

# **SAFEGUARDING POLICY AND PROCEDURES**

## **Our mission:**

*Helping people meet Jesus Christ and become his fully devoted followers.*

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## SECTION 1 – SAFEGUARDING POLICY STATEMENT

### SAFEGUARDING POLICY STATEMENT FOR AMPHILL BAPTIST CHURCH

The stated mission of Amphill Baptist Church (ABC) is “Helping people meet Jesus Christ and become his fully devoted followers”.

In fulfilling our mission at ABC we:

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

#### **Our safeguarding responsibilities**

ABC recognises its responsibilities for the safeguarding of all children, young people and adults at risk regardless of gender, ethnicity or ability, as set out in The Children, young people Act 1989 and 2004, *Safe from Harm* (HM Government, 1994), *No Secrets* (2000) and *Working Together to Safeguard Children, young people* (HM Government, 2018), and adopts the guidelines and procedures published by the Baptist Union of Great Britain in its publication *BUGB publications ‘Safe to Grow’ (2011) & ‘Safe to Belong’ (2015)*.

As members of ABC we commit ourselves to the nurturing, protection and safekeeping of all associated with the church and will pray for them regularly. In pursuit of this, we commit ourselves to this policy and to the development of sound procedures to ensure we implement our policy well.

- **Prevention and reporting of abuse**

It is the duty of each church member to help prevent the abuse of children, young people and adults at risk, and the duty of each church member to respond to concerns about the well-being of children, young people and adults at risk. Any abuse disclosed, discovered or suspected will be reported in accordance with our procedures. The church will fully co-operate 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, young people 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, young people and adults at risk.

- **Respecting children, young people and adults at risk**

The church will adopt a code of behaviour for all who are appointed to work with children, young people and adults at risk so that all children, young people and adults at risk 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, young people 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, young people and adults at risk in the community of the church is managed appropriately.

## Safeguarding contact points within our church

The church has appointed the following individuals to form part of the church safeguarding team and they can be contacted via the church office (or see **Appendix 4.**)

### For Children and Young People (CYP).

<b>Andrew Goldsmith</b>	Senior Pastor
<b>Jane Spencer</b>	Designated Person with safeguarding expertise
<b>Lois Baker</b>	Deputy Designated Person
<b>Judith Coen</b>	Children and Young people's Worker
<b>Simon Herbert</b>	Trustee (Deacon) with responsibility for safeguarding children, young people/young people
<b>Peter Davies</b>	DBS Administrator (formerly CRB checks)
<b>Diane Forsyth</b>	CBA Safeguarding Officer Interim CBA Safeguarding Officer

**For an Adult at Risk (AAR)** speak to one of the following who have been approved as safeguarding coordinators for this church.

<b>Andrew Goldsmith</b>	Senior Pastor
<b>Ken Argent</b>	Associate Pastor with a focus on Seniors Ministry
<b>Shaggy Abdon Shortley</b>	Associate Pastor and co-ordinator of the Pastoral Support Team
<b>Peter Rowe</b>	Designated Person, Safeguarding Adults at Risk
<b>Catherine Sleight</b>	Trustee, Safeguarding Adults at Risk
<b>Peter Davies</b>	DBS administrator

These people can be contacted to discuss any concerns with. They will provide advice or refer to outside agencies (social services, police, Thirty-one: Eight (formerly CCPAS (The Churches' Child Protection Advisory Service))) when appropriate.

The list of contacts, as shown in **Appendix 4** is also on display in the church office.

Our Senior Pastor is an important part of the Church's Safeguarding Team. Where possible, the ABC 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. *Further definitions of these roles can be found in the BUGB publications 'Safe to Grow' (2011) & 'Safe to Belong' (2015).*

### Putting our policy into practice

- A copy of the safeguarding policy statement will be displayed permanently on the church noticeboard and in the church office and is available on our church website.
- Each worker with children, young people and/or adults at risk will be given access to a full copy of

the safeguarding policy and procedures and will be asked to sign to confirm that they 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 and will be displayed on the church website.
- 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.

## GOOD PRACTICE GUIDELINES

### **Guidelines for appointing Leaders and Helpers for Children and Young People.**

If someone is interested in working in one of the children, young people's or youth groups they should speak to the Senior Pastor or the leader of the group. They will be asked to complete an application form and supply two references. The final decision with regard to their appointment will be made by a member of the Ministry Team in consultation with group leaders.

Anyone working regularly with children, young people/young people on a rota, or who is in a position where they are supervising children, young people, must complete an Enhanced DBS form. Others that may work occasionally with children, young people but are never left in charge of children, young people one-off helpers or 'visitors' must sign a self-disclosure form and one-off visitors can only attend a group having informed the leader of that group and gained the agreement that they can attend from the leader of that group.

## SECTION 2 - SAFEGUARDING PROCEDURES

At ABC we expect each trustee, church leader and worker (paid or voluntary) to be familiar with our Safeguarding procedures, and we strongly recommend that those in leadership roles attend both Level 2 and Level 3 BUGB *Excellence in Safeguarding* training (delivered through the local Baptist Association team), or the equivalent courses offered by the training provider (Thirty-one: eight) to ensure that they have the knowledge and confidence needed to deal with safeguarding issues.

This section gives clear, specific information on how to recognise and report abuse and how to respond to concerns raised within your church. It is vitally important that these procedures are well known and that all those working with children, young people and/or adults at risk in your church have the information and training needed to work with these procedures.

All church workers (paid and voluntary) who work with children, young people and/or adults at risk should attend BUGB Level 2 *Excellence in Safeguarding* training before they are able to work without supervision, or attend the equivalent courses offered by the training provider Thirty-one: eight. The Baptist Union of Great Britain also publishes an '*Introduction to Safeguarding*' (*Gateway to Excellence*) guide for new workers (paid and voluntary) that is available free of charge from their website. Paid leaders /workers should be Level 3 trained before they start their role. Whilst waiting for a course to be available workers should be given the *Gateway to Excellence* BU publication to ensure they have an appropriate level of Safeguarding awareness to enable them to start working/volunteering, under a trained leader's supervision, until their training can take place.

