



RUISLIP BAPTIST CHURCH

SAFEGUARDING

PROCEDURES

*'Building a vibrant, Christ-centred community with a vision
for extending His Kingdom'*

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Last reviewed: May 2021

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Thank you for taking the time to read these 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 with.

They will provide advice or refer to outside agencies when appropriate.

For the purposes of this document Child refers to Children and Young People.

KEY PEOPLE

Derek Page - Senior Minister

Contact Number: Church Office: 01895 631239

Barry Dore – Assistant Minister

Contact Number: Church Office: 01895 631239

Vacant – Youth Worker (11-18 years)

Contact Number: Church Office: 01895 631239

Vacant – Children’s Worker (0 -11 years)

Contact Number: Church Office: 01895 631239

Jane Golden – Designated Person with Safeguarding expertise

Contact Number: Church Office: 01895 631239

David Rose, Karen Ingram, Gaynor Desai – Children and Young People's Advocates

Contact Number: Church Office: 01895 631239

Helen Yarrow – Special Needs Co-ordinator and DBS administrator

Contact Number: 07898 253854

Regional Minister – LBA (London Baptist Association)

Contact Number: Baptist Union: 020 7692 5592

Due Diligence Checking

Contact Number: 0845 644 3298 or 01162 603055

London Borough of Hillingdon Children’s Social Care and

Emergency Duty Team and LADO Contact Number: 01895 250111

Safeguarding Policy: children, young people and the church

This statement was agreed at the church members meeting held on 26th May 2021

It will be read annually at the church meeting where progress in carrying it out will be monitored.

- As members of this church, we commit ourselves to the nurturing, protection and safekeeping of all, especially children and young people.
- The church is committed to following the Home Office Code of Practice *Safe from Harm* and adopts the guidelines and procedures published by the Baptist Union of Great Britain in its publication *Safe to Grow* (Sixth Edition 2011).
- Each worker with children and young people will be asked to read the church's **Good Practice Guidelines, Social Media procedures and Social Media guidance code** and must undertake to observe them. Our more detailed **Safeguarding Procedures** will be available to all, either as a paper copy from the church office or online via the website, for reference.

If you have **any concerns** for a child or in relation to any child protection matter then speak to one of the following who have been approved as child protection co-ordinators for this church, and can be contacted via the church office (01895 631239): Derek Page (Senior Minister), Barry Dore (Assistant Minister), Jane Golden (Designated Person), Helen Yarrow (Deputy Designated Person & Special Needs Co-ordinator).

Signed on behalf of the members of Ruislip Baptist Church: _____

Roy Bawden, Secretary

Ruislip Baptist Church is a registered charity, no. 1132797

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 influencing 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.

2. How to respond when someone wants to talk about harm or abuse

- Listen – and keep listening.
- Don't question.
- Avoid passing judgement on what you are told.
- Never promise confidentiality.
- Explain what you intend to do and don't delay in taking action.
- Contact the Designated Person for Safeguarding – or in their absence take action yourself.
- Write down what is said – details below.

3. What to do when a child talks about harm or abuse

You need to make a careful written record of what has been observed as follows:

- Make notes as soon as possible (preferably within one hour of the child talking) including a description of any injury, and a drawing of its location and shape on the child's body.
- Write down exactly what the child has said and when s/he said it, what was said in reply and what was happening immediately beforehand (e.g. a description of the activity).
- Write down dates and times of these events and when the record was made.
- Write down any action taken and keep all hand written notes even if subsequently typed up.

These notes will be passed on to the Designated Person for Safeguarding to assist them should the matter need to be referred to Children's Social Care Team. Any referral to Children's Social Care Team will be confirmed by the referred in writing within 48 hours. All documents including copies of everything sent to Children's Social Care Team, will be signed by you, dated and kept at the Ruislip Baptist Church office.

4. Responding to concerns for a child or an allegation of abuse

If there is a concern that a child may have been harmed or abused, you should contact the Designated Person for Safeguarding (or in their absence you will act as follows):

4.i Where a child has a physical injury:

- Contact Children's Social Care Team if there are concerns that a child may have been deliberately hurt, discloses that they have been physically harmed or is afraid to return home. Inform the parents of action taken.
- If a child needs urgent medical attention an ambulance will be called or they will be taken to hospital, informing the parents/carers of the action that has been taken.
- The hospital staff will be informed of any child protection concerns.

4.ii 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'.

Should the Designated Person for Safeguarding not feel it necessary to refer the matter to Children's Social Care Team but you (or anyone else) have serious concerns for the child's safety, then you will contact the relevant authorities directly. The safety of the child over-rides all other considerations and it is important to remember that sexual abuse of children is a serious crime.

