you are caring for other people's children you are in a position of trust and your responsibilities to them, and the organisation must be uppermost in your mind at all times.
2. Never use any kind of physical punishment or chastisement such as smacking or hitting.
3. Do not smoke in front of any child or young person.
4. Do not use unprescribed drugs or be under the influence of alcohol.
5. Never behave in a way that frightens or demeans any child or young person.
6. Do not use any racist, sexist, discriminatory or offensive language.
7. Do not give your personal contact details / personal website details to children, parents and carers (exempt childminders)
8. Do not use internet or web-based communication channels to send personal messages to/ befriend children.
9. The use of mobile phones or any other devices to take images of children must be carefully managed. In some settings/ agencies, it may be necessary to take photographs of children in order to evidence progression in terms of their development, particularly with very young children and those with disabilities. Attention must be paid to the way in which the photographs are used and stored, whether this is on a mobile phone or other device. Mobile phones or any other devices **must not** be used to take images of children's injuries. You should always follow your organisations policy and procedures in relation to the taking or recording of images and informed written consent from parents / carers (and the child) should always be sought. For further advice and guidance on the use of social networking sites/ mobile phones/ computers/ cameras, please visit www.ceop.police.uk
10. Generally you should not give children presents or personal items. The exceptions to this would be a custom such as buying children a small birthday token or leaving present or help to a family in need such as equipment to enable them to participate in an activity. Both types of gift should come from the organisation and be agreed with the named person for child protection and the child or young person's parent. Similarly, do not accept gifts yourself other than small tokens for appropriate celebrations, which you should mention to the activity leader.
11. You should not invite a child to your home or arrange to see them outside the set activity times. Should the need arise to invite a child into your home then a discussion with a senior manager must be conducted in order to ensure this is the most appropriate action.

12. You should not engage in any sexual activity (this would include using sexualised language) with a child you meet through your duties or start a personal relationship with them, this would be an abuse of trust.
13. Exercise caution about being alone with a child. In situations where this may be needed (for example where a child wants to speak in private) think about ways of making this seem less secret for example by telling another worker or volunteer what you are doing and where you are, leaving a door ajar, being in earshot of others and lastly note the conversation in the log.
14. Physical contact should be open and initiated by the child's needs, e.g. for a hug when upset or help with toileting. Always prompt children to carry out personal care themselves and if they cannot manage ask if they would like help.
15. Do talk explicitly to children about their right to be kept safe from harm.
16. Do listen to children and take every opportunity to raise their self-esteem.
17. Do work as a team with your co-workers/volunteers. Agree with them what behaviour you expect from children and be consistent in enforcing it.
18. If you have to speak to a child about their behaviour remember you are challenging 'what they did' not 'who they are'.
19. Do make sure you have read the Safeguarding children procedure and that you feel confident that you know how to recognise when a child may be suffering harm, how to handle any disclosure and how to report any concerns.
20. Do seek advice and support from your colleagues, activity leaders or supervisors and your DSL.
21. Do seek opportunities for training such as that available through the Staffordshire Safeguarding Children Board.

www.staffsscbb.org.uk

APPENDIX 9 Church Computer and Wi-Fi Use

We realise the importance of the Internet in today's world, particularly for young people applying for jobs or searching for courses and career advice. We are more than happy for young people to use the youth laptop to access the internet and we hope you can use it beneficially. There are, however, many risks surrounding the Internet and we ask anyone using the Internet to take note of this policy, which must be followed at all times:

- You must not download or install any software on to this laptop, except with permission from one of the youth leaders
- You must not use the Internet to download any form of media illegally e.g. film, music or software which would break copyright laws

- You must not use the Internet to access the personal account of anyone else, be it social media or any other form of digital communication, except with their permission
- You must not use the Internet to access explicit, hateful or other inappropriate websites, including gambling websites
- The use of your own personal social networking account is allowed, but must not be used for the abuse of harassment of another person
- You must not use the Internet to hack into any unauthorised website
- You must not use the Internet intentionally to download and software or virus which will cause damage to the computer or its contents
- You must not use the Internet to spread illegal or inappropriate material to others. We ask that you consider other members of the group who may also want to use the internet, by not using it excessively
- Make sure you log out and close all websites when you have finished your session
- If you are the last of the group to use the computer during the session, please close down on finishing

Failure to comply with this policy will result in a permanent ban from the use of the Internet at our sessions, or even a complete ban from the group

APPENDIX 10 Holding and Dispensing of Medication Policy

Introduction

At Wade Street Church, we want all young people to have a safe and life giving experience at all our youth activities. In order for this to be achieved, we need parents/guardians to fill out our Medical and Medicine consent forms. Please take time to read the policies and fill out the forms needed for trips. Doing so aids us in helping our youth trips to be the best experience possible for all involved.