## 2.1 PROCEDURE FOR RECOGNISING, RESPONDING TO AND REPORTING ABUSE

### 2.1.1 What to do if Abuse is Suspected or Disclosed

Abuse and neglect are forms of maltreatment of a child, young person or adult at risk. Somebody may abuse or neglect a child, young person or adult by inflicting harm, or by failing to act to prevent harm. Children, young people 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 ensure you have read APPENDIX 1 'DEFINITIONS OF ABUSE'.**

Everyone has his or her part to play in helping to safeguard children, young people and adults at risk within the life of the church:

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

WHAT TO DO	WHAT NOT TO DO
<ul style="list-style-type: none"> <li>• Listen to and acknowledge what is being said.</li> <li>• Try to be reassuring and remain calm.</li> <li>• Explain clearly what you will do and what will happen next.</li> <li>• Try to give them a timescale for when and how you / the DPS will contact them again.</li> <li>• Take action – don't ignore the situation.</li> <li>• Be supportive.</li> <li>• Tell them that:               <ul style="list-style-type: none"> <li>They were right to tell you;</li> <li>You are taking what they have said seriously;</li> <li>It was not their fault;</li> <li>That you would like to pass this information on to the appropriate people, with their permission;</li> </ul> </li> <li>• Be open and honest.</li> <li>• Give contact details for them to report any further details or ask any questions that may arise.</li> </ul>	<ul style="list-style-type: none"> <li>• Do not promise confidentiality.</li> <li>• Do not show shock, alarm, disbelief or disapproval.</li> <li>• Do not minimise what is being said.</li> <li>• Do not ask probing or leading questions, or push for more information.</li> <li>• Do not offer false reassurance.</li> <li>• Do not delay in contacting the DPS.</li> <li>• Do not contact the alleged abuser.</li> <li>• Do not investigate the incident any further.</li> <li>• Never leave a child or adult at risk waiting to hear from someone without any idea of when or where that may be.</li> <li>• Do not pass on information to those who don't need to know; not even for prayer ministry.</li> </ul>

### 2.1.2 Responding to Concerns

When there are concerns that a child, young person or adult is being abused, the following process must be followed. More detailed information can be found in [APPENDIX 2 – DETAILED GUIDANCE ON REPORTING REQUIREMENTS](#).

#### STAGE 1 – The Worker

*A worker/church attendee has a concern about the welfare of a child, adult at risk, or the behaviour of an individual.*

*The person who has the concern has a duty to:*

**RECOGNISE, RESPOND AND RECORD**

A hand-written record must be made of the concern using a **standard incident report form (Appendix 3)** and the concern must be passed on to the church DPS within 24 hours.

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, young person or adult at risk; 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, young person 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 DPS and others responsible for safeguarding).

#### STAGE 2 – The Designated Person for Safeguarding (DPS)

*The DPS receives the report of concern and then has a duty to:*

**REVIEW AND REPORT**

The report will be reviewed by the DPS with any other relevant information and a decision will be taken (often in liaison with others) as to what action should follow. [See Appendix 2](#) for examples of possible actions. Any formal referral to the police or Social Services should normally be made within 24 hours of receiving the report.

The Local Baptist Association Safeguarding Contact should be made aware of any referrals to the statutory authorities.

#### STAGE 3 – The Next Steps

*After the decision has been made as to what action should be taken, the DPS, Safeguarding Trustee and the Minister may have a duty to:*

**SUPPORT AND REPORT**

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, young people, adults at risk, other family members, church workers, the DPS, 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 DPS is not available, or is implicated in the situation, any reports or concerns should be passed to another member of the church's 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.**

### 2.1.3 Responding to Concerns Raised about Adults at Risk (RRRR)

When a concern is raised about an adult it should be treated in the same way as a concern about a child, i.e. the church worker (paid or voluntary) should

- 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 DPS who may, in turn, report it to the statutory authorities

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

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”.*

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

### 2.1.4 Allegations Against Workers

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

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**
- 3) Once the allegation has been reported to the DPS they can liaise with the relevant statutory authority
- 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 worker, putting a contract in place)
- 6) A written record of all discussions with statutory authorities or other parties should be maintained by the DPS and stored securely and confidentially, where only those directly involved in safeguarding (DPS, Safeguarding Trustee, Minister) can access them.
- 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, young people and adults at risk from possible further abuse or from being influenced in any way by the alleged perpetrator.

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

### **When concerns are expressed about the Minister**

Any safeguarding concerns involving a Minister should always be reported immediately to the local Baptist Association Safeguarding Contact 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 DPS / Safeguarding Trustee**

Any safeguarding concerns involving the DPS or Safeguarding Trustee should be raised with the Minister. Do not tell the DPS / Safeguarding Trustee that a concern has been raised about them.

## **2.1.5 Abuse of Trust**

Relationships between children, young people and adults at risk and their church workers can be described as 'relationships of trust'. The worker is someone in whom the child, young person 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, young person or adults at risk 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.

## **2.1.6 Allegations Made Against Children, Young People and Adults at Risk**

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

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

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, young person or adult at risk 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 DPS, who will speak to the police or social services about when to inform a parent. The DPS will also seek advice about what steps need to be taken to ensure the needs of both the victim and alleged perpetrator are met; this may include placing the child, young person or adult at risk on a Safeguarding Contract or equivalent (see section 3.4: Safer Community / Working with Alleged or Known Offenders)
- 4) Make sure there is pastoral support in place for the child, young person or adult at risk throughout the process involved.

### 2.1.7 Pastoral Care

#### Following an allegation / suspicion

When an allegation/suspicion arises at ABC, 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 under way, 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 DPS has a list of relevant local information and contacts, ready for anyone who may need it.

## 2.2 SAFER RECRUITMENT

### Recruitment of paid workers

At ABC, we are committed to safer recruitment practices. When recruiting paid workers, the following process will be applied:

- 1) We will develop a clear role profile, person specification and application form;
- 2) When advertising a role which involves working with children, young people or adults at risk we will make it clear that any appointment is subject to a DBS check;
- 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) Interviews will be carried out by at least two people, including the line manager or group leader;
- 6) References, a Self-Disclosure Form and an enhanced DBS check must be completed satisfactorily before the appointed person starts in their role.

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

### For volunteers

**There will be a Volunteers pack for anyone wishing to volunteer to read and a form to complete that will include**

- a clear role profile and a volunteer application form which will make it clear that any agreement to volunteer is subject to a DBS check;
- a requirement to give the names of two referees;
- the ABC Best Practice guidelines linked to this policy

Once the form is completed, and the volunteer has the agreement and support of the ministry team in consultation with the group leader(s), a Self-Disclosure Form and an enhanced DBS check must be completed satisfactorily **before** the appointed person starts in their role.

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

### For Volunteers working with Seniors or Adults at Risk

All volunteers working formally with Seniors or Adults must agree, at the commencement of working as a volunteer, to read and abide by the Best Practice Guidelines booklet linked to this policy. They will be asked to sign a sheet and pass it back to the Pastor, Deacon or responsible person leading the event if neither a pastor or a Deacon are present, once they have read this booklet. Throughout the volunteering period, encouragement will be given to re-read and adhere to these Guidelines. Volunteers working at any time with Seniors or Adults at Risk **on behalf of the Church in a leadership, pastoral, or counselling role**, must in addition to the above, obtain a current DBS clearance certification.