If the allegation is against a Church leader who has responsibility for implementing the Policy, you will refer it directly to LADO (Local Authority Designated Officer) and seek appropriate professional advice, e.g. from the Regional Minister.

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 the Children's Social Care Team can contact them if necessary.

C. Allegations against Workers

- if there is an allegation made against a member of the Church or a volunteer etc then the LADO (Local Authority Designated Officer) must be informed. The advice of Children's Social Care Team and the police should also be sought before taking any action such as suspension of employment.
- During an enquiry, the worker will be supervised as close 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 the 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 then 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.

Instance 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 with 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).

G. Online abuse

Online abuse is any type of abuse that happens on the web, whether through social networks, playing online games or using mobile phones. Children and young people may experience cyberbullying, grooming, sexual abuse, sexual exploitation or emotional abuse.

Children can be at risk of online abuse from people they know, as well as from strangers. Online abuse may be part of abuse that is taking place in the real world (for example bullying or grooming). Or it may be that the abuse only happens online (for example persuading children to take part in sexual activity online).

Children can feel like there is no escape from online abuse – abusers can contact them at any time of the day or night, the abuse can come into safe places like their bedrooms, and images and videos can be stored and shared with other people.

We will address this form of abuse in the way we do to any other form of abuse. It is recommended that key workers with children and young people use the NSPCC website in order to support those affected. Click [here](#) for support and advice. The Baptist Union have an article which also helps address this issue, click [here](#) to read it.

Part 2 – Safe Recruitment, Support and Supervision

A. Application

Under the Criminal Justice and Court Services Act 2000, it is an offence for anyone disqualified from working with children and young people to knowingly apply, accept or offer to work with children. The Act specifically includes trustees of charities working with children. This means that a person banned from working with children cannot serve as a trustee/deacon of a church. It is also a criminal offence to knowingly offer work with children to an individual who is so disqualified or to knowingly allow such an individual to continue to work with children. It will be made clear in job advertisement, at interview and on application forms that all those having contact with children or young people will be asked to agree to an enhanced Disclosure and Barring Service (DBS) check being carried out before the position is confirmed.

B. Appointment of paid workers

For the appointment of paid workers the Church Leadership will follow procedures as recommended by the Baptist Union of Great Britain and Safe to Grow. The process should ensure that:

- A full job description and person specification is drawn up.
- The position is advertised appropriately and applicants will be shortlisted.
- The interview will be formal and will often be ‘a competitive interview’.
- The candidate’s understanding and commitment to safeguarding procedures is explored.
- Formal references are taken up – see Appendix 8 & 9.
- Where applicable an applicant’s UK residency status and/or right to work in the UK will be checked.

C. a. Appointment of volunteer workers

The Children’s worker or Youth Worker, or delegated person, is ultimately responsible for finding new volunteers for a post. In accordance with our constitution any leader of a group must be a church member. Potential volunteer workers must be known to the church leadership, and the leader of the group should always check with the church leadership before approaching the volunteer.

The process for appointment should ensure that the Church’s safeguarding policy as well as the practical expectations of the role are fully discussed.

If someone is interested in working in one of the children’s or youth groups, or if the leader of one of our groups wishes to approach a new volunteer, they should speak to the Children's Worker or Youth Worker or the leader of the group who should then speak to the Senior or Assistant Minister before inviting them to join their team.

On expressing an interest in volunteering, the Children or Youth worker or delegated person should initiate an Enhanced DBS immediately or see details of their DBS with the Update Service. The potential volunteer may visit for two sessions, prior to any documentation being required, but should not be left alone with or in charge of children, and should always be accompanied by a registered leader of that group. If, after a maximum of two visits, it is agreed by all parties that they are suitable to join the group, they will be asked to complete an application form (which requires two references, one of which should be from someone not connected with Ruislip Baptist Church). They should also be given a role description and asked to complete a volunteer agreement. The completed forms, including the references, must be returned within six weeks of the first visit by the volunteer. The references should be returned to the Safeguarding Administrator and checked by the Designated person for Safeguarding. A hard copy of the references, after having been accepted, should be given to the Children’s or Youth worker or delegated person, who should then store them in a lockable filing cabinet. If the necessary documents, including a satisfactory

DBS are not returned within six weeks the volunteer is unable to continue working with our children and young people.

The final decision with regard to their appointment will be made by the Youth or Children's worker or delegated person and ratified by either the Senior or Assistant Minister. In accordance with our church constitution, and as stated earlier, any leader of a group must be a church member.