We wish to ensure all young people with medical conditions receive appropriate care and support whilst under the supervision of Wade Street Church.

There is no legal duty that requires us to administer medication; this is a voluntary role.

We are prepared to take responsibility for your child's medication when on trips in accordance with the guidelines laid down in this Policy.

Definitions

- Medication is defined as any prescribed or over the counter medicine, or controlled drugs.
- Prescription medication is defined as any drug or device prescribed by a doctor.

When medicines are to be administered on our trips it is essential that safe procedures are established which are appropriate and agreed to by Wade Street Church.

Training of Staff to administer medication

All our staff and volunteers will receive regular and ongoing training as part of their development.

No Staff at Wade Street Church may administer prescription medicines or undertake any healthcare procedures without undergoing training specific to the responsibility, including administering.

No staff at Wade Street Church may administer drugs by injection unless they have received relevant training in this area.

Records will be kept of training undertaken and a list of staff and volunteers qualified to undertake responsibilities under this Policy. The line manager will ensure that this list is up to date.

Young People

Young people who are competent will be encouraged to take responsibility for managing their own medicines and procedures.

Where possible, young people will be allowed to carry their own medicines and medical related devices. Where this is not possible, their medicines will be located in an easily accessible location.

If a young person refuses to take medication or to carry out a necessary procedure, parents will be informed so that an alternative option can be explored.

Parents' Responsibilities

It is essential that clear written instructions are supplied by parents when requesting that medicine is administered to their child [See medicine consent form].

Parents **MUST** complete a medicine consent form [available from Wade Street Church], giving clear information about the administration.

Medicine must be in the original packaging with the doctors instructions attached and the original leaflet enclosed.

Medicine must be in date and clearly labelled with dosage instructions. **Medicines which do not meet these criteria will not be administered.**

The medicine consent form must be completed and signed by the parent/guardian and retained in the young person's file.

Written records will be kept of any medication administered to a young person.

By signing the form, the parents/guardian are doing so with the understanding that although the person administering the medicine is a trained first-aider, they are still a volunteer. They have the

right to refuse to administer medicine and this will be discussed with the parent/guardian if applicable.

All medication administered will be recorded and witnessed by another member of staff or a volunteer. A child should never be forced to accept medication. Wasted doses [dropped on the floor etc] should also be recorded.

Long Term Medical Conditions

Asthma - Most young people with Asthma will relieve their symptoms with medication using an inhaler. If a young person is having an asthma attack, the person in charge should prompt them to use their reliever inhaler if they are not already doing so. If the medication has had no effect after 5 – 10 minutes, or the young person appears to be distressed, is unable to talk and is becoming exhausted, then medical advice must be sought and/or an ambulance called.

Epilepsy – People with epilepsy have recurrent seizures, the great majority of which can be controlled by medication. Parents will be encouraged to tell Wade Street Church about the type and duration of seizures their child has, so that appropriate safety measures can be identified and put in place.

Diabetes – Diabetes is a condition where the person's normal hormonal mechanisms do not control their blood sugar levels. Young people with diabetes normally need to have daily insulin injections, to monitor their blood glucose level and to eat regularly.

Anaphylaxis – Is an extreme allergic reaction requiring urgent medical treatment. In the most severe cases of anaphylaxis, people are normally prescribed a device for injecting adrenaline.

Responsibility for giving the injection is on a purely voluntary basis and training will be provided for all staff and volunteers.

Avoiding Unacceptable Practice

Wade Street Church understands that the following behaviour is unacceptable:

- Preventing a young person from easily accessing their medicine
- Assuming all young people with the same condition require the same treatment
- Ignoring the views of a young person and /or their parents
- Ignoring medical evidence or opinion
- Making parents feel obliged or forcing parents to attend childrens / youth sessions to administer medication or provide medical support, including toilet issues
- Creating barriers to children participating in church life, including day trips and camps
- Refusing to allow young people to eat, drink or use the toilet when they need to, in order to manage a condition

Monitoring and Evaluation

The above policy and practices will be reviewed by members of the Leadership Team on an annual basis. It is the Line Manager's responsibility to make sure that the correct procedures are followed. The Trustee is responsible under the Health and Safety at Work etc. Act 1974, for maintaining and reviewing the Church Health and Safety Policy. The Medication Policy along with the Health and Safety Policy ensures procedures are in place to support young people with medical needs, including the management of medication. The Trustee is also responsible for making sure that willing staff have appropriate training to support young people with medical needs.

Insurance

Wade Street Church staff and volunteers who undertake responsibilities within this policy are covered by the church's insurance.