### **Additional checks for paid workers**

In addition to the above checks which should be completed for both paid and volunteer church 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**

For paid workers written references will be requested, ideally in the form of at least one professional and one personal reference.

### **Appointment and Supervision**

ABC's safeguarding policy and procedures will be discussed with the applicant and they will be required to sign their agreement to adhere to them. All workers will have a role description and clear lines of accountability to a leader and the leadership team.

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

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

### **Training**

It is important that all paid workers understand our church's agreed safeguarding procedures and attend Safeguarding training at Level 3 least **once every four years**.

Where a worker is successfully recruited but has not yet been able to attend the training, they should be given a copy of the Baptist Union of Great Britain's **Gateway to Level 2 Excellence in Safeguarding** booklet and asked to complete the relevant sections or offered the equivalent course(s) offered by the training provider Thirty-one: eight. We also highly recommend all workers and volunteers to have viewed the BUGB video that supports this booklet

Any other additional specialist training will also be arranged where needed, for example, in First Aid.

### **Young leaders under 18 years of age**

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

## **2.3 SAFER BEHAVIOUR**

ABC has a code of behaviour for all those working with children, young people and/or adults at risk so that everyone is shown the respect that is due to them:

- Treat everyone with dignity and respect.
- Use age and ability appropriate language and tone of voice. Be aware of your body language and the effect you are having on the child, young person or adult at risk.
- Listen well to everyone. Be careful not to assume you know what a child, young person or adult at risk 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, young person or adult at risk and record it when necessary. For instance, if you need to stop a fight, administer First Aid, give a hug to someone in distress, or protect yourself or others from danger.
- Do not make sexually suggestive comments about or to a child, young person or adult at risk, even in 'fun'.
- Do not scapegoat, belittle, ridicule or reject a child, young person or adult at risk.
- Keep a record of any significant incidents or concerns on a Safeguarding Incident Form (see Appendix 3). 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 or young people:

- Do not invade the privacy of children or young people 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 or young person whilst also accepting that some children, young people have special needs.
- Avoid rough games involving physical contact between a worker and a child or young person.
- Avoid sexually provocative games.
- When it is necessary to discipline children or young people, this should be done without using physical punishment. There may, however, on the rare occasion be circumstances where a child or young person needs to be restrained in order to protect them or a third person.
- Only invite children or young people to your home or on trips in groups and always make sure that another worker is present.
- Notify the DPS of any children or young person's trips which take place in the name of the church. Parental permission must always be sought.  
Do not give lifts to children or young people on your own. Ensure that if transporting children or young people as part of your church role, you have the correct insurance cover in place as well as parental permission. (**\*See below re emergency situations re transport page 19**)
- No person under 18 years of age should be left in sole charge of any children or young person of any age. Nor should children, young people or young people attending a group be left alone at any time.
- No one should normally be left working alone with children, young people or adults at risk, but should instead work as part of a team.

**If there are insufficient leaders for groups:**

- 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, young people or adults at risk, they should:**

- Assess the risk of sending the child, young person or adult at risk home.
- Phone /text another team member 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.
- You leave the door open if you are in a room on your own.
- Another team member knows where you are.

Consideration should be given to how many workers should be involved with the group and whether they should be male or female workers, or both. **See section 3.11 for recommended ratios.** The only adults allowed to participate in children, young people and adult at risk activities are those safely appointed and appropriately trained. The leader of the activity should be aware of any other adults who are in the building whilst the activity is running.

## SECTION 3 - 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/young people, some aspects of good practice will overlap.

### 3.1 WORKING WITH CHILDREN, YOUNG PEOPLE

#### 3.1.1 Ratios

When working with children/young people the following recommended minimum ratios of workers to children/young people 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/ young people (preferably one of each gender) with an extra adult for every 10 additional children/ young people	2 adults for up to 20 children/ young people (preferably one of each gender) with an extra adult for every 10 additional children/ young people

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 people, young leaders who are under the age of 18 should be counted as one of the children or young people, not one of the workers.

### 3.1.2 Children, young people with Special Needs

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

### 3.1.3 Visiting Children, young people or Young People at Home

It is unlikely that workers will need to make pastoral visits to children or young people and their families at home on behalf of the church. If a situation occurs where it is needed then it should be done in pairs, and with the prior agreement of the Minister. If a visit does take place by an individual in the leadership team they will visit as a lone worker in accordance with that policy, and will have informed a colleague who is also a paid worker of their visit timings and location.

### 3.1.4 Children and young people with no adult supervision

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

- Welcome the child or young person and try to establish their name, age, address and telephone number.
- Record their visit in a register.
- Ask the child or young person if a parent/carer is aware of where they are. Where possible, phone and make contact.
- Without interrogating the child or young person 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 or young person a consent form and explain it needs to be filled in and brought back next time.

### 3.1.5 Mentoring

**ABC does not currently provide 1:1 mentoring** and so any discussion offering guidance and support is held within the remit of the existing CYP ministry groups following ABC's pastoral care guidelines and Safeguarding best practice guidelines. Agreed areas for development of guidance and support for CYP are included in **Appendix 5**.

**Local schools' own mentoring programmes.** The Youth worker or another suitably qualified person may be asked to support a local schools' own mentoring programme. They will then be following the school's programme of work and would be subject to the requirements of that programme. This would not necessarily be a Christian faith based mentoring programme. The young person's involvement in the scheme would be via the signed consent for mentoring that the school would expect, and any responsibility for any follow up actions sits with the provider i.e. the school.

For further explanation of the ABC agreed approach to developing mentoring, alongside other support programmes for CYP, see details in **Appendix 5**.

### 3.1.6 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.

### 3.1.7 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 or young person's needs, not the worker's.
- Touch should be age-appropriate and generally initiated by the child or young person 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/young person.
- Children and young people are entitled to privacy to ensure their personal dignity.
- Children and young people 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/young person to do what they can manage themselves, but consider the child or young person'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.

### 3.1.8 Electronic Communications - Cyber Safety

#### Modern Technologies and Safe Communication

A worker's role description will include an acknowledgement and approval of technologies such as email, social networking and mobile phone communications as a legitimate means of communicating with young people. It should also include the expectations of the church in relation to their use. On the general consent form, parents/carers sign to agree that the young person can receive such communications.

Young people 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, young people have a right to decide whether they want a worker to have their contact details and should not be pressurised otherwise.

It is not appropriate to use these communication methods with children, young people aged 11 years and younger. For more information on cyber safety, please refer to the Baptist Union of Great Britain **Cyber Safety Guide**, which can be found on their website.