The decision as to how to go about letting the church know of the need for new volunteers will be decided by the Ministerial team. There will be regular opportunities to review procedures to ensure a common approach, sharing of concerns and identifying other matters that may need clarifications and guidance.

C. b. Appointment of 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. However neither should they be managed in the same way as the children and young people with whom they are working. Training and mentoring should be encouraged, to ensure that the young leader is helped to develop and hone skills, attitudes and experience. We have a duty to make their time as young leaders both enjoyable and rewarding – they must never be 'just another pair of hands'

Careful judgements will need to be made regarding the appointment of young leaders who are under the age of 18. Some may need to be appointed under the full procedures of our Safeguarding Policy, including applying for an Enhanced DBS Disclosure. For others this will not be appropriate. The general rule of thumb is that, where a young leader has leadership responsibilities in a group to which they already belong and so is exercising leadership among their peers, it will not be necessary to appoint under the full procedures. When a young leader is appointed to another group, the full safeguarding appointment procedures should be followed. For further guidance on this speak with the Designated Person with Safeguarding expertise or refer to the Baptist Union guidelines. [click here](#)

D. Young people

Young people under 18 may be used as helpers but such helpers will be responsible to a named worker. 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 17 the full application process will be applied.

E. Training

It is important that all workers understand the agreed procedures for the protection of children and young people, and on appointment will be asked to read our procedures and good practice guidelines. Training for workers in relevant areas will be arranged e.g. first aid, food hygiene and safeguarding.

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/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 and a safeguarding concern is disclosed or noticed 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 in 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 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 only adults allowed to participate in children's and young people's activities are those appointed by the Church. The leader of the activity should be aware of any other adults who are in the building.
- The parents/carers may or may not attend church and it is important therefore they have been given information about the group including contact telephone numbers.

Below are suggested ratios of adults to children, recommended for all activities with children and young people:

Age group	Ratio of Adults: Children Indoor	Ratio of Adults: Children Outdoor
0 - 2	1 : 3	1 : 3
3	1 : 4	1 : 4

4 - 7	1 : 8	1 : 6
8 - 12	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 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

- The level of personal care (e.g. toileting) must be appropriate and related to the age of the child whilst accepting that some children have special needs.
- No person under 18 years of age should be left in sole charge of any children of any age. Nor should children or young people attending a group be left alone at any time.

B. Take 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. Mentoring

If a worker is working as part of the recognised mentoring programme for the church with a young person:

- The parents of all young people involved in mentoring will sign a letter to say they are aware that the mentoring is happening and who it is with.
- A mentoring meeting should have an agreed start and end time and someone should be aware that you are meeting.
- Keep a basic record of dates of significant meetings, text messages and emails.
- Appropriate boundaries in regards to times and demand should be in place, i.e. not phoning during the night etc.
- A written record should be kept of issues/decisions discussed at meetings.

D. Visiting Children or Young People at Home

It is unlikely that workers will need to make a pastoral visit of children and their families at Ruislip Baptist Church. If a situation occurs where it is needed then it can only be done with agreement of a member of the Ministry Team.

E. 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.

F. Children with no adult supervision

When children turn up 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.

G. 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.

H. Social Media and Electronic communication

Please refer to the Social Media Guidance Code, Social Media procedures WhatsApp Youth and Parent agreement which will be regularly reviewed in order to keep up to date with the speed of change in technology.

I. 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.
- Be sensitive that not all children and young people may want to have their picture taken and be respectful of this.

As part of Ruislip Baptist Church's commitment to safeguarding children and young people it has been agreed that a parent/childminder/family member attending an activity at Ruislip Baptist Church may only take photographs of the child in their care. No group photographs or photographs that might include other children should be taken.

No image taken at events run by Ruislip Baptist Church, including those taken in a public place, should be uploaded onto any social media website without prior agreement from the Church leadership.

Part 4 – Safe Practice and Safe Premises

A. Safe practice and safe premises

1. Consent forms

It is essential that we have important information about all children and young people involved in any activities at Ruislip Baptist Church. This information is recorded on our consent forms (appendices 1 and 2).

The first week someone attends we must have their name, medical emergency information and a contact name and number. After having attended regularly they should complete and return their consent form.

2. Guidelines for Use of Ruislip Baptist Church

The responsible adult for an activity at Ruislip Baptist Church should be aware of the Church's Health and Safety policy, which is on display in the foyer, by the church office and is available from the church office.

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

Buildings being used for children's groups will be properly maintained. A representative from the children's/young people's work teams will take part in the annual health and safety review in order to consider all aspects of safety for all children and young people using the premises.