Policy last reviewed: 30 May 2025

Policy due to be reviewed: 30 May 2026

Signed by: Helena Cresswell, Jane Hardy and Dennis Platt

Medical Consent Form

I, the parent/carer of give permission for the administration of prescribed medication by staff/volunteer and agree to the following disclaimer.

By signing this form I agree to a member of staff/volunteer administering medication to my child.

I understand that the person administering the medicine is a trained first-aider. However they are still a volunteer. They have the right to refuse to administer any medicine.

I acknowledge that the member of staff/volunteer administering the medicine cannot be held responsible for any mis-administration or adverse reaction to the medicine.

I will ensure that the medicine held by the church on any of our activities has not exceeded its expiry date.

Print Name

Signed.....Date.....

Contact number.....

Medication recording sheet

Medication	Date	Dosage	Time	Administered by	Witnessed by	Parent/Carer Signature

APPENDIX 11 Drivers Agreement

Wade Street Church regards the safeguarding of everyone and good working practice as a priority. This Drivers' Agreement sets out our commitment and working practices when driving on behalf of Wade Street Church.

All paid and volunteer staff driving anyone to and from events must be DBS (Disclosure and Barring Service) checked before they commence driving duties on behalf of the Church.

DBS checks are becoming more common in everyday life and this check is a free service for volunteers within the Church.

Good practice, The Law and Safety Guidelines

- There should be no sharp, loose or heavy objects in your car which could be a hazard to you or your passenger.
- Avoid giving lifts to a lone passenger. If they are alone, ask them to sit in the rear of the car.
- Be careful not to make physical contact with anyone which could be misinterpreted.
- Seatbelts should be worn at all times and drivers should remind their passengers to use their seatbelt.
- If anyone refuses to wear a seatbelt you should speak to the Leader in charge of the activity. A passenger may produce a Medical Exemption Certificate, issued by their doctor, which means that wearing a seat belt could worsen their medical condition, and if so, it is best for an unbelted passenger to sit in the rear seat on the passenger side, with no-one sitting in the front passenger seat.

- Make sure you have the Leader/s telephone number/s before you leave in case of emergency etc.
- Your vehicle must be properly licensed, have an up to date MOT certificate (if over 3 years old) and must be road taxed.
- Your vehicle must be properly insured with Business Insurance (where appropriate).
- It is up to drivers to check with their insurance provider whether they are covered for giving lifts on behalf of the Church.
- Drivers must hold a valid full UK driving licence, be at least aged 21 or have been driving for over 2 years.
- A driver must disclose to the Church when signing this Agreement any points or endorsements they have on their driving licence or if they have been banned from driving at any time or been refused motor insurance. If any of the aforementioned occur after the Agreement is signed, the driver must inform the Church of this.
- A driver must notify the Leader/s and Vehicle Licensing Agency (DVLA) if:
 - they suffer from a medical condition or disability that may affect their driving
 - they develop a condition or disability that may affect their driving
 - there is the development of an existing condition or disability which may affect their ability to drive.
- Drivers must comply with speed limits and drive sensibly when transporting passengers, obeying the Highway Code at all times.
- Complete a vehicle check prior to and on completion of the journey to ensure it is safe to drive.
- Be fit to drive and be free from any drugs, alcohol or other substance which is likely to impair judgement and/or ability to drive.
- Understand that the safety & welfare of the passengers is their responsibility during any journeys made.
- Ensure their behaviour is appropriate at all times.
- Report any unexpected journey or delay and the reason for it to the Leader/s at the earliest opportunity.
- Must call an ambulance to deal with a serious medical emergency.
- Must not transport those under 18 years, or adults at risk in emergency situations unless the ambulance is delayed.
- Must take regular breaks when driving and should be aware of the dangers associated with tiredness when driving.
- Must be responsible for the laws relating to the use of mobile phones whilst driving.
- Must not offer lifts to anyone outside of normal working hours unless this has been agreed with the Leader.

Mobile phones

Since February 2007 it is an offence for Motorists to use a hand-held mobile phone whilst driving. This may result in a minimum of a fixed penalty fine and the award of six penalty points on a licence. In the event of an accident mobile phone records will be examined to ascertain whether the driver was engaged on a call at the time of the accident.

Failure to adhere to the above conditions will result in you not being allowed to drive anyone on behalf of Wade Street Church.

If you are happy with the above and wish to become a driver, please sign the below to show you have read and agree with this document.

Please remember when driving you have the lives of others in your care so take care when on the roads

Wade Street Church Drivers' Agreement

I(print name) agree to comply with Wade Street Church Drivers' Agreement.

DBS Number.....

Signed.....

Date.....

Agreement written:

Review due:

Agreement to be re-signed by all drivers every:

APPENDIX 12 Fire Safety Procedures Purpose

Refer to Health & Safety Policy