#### Email

Email should be limited to sharing generic information, for example, to remind young people about meetings. If email is being used, workers will ensure that they are accountable by copying each message to a designated email address. It is important workers use clear and unambiguous language to reduce the risk of misinterpretation, for example, avoiding inappropriate terms such as 'love' when ending an email.

#### Communicating using Instant Messaging (e.g. Snapchat, WhatsApp, Instagram)

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

#### Mobile Phones

Workers need to take care in using mobile phones to communicate with young people:

- Mobile phone use should primarily be for the purposes of information sharing.
- Workers should keep a log of significant conversations/texts.
- 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'.

- Paid workers will be issued with a mobile phone under a contract that provides itemised billing.
- Workers should not take photos of children, young people or adults at risk unless permission is sought in advance and should not store such photos on personal phones.

### **Social Networking**

- Workers should have a site that is used solely for children and young people's / youth work communications and is totally separate from their own personal site. This is to ensure that all communication with children and young people is kept within public domains.
- Workers should not send private messages to children, young people on social networks. Workers should ensure that all communications are transparent and open to scrutiny.
- Workers should not accept 'friend' or 'following' requests from children or young people on their personal site, nor seek to be 'friends' or a 'follower' of any child known to them in a church context.

### **Taking Videos and Photographs of Children, young people**

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. There are several issues to be aware of:

- Permission must be obtained, via the consent form, of all children and young people 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.
- If images are being taken at an event attended by large crowds, such as a sports event, this is regarded as a public area and permission from a crowd is not necessary.
- Many uses of photographs are not covered by the Data Protection Act 1998, including all photographs and video recordings made for personal use, such as a parent/carer taking photographs at school sports days or videoing a church nativity play.
- Children and young people under the age of 18 should not be identified by surname or other personal details, including email, postal address or telephone number.
- When using photographs of children and young people, it is preferable to use group pictures.

### **Premises**

- ABC's 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. The church has agreed guidelines that explain our Intruder and emergency lockdown guidelines and the leader of each group will explain these to those volunteering with them.

## **3.2 WORKING WITH ADULTS AT RISK**

### **3.2.1 Premises**

ABC's 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. The church has agreed guidelines that explain our Intruder and emergency lockdown guidelines and the leader of each group will explain these to those volunteering with them.

### **3.2.2 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).

### **3.2.3 Worship**

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

- Providing some copies of large print type for all printed materials
- Speakers always facing the congregation and not covering their mouths when talking, enabling those who rely on lip-reading
- Describing what is being presented on a screen for those who cannot see it clearly
- 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
- Considering holding a service which specifically caters for certain groups of adults at risk, such as those with learning disabilities, the deaf or the visually impaired.

### **3.2.4 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.

### **3.2.5 Financial integrity**

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

- Wherever possible we would not require any volunteer or paid worker to be involved in any financial transactions of any kind with children, young people and young people or adults at risk, and encourage immediate and extended family to support this where possible.
- Whilst we do not recommend financial involvement if at all possible 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 monetary gifts should be politely declined, but if they are for the church then the monetary gift should be reported to one of the Trustees as soon as possible, both verbally and in writing.
- Any gifts received should be reported to the church Trustees, who should decide whether or not the gift can be accepted.
- Any money received by 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 Appointment to ensure that the situation is clearly understood and is the most appropriate course of action for the adult at risk.

### **3.2.6 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.

### **3.2.7 Computers**

All church computers will have suitable parental controls and blocks put on. Although this is not failsafe, it will make using the computers for inappropriate behaviour more difficult, whilst also protecting any vulnerable users. We will create a policy specifically for church computer use, including terms and conditions for use as well as what will happen if someone breaches these conditions.

For paid workers use of any ABC electronic device (laptop, phone, tablet, etc.) for personal use is expected to be wholly consistent with the ABC staff code of conduct, our values and mission.

### **3.2.8 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 DPS and stored in a safe and secure manner for at least 75 years.

### **3.2.9 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 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 within a pastoral relationship.
- 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.

## **3.3 HEALTH AND SAFETY - Safe Practice and Safe Premises**

### **3.3.1 Consent forms**

It is essential that we have important information about all children, young people and young people 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 bring their completed form back with them. Similar details will be gathered for adults at risk.

### **3.3.2 Health and Safety**

All activities for children, young people and adults at risk will comply with the church's current Health and

Safety policy and will be conducted in accordance with *Guidelines for users of Ampthill Baptist Church* with particular attention paid to the sections on Fire Action, First Aid, PAT testing, Health and Safety, and Kitchen and Food Hygiene.

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

Buildings being used for children, young people and adult at risk groups will be properly maintained.

Food health and safety guidelines must be followed and Natasha's law requirements must be met whenever food is offered at an event or activity (see Appendix 6).

Good practice recommends that ingredients are also listed for cooked food that is prepared on site or brought on site from homes.

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.

### **3.3.3 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.

### **3.3.4 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 for adults and one for under 18s) as well as an incident reporting book, which must be completed in the event of any accidents, injuries or incidents. There is also an additional first aid kit for external events. A nominated individual will ensure that the contents of the first aid kits are checked on a regular basis. Completed accident forms should be passed on to the nominated individual.

### **3.3.5 Supervision of Groups**

The person responsible for a group/activity must sign in at the start and end of that activity so that it is apparent who the 'responsible person' for that activity is – even if you were already in the building or are staying on afterwards. You also need to make sure that you keep a register of your group each time it meets, so that you know who is on the premises in the event of an emergency or fire.

### **3.3.6 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.).

### **3.3.7 Risk Assessment**

Before undertaking any activity with children, young people or adults at risk, the leader will ensure that the generic risk assessment for that group is reviewed, and any alterations for the activities at that group on that occasion/that week are noted and carried out. It is advisable to appoint someone specifically for this task.

### **3.3.8 Insurance**

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

### 3.3.9 Transport

These guidelines apply to all drivers involved in the transportation of children, young people and adults at risk on behalf of the church.

They do not apply to private arrangements, for example, transport arrangements made between friends.

The Church has ascertained from the DBS Authority that, where non-recurring “one off” Church journeys are concerned, drivers do not necessarily require a DBS Certificate. However, all drivers, including those who are recruited for non-recurring “one off” (e.g. just for Holiday at Home) will be advised in writing that they are required to conform to the current ABC Best Practice Guidelines (as published on the ABC Website) and especially observe the section about “Drivers”.

