



# **Safeguarding Children and Young People At Grantham Baptist Church (GBC)**

## **Version 5 2017**

A Set of Agreed policies and procedures for ensuring a safe environment for children and young people within the care of our church.

*The Children's Act 1989 / 2004 and Government Multi-agency Guidance "Working Together to Safeguard Children 2015"*

*( Reviewed and Updated Annually)*

Grantham Baptist Church

Wharf Road

Grantham

Lincolnshire

NG31 6BA

*For the purpose of this document the term 'children' refers to anyone under the age of 18 years*

### **Policy Reviews**

<b>Review date</b>	<b>Signatures on behalf of Leadership Team</b>	<b>Notes</b>
<b>2014</b>		<b>See church minutes</b>
<b>2015</b>		<b>See church minutes</b>
<b>2016</b>		<b>See church minutes</b>
<b>2017</b>		<b>Updated and Reviewed by SGL. See church minutes.</b>

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## **Policy Statement on Safeguarding Children at GBC**

The aim of the Grantham Baptist Church is to make disciples.

In fulfilling this aim:

- We welcome children into the life of this community
- Have a programme of events for children
- Make our premises available to organisations working with children

The church recognises its responsibilities for the safeguarding of all young people under the age of 18 (regardless of gender, ethnicity or ability) as set out in the Children Act 1989 and 2004, *Safe to Grow (BU) Working Together to Safeguard Children\*\**

(HM Government 2015\*\*)

As members of this church we commit ourselves to the nurturing, protection and safekeeping of all associated with the church and will pray for them regularly. In pursuit of this we commit ourselves to the following policies and to the development of procedures to ensure their implementation.

### **Prevention and Reporting of Abuse**

It is the duty of each church member and member of the wider church community to help prevent the physical, sexual and emotional abuse of children, and the duty of each church member to respond to concerns about the well-being of children 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, whether paid or volunteer. 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 so that all children 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 will adopt ways of working with children that promote their safety and well-being.

### **A Safe Community**

The church is committed to the prevention of bullying of children. 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.

The church will respond without delay to every complaint made which suggests that a child or young person may have been harmed, co-operating with the police and local authority in any investigation.

The church will seek to work with anyone who has suffered abuse, developing with him or her an appropriate ministry of informed pastoral care.

The church will seek to challenge any abuse of power, especially by anyone in a position of trust.

The church will seek to offer pastoral care and support, including supervision and referral to the proper authorities, to any member of our church community known to have offended against a child, young person or vulnerable adult. In all these principles we will always follow legislation, guidance and recognised good practice.

## **Grantham Baptist Church's Safeguarding Team**

GBC has appointed:

### **Christine Edwards as Safeguarding Lead**

01476-210253

She will advise the church on any matters related to the safeguarding of children and take appropriate action when abuse is disclosed

### **David Whitmarsh as Safeguarding Trustee**

01476-210253

He will oversee and monitor the implementation of the policy and procedures on behalf of the church's charity trustees.

### **Louise Lamb as Administrative Support for Safeguarding Team.**

She will administratively support Safeguarding Lead and Trustee .

When possible, the Safeguarding Team and Minister will work together if and when issues arise.

Further definitions of these roles can also be found in Safe to Grow 2011 or [www.baptist.org.uk](http://www.baptist.org.uk)

### **Policy and Procedures**

A copy of the above policy statement will be displayed permanently on the notice board in the back hall and in the Children's workers cupboard upstairs and will be available in the church office.

Each children's worker will be given a full copy of the policy and procedures and will be asked to sign that they have read and are willing to follow them.

A full copy of the policy and procedures will be made available upon request to any member of, or other person associated with church.

The policy and procedures will be monitored and reviewed annually.

The policy statement will be read annually at the church meeting in October together with a report on the outcome of the annual review.

## **Definitions of Abuse**

### **Physical Abuse:**

A form of abuse which may involve hitting, shaking, throwing, poisoning, burning, drowning, suffocating or otherwise causing physical harm to a child. Including parents/carers fabricating or inducing illness in 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, and valued only so far as they meet the needs of another person or that they are given responsibilities beyond their years. It may involve seeing or hearing abuse of another. It may involve bullying (including cyber bullying), causing children to feel frightened or in danger, or be exploited. Some level of emotional abuse is present in all types of ill-treatment.

