

Kenton Baptist Church

Safeguarding Children & Young People Policy & Procedures September 2017

*A set of agreed policies and procedures
for ensuring a safe environment for
children and young people
within the care of our church,
in response to the Children's Act 1989.*

**FOR THE PURPOSE OF THIS DOCUMENT THE TERM 'CHILDREN' REFERS TO ANYONE
UNDER THE AGE OF 18 YEARS.**

Contact Details

Designated Person for Safeguarding

Name: Glenys Richardson

Contact Numbers: 020 8907 3780 or 07779 067663

Deputy Designated Person for Safeguarding

Name: Ann Woodgate

Contact Numbers: 07960 194239

Safeguarding trustee

Name: Antony Rose

Contact Number: 020 8907 2476

London Baptist Association Regional Minister

Name: Peter James

Contact Number: 020 7692 5592

Disclosure and Barring Service provider (Due Diligence Checking Ltd)

Contact Number: 01162 603055

Harrow Children's Access Team (Golden Number)

9.00am—5.00pm (Monday - Friday): 020-8901 2690

Emergency Duty Team (Children's Social Care)

Out of hours: 020 8424 0999

Police

Emergency: 999

Non-emergency: 101

Contents

Kenton Baptist Church's Child Protection Policy Statement	4
Part 1	Responding to Concern 5
	A. Responding to concern
	B. Third party allegations and referrals
	C. Allegations against workers
	D. Pastoral care
	E. False allegations
	F. Allegations against children/young people
Part 2	Safe Recruitment, Support and Supervision of workers 9
	A. Application
	B. Training and supervision
Part 3	Safe Behaviour: A code of behaviour for workers 10
	A. Overview/code of behaviour
	B. Taking care of touching
	C. Children with special needs
	D. Children with no adult supervision
	E. Peer group activities for young people
	F. Electronic communication
Part 4	Safe Practice and Safe Premises 14
	A. Safe practice and safe premises
	B. Good practice guidelines regarding health and safety
	C. Outings and overnight events
Part 5	A Safe Community 16
	A. Bullying
	B. When a known offender is present
Document History	19
Appendix 1	Organisation Registration/Consent Forms
	▪ Swashbucklers
	▪ Toddlers and Co
	▪ Girls' Brigade
	▪ Covies
Appendix 2	Role descriptions
Appendix 3	Accident reporting form
Appendix 4	Safeguarding incident reporting form
Appendix 5	Reporting process - Flow Diagram and explanation

Policy Statement

Safeguarding Children and Young People at Kenton Baptist Church

In fulfilling its purposes the church

- has a programme of activities with children and young people
- welcomes children and young people into the life of our community
- makes our premises available to organisations working with children and young people

The church recognises its responsibilities for the safeguarding of all children and young people under the age of 18 (regardless of gender, ethnicity or ability) as set out in *The Children Act 1989* and 2004, *Safe from Harm* (HM Government 1994) and *Working Together to Safeguard Children* (HM Government 2010).

As members of this church we commit ourselves to the nurturing, protection and safeguarding of all children and young people associated with the church and will pray for them regularly.

In pursuit of this we commit ourselves to the following policies and to the development of procedures to ensure their implementation.

Prevention and reporting of abuse and responding to concern

It is the duty of each church member and each member of the wider church family to prevent the physical, sexual and emotional abuse of children and young people and the duty of all to respond to concerns about the well-being of children and young people and to report any child abuse disclosed, discovered or suspected. The church will fully co-operate with any statutory investigation into any suspected abuse linked with the church.

Safe recruitment, support and supervision of workers

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

Safe behaviour: a code of behaviour for workers

The church will adopt a code of behaviour for all who are appointed to work with children and young people so that all children and young people are shown the respect that is due to them.

Safe practice and safe premises

The church is committed to providing a safe environment for activities with children and young people and will adopt ways of working with children and young people that promote their safety and well-being.

A safe community

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

Responsible people

The church has appointed **Antony Rose** as the Safeguarding Trustee to oversee and monitor implementation of the policy and procedures on behalf of the church's charity trustees.

The church has appointed **Glenys Richardson** as the Designated Person for Safeguarding, and **Ann Woodgate** as deputy, to:

- Advise the church on any matters related to the safeguarding of children and young people.
- Take the appropriate action when abuse is disclosed, discovered or suspected.

Policy and procedures

A copy of the policy statement will be displayed permanently on the noticeboard in the foyer.