#### Drivers

- Only those who have gone through the church’s safer recruitment procedures for workers will transport children, young people and adults at risk (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, young people is as follows:

- Parental consent will be given for all journeys.
- All children and young people should be returned to an agreed drop-off point. At collection or drop-off points, children and young people should never be left on their own; make sure they are collected by an appropriate adult.
- At least two workers should be present when transporting children and young people as part of a church role.
- In the event of an\* **emergency** or if a young person or vulnerable adult has not been collected from an event if this was expected the leader of the group will contact the Parent, or a named supporter/carer as appropriate, and let them know we will give transport to the person. Other leaders will be informed before any action occurs if transport needs to be offered. Once the person is transported safely to their destination the person who gave transport will text/ring a co- leader to confirm they and the person concerned are safely delivered One person may only take this role on to transport if not other safe option is possible due to numbers of adult leaders available in an emergency.

### 3.3.9 Outings and Overnight Events involving Children /Young people

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

- A risk assessment must be carried out beforehand.
- Parents 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 and food hygiene certificates with the group.

#### Sleeping Arrangements

Sleeping arrangements for overnight events will be carefully considered for the safeguarding and well-being of all involved. It may be acceptable for workers to share sleeping accommodation with children/young

people in a large dormitory or on an activity such as youth hostelling, where it is customary practice and there is more than one worker per room. Workers will not share sleeping accommodation with fewer than three children/ young people. Arrangements will be age-appropriate, provide security for the child/young person and be safe for everyone involved. The event leader will ensure that parents understand what the arrangements will be and are happy with them.

### **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/young people 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 have a fire safety procedure in place, which will include the following:

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

### **Safety**

It is the responsibility of the workers to always know the whereabouts of every child/young person 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 lines, curfew times).

### **Swimming Trips**

There will be an increased adult to child /young people ratio for swimming trips. Prior to the trip, workers will establish the swimming ability of the children/young people attending and obtain specific consent. Workers should never change in the presence of the children/young people.

### **3.3.10 Outings and Overnight Events involving Adults at Risk**

As with outings and events for children/young people, 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 take into account specific medical, physical and support needs of each group member, bearing in mind that there may be people in the group who have individual care needs that will have to be met (including personal care)
- Adults at risk should be included in the planning of trips and events
- 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 Arrangements**

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 members of the group use wheelchairs, then consideration needs to be given as to whether there are 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 DPS 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.

### **Holding and Dispensing of Medication**

Church workers should never agree to hold or dispense medication for those on an event. If someone is unable to manage their own medication, then consideration should be given as to whether their usual carer could attend with them or whether they will not be able to attend the event.

### **3.3.11 Hiring of Church Premises**

The responsible adult for an activity held at Ampthill Baptist Church will provide details to the church prior to hiring the premises based on the Baptist Union of Great Britain **Guidance Leaflet PC10: Hiring of Church Premises**. When the building is hired the church administrator will ask to see their RA and SG policy and the request is on the hire form.

## 3.4 SAFER COMMUNITY

### 3.4.1 Bullying

Bullying is another form of abuse, and it can be verbal or physical. Bullying doesn't just happen to children/ young people, often adults can be victims too. There is no legal definition of bullying, but it is usually defined as a repeated pattern of behaviour intended to cause emotional or physical harm to another person, or exert power over them. The effect of bullying on the victim can be profound, both emotionally and physically, regardless of their age, ability or status.

It is important to recognise that bullying happens within churches, and it is not isolated to the children/ young people. Anyone in the church can be a victim of bullying, just as anyone in the church can be the bully, including those in leadership.

Some examples of bullying that could arise in the church context are:

- Being verbally or physically abusive towards another person
- Isolating or deliberately ignoring someone, or excluding them from group activities
- Spreading rumours and malicious untruths about another person in the church
- Use of email, phone or social media to publicly challenge or undermine someone
- Name calling and personal insults
- Making false accusations
- Sending abusive messages or degrading images via phone, email or social media

Bullying will always cause a great deal of pain and harm for those on the receiving end. Many people affected by bullying (children, young people and adults) believe they have nowhere to turn. They are scared to speak out and often blame themselves. They can become fearful and reclusive. It is important that churches are able to recognise when bullying is occurring and are prepared to take action to resolve the situation.

Some signs that can indicate a person is being bullied are as follows:

- Withdrawal from group or church activities; appearing anxious, tearful or more reticent than usual, particularly in a certain context; development of mental health difficulties, such as depression or anxiety disorders; drop in performance relating to any church roles; physical injuries.

In order to help prevent bullying, the following procedures will be adopted at ABC:

- The children and young people will be involved in agreeing a code of behaviour for their groups, which makes it clear that bullying is unacceptable. This should then be displayed somewhere visible to the whole church.
- The church will display signs stating the importance of valuing and respecting each other even in disagreements and this will be practically embedded into the leadership approach to others.
- Everyone in the church, whether children, young people or adults, should know how they can report any incidents of bullying.
- All allegations of bullying will be treated seriously and details will be carefully checked before action is taken.
- The bullying behaviour will be investigated and bullying will be stopped as quickly as possible.
- An attempt will be made to help bullies change their behaviour.
- All allegations and incidents of bullying will be recorded, together with the actions that are taken.
- Where an allegation of bullying is made against a church or group leader, advice will be sought from the local Baptist Association Safeguarding Contact as this should be addressed.
- Incidents of bullying may be reported to the statutory authorities in line with the church's safeguarding procedures.

It is important to distinguish bullying from other behaviour, such as respectfully challenging or disagreeing with someone else's beliefs or behaviours, setting reasonable expectations with regard to work deadlines and activities or taking legitimate disciplinary action.

### **3.4.2 Working with Alleged or Known Offenders**

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

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 DPS will inform and take advice from the local Baptist Association Safeguarding Contact.
- 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 re-build their life without people knowing the details of their past offence should be balanced against the need to protect children, young people, young people and adults at risk.
- The members of the church Safeguarding Team will always be informed.
- The DPS should determine whether the person is subject to supervision or is on the Sex Offenders' Register. If so, the DPS should make contact with 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 in which clear boundaries are established for their involvement in the life of the church. A written contract will be drawn up which identifies appropriate behaviour. The person will be required to sign the contract and it will be monitored and enforced. If the contract is broken certain sanctions will be discussed and considered with the local Baptist Association Safeguarding Contact.

### **3.4.3 Alleged or known offenders who are themselves adults at risk**

A formal contract may be quite a daunting process for someone with learning difficulties or a young person, yet having safeguards in place is still necessary. 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.