### **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, 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. Grooming a child in preparation for abuse is also an offence. Sexual Abuse can be inflicted by males, females and other young people.

### **Neglect:**

The persistent failure to meet a child's basic physical and emotional needs that is likely to cause serious impairment of a child's health or development. Neglect can occur in pregnancy as a result of maternal substance misuse. Acts of omission to provide adequate clothing, food and shelter and any act of abandonment. Failing to protect from danger caused by lack of adequate supervision. Failing to seek appropriate medical care or treatment

### **Spiritual:**

Where there is an inappropriate use of religious belief in order to coerce and control children. Exposing them to any practice that could emotionally affect them

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 that may be suggestive of abuse:

- unexplained injuries on areas of the body not usually prone to such injuries
- an injury for which the explanation seems inconsistent.
- a child discloses behaviour that is harmful to them.
- unexplained changes in behaviour or mood (eg becoming very quiet, withdrawn or displaying sudden bursts of temper)
- Inappropriate sexual awareness for age.
- Signs of neglect, such as under-nourished, over- weight, untreated illnesses, inadequate care, poor presentation, an injury that has not been treated/received medical attention.

**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 some of the above signs are occurring.**

## PROCEDURES: PREVENTION & REPORTING OF ABUSE

### What to do if abuse suspected or disclosed?

Everyone has his or her part to play in ensuring the safeguarding of children within the church.

**If** the behaviour of a child gives any cause for concern -

**If** an allegation is made in any context about a child being harmed -

**If** the behaviour of any adult (including other volunteers, church members/attendees or leaders) towards children causes you concern -

- **Do not** dismiss your concerns
- **Do not** normally confront the adult about whose behaviour you have concerns
- **Do not** take responsibility for deciding whether or not child abuse is actually taking place
- **Do not** investigate allegations
- **Do not** act alone
- **Do not** take sole responsibility for what has been shared or any concerns you may have
- **Do** follow the church's procedures for responding to concerns

<b>Do</b>	<b>Don't</b>
Listen and clarify	Minimise what is said
Give support	Show shock or alarm
Explain what happens next	Question or push for information
Take action	Promise to be able to keep information confidential

## PROCEDURES: PREVENTION & REPORTING OF ABUSE

### Responding to Concerns

#### STAGE 1

If a worker/church attendee has a concern about the welfare of a child or the behaviour of an adult.

- The person who has the concern has a duty to **RECORD AND REPORT**
- A written record must be made of the concern using a GB incident report form and the concern should be reported to the SAFEGUARDING LEAD / MINISTER / TRUSTEE within 24 hours.

*(NB: GBC Incident Forms are kept in the church office and in the Children's workers cupboard upstairs)*

#### STAGE 2

- The Safeguarding Lead /Minister receives the report of concern then has a duty to **REVIEW AND REFER**
- The report will be reviewed by the Safeguarding Lead together with any other relevant information and a decision will be taken (often in liaison with Minister or Trustee) as to what action should follow. (BU Safeguarding Advice can also be sought). Any formal referral to Social Services should normally be made within 24 hours of receiving the report.

#### STAGE 3

- After the decision has been made as to what action should be taken The Safeguarding Lead , Trustee and the Minister, have a duty to **SUPPORT AND REPORT**
- Support should be offered to all parties affected by any safeguarding concerns and where formal referrals are made reports may need to be made to the local EMBA, the Disclosure and Barring Service and the Charity Commission.

## STAGE 1 (further detail) - RECORD AND REPORT

The duty of the person who has a concern or been given information about the welfare of a child is to **RECORD** their concerns in writing and to **REPORT** their concerns to the Safeguarding Lead asap but within 24 hours. If she is not contactable - reports should be made to the Minister/Trustee.

If it is an emergency situation and a child in your care is in immediate danger of s harm a telephone call should be made immediately to the Police and Social Services (see page 24 for contact details).

### The Duty to RECORD & REPORT

As soon as possible after a child tells you about harmful behaviour, or an incident takes place that gives cause for concern, a written record should be made.