Each worker with children and young people, whether paid or voluntary, will be shown a full copy of the policy and procedures which will be kept available in the church office and will be required to follow them.

A full copy of the policy and procedures will be made available on request to any member of the church, the parents or carers of any child or young person from the church or any other person associated with the church. It will also be available on the church website.

The policy and procedures will be monitored and reviewed at least annually and reported on at the church's Annual General Meeting.

Issued: September 2017

Review due: September 2019

Part 1 - Responding to Concern

A. Responding to concern

1) Understanding, Recognising and Responding to Abuse

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children 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 another child or children.

The church and all its appointed children and young people's workers are committed to the protection of children from physical, sexual or emotional abuse. All need to be able to understand, recognise and respond to suspected abuse.

a. Definitions of Abuse

Physical Abuse

Actual or likely physical injury to a child, or failure to prevent physical injury to a child.

Emotional Abuse

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.

Sexual Abuse

Involves forcing or enticing a child to take part in sexual activities, whether or not the child is aware of what is happening. This includes no-contact activities, such as involving children in looking at, or in the production of, pornographic material or watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

Neglect

Where adults fail to care for children and protect them from danger, seriously impairing health and development.

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 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
- 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

2) How to respond when a child wants to talk about harm or abuse

Do not ignore it – take it very seriously

- Create a safe place where child can share their concerns and react calmly.
- Listen carefully and allow them to say what they want without interruption.
- Do not start to question except to clarify what they have said.
- Explain you will have to tell the Designated Person or their Deputy.
- Inform the child you will be taking notes. As soon as possible, handwrite them using the child’s language. If appropriate you can show them what you have written so they can confirm their accuracy. If you type up notes later, the handwritten version should be attached.
- Consult with the person to whom you are responsible (unless they are the ones about whom the concerns have been raised), and the Designated Person or Deputy within your Church. Do NOT tell anyone else.
- If the child is in immediate danger, call the police or dial 999 or contact Children’s Service.

What to do if a child reports abuse

Do’s	Don’ts
<i>Be totally attentive and accept what they say.</i>	<i>Don’t minimise, show shock or disapproval</i>
<i>Listen and clarify</i>	<i>Don’t question (except to clarify what they have said) or push for more information</i>
<i>Give support and assure them you take what they have said very seriously</i>	<i>Don’t offer false reassurance</i>
<i>Be aware they may be frightened and may have been threatened</i>	<i>Don’t promise confidentiality</i>
<i>Reassure them they are right to tell you and they are not to blame</i>	<i>Don’t confront the person about whom the concerns or accusations have been made</i>
<i>Inform them what you are going to do next, who you will be informing and roughly what will happen next.</i>	<i>Do not act alone or investigate allegations</i>
<i>As soon as possible make accurate handwritten notes of the conversation with the child. Date it and sign it, adding personal details of the child.</i>	<i>Do not take sole responsibility for what has been shared or concerns you may have.</i>
<i>Follow the church’s procedures</i>	<i>Don’t finish on a negative note</i>

3) What will happen next?

Very minor concerns will be written in a 'Concerns book' held by the designated person and monitored. If a pattern of concerns against the same person are happening, further action will need to be taken depending on the nature of the concerns.

In any case of disclosed abuse, the Designated Person has a duty to review and refer. A decision will be made (often liaising with the designated deacon and the pastor (unless the cause for concerns are against them) as to what action should follow. Any formal referral to Social Services should normally be made to the police or Social Services within 24 hours of receiving the report. If a child is in immediate danger a referral will be made without delay.

The process of professional involvement in cases of abuse will usually follow this course:-

1. A strategy discussion involving Social Services, Police Child Protection team, other significant professionals and the person suspecting abuse or to whom the young person had talked.
2. A decision will be taken as to whether an investigation is warranted; if so, it will then be planned.
3. The investigation may include an informal talk to the young person, a formal police video recorded interview (with or without the involvement of Social Services) following disclosure, medical examination, preliminary family assessment.
4. If there is sufficient concern, a child protection conference will be held to decide the best course of action to protect the child and help the family. There may be criminal prosecution of the abuser.