3. Fire

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

4. First Aid

Ruislip Baptist Church has a number of people trained in first aid. All Ruislip Baptist Church groups will endeavour to ensure that they have a person trained in first aid on their regular team.

There are four first aid boxes the locations of which are listed in the Health and Safety procedures. Each box contains a first aid kit, accident report and an incident form which must be completed in the event of any accidents, injuries or incidents. In addition a first aid kit will be available for off-site activities, this will be kept the Youth and Children's workers office.

The Health and Safety co-ordinator or appointed person ensures that the contents of the first aid boxes are checked on a regular basis. Completed accident forms should be passed on to the church administrator.

5. Supervision of groups

The person responsible for a group/activity must keep a register so that it is known who is on the premises.

6. Action to be taken if a child goes missing

Our procedures are designed to ensure that a missing child is found and returned to effective supervision as soon as possible. At all times the emphasis should be on ensuring that other children are supervised and that there is no sense of panic. If a child was found to be missing, we would carry out the following actions:

- Take a register in order to ensure that all the other children are present .
- Inform the Leader of the activity.
- Ask all of the adults and children calmly if they can tell us when they last remember seeing the child.
- Occupy all the other children in a room.

- At the same time, arrange for one or more adults to search the building, both inside and out, checking all spaces, cupboards, washrooms etc.

If the child is still missing, the following steps would be taken:

- Inform a member of the Leadership team or Ministry staff.
- A person in authority should ring the child's parent and explain what has happened, and what steps have been set in motion. Ask them to come to the church.
- The member of the Leadership team would notify the Police.
- Staff would continue to search the rest of the church premises and grounds.
- If the child's home is within walking distance, a member of staff would set out on foot to see if they had walked home.
- The member of the Leadership team would inform the Designated person who would inform the Local Children Safeguarding Board.
- The church would cooperate fully with any Police investigation and safeguarding investigation by Social Care.

A full record of all activities taken up to the stage at which the child was found would be made for the incident report. If appropriated, procedures would be adjusted.

Missing Children at Holiday club

Ruislip Baptist Church Summer Holiday Club has the highest regard for the safety of the children in our care. Staff will always be extremely aware of the potential for children to go missing during sessions. Even when all precautions are properly observed, emergencies can still arise. The Holiday club organisers have in place a strategy for ensuring children are kept safe and details can be found in the Holiday club risk assessment.

Uncollected Children

If a child is not collected at the end of a session, the child will remain in the care of the Ruislip Baptist Church until they are collected by the parent, carer or designated adult. If the delay in collecting the child is longer than normally accepted, the leader of the activity will call the contact numbers for the parent or carers.

If there is no response from the parents' or carers' contact numbers or the emergency numbers within a 2 hour period the leader of the activity will contact the police.

The designated person should be contacted who will then contact the Leadership team.

We undertake to look after the child safely throughout the time that he or she remains under our care.

7. Food Hygiene/Health and Hygiene

The Food Safety (General Food Hygiene) Regulations 2013 state that anyone who handles food or whose actions could affect its safety must comply with the regulations. It follows therefore 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.).

Anyone dealing with bodily fluid, emptying of sanitary bins should wear appropriate clothing and use the designed cleaning equipment.

8. 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:

- Usually only those who have gone through the Church recruitment procedures for workers will transport children. When this is not possible drivers will pick up and drop off at pre-arranged places.
- All drivers will have read the Church's Safeguarding policy and agree to abide by it.
- Parental consent will be given for all journeys.
- Drivers will be 21 or over and have held a full driving licence for at least two years.
- The driver must ensure that they have adequate insurance cover: The driver should declare to their insurers that they are participating in the activity of transporting people for the church. 'Business use' cover may be required. The response of the insurance company may be different if the driver is being reimbursed. The vehicle will need to be road worthy.
- Workers may be alone with a child for short periods, for example when dropping off the last child. Consideration needs to be given to dropping off the least vulnerable child last and routes planned accordingly.
- Drivers will not spend unnecessary time alone in a car with a child.
- Make sure all children and young people are returned to pick up point.
- 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.

9. Risk Assessment

Before undertaking any activity, including trips away from church, the activity leader will ensure that a risk assessment is carried out and it is advisable to appoint someone specifically for the task.

10. Insurance

Residential activity/camp organisers will ensure with the Church Treasurer that there is adequate insurance cover the event activity. If the trip is at a centre it is also important to establish that there is appropriate public liability insurance.

11. Outings and overnight events

- 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 when food is being prepared for those attending..

1. 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 hostelling 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.

2. Adventurous Activities (Outings and overnight events)

No child will participate in adventurous activities without the written consent of the parent/carer. The residential activity/camp organisers will ensure that the staff engaged in such activities are properly trained and qualified and that the correct ratio of staff to children are 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 1996, the residential activity/camps organisers need to ensure that the premises are licensed.

3. Fire Safety (Outings and overnight events)

The residential activity/camp organisers will have a fire safety procedure, which will include the following:

- Everyone will be warned of the danger of fire. If the residential activity/camp is in a building then everyone must be made aware of the fire exits. A fire drill will be practised on the first day of the residential activity/camp.
- 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. It will also comply with fire regulations.
- In the case of an emergency, ensure measures are in place to alert children and young people with disabilities (e.g. a child who is hard of hearing).

4. Safety (Outings and overnight events)

At all times, it is the responsibility of the workers to know the whereabouts of every child/young person participating in a residential activity/camp and this may include monitoring access on and off the site.

General safety rules will be applied as appropriate (e.g. no running round tents due to the risk of injury from tripping over guy lines).

5. Swimming Trips

There will be an increased adult to child ration 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 – A 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.
- 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 clothes; 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. Working with Offenders

When someone attending the Church is known to have abused children, the Ministry Team will supervise the individual concerned and offer pastoral care, but in its commitment to the protection of children, will set boundaries for that person which they shall be expected to keep.

When it is known that a person who has been convicted of sexually abusing children or young people is attending Ruislip Baptist 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 a series of allegations about the sexual abuse of children and young people but has never been convicted (such allegations may be revealed on an Enhanced DBS Disclosure under relevant non-conviction information).

If an offender is on the Sex Offenders' Register they will be monitored under guidelines known as the Multi-Agency Public Protections Arrangements (MAPPA). In the latest guidance there is provision to require a written contract to be in place if the offender wishes to attend a place of worship.

In determining the details of the contract:

- There will be a discussion about who should be informed of the nature of the offence and the details of the contract
 - The rights of the offender to re-build their lives without everyone knowing the details of their past offence should be balanced against the need to protect children and young people.
 - The Designated Person for Safeguarding and a Minister should always be informed.
- The Minister and the Designated Person should determine whether the person is subject to supervision or is on the Sex Offenders' Register
 - If so, the Minister should make contact with offender's specialist probation officer (SPO) who will inform the church of any relevant information or restrictions that the church should be made aware of.
- The Minister should inform and take advice from the Regional Minister if we think appropriate or necessary.

A formal meeting should be held between the person concerned and the Minister in which clear boundaries are established for their involvement in the life of the church. A written contract should be drawn up, with input from the Designated Person which identifies appropriate behaviour. The person should be required to sign the contract. The contract:

- Will identify the meetings the person may attend.
- Will specify that they will always sit apart from children and young people.
- May ask that they are always accompanied by a befriender on church premises.
- Will require the person not to attend small group meetings where children or young people are present.
- Will require that the person declines hospitality where there are children or young people.
- Will state that the person will never be alone with children or young people while attending church functions.
- Will require the person to stay away from areas of the building where children or young people meet.

The contract should be monitored and enforced. Those who offend against children and young people can often be manipulative. If the contract is broken certain sanctions should be considered.Appendix 1

**Ruislip Baptist Church
General Information and Consent Form
(Children)**

Contact Details and Information

Group/s attending _____

Name of child _____ Date of Birth ____/____/____

Address: _____

Name of Parents/Carers: _____

Home Phone No: _____ Mobile: _____

Alternative emergency No: _____ School: _____

Parents e-mail address: _____

Medical Information – please provide details of any:

- Medical condition or disability.....
- Allergies.....
- Dietary needs.....
- Special needs (e.g. dyslexia, dyspraxia, autism etc. or issues picked up by an external organisation such as a school or nursery).....

.....
(Please note that we reserve the right to ask a parent or guardian to remain with a child if we do not feel we would be able to provide adequate care for that child)

Consent

Do you consent to photos/videos being taken of your child for local display or publicity? YES / NO

Do you consent to un-named photos/video footage being used on the church website? YES / NO

In an emergency, if I cannot be contacted, I give permission for my child to receive first aid or necessary hospital treatment, including anaesthetic.

I understand that while those working with my child will take all reasonable care, they cannot necessarily be held responsible for any loss, damage or injury suffered by my child during, or as a result of, the activity.

Signed (parent/guardian) _____
(Only those with parental responsibility can sign the consent)

Printed name: _____ Date: _____

Appendix 2
Ruislip Baptist Church
General Information and Consent Form
(Youth)

Contact Details and Information

Group/s attending _____

Full name _____ Date of Birth ____/____/____

Address: _____

Name of Parents/Carers: _____

Home Phone No: _____ Mobile: _____

Alternative emergency No: _____ School: _____

Parents e-mail address: _____

Medical Information – please provide details of any:

- Medical condition or disability.....
- Allergies.....
- Dietary needs.....
- Special needs (e.g. dyslexia, dyspraxia, autism etc. or issues picked up by an external organisation such as a school).....

.....
(Please note that we reserve the right to ask a parent or guardian to remain with a child if we do not feel we would be able to provide adequate care for that child)

Consent

In an emergency, if I cannot be contacted, I give permission for my child to receive first aid or necessary hospital treatment, including anaesthetic.

I give permission for my child to take part in organised trips to activities off site and to travel with a driver deemed responsible according to Safeguarding guidelines.

I give permission for recognised youth leaders to use electronic means of communication (e.g. mobile phones, e-mail, facebook) with my child (11-18 only and 13-18 for facebook) .I understand that while those working with my child will take all reasonable care, they cannot be held responsible for any loss, damage or injury suffered by my child during, or as a result of, the activity.

Signed (parent/guardian) _____

(Only those with parental responsibility can sign the consent)

Printed name: _____ Date: _____

I undertake to inform the leader of the group should any of the above information change during the year.

Appendix 3
ACCIDENT REPORT FORM

Ruislip Baptist Church

This form should be completed immediately after an accident or significant incident. The worker should discuss with the Ministry Team what follow up action is necessary.

Day, date and time of the accident _____

What are the names, addresses and ages of those involved in the accident? _____

Where did this accident take place? _____

Name of your group _____

Who is normally responsible for the group? _____

Who was responsible for the group at the time of the accident, if different from above? _____

Which other workers were present at the time of the accident? _____

Who witnessed the accident (ages if under 18) Normally two witnesses would be needed _____

Describe the accident (include any injuries received, any first aid or medical treatment given)

Have you retained any defective equipment? Yes / No / None involved (Please circle)

If so, where is it being kept and by whom?

What action have you taken to prevent a recurrence of the accident?

Is the site or premises still safe for your group to use? Yes / No (Please circle).

Is the equipment still safe for your group to use? Yes / No (Please circle).

Who else do you need to inform?

Have they been informed? Yes / No (Please circle).

If so, when and by whom? _____

Signature of person in charge of group at time of accident/significant incident.

_____ Print Name _____

Date _____/_____/_____

Form seen by Minister/Leader

Signature _____

Date _____/_____/_____

Appendix 4
INCIDENT REPORT FORM
Ruislip Baptist Church

(This report form is for the purpose of keeping a record of reports made to the Children's Advocate/Responsible Person. As well as this report, you should make a full factual written record of your observations and any conversations, which should be signed and dated.)

Name of worker

Name of group

Name of child

Date & time of incident

Nature of concern:

.....
.....
.....
.....

Have you made a full written record of the incident/concern? Yes / No (Please circle)

Who have you spoken to about your concerns?

Child: Yes / No (Please circle)

Parent or Carer: Yes / No (Please circle)

Minister: Yes / No (Please circle)

Organisation leader: Yes / No (Please circle) Name

Other: Yes/ No (Please circle) Name

Social Services: Yes / No (Please circle) Name

What feedback have you received?

.....

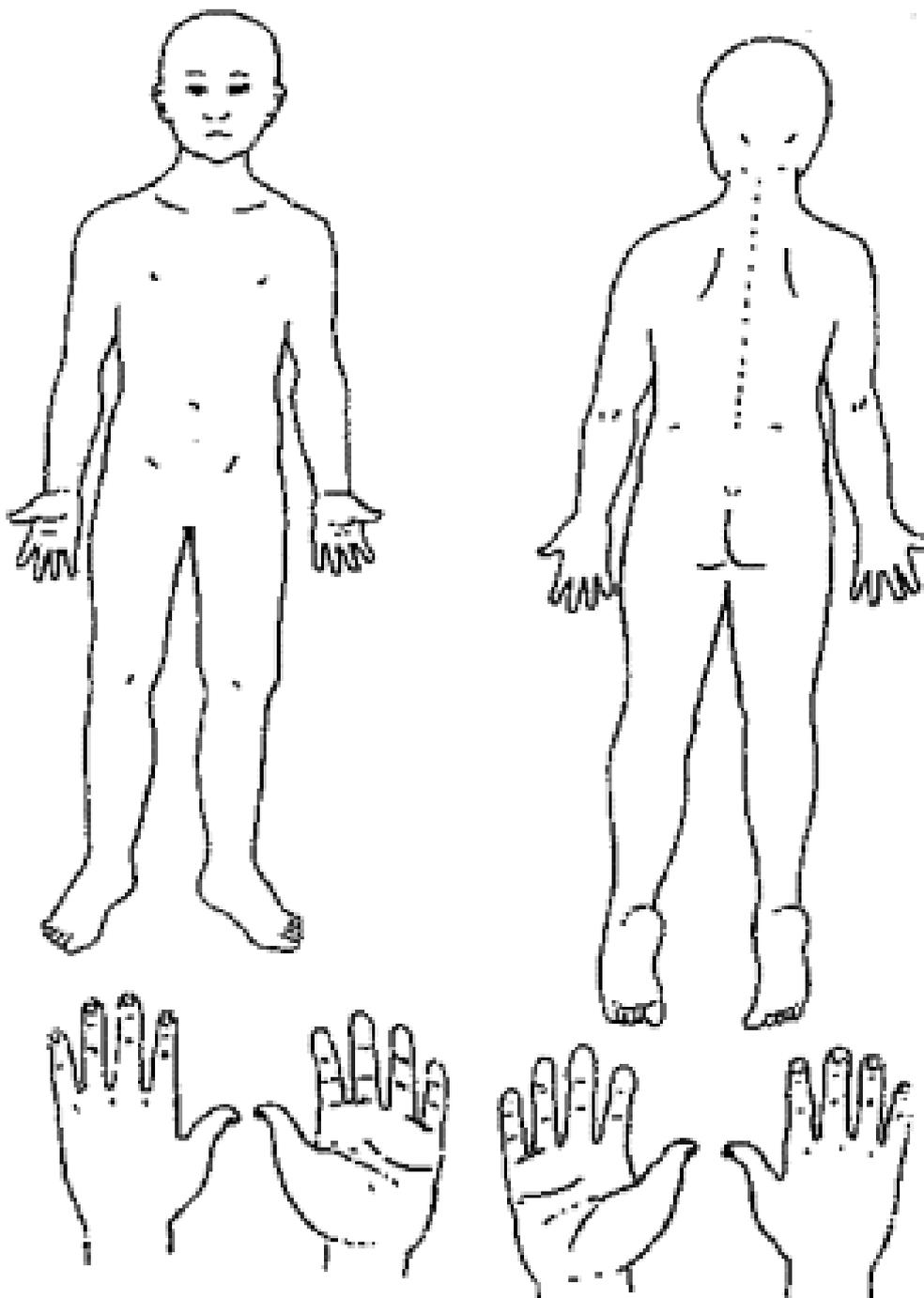
How have your concerns been followed up?

.....

Signature of Worker:

Date and time

Appendix 5 Body Chart



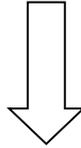
Appendix 6 Flow chart

Stage 1

A worker has concern about the welfare of a child/young person 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 standard incident report form and the concern should be reported to the Designated Person within 24 hours.



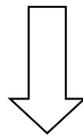
Stage 2

The Designated Person receives the report of concern
The Designated Person has a duty to

REVIEW AND REFER

The report will be reviewed by the Designated Person with any other relevant information and a decision will be taken (often in liaison with others) as to what action should follow. Any formal referral to Social Care Team should normally be made within 24 hours of receiving the report.

If a child is in imminent danger of harm a referral should be made to the police or Social Care Team without delay



Stage 3

After the decision has been made as to what action should be taken

The Designated Person, and the Minister may 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 Association, the Independent Safeguarding Authority or the Charity Commission

Appendix 7
**APPLICATION FORM FOR VOLUNTARY WORK
WITH CHILDREN AND YOUTH WORKERS**
Ruislip Baptist Church

We ask all prospective workers with children and young people (0 – 18) to complete this form. If there is insufficient room to fully answer any question, please continue on a separate sheet. The information will be kept confidentially by the church unless requested by an appropriate statutory authority.

1 Personal Details

Full name

Address

..... Postcode

Telephone Number..... Daytime).....

How long have you lived at the above address? Years.
(If less than 3 years, please give previous address with dates)

From/...../..... To/...../.....

Address

..... Postcode

2 Experience and skills

Please tell us about your Christian experience (ie how long have you been a Christian, which church(es) have you attended (with dates), any activities undertaken):

.....
.....
.....

Please give details of previous experience of looking after or working with children and/or young people. Please include details of any relevant qualifications or appropriate training either in a paid or voluntary capacity:

.....

.....
.....

Do you suffer, or have you suffered any illness which may directly affect your work with children or young people? Yes/ No (please circle) If yes, please give details:

.....