The record should:

- be hand-written as soon as possible after the event
- be legible and state the facts accurately  
(if hand-written notes are typed up later the original hand-written notes should be retained)
- include the child's name, address, date of birth or age
- include the nature of the concerns/allegation/disclosure
- include a description of any bruising or other injuries that you may have noticed and mark the body map appropriately.
- include an exact record of what the child has said using the child's words
- 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 Safeguarding Team, the Church Minister (as far as this is consistent with the welfare of the child concerned and possible pastoral responsibilities to any others involved and representatives of the professional agencies.)

If such a report is made in an emergency without reference to one of the Safeguarding Team, one of the Team should be informed as soon as possible after the report has been made.

If concerns arise in the context of a children's group, the worker who has the concern may in the first instance wish to talk through their concern with their group leader (unless complaint is against him/her). However, such conversations should not delay a report being made to the Safeguarding Lead..

It should be clear that the duty remains with the worker to record and report their concerns to the Safeguarding Lead.

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 report the concern to the Safeguarding Lead.

## PROCEDURES: PREVENTION & REPORTING OF ABUSE

### STAGE 2 more detail - REVIEW AND REFER

The duty of the Safeguarding Lead on receiving a report is to REVIEW the concern that has been reported and to REFER the concern on to the appropriate people.

#### The Duty to REVIEW

In reviewing the report that is received the Safeguarding Team:

- should take account of their own experience and expertise in assessing risk to children
- must take account of other reports that may have been received concerning the same child, family or adult
- may speak with others in the church (including the Minister) who may have relevant information and knowledge that would impact on any decision that will be 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 REFER

The Safeguarding Team will make a decision about who the report should be referred on to. They may:

- refer back to the worker who made the initial report if there is little evidence that a child is being harmed. Asking for appropriate continued observation
- refer the concern to others who work with the child/children in question asking for continued observation.
- refer to the adult about whom the concern has been raised. This may be the parent/carer of the child or it may be one of the children's workers. HOWEVER - If there is any question at all of possible sexual abuse or serious physical abuse/harm the Safeguarding Lead should not address the adult directly but should refer their concerns directly to the Police and /or Social Care. Speaking to the adult can place the child at more risk, or could make any statutory investigation difficult to pursue because the child may be intimidated.
- Make a formal referral to the Lincolnshire Children's Social Care Department

All original reports should be retained safely and securely by the Safeguarding Lead/Trustee and a written record should be made of their action on the incident form and signed.

## **PROCEDURES: PREVENTION & REPORTING OF ABUSE**

### **STAGE 3 more details - REPORT AND SUPPORT**

**The Duty to REPORT:** Responsibilities in stage 3 of the process are shared by the Safeguarding Team and the Minister.

Whenever a formal referral is made to Social Services the Safeguarding Lead should:

- report the referral to the Trustee
- report the referral to the Minister
- report the referral to the Regional Minister of the EMBA

In certain circumstances the Safeguarding Trustee acting on behalf of the trustees may also need to make further reports - for example to Charity Commission.

If an allegation is made against someone who works with children, the allegation should be reported to the Local Authority Designated Officer (LADO) tel number page 25. The LADO is located within Children's Services and should be alerted to all cases in which it is alleged that a person who works with children has:

-behaved in a way that has harmed, or may have harmed a child.

-possibly committed a criminal offence against children, or related to a child

-behaved towards a child or children in a way that indicates s/he is unsuitable to work with children.

#### **Church Workers** (voluntary or paid)

If a worker has an allegation made against them they should step down from all church duties until the incident has been investigated.

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 and young people there is a statutory duty to report the incident to the Disclosure and Barring Service

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

A record should be kept of all safeguarding incidents and should be considered in the annual review of the church's safeguarding policy.

**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: Child, other family members, church worker/volunteer, Safeguarding Team, Ministers, Leadership Team etc

### **PROCEDURES: SAFE RECRUITMENT, SUPPORT AND SUPERVISION OF WORKERS**

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

#### **Guidelines for the Appointment of Children's Leaders and Helpers**

The Church will ensure that the following selection procedures have been followed:

- A written role description for each post
- All volunteers should have been in regular attendance in church for a minimum of 6 months to a year.
- All volunteers should complete an application form
- Prospective volunteers to be have a 1: 1 to exchange questions and answers
- Two references will be taken up (at least one should be from outside of GBC) and DBS will be applied for.
- The worker will be appointed for a probationary period of 6 months after which a second 1:1 will take place.
- The volunteer should sign an undertaking that they have read and will work within the agreed safeguarding policy and procedures.
- Induction into the relevant procedures and ways of working will be undertaken by group leader /safeguarding trustee.