## SECTION 4 - USEFUL CONTACTS

<b>Local Authority Designated Officer (LADO) Central Bedfordshire</b>		
• telephone		<b>0300 300 5026/0300 300 8142</b>
• email	<a href="mailto:LADO@centralbedfordshire.gov.uk">LADO@centralbedfordshire.gov.uk</a>	
<b>Police</b>		
• Contact 101, or 999 in an emergency		
<b>Adult Social Services</b>		
• Monday to Friday, 8:45am to 5:20pm		<b>0300 300 8122</b>
• Out of hours		<b>0300 300 8123</b>
• email	<a href="mailto:adult.protection@centralbedfordshire.gov.uk">adult.protection@centralbedfordshire.gov.uk</a>	
<b>Children, young people’s Social Services</b>		
• Central Bedfordshire Hub Monday to Friday 8.45am—5pm		<b>0300 300 8585</b>
• Out of hours		<b>0300 300 8123</b>
• email:	<a href="mailto:cs.accessandreferral@centralbedfordshire.gov.uk">cs.accessandreferral@centralbedfordshire.gov.uk</a>	
•		
<b>Local Baptist Association Safeguarding</b>		
Contact	<b>Diane Forsyth</b>	<b>07735 860804</b>
• email:	<a href="mailto:centralba.safeguarding@gmail.com">centralba.safeguarding@gmail.com</a>	

## APPENDIX 1 - DEFINITIONS OF ABUSE

### Understanding, Recognising and Responding to Abuse

Abuse and neglect are forms of maltreatment of a child /young person or adult at risk. Somebody may abuse or neglect a child/young person or adult by inflicting harm, or by failing to act to prevent harm. Children, young people 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/young people. 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/young person to take part in sexual activities, whether or not the child/young person is aware of what is happening. This includes non-contact activities, such as involving children/ young people in looking at, or in the production of, pornographic material or watching sexual activities, or encouraging children/ young people 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/young people 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.
<i>Type of Abuse</i>	<b>Additional Definitions</b>	
<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 adults 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 and controlling behaviour where an abuser seeks to exert power over their family member or partner.
<i>Cyber 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.
<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>Modern Slavery</i>	Modern slavery is the practice of treating people as property; it includes bonded labour, child labour, sex slavery and trafficking. It is illegal in every country of the world.
<i>Human Trafficking</i>	Human trafficking is when people are bought and sold for financial gain and/or abuse. Men, women and children, young people 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>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, young people
- 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

### STAGE 1 – THE WORKER

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 DPS. If he/she is 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 DPS within 24 hours of the concern 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 DPS, 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/young person 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/young person 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 /young person 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, young people'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 DPS. It should be clear that the duty remains with the worker to record and pass on their concerns to the DPS.

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 DPS, 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 DPS.

## **STAGE 2 – THE DESIGNATED PERSON FOR SAFEGUARDING (DPS)**

The duty of the DPS 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 DPS:

- should take into account their level of experience and expertise in assessing risk to children, young people or 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 DPS 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/young person 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, young people 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/young people has:
  - behaved in a way that has harmed, or may have harmed, a child/young person
  - possibly committed a criminal offence against children, young people, or related to a child

- behaved towards a child or children, young people in a way that indicates s/he is unsuitable to work with children, young people.
- If an allegation is made against someone who works with adults at risk\*, it should be reported to the police or Adult Social Services.
 

*\*If a worker has an allegation made against them, they should step down from all church duties until the incident has been investigated by the statutory authorities. It may also be appropriate to put a Safeguarding Contract in place; this should be discussed with the local Baptist Association Safeguarding Contact.*
- Whenever a formal referral is made to the police, Social Services or LADO, the DPS should report the referral to:
  - The Safeguarding Trustee
  - The Minister
  - The local Baptist Association Safeguarding Contact

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 DPS and a written record should be made of the actions taken.

### **STAGE 3 – 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, Young People; 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

*This form should be completed by the Designated Person for Safeguarding*

<b>Name of church / organisation</b>	
<b>Contact details of church / organisation</b>	

<b>Name of Designated Person for Safeguarding (DPS)</b>	
<b>Contact details of Designated Person for Safeguarding</b>	

<b>Name of concerned person or to whom disclosure was given</b>	
<b>Contact details of concerned person or whom disclosure was given</b>	

### INDIVIDUAL OF CONCERN - CONTACT DETAILS

Name	
Date of birth	
Address	
Phone number / Email address	

### THE INCIDENT

What happened? (Nature of concern / disclosure made - use the person's own words if known)

When did it happen? (date, time)

Where did it happen? (specific location)

Who was allegedly involved and in what way? (includes witnesses)



ANY ACTION THAT HAS BEEN TAKEN

Have the carers or parents / guardians been informed? (Please tick)

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

If so, when and by whom?

Have the statutory authorities been informed?

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

If so, please complete the table:

*Example:*

Authority	Police				
Name	Bobby				
Position	Child abuse officer				
Email contact	bobby@police.com				
Phone contact	077999				
Contacted by	Minister				
Date & time of contact	1.30pm 1/4/15				

Has the Local Association been informed?

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

*(Please do so if the statutory authorities are involved)*

If so, when and by whom?

Any other action taken:

FUTURE ACTION TO BE TAKEN

What action needs to be taken?

Who is responsible for this?