3 References

Please give the details below of two people who know you well and who would be able to give a personal reference and comment on your character and work with the church. (at least one should be from outside the church, this could be someone from your previous church, someone you baby sit for, or has seen you engage with children or young people. This person should have known you for at least two years).

Name	Name
Address	Address
.....
Postcode	Postcode
Email address.....	Email address.....
Relationship to you.....	Relationship to you.....

4 Disclosure and Barring Scheme Declaration

Because of the nature of the duties we ask all those working with children and youth to complete an Enhanced Disclosure and Barring Service form. If considered suitable for the post, do you agree to co-operate in obtaining a Disclosure Barring Service form at the Enhanced level?*

Yes / No (Please circle)

* Because of the nature of the work for which you are applying, this position is exempt from the provision of section 4(ii) of the Rehabilitation of Offenders Act 1974 (Exceptions Order 1975), and you are therefore not entitled to withhold information about convictions which for other purposes are 'spent' under the provisions of the 1974 Act and in the event of appointment, any failure to disclose such convictions could result in the withdrawal of approval to work with children and / or young people within the church.

I have read the church's guidelines for safeguarding children and young people. I understand that it is my duty to protect the children and young people with whom I come into contact. I agree to abide by the policies and procedures agreed by the church for the protection of children and young people.

5 Declaration

I confirm that the submitted information is correct and complete.

Signed Date

Print name

Appendix 7a

**YOUTH APPLICATION FORM FOR VOLUNTARY WORK
WITH CHILDREN AND YOUTH WORKERS
Ruislip Baptist Church**

If you are under 18 and working with children and young people (0 – 18) please complete this form. If there is insufficient room to fully answer any question, please continue on a separate sheet. The information will be kept confidentially by the church unless requested by an appropriate statutory authority.

1 Personal Details

Full name

Address

..... Postcode

Telephone Number.....(Daytime).....

How long have you lived at the above address? Years. If less than 3 years, please give previous address(es) with dates:

From/...../.....To/...../.....From/...../.....To/...../.....

Address Address

.....

Postcode Postcode

2 Experience and skills

Please tell us about your Christian experience (ie how long have you been a Christian, which church(es) have you attended (with dates), any activities undertaken):

.....

.....

.....

Please give details of previous experience of looking after or working with children and/or young people. Please include details of any relevant qualifications or appropriate training either in a paid or voluntary capacity:

.....
.....
.....

Do you suffer, or have you suffered any illness which may directly affect your work with children or young people?

Yes/ No (please circle) If yes, please give details:

.....

3 References

Please give the name, address and telephone number and role or relationship of a person who knows you well and who would be able to give a personal reference and comment on your character and work with the church.

Name

AddressPostcode.....

Connection to you.....

I have read the church's guidelines for safeguarding children and young people. I understand that it is my duty to protect the children and young people with whom I come into contact. I agree to abide by the policies and procedures agreed by the church for the protection of children and young people.

5 Declaration

I confirm that the submitted information is correct and complete.

Signed

Date

Print name

Appendix 8
REQUEST FOR REFERENCE
Ruislip Baptist Church
(sample only – to be sent on RBC letter headed paper)

Ruislip Baptist Church

Date

Dear

..... (name of volunteer/worker)

The person named above has offered to help with our children's/young people's work.

In order to act at all times in the best interests of our children and young people we must do all we can to ensure that all new volunteers are appropriate people to be in a relationship of trust with those who are under 18.

..... (name) has given us your name as someone who can give a character reference.

I would be grateful if you would complete the enclosed questionnaire, which will be treated in the strictest confidence, and return it to us as soon as possible.

In commenting on the volunteer worker, please bear in mind that it is the church's duty to protect harm of a physical, emotional or sexual nature.

With thanks,

Yours sincerely,
(Minister/Church Secretary)

Appendix 9
REFERENCE
Ruislip Baptist Church

Private and Confidential

Section 1 (To be completed by Ruislip Baptist Church)

Name of volunteer

has applied to work with children/young people aged

in (*name of organisation/group*)

His/her responsibilities will include:

.....

Name of referee

Section 2 (To be completed by the referee)

What is your relationship/connection with the volunteer?

How long have you known the volunteer? (should be at least two years)

What personal experience do you have of the volunteer's ability to work with/relate to children and/or young people?.....

.....

What are the gifts and experience the volunteer will bring to the role?

.....

Please comment on the volunteer's honesty and reliability

.....

To your knowledge, is there anything about the volunteer's past behaviour, their character or attitude that gives you any cause for concern about their suitability to work with children and/or young people?

.....

Are there any other comments you would like to make about the volunteer?

.....
(Please continue any of your answers over the page if necessary.)

Signed Date