Administration of this process will be overseen by the Safeguarding Trustee and Safeguarding Lead, but may be carried out by others. Until this procedure is completed workers must be supervised.

All leaders and helpers should have a calling to work with children, which should, in turn, be recognised by the Church Leadership Team and have the agreement of existing children's leaders and helpers.

The first priority of leaders and helpers should be their own spiritual welfare, and so, they should receive teaching and be part of a worship service or home group regularly.

All leaders and helpers should set a good example for Christ in their personal lifestyle.

Meetings for leaders and helpers will be held approximately once per term, for support and planning.

However, anyone may raise any concerns or suggestions regarding the ministry amongst children with any of the Safeguarding Team or Leadership Team at any time.

## **PROCEDURES:**

### **SAFE RECRUITMENT, SUPPORT AND SUPERVISION OF WORKERS**

#### **Young Leaders Under 18 Years of Age**

In law young leaders under the age of 18 are children and cannot be treated as adult members of a team.

Training and mentoring will be given to ensure that the young leader is helped to develop and hone skills, attitudes and experience.

A young leader must be closely supervised by an adult leader at all times, and never given sole responsibility for a group of children.

When considering ratios of staff to children the young leader needs to be counted as a child, not a leader.

The Safeguarding Policy & Procedures applies to a young leader just as it does to any other person.

The permission of parents or carers needs to be sought for the young leader just as you would for any other person under 18 years of age

If the young leader accompanies a group on a residential activity ideally they should have separate sleeping accommodation to both the adult leadership team and the children they are working with.

Young Leaders should not be given leadership responsibility for a group immediately below their own age. It is advised to have a gap of at least two years.

## Respecting Children and Young People –A Code of Behaviour

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

### **Respecting children**

The following are guidelines for a code of behaviour. Leaders and Helpers should:

- Treat all children with respect and dignity.
- Use age appropriate language and tone of voice.
- Be aware of your own body language and invading a person's personal space.
- Use age appropriate language and tone of voice. Be aware of your own body language and notice the effect you are having on the individual child.
- Listen well to children. Be careful not to assume you know what a child is thinking or feeling. Listen to what is spoken and how it is said. At the same time, observe the body language to better understand what is being said.

### Do not engage in any of the following:

- invading the privacy of children when they are using the toilet or showering
- rough games involving physical contact between a leader and a child
- sexually provocative games
- making sexually suggestive comments about or to a child, even in 'fun'
- scapegoating, belittling, ridiculing, or rejecting a child.

When it is necessary to control and discipline children, this should be done without using physical punishment. (A situation may, however, arise where a child needs to be restrained in order to protect them or a third person.)

Make sure another adult is present if, for example, a young child has soiled their underclothes and needs to be thoroughly washed or needs their nappy changing. If possible, **the child's own parent or carer should be called in to carry out such a task.**

Do not respond to or encourage excessive attention-seeking that is overtly sexual or physical in nature.

Workers should not normally plan to be alone with children, whilst on church premises this may mean leaving doors open, or two groups working in the same room.

On occasions when one to one work with a child is required this should take place with appropriate supervision and accountability structures in place.

## **Leaders and Helpers should:**

- Only invite young people to your home, or on trips, in groups, and always make sure another adult is present. The Safeguarding Lead should be notified of any planned trips or meetings in homes for children which take place in the name of Grantham Baptist Church. Parental permission must always be sought for such an event.
- Not give lifts to young people on their own, other than for short unplanned journeys where it is safer to take them than not. Ensure that if transporting children that you have the correct insurance cover for passengers and when possible, ensure you have parental permission and take another helper.
- Not share sleeping accommodation with children - if you take a group away.
- Be aware of any physical contact they may have with young people and record it when necessary. For instance, if they need to stop a fight, administer First Aid, give a hug to a child who is distressed, remove a child from danger, or protect themselves or others from attack.
- Not use physical punishment when controlling or disciplining children.
- Keep a log book. If any significant incidents take place a record should be kept in the Church Incident Book (kept on top of first aid box in flower room). Enter the names of both children and adults present and anything of note which you observe, e.g. details of any fights broken up by the workers, allegations made by young people, incidences where a child is asked to leave. All workers who witnessed, heard or responded in any way should record details, and sign and date the entry. Complete an incident form obtained from church office.