SIGNATURES

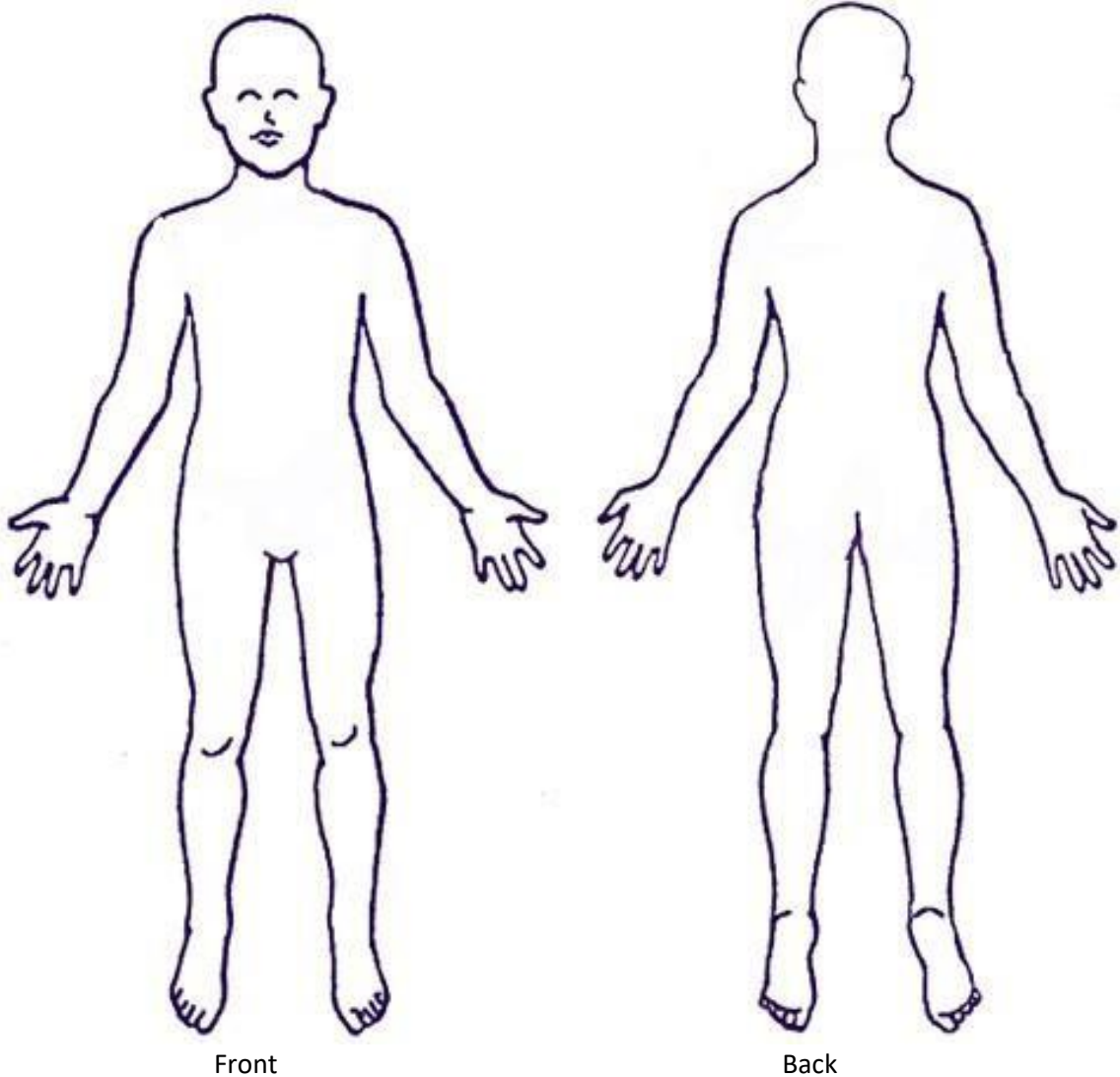
Signature of Designated Safeguarding Person		Signature of minister, or Church Safeguarding Team member	
Date & time		Date & time	

## BODY MAP

Name of Individual of Concern \_\_\_\_\_

Name of person completing this form \_\_\_\_\_

These diagrams are designed for the recording of any observable bodily injuries that may appear on the person. Where bruises, burns, cuts, or other injuries occur, shade and label them clearly on the diagram. **Remember it's not your job to investigate or to decide if an injury or mark is non-accidental. Listen, observe and pass it on.**



Signature \_\_\_\_\_

Date and time \_\_\_\_\_

## Key People for Safeguarding

### **Ampthill Baptist Church, Safeguarding Policy and Procedures**

*Leaders and volunteer workers are not expected to take responsibility for making decisions or to act alone. The following people can be contacted to discuss any concerns. They will provide advice or refer to outside agencies: social services, police, CBA Safeguarding lead, National Baptist Association Safeguarding Officer, 31.8 (was the Churches' Child Protection Advisory Service) as appropriate.*

<b>Name</b>	<b>Role</b>	<b>Contact</b>
<b>Andrew Goldsmith</b>	Senior Pastor	01525 841621 (church)
<b>Judith Coen</b>	Children, Young people's Worker	01525 841621 (church)
<b>Jane Spencer</b>	Designated Person – Children/Youth	01525 841621 (church) 07510 544346 (mobile)
<b>Lois Baker</b>	Deputy Designated Person -Children/Youth	01525 841621 (church)
<b>Simon Herbert</b>	Trustee -responsibility for Safeguarding CYP	07845 655819
<b>Peter Rowe</b>	Designated Person for Safeguarding Adults at Risk	01525 841621 (church)
<b>Catherine Sleight</b>	Trustee -responsibility for Safeguarding Adults at Risk	07929 0013247
<b>Peter Davies</b>	DBS administrator	01525 841682
<b>Regional Minister</b>	Lisa Kerry	07821 659620
<b>Thirty-one: eight</b> (CCPAS as was) Churches Agency for Safeguarding	Churches Advice and Training	0845 120 45 50
<b>Children, young people's Social Care</b>	Central Bedfordshire Hub	8.45am—5pm 0300 300 8585 Out of hours 0300 300 8123 <a href="mailto:cs.accessandreferral@centralbedfordshire.gov.uk">cs.accessandreferral@centralbedfordshire.gov.uk</a>
<b>Central Bedfordshire LCSB LADO</b>	Local Authority Designated Officer (LADO)	0300 300 5026/0300 300 8142 <a href="mailto:LADO@centralbedfordshire.gov.uk">LADO@centralbedfordshire.gov.uk</a>
<b>Central Bedfordshire Adults Social Care</b>	Adults at Risk	8.45 am -5.20pm 0300 300 8122 Out of hours 0300 300 81223 <a href="mailto:adult.protection@centralbedfordshire.gov.uk">adult.protection@centralbedfordshire.gov.uk</a>
<b>Emergency Duty Team</b>	Duty Officer	0300 300 8123
<b>CBA Safeguarding Officer Local Baptist Association</b>	Diane Forsyth	07735 860804 <a href="mailto:centralba.safeguarding@gmail.com">centralba.safeguarding@gmail.com</a>
<b>NSPCC</b>	National Charity	0808 800 5000
<b>Police</b>	Child Abuse Investigation Unit	01234 846960

## For more information:

Please see [www.baptist.org.uk](http://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.

**'Thirtyone : eight'** also offer excellent training <https://thirtyoneeight.org>

### **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.

Always keep records and let your DPS know that you have made this call.

## APPENDIX 5 –GUIDANCE ON Routes to support CYP.

There are 6 areas for support we would wish to offer children and young people and which will be provided from a list of agreed, suitably qualified or experienced volunteers with the agreement of the Leadership Team (i.e. Senior Pastor or Associate Pastors).