Support should be offered to all parties affected by any safeguarding concerns and any formal referrals will need to be made to the London Baptist Association via the Regional Minister.

a) Where a child has a physical injury or symptom of neglect:

- Contact Children's Social Care Team if there are concerns that a child may have been deliberately hurt, is at risk of 'significant harm' or is afraid to return home. Do not tell the parents, or other people involved.
- If a child needs urgent medical attention an ambulance will be called or they will be taken to hospital, informing the parents/carers afterwards of the action that was taken.
- The hospital staff will be informed of any child protection concerns

b) Where there are allegations or concerns of sexual abuse:

- Contact Children's Social Care Team. DO NOT try to investigate the matter.
- In the case of very severe sexual assault (such as rape), which may have occurred over the last few days, and where it has not been possible to get an immediate response from Children's Social Care Team, contact the police.
- Do not touch or tamper with any evidence, such as stained clothing.
- DO NOT tell other people including the parents / carers; they could be involved.
- Keep information on a need-to-know basis so that any alleged perpetrator is not 'tipped off'.

B. Third Party Allegations and Referrals

Where a third party alleges abuse towards a child, your role is to gather as much information as possible from this person. The third party will be advised that the information they have provided will be shared with the Designated Person for Safeguarding and may result in a referral to the Children's Social Care Team Department with their details. This is so that Children's Social Care Team can contact them if necessary.

C. Allegations against Workers

- The advice of Children's Social Care Team and the police will be sought before taking any action such as suspension of employment.
- During an enquiry, the worker will be supervised as closely as possible without raising suspicion during the period between the matter coming to our attention, the authorities being informed and the appropriate action being taken.
- The suspension of a worker following an allegation is by definition a neutral act but may be necessary because the priority is to protect children 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 (or to satisfy the needs of an investigation) for the alleged perpetrator to worship somewhere else and in such cases the new church leaders will be informed of the reasons.

D. Pastoral care

When an allegation/suspicion arises in the Church, a period of investigation will follow, which will be stressful for all involved.

- Support will be offered to the suspected perpetrator without compromising the children or their families.
- This is one reason for limiting information in relation to allegations of abuse on a need-to-know basis. In this way leaders not privy to the detail are free to offer support to other parties, including the suspected perpetrator.
- Where an investigation is under way, this support will be provided with the knowledge of the child protection authorities.
- The Church will ensure that one person is responsible for dealing with the authorities, another offers support to the victim and their family, and another gives pastoral care to the alleged perpetrator. It may be necessary to appoint another person to support the perpetrator's family.
- 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.

E. False Allegations

False allegations are possible: all allegations will be properly investigated in an endeavour to establish the truth.

F. Allegations against children/young people

Children and young people are curious about the opposite sex. However, where a child 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 introduces another child to some 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.

Instances such as these are investigated by the child protection agencies 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. The possibility is that they have also been abused. Since sexual abuse can be addictive and other children could be victims now or in the future, it is important to take the matter seriously and we will need to deal with this as they would any other allegation. It cannot be assumed that young people will grow out of it. Most adult sex offenders started abusing in their teens (or even younger).

Part 2- Safe Recruitment, Support and Supervision of workers

A. Application

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

New leaders, staff workers and helpers will be given an appropriate job description. It may be considered appropriate that potential volunteers may wish to observe the desired area of work prior to formal commitment. Job description will be given at this stage.

Upon formal commencement of volunteering, the following procedures will apply:

- Disclosure and Barring Service (DBS) process
- Read and sign job description
- Read KBC policy and procedures for safeguarding
- Appropriate references will be taken if required.
- A supervised probationary period of 6 months can then commence, followed by a review.

B. Training and Supervision

1. Training

It is important that all workers understand the agreed procedures for protecting children.

Child protection training must be attended at least once every 3 years.

Training for workers in relevant areas will be arranged, e.g. first aid, food hygiene.

2. Young People

Young people under 18 may be used as helpers but such helpers will be responsible to a named worker and will never be in a position where they are providing unsupervised care of children. As they will never be in unsupervised care they don't need a DBS. However those under 18 years old will be required to provide a reference from an unrelated adult who has known them for 2 years.

When a young helper reaches the age of 18 the full recruitment process will be applied.

Part 3 – Safe behaviour: a code of behaviour for workers

A. Overview/code of behaviour

The aim of these general guidelines is to ensure quality childcare, protect children from possible abuse and workers from false accusation.