## **Abuse of Trust:**

Relationships between children and their leaders/helpers can be described as

'relationships of trust'.

The leader is someone in whom the child has placed a degree of trust, this may be because the leader has an educational role, is a provider of leisure activities, or even is a significant adult friend.

It is not acceptable for a leader/helper to form a romantic relationship with a child with whom they have a relationship of trust.

While by no means restricted to young leaders, those who are in their early adult years will need to be particularly aware of the need not to abuse their position of trust in their relationships with other young people who are not much younger than themselves.

## Electronic Communication

Electronic communication has become an easy way to communicate with young people in particular. However, there are dangers associated with electronic communication that call for vigilance:

- Electronic communication is often an extremely informal mode of communication which can create the potential for communication to be misunderstood
- Because of the informal style of electronic communication workers can easily cross appropriate boundaries in their relationships with young people
- Some adults who are intent on harming children and young people choose to use electronic communication as a way to meet and 'groom' children.

These guidelines are written to try to maintain healthy and safe relationships between adults and children.

- Electronic communication must never become a substitute for face to face contact with young people
- Have group set up with several adults in team having overview and do not use private messages with children.
- Parents or carers and children and young people themselves have the right to decide if church is to have email addresses or mobile phone numbers etc
- Workers should only use electronic means of communication with those children and young people from whom appropriate consent has been given.
- Direct electronic communication with children of primary school age is inappropriate and should be not happen.
- Only workers who have been appointed under the church's agreed procedures should use any electronic means of communication to contact children or young people on behalf of the church or one of the church's organizations.
- Contact with children and young people by electronic communication should generally be for information-giving purposes only and not for general chatter
- Workers should not share any personal information with children and young people, and should not request or respond to any personal information from the child or young person other than that which is necessary and appropriate as part of their role
- Workers should be careful in their communications with children and young people so as to avoid any possible misinterpretation of their motives, clear, unambiguous language should be used and the use of unnecessary abbreviations should be avoided

- Electronic communication should only be used between the hours of 8.00am and 10.00pm.
- Official church emails to young people should be sent out with a church header and footer indicating to the young people that this is an official communication. This should also be copied to the church email address.
- Any photos or videos taken on personal mobile phones should not be uploaded to social networking site without parental permission
- Workers should not retain images of children and young people on their mobile phone.

#### Instant Messaging Services (IMS)

- the use of instant messenger services should be kept to a minimum.
- Where a young person is in need or at a point of crisis uses this as a means of communicating with a worker:
  - Significant conversations should be saved as a text file if possible and
  - A log kept of who and when they communicated.

#### Social Networking Sites

- If adults are intending to add young people to their social networking sites they must first have permission of the parents of the young person
- Adults should not normally 'make friend requests' of young people
- It should not become expected behaviour that adults say 'yes' to a young person when a friend request is received.
- It is the adult's responsibility to ensure that all of the content on their site is appropriate for young people to see (including contents of photos uploaded).
- All communication with young people should be kept within public domains
- All communications with young people should be transparent and open to scrutiny

**Remember: never alone and unseen is the basic rule of thumb in Safeguarding Young People.**

**Ask yourself the question:  
What does this mean for your activity with electronic communication?**

## **Good Practice Guidelines for Managing Unwanted Behaviour**

A policy based upon the following guidelines should be agreed upon by each different section of children and young people's work and when necessary it should reflect the age group and general activities of the children.

- Children's unwanted behaviour must be managed without the use of physical punishment, shouting or name calling. Discipline is about our relationship with children not our mastery of them.
- Good management of unwanted behaviour is built on respect between leaders and children. (This does not imply equality but does have an implication for leaders' attitudes towards children - adults are role models for how they deal with situations).
- Minor incidents should be dealt with immediately at the time. This prevents escalation and enables major offences to be seen as major.
- Ways of managing behaviour :
  - Talk to the individual/group - criticise the behaviour not the person
  - Move the distressed child/children to a less volatile situation - change the group activity
  - Try to encourage the child to a calmer space away from others. But keep in sight of other workers - Never be left alone with a child. Stay with them until they have cooled down, but keep any time out short.
- If the above mentioned procedures fail to bring about the desired result, refer the issue to the Safeguarding Lead or Trustee
- Bullying : Behaviour by an individual or group, usually repeated over time, that intentionally hurts another individual or group either physically or emotionally
- Allegations and incidents of bullying should be reported to Safeguarding Lead /Minister or Trustee

### **Good Practice Guidelines with Colleagues**

If you see another member of staff acting in ways, which might be misconstrued, be prepared to speak to them and to one of the Safeguarding Team about your concerns. Leaders & helpers should encourage an atmosphere of mutual support and care which

allows all workers to be comfortable enough to discuss inappropriate attitudes or behaviour.

## Ratios

When working with young people the following recommended minimum ratio 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 additional 10 children	2 adults for up to 15 children (preferably one of each gender) with an extra adult for every additional 8 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 additional 10 children

This does not take into account any special circumstances such as behavioural issues, developmental issues, disability and so on, which may mean an increase to the recommended ratio.

In calculating the ratios of workers to children young leaders who are under the age of 18 should be counted as one of the children, not one of the leaders/helpers.

## A Safer Community

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

- Access to the building should be safe and well lit.
- There should be adequate heating and lighting in the venue.
- Ensure there is enough space and appropriate activities for all children.
- Have a First Aid kit and phone available.
- Check the premises for hazards (e.g. piles of chairs etc).
- Check equipment for sharp edges or missing parts.
- No smoking should be permitted anywhere when working with children.
- Fire drills should be carried out at least annually.
- Any food should be prepared carefully and hygienically.

**Risk Assessments** \*A generic written risk assessment will be carried out by the group's leader (s) at the beginning of each academic year. This will cover the general week to week Sunday morning and week night activities. A specific risk assessment will be carried out by the relevant leader (s) for any other one off youth activities which may

take place throughout the year. Risk assessments will be made available to the Leadership Team.\* Help to undertake a risk assessment is available from the Safeguarding Trustee

## **A Safe Community**

### **What to do when a know 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 children must meet 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 the 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 the Baptist Association, Baptist Union, Offender Service and so on.**

### **A contract would consider the following:**

- identify the meetings the person will attend
- specify that they will always sit apart from children
- 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 about who can and should be notified if an offender joins the congregation.

AND FINALLY:

It is not possible in this policy to cover every scenario and 'what if'.

Further advice will be taken by the GBC safeguarding team from BU Safeguarding and other agencies as necessary to protect the welfare of children.

BU (Baptist Union) "Safe to Grow" 2011 - covers some areas in more depth and can be referred to.

(unfortunately this is not available electronically but should be due for revision soon and may follow "Safe to Belong 2015", Guidance for Vulnerable Adults, by being available on the BU website)

A hard copy is available for reference in the church office.

### **Local and National Helpful Numbers:**

Children's Social Care: 01522 782111 - will transfer to Emergency Duty Team out of office hours.

Adult Social Care: 01522 782155 ( outside office hours emergency 01522 782333)

Police - 999 for emergency: 101 for less urgent.

Grantham Police Station: 01476 403316/7

Public Protection Unit: 01522 947590

East Midlands Baptist Union Safeguarding - CCPAS - 0845 120 4550 (temporary from - Jan 2017)

Local Authority Designated Officer (LADO) - Anne Faulkner 01522 55 4668

Grantham Baptist Church Minister - Ken Matthews

Safeguarding Lead GBC - Christine Edwards - 01476 861799

Safeguarding Trustee - TBC

West Lindsay Victim Domestic Abuse Services - Support covers South Kesteven, North Kesteven, Lincoln and West Lindsay : 01427 616219 /01522 510041

Perpetrator of Domestic Abuse - National : Support to address abusive behaviour: RESPECT Phonenumber open Mon to Friday 9am to 5 pm: freephone 0808 802 4040.

Lincolnshire.gov.uk ( website for Domestic Abuse Information)

Trust House -Support for Men, Women and Children affected by Rape and Sexual Abuse . Tel: 01476 570284/579379  
[support@trusthouseincolnshire.org](mailto:support@trusthouseincolnshire.org)

Human Trafficking- National 24 hr Helpline for Victims: 0800 783 2589.

NSPCC Children Trafficking Advice line: 0808 800 5000