- 1. Mentoring:** *Aim to mentor a young person so that they are guided to make their own decisions wisely. Mentors would aim to listen for 80% of the time and guide the conversation for approx.20% of the mentoring time. They are not teaching or coaching a young person.*
  - **ABC does not currently provide 1.1 mentoring. The future aim of ABC** is that we have a list of adults who can be asked to offer a specific mentoring programme and they will have trained on a scheme the leadership team has determined (training is easy to access online now). We would aim to train 4 adults (2 males and 2 females). Once this is in place the Safeguarding Policy would be agreed and amended accordingly.
  - **Local schools' own mentoring programmes.** The Youth worker or another suitably qualified person may be asked to support a local school's own mentoring programme. They will then be following the school's programme of work and would be subject to the requirements of that programme. This would not necessarily be a Christian faith based mentoring programme. The young person's involvement in the scheme would be via the signed consent for mentoring that the school would expect, and any responsibility for any follow up actions sits with the provider i.e. the school.
- 2. Coaching:** *Aim to use an experienced and knowledgeable person to coach a young person in developing themselves in a specific area. These people will be different people to someone Mentoring. A coach directs the discussion and can advise and tell the young person things they might want to know more about e.g. how to lead worship, how to present a talk or plan a speaker event, how to lead creative prayer. **ABC Coaching:** We aim to have the Leadership team identify 4 people (2 males and 2 females) to train up on agreed schemes.*
- 3. Discipling and reading the Bible 1.1 or 1.2:** Usually churches have a book or guide for learning to read the Bible and for discipling that they follow. The discipling is in line with the ABC statement of faith rather than 'personal Christian opinion'.  
We aim to have the Leadership team identify four people - ideally from younger, baptised Christians e.g. Revels group or similar age group -2 males and 2 females. The Leadership team will also identify Formation leaders /experienced Bible study leaders who can give them appropriate input/training before they start. This is more of a 50/50 input and discussion time and has a clear focus on Bible teaching and application to life.
- 4. Pastoral support:** This will always be needed. The Leadership team know that suitable support is being offered and that it is likely to be via the paid CYP workers first. **The ABC model** tends to be that pastoral support can be regular meetings, perhaps fortnightly and these are ongoing over a period. **These will be noted by the person concerned and they will have let another paid, employed leader know they are meeting with a young person in this way. and where/when.**
- 5. 1.1 chats:** These are those important 'ad hoc' chats that arise and result in offering to meet up for a walk. a snack in a cafe or a coffee with a young person. These chats will often happen, and may arise from any of the other situations above. As SG training for all those working with CYP is in place, this means that any SG concerns should be flagged up to the youth group leaders as any need arises and can be supported by the SG team as any need arises.
- 6. Professional Counselling:** This is not offered by ABC. Our agreed approach currently is to 'signpost' the family to local professional support and to enable the local Counselling service to use the Church as a venue for sessions with young people.

		Parental/ Carer agreement	ABC or school based	Training available	Cost	Notes to be taken?	Could other referrals possible?	Suggested Risk level for adult offering support 1 low risk 5 high risk
1	<b>Mentoring -</b> Listening approach to lead CYP/AAR to a decision of their own –this <u>may</u> include helping someone else grow in their Christian faith or spiritual journey. Adult listen for 80% of the time.	Yes	ABC and a school based offer are both possible  Can be 1.1 or a group  NB ABC worker can be invited to a lead a programme in school setting e.g. Self-esteem sessions which are a slightly different from mentoring.	Yes Youth scape Christian Institute CICS Thirty-one eight  SU Eliv8 Engage TLG	Training cost	Advised Young person /AAR should be aware and read them /sign them	Yes	3
2	<b>Coaching</b> Wise advice based on experience and knowledge to direct a conversation /train and then agree next steps for CYP/ARR	Yes	ABC	Yes Scripture Union Youth scape CICS	Training cost	Advised Young person /AAR should be aware and read them /sign them	Yes	3
3	<b>Discipling and Reading the Bible with</b> .Support to help someone learn to read the Bible and grow in their Christian faith or spiritual journey 50/50% shared time.	Yes	ABC	Yes People identified by leadership team	People identified by leadership team Worker or Volunteers time/drinks /snacks	To be agreed by Leadership team and if decided on to be explained to adult/CYP	Less likely but possible	2
4	<b>Pastoral Support</b> Ongoing ,agreed meeting time to offer Christian support when someone has a worry or concern re their needs /problems/faith.	Yes	ABC Pastoral team Youth leader may work with an Upper school	Yes People identified by leadership team	Trained people identified by leadership team Worker or Volunteers time/drinks/snacks	Advised Young person /AAR should be aware and read them /sign them	Yes	4
5	<b>Informal occasional 1.1 chats</b> as they arise with CYP /ARR –can be carried in context or on an informal social approach e.g. a cuppa or a walk.	Often not possible as discussions arise 'ad hoc'	Range of people at ABC	SG training has occurred from ABC rather than specific training	Worker or Volunteers time/drinks/snacks	To be agreed by Leadership team and if decided on to be explained to adult/CYP	Yes	1-5
6	<b>Professional Counselling</b>	Yes	School/NHS offer	Not to be done by any untrained professional and so not offered at ABC	Per session	N/A as professional role so determined by the Counsellor	Determined by counsellor	5

## Appendix 6 Natasha's Law

Here's what it boils down to—If you sell pre-packaged food for direct sale (aka PPDS food), you **must** include a label that:

- Shows the name of the food.
- Lists the ingredients in volume order.
- Highlights any of the **14 allergens** listed under Natasha's Law, which you can do by writing the listed allergen in bold letters.

### 14 INGREDIENTS SPECIFIED IN NATASHA'S LAW

 <b>Celery</b> Celery stalks, ribs or leaves, curly leaves, ribs or stalks, dried or frozen, or other parts of the plant	 <b>Cereals</b> Cereals, gluten, wheat, rice, corn, etc.	 <b>Crustaceans</b> Crustaceans, shellfish, prawns, etc.	 <b>Eggs</b> Eggs, egg whites, egg yolks, egg powder, etc.	 <b>Fish</b> Fish, shellfish, etc.
 <b>Lupin</b> Lupin, lupin seeds	 <b>Milk</b> Milk, cream, etc.	 <b>Molluscs</b> Molluscs, shellfish, etc.	 <b>Mustard</b> Mustard, mustard seeds, etc.	 <b>Peanuts</b> Peanuts, peanut oil, etc.
 <b>Sesame</b> Sesame, sesame oil, etc.	 <b>Soybeans</b> Soybeans, soy, soy protein, etc.	 <b>Sulphur dioxide</b> Sulphur dioxide, etc.	 <b>Tree nuts</b> Tree nuts, almonds, etc.	

**When labelling prepackaged food for direct sale, remember to:**

1. Show the name of the food.
2. List the ingredients in volume order.
3. Within that ingredients list, highlight any of the 14 allergens listed above. You can do this by writing the listed allergen in bold letters.

yasai

**SESAME SHRIMP PASTA BOWL**

\*Allergen-free except where stated in bold letters

INGREDIENTS: Linguine pasta, sesame oil, capers, soy sauce, soy protein, etc.

**£9.50**



Brought to you by:

