

ABC's BEST PRACTICE GUIDELINES

Our mission:

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

Amphill Baptist Church,
Dunstable Street,
Amphill, Bedfordshire
MK45 2JS

Church office : 01525
841682 /

admin@amphillbaptistchurch.org.uk

Last reviewed: 2023-24

ABC's 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 some sections are divided into adults and children/young people in Section 1 and 2 Sections 4-8 overlap).

CONTENTS

1 WORKING WITH CHILDREN, YOUNG PEOPLE

2 WORKING WITH ADULTS AT RISK

3 HEALTH AND SAFETY

4 SAFER COMMUNITY

5 USEFUL CONTACTS

6 GUIDANCE ON REPORTING REQUIREMENTS

7 SAFEGUARDING INCIDENT FORM

8 KEY ABC PEOPLE for SAFEGUARDING

1 WORKING WITH CHILDREN, YOUNG PEOPLE

1.1.1 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.

1.1.2 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 best 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.

1.1.3 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.**

1.1.4 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.

1.1.5 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**.

1.1.6 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**.

1.1.7 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.

1.1.8 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 (not the child or young person) 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 or 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.

Your Check list

Check for yourself to be sure you can remember the key points from the areas above. Jot a bullet point or two down, as you need to, to help you remember the guidance for when you are with the children or young people.

Ratios for the age group you support in church/work with?

Children with additional (special) needs best practice

Visiting homes guidance

Children who come along with no adult supervision

Photos and videos

Peer group activities

Physical contact

Electronic communications and cyber safety
(Email/Instant messaging /Phones)

Social networking

2 WORKING WITH ADULTS AT RISK

2.2.1 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.

2.2.2 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).

2.2.3 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.

2.2.4 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.

2.2.5 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 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 but 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 Appointeeship to ensure that the situation is clearly understood and is the most appropriate course of action for the adult at risk.

2.2.6 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.

2.2.7 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.

2.2.8 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.

2.2.9 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.

Your Personal Check list

Check for yourself to be sure you can remember the key points from the areas above.

Put a bullet point or two down, as you need to, to help you remember the guidance for when you are with adults at risk.

Premises

Language

Worship

Insurance

Financial integrity

Photographs

Computers

Record keeping

Pastoral Relationships

Transport

Thank for checking up on what you need to know!

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, 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. 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.

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 notice board. 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. Any

individual using/visiting the church building is also asked to sign in.

Signing in books will be provided by the church at each of the two main entrance doors.

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 roadworthy.
- 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 and 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***.

Your Check list

Check for yourself. See if you can remember the key points about the areas above. Jot a bullet point or two down that you know you need to remember for when you are with the children or young people, or with adults at risk.

Consent forms

Health and Safety

Fire

First Aid

Supervision of Groups Food

Hygiene

Risk Assessment

Insurance Transport

Outings and Overnight Events involving Children, young people

- **Sleeping Arrangements**
- **Adventurous Activities**
- **Fire Safety**
- **Safety**
- **Swimming Trips**
- **Hiring of any premises**

Outings and Overnight Events involving Adults at Risk

- **Personal Care**
- **Activities**
- **Safety**
- **Consent and Medical Information**
- **Holding and Dispensing of Medication**

Thanks for checking up on what you need to know!

4 SAFER COMMUNITY

4.4.1 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.

4.4.2 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.

4.4.3 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 5 Useful Contacts

Local Authority Designated Officer (LADO) Central Bedfordshire

- telephone
0300 300 5026/0300 300 8142
email LADO@centralbedfordshire.gov.uk.

Police

- Contact 101, or 999 in an emergency

Adult Social Services

- Monday to Friday, 8:45am to 5:20pm 0300 300 8122
- Out of hours
0300 300 8123
- Email adult.protection@centralbedfordshire.gov.uk

Children, young people's Social Services

- Central Bedfordshire Hub Monday to Friday
8.45am— 5pm 0300 300 8585
- Out of hours 0300 300 8123
- email: cs.accessandreferral@centralbedfordshire.gov.uk

Local Baptist Association Safeguarding

Contact **Non urgent** Lisa Kerry 07821 659620 (Jan 2024)
email: centralba.safeguarding@gmail.com

SECTION 6

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 DBS Service.

SECTION 7– SAFEGUARDING INCIDENT FORM

Name of church / organisation	<p style="text-align: center;">Amphill Baptist Church</p> <p>Group/event _____</p>
Contact details of Church / Organisation	<p>Amphill Baptist Church 50 Dunstable St, Amphill, Bedford MK45 2JS</p> <p>Phone: <u>01525 841682</u></p> <p>Name of group/event contact _____</p>
Name of Designated Person for Safeguarding (DPS)	<p>Jane Spencer (CYP) Peter Rowe (AAR)</p>
Contact details of Designated Persons for Safeguarding	<p>Jane Spencer (CYP) 07510 544346</p> <p>Peter Rowe (AAR) 01524 403413</p>

Name of concerned person or to whom disclosure was given	
Contact details of concerned person or whom disclosure was given	

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 else was allegedly involved and in what way? (Includes any witnesses)

ANY ACTION THAT HAS BEEN TAKEN

Have the carers or parents / guardians been informed?

(Please tick)

Yes No

If so, when and by whom?

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

Yes No

If so, when and by whom?

Designated Safeguarding Person or other responsible adult

This part of the form should be completed by the Designated Person for Safeguarding for CYP or ARR.

1. Have the statutory authorities been informed? _____
2. If so, please complete the table:

Example:

Authority	Police	Social Care	
Name			
Position			
Email contact			
Phone contact			
Contacted by			
Date & time			

3. Has the Local Baptist Association been informed?
(Please do so if the statutory authorities are involved)

If so, when and by whom?	<input type="checkbox"/>
---------------------------------	--------------------------

4. Any other action taken:

--

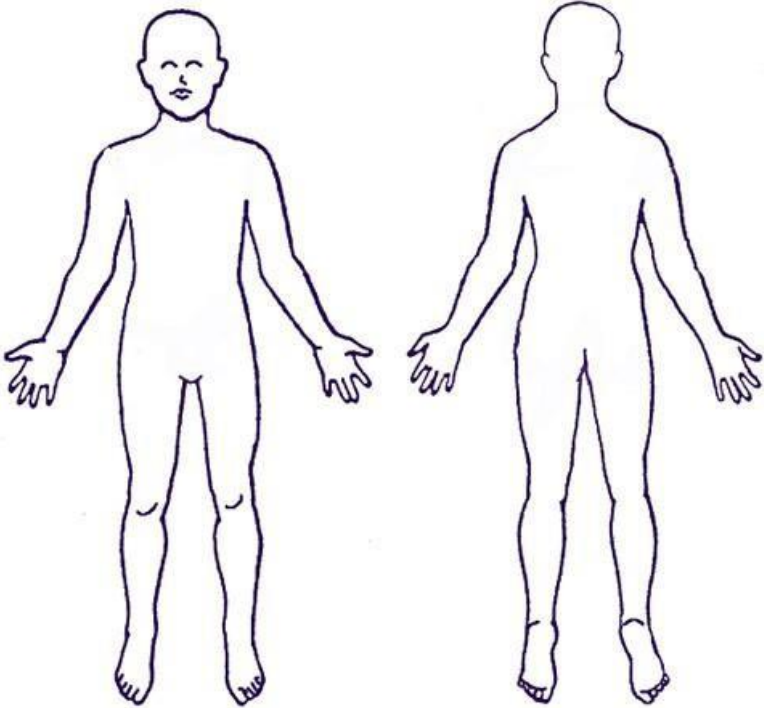
5. FUTURE ACTION TO BE TAKEN

- What action needs to be taken?
- Who is responsible for this?

SIGNATURES

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

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.**



Front

Back

NAME OF CHILD YOUR EPSON OR ADULT AT RISK

Signature of person completing this diagram

Date/Time _____

SECTION 8 - 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.

Name	Role	Contact
Andrew Goldsmith	Senior Pastor	01525 841621 (church)
Judith Coen	Children, Young people's Worker	01525 841621 (church)
Jane Spencer	Designated Person – Children/Youth	01525 841621 (church) 07510 544346 (mobile)
Lois Baker	Deputy Designated Person -Children/Youth	01525 841621 (church)
Simon Herbert	Trustee -responsibility for Safeguarding CYP	07845 655819
Peter Rowe	Designated Person for Safeguarding Adults at Risk	01525 841621 (church)
Catherine Sleight	Trustee -responsibility for Safeguarding Adults at Risk	07929 0013247
Peter Davies	DBS administrator	01525 841682
Regional Minister	Lisa Kerry	07821 659620
Thirty-one: eight (CCPAS as was) Churches Agency for Safeguarding	Churches Advice and Training	0845 120 45 50
Children, young people's Social Care	Central Bedfordshire Hub	8.45am—5pm 0300 300 8585 Out of hours 0300 300 8123 cs.accessandreferral@centralbedfordshire.gov.uk
Central Bedfordshire LCSB LADO	Local Authority Designated Officer (LADO)	0300 300 5026/0300 300 8142 LADO@centralbedfordshire.gov.uk 55
Central Bedfordshire Adults Social Care	Adults at Risk	8.45 am -5.20pm 0300 300 8122 Out of hours 0300 300 81223 adult.protection@centralbedfordshire.gov.uk
Emergency Duty Team	Duty Officer	0300 300 8123
Safeguarding Officer Local Baptist Association Safeguarding Officer	Currently vacant (Jan 2024) Contact Lis Kerry – <u>non urgent advice</u> Call 999 or 101 if urgent	centralba.safeguarding@gmail.com 07821 659620
NSPCC	National Charity	0808 800 5000
Police	Child Abuse Investigation Unit	01234 846960

For more information:

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

On line Training

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>

Emergencies

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 DSL know that you have made this call.