- Workers should treat all children /young people with dignity and respect in attitude, language and actions.
- Use age appropriate language and tone of voice.
- Do not engage in any of the following;
 - Invading the privacy of children or young people when they are using the toilet or shower
 - Rough games including contact between a leader and a child or young person
 - Sexually provocative games
 - Making sexually suggestive comments
 - Scapegoating, ridiculing or rejecting a child or young person
- When it is necessary to control and discipline children and young people, this should be done without using physical punishment. A situation may arise where a child or young person needs to be restrained in order to protect them or a third person.
- No one should normally be left working alone with children and young people, but as part of a team showing mutual responsibility for each team member.
 - If there are insufficient leaders for groups, then internal doors should be left open
 - At least two people are present before external doors are opened for an event
- If workers do find themselves on their own they should;
 - Assess the risk of sending child/young person home
 - Phone another team member and let them know the situation
 - Get a second trained leader as soon as possible
 - Write down a record of what happened
- If a child or young person 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
 - Or if you are in a room on your own, leave the door open
 - Or you make sure another team member knows
- 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.
- The level of personal care (e.g. toileting) must be appropriate and related to the age of the child whilst also accepting that some children have special needs.

Ratio's

When working with young people the following recommended minimum ratios apply:

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

B. Taking Care of Touching

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

C. Children 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., may have limited understanding and behave in a non-age appropriate way.

It is good practice to speak with the parents of children/young people with special needs and find out from them how best to assist the child or young person.

D. Children with no adult supervision

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

- Welcome the child and try to establish their name, age, address and telephone number, and record their visit in a register.
- Ask the child if a parent/carer is aware of where they are. Phone and make contact.
- On leaving, give the child a consent form and explain it needs to be filled in and brought back next time.
- Without interrogating the child, you will need to find out as soon as possible whether they have any special needs (e.g. medication) so that you can respond appropriately in an emergency.

E. Peer Group Activities for Young People

All youth activities will be overseen by named adults who have been selected in accordance with agreed 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 readily available on the premises when peer-led activities take place.

F. Electronic Communication

1) Modern Technologies and Safe Communication

A worker's role description will include an acknowledgement and approval of these technologies as a legitimate means of communicating with young people but should also include the expectations of the Church in relation to their use.

It is not appropriate to use these communication methods with primary school aged children, 11 years and younger.

On the general consent form parents/carers sign to agree that the young person can receive such communications.

2) Workers' Communication with Young People

All young people need to be aware of the protocols that workers follow in relation to email, messenger services, social networks and mobile phones including texting. It is important to remember that as well as the parent/carer, young people will have a right to decide whether they want a worker to have their email address or mobile telephone number and will not be pressurised into divulging information they would rather keep to themselves.

3) Email and Texts

Emails and Text messages are tools sometimes used by workers to remind young people about meetings. If email is being used workers ensure messages are in the public domain by copying each message to kentonbaptiststg@outlook.com

It is important workers use clear and unambiguous language to reduce the risk of misinterpretation, and although it should be obvious when an email is ending, workers should never use inappropriate terms such as 'luv' to round things off.

4) **Communicating using Instant Messaging (e.g. MSN Messenger, AOL AIM, Yahoo Messenger, Facebook)**

Instant messenger should be kept to an absolute minimum. Workers should save significant conversations as a text and also keep a log of any significant communication stating with whom and when they communicated.

5) **Mobile Phones**

Particular diligence needs to be applied when workers use mobile phones to communicate with young people:

- All mobile phone use will be primarily about information sharing.
- When sending a text message an additional text should be sent to the church's dedicated safeguarding number. The number is 07*** ***** (this is a dedicated number for receiving texts and will not receive incoming calls). (*Mobile number to be determined*)
- Any texts or conversations that raise concerns should be passed on/shown to the worker's supervisor.
- Workers should use clear language, particularly when texting, and should not use words such as 'luv' or abbreviations like 'lol' which could mean 'laugh out loud' or 'lots of love'.
- Only Group Leaders may take group photographs and only upon parental permission.

6) **Social Networks**

- No worker or helper should use social networking sites on an individual basis with any child/young person under 18 who attends activities/groups at Kenton Baptist Church.
- Adults should not make or receive friends requests to/from young people.

7) **Taking Video and Photographs of Children**

Since the introduction of the Data Protection Act in 1998, churches must be very careful if they use still or moving images of clearly identifiable people. There are several issues to be aware of:

- Permission must be obtained, via the consent form, of all children who will appear in a photograph or video before the photograph is taken or footage recorded.
- It must be made clear why that person's image is being used, what you will be using it for, and who might want to look at the pictures.
- 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 for personal use, such as a parent/carer taking photographs at school sports days for the family photo album, 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 e-mail or postal addresses, telephone or fax numbers.
- When using photographs of children and young people, it is preferable to use group pictures.

Remember – never alone and unseen is the basic rule of thumb in Safeguarding young people, what does this mean for your activity with electronic communication?

Part 4 – Safe practice and safe premises

A. Safe Practice And Safe Premises

1) General Provisions

The church takes seriously its responsibility to ensure that the premises are safe for all who use them. In pursuance of the church's Health and Safety Policy the following checklist identifies guidelines to ensure the safety of all, especially children and young people:

- ✓ All doorways and passages to be kept clear at all times.
- ✓ Emergency Exits to be clearly identified at all times.
- ✓ Firefighting equipment is located in appropriate positions about the premises.
- ✓ The kitchen is out of bounds to children and young people unless supervised.
- ✓ First Aid Kits are located in both the Church Hall and Youth Hall kitchens. A Report Book is kept in the drawer below each First Aid Kit for recording all usage.
- ✓ Special care with safety will be taken when the baptistery is open.
- ✓ No smoking is permitted anywhere on the premises.
- ✓ Any hazards noticed should be notified to the trustees for action to be taken.

2) Risk Assessments

A generic written risk assessment will be carried out at the beginning of each academic year. This will cover the general weekly use of the church premises. A specific risk assessment will be carried out by the responsible organisational leader for any other one off youth activities which may take place.

Risk assessments will be made available to the Leadership Team.

3) Consent forms

It is essential that we have important information about all children and young people involved in any activities at the church. This information is recorded on each organisation's registration/consent forms (Appendix 1) On the first occasion a child/young person attends we must have name, medical emergency information and a contact name and number. Then they must bring their form back with them.

4) Transporting Children

These guidelines will apply to all drivers involved in the transportation of children and young people, on trips organised by or on behalf of the Church. They do not apply to private arrangements for transportation made, for example, between parties with parental responsibility.

Our practice on transporting children is as follows:

- Parental consent will be given for all journeys.
- At collection or dropping off points do not leave a child on their own. Make sure that children are collected by an appropriate adult.
- Drivers will be 21 or over and have held a full driving licence for at least two years.
- Drivers will not spend unnecessary time alone in a car with a child.

- All hired minibuses used to transport children will have a small bus permit, the necessary insurance, a driver with a valid driving licence that entitles them to drive a minibus.
- If parents transport each other's children around other than trips organised by the church, for example to and from activities, such arrangements are the responsibility of the parents involved and not the responsibility of the Church.

B. Good Practice Guidelines Regarding Health & Safety

All leaders and helpers are responsible for being observant for any health and safety issues which may affect their group, and should ensure the following:

- ✓ Access to the building should be safe and well lit.
- ✓ There should be adequate heating and lighting in the venue.
- ✓ There is enough space and appropriate activities for all children.
- ✓ The location of the First Aid Kit and landline telephone.
- ✓ Check the premises for hazards (e.g. piles of chairs etc.).
- ✓ Check equipment for sharp edges or missing parts.
- ✓ Location of escape routes and firefighting equipment is known.
- ✓ It is known what action to take in case of fire or other emergency.
- ✓ Any food should be prepared carefully and hygienically.

C. Outings and overnight events

1) General

- Before undertaking any outing or overnight activity a special risk assessment must be carried out.
- Parents will be informed in writing of all the arrangements.
- Consent forms will be obtained for each overnight activity.
- There will be leaders with first aid and food hygiene certificates with the group.

2) Sleeping Arrangements (Outings and overnight events)

Arrangements for residential holidays will be considered carefully. Workers will not share sleeping accommodation with fewer than three children. 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 hosteling where it is customary practice. Arrangements will be age-appropriate, provide security for the child/young person and be safe for children/young people and workers. The activity leader will ensure that parents understand what the arrangements will be.

3) Swimming Trips

There will be an increased adult to child ratio for all swimming trips and prior to the trip the swimming ability of a child/young person will be established. A swimming consent for each child (or a copy) will be taken by the group leader on the trip.

Part 5 – Safe Community

A. Bullying

Bullying is another way in which children (or adults) abuse other children, and it can be verbal or physical. Bullying includes teasing, making unkind comments about a child, demanding money, "ganging up" on a child or physically assaulting a child. You might see evidence of torn clothes, bruising, burns, or scratches. A child might be afraid to attend school or other activities if they think the bully will be present. The effect of bullying on the victim can be profound, both emotionally and physically.

Bullying can take many forms including:

- Name-calling, taunting, teasing, mocking.
- Kicking, hitting, pushing, intimidating.
- Unwanted physical contact of a sexual nature or sexually abusive comments.
- Taking belongings.
- Inappropriate text-messaging and emailing.
- Sending offensive or degrading images by phone or over the internet.
- Gossiping, spreading hurtful and untruthful rumours.
- Excluding people from groups.
- 'Unofficial' activities such as initiation ceremonies or practical jokes which may cause physical or emotional harm.

Bullies will often pick on a particular feature of a person's appearance or character as a supposed 'reason' for bullying:

- Racial difference; disability; sexuality; hair colour; gender.

Bullies can be:

- Children or young people bullying others in their peer group, or other children and young people either older or younger.
- Adults bullying children and young people.
- Children and young people bullying adults.

Bullying will always cause a great deal of pain and harm for those on the receiving end. Many children and young people affected by bullying believe they have nowhere to turn. They are scared to speak out and often blame themselves. They can become fearful and reclusive.

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

- Withdrawal; lack of desire to join activities with certain individuals; drop in school marks; torn clothing; loss of friends; avoidance of church groups and other activities; bruises; need for extra money or supplies.

In order to prevent bullying the following procedures will be adopted:

- The children and young people themselves will be involved in agreeing a code of behaviour which makes it clear that bullying is unacceptable.
- Children and young people should know how they can report any incidents of bullying.
- All allegations of bullying will be treated seriously.
- Details will be checked carefully before action is taken.
- The bullying behaviour will be investigated and bullying will be stopped as quickly as possible.
- The parents of the bully and of the bullied will be informed.
- An attempt will be made to help bullies change their behaviour.
- All allegations and incidents of bullying will be recorded, together with actions that are taken.

B. When a known offender is present

The church should be a community that is welcoming and open to all. It is a place for people who have failed and for people in need. Those who have abused children in the past are to be included in this welcome. However, the gospel imperative to welcome the sinner needs to be set alongside the gospel imperative that the protection of children must be paramount.

Where someone attending the church is known to have abused children, then whilst extending friendship to the individual, the church in its commitment to the protection of all children will meet with the individual and discuss boundaries that the person will be expected to keep. It may be appropriate to draw up a formal contract between the church and the person who has abused. This might also state that the abuser or alleged abuser (until such time as the allegation has been cleared or proven) must decline offers of hospitality from church members where there are children present in the home.

Where necessary this will include working with other agencies such as Baptist Association, Baptist Union, Probation Service etc.

A contract would consider the following:

- Identify the meetings the person will attend.
- Specify that they will always sit apart from children.
- Ask that they are always accompanied by a befriender on church premises.
- Require the person not to attend small group meetings where children are present.
- Require that the person declines hospitality where there are children.
- State that the person will never be alone with children while attending church functions.
- Require the person to stay away from areas of the building where children meet.

Guidance will be sought on who within the church can and should be notified if an offender joins the congregation.

It is impossible in a policy such as this to cover every scenario and 'what if'.

Further guidance will be taken by the Safeguarding Team from Safe to Grow (BU guidelines on Safeguarding), this is available from Designated Person or Safeguarding Trustee for anyone to read if they so desire.

The Safeguarding Team will take further advice and guidance from the BU, and other agencies if and when necessary.

Kenton Baptist Church, Streatfield Road, Harrow, Middlesex HA3 9BS
Tel: 020 8907 7494 Email: info@kentonbaptist.com
Website: www.kentonbaptist.com
Registered Charity Number: 113416

Appendix 4

Document History

Listed below is a brief audit trail, detailing amendments made to this policy/procedures.

Page/para nos.	Brief description of change	Date
Page 2 (Contacts)	Deputy designated person for safeguarding details amended. LBA Regional Minister's name added.	22/11/17
Page 3 and Appx. 1	FJ's and Coda Club registration forms removed from Appendix 1.	22/11/17
Page 4 (Policy)	Deputy designated person for safeguarding name amended.	22/11/17
Appendix 2	Reference to FJ's and Coda Club removed.	22/11/17
Page 2 (Contacts)	LBA Regional Minister's name amended.	24/09/18
Page 19	Document History added.	24/09/18
Page 3 and Appx. 1	GBBC registration form removed from Appendix 1.	24/09/18
Appendix 2	Reference to Boys Clubs and GBBC removed.	24/09/18