

Report the concern to the Safeguarding Lead:

Once you have written it down, please hand it, or email it as quickly as possible to a member of the Safeguarding Team:

RACHEL HAYWARD, Designated Person for Safeguarding (Safeguarding Lead) safeguarding@twbc.org.uk

She will advise you on any matters related to the safeguarding of children and young people and take the appropriate action when abuse is disclosed, discovered or suspected.

Phone number: 07779 857367

Email address: Rachel.hayward@twbc.org.uk

KYM RUSSELL, Deputy Designated Person for Safeguarding

She will assist the Safeguarding Lead.

Phone number: 07718 833522

Email address: kym.rus87@gmail.com

DAVID HAYWARD, Co-Pastor is also an important part of the Church Safeguarding Team. Where possible, the Church Safeguarding Team will work together if and when issues arise.

Thank you for playing your part!

Additional support is available through our local Baptist association team as well as information, guidance and resources on the Baptists Together website at www.baptist.org.uk.

Safeguarding Handbook

for working with children, young people and adults at risk



At TWBC we welcome children as part of the church family. We are committed to the well-being and care of all children and young people and expect that they will be given welcome and respect because long before they were special to us, they were special to God.



Our safeguarding responsibilities

It is the duty of each member of the church family to help prevent the abuse of children and adults at risk, and the duty of each member to respond to concerns about the well-being of children and adults at risk. In order to do this we will:

- Recognise** that abuse may be taking place
- Respond** to the concern
- Record** all the information they have received
- Report** the concern to the Safeguarding Lead

Guidelines on how to safeguard yourself when working with children or young people

The church has a code of behaviour for all those working with children and/or young people so that everyone is shown the respect that is due to them:

- Treat everyone with dignity and respect.
- Listen well to everyone.
- Do not invade the privacy of children when they are using the toilet.
- The level of assistance with personal care (eg. toileting) must be appropriate and related to the individual child.
- When it is necessary to discipline children, this should be done without using physical punishment.
- 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.
- Do not make sexually suggestive comments about or to a child or young person, even in 'fun' or play sexually provocative games.
- Avoid rough games involving physical contact between a worker and a child.
- Do not scapegoat, belittle, ridicule or reject a child or young person.
- Be aware of any physical contact you may have with a child or young person and record it when necessary. For instance, if you need to stop a fight, administer First Aid, give a hug to someone in distress, or protect yourself or others from danger.
- Do not give lifts to children or young people on your own. Ensure that if transporting children as part of your church role,

There are Safeguarding forms available in the church office and in the main sanctuary but writing on any paper is better than none!

The record should:

- be hand-written as soon as possible after the event and handed to the Safeguarding Lead within 24 hours
- be legible and state the facts accurately (when hand-written notes are typed up later the original hand-written notes should be retained)
- If you can, include the child, young person or adult at risk's name, address, date of birth (or age if the date of birth is not known)
- include the nature of the concerns/allegation/disclosure
- include a description of any bruising or other injuries that you may have noticed
- include an exact record of what the child or adult at risk has said, using their own words where possible
- include what was said by the person to whom the concerns were reported
- include any action taken as a result of the concerns
- be signed and dated
- be kept secure and confidential and made available only to the church Safeguarding Team (including the church minister)

In addition to the above, if you think that anyone is in imminent danger of harm, a report should be made immediately to the police by calling 999.

Respond to the concern: (cont.)

The most important thing to do is to stay calm. It is a privilege that the child, young person or adult at risk has chosen you to trust with this. Listen well. Be careful not to assume you know what a child, young person or adult at risk is thinking or feeling. Listen to what is being spoken and how it is said. At the same time, observe the individual's body language to better understand what is being said.

And remember—you are not alone. We are here to support you as well as the children, young people and adult at risk.



Record all the information you have received:

It can sometimes feel like a hard decision when or if to report something, but please know that it is not. If you suspect ANYthing, *simply write it down and hand it over. Your part is likely to then be over* and it is then up to the Safeguarding Lead to decide what if any action needs to be taken.

you have informed your insurer that you are using the vehicle for volunteer driving. Some insurers may wish to upgrade to business use cover.

No one should normally be left working alone with children or young people, but should instead work as part of a team. If there are insufficient leaders for groups:

- Internal doors should be left open.
- At least two people should be present before external doors are opened for an event.
- Consider whether you could combine groups together or rearrange planned activities.
- Reconsider whether you can run the group safely, carrying out a Risk Assessment to record your findings.

If workers do find themselves on their own with children or young people, they should:

- Assess the risk of sending the child or young person.
- Phone another team member and let them know the situation.
- 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 present.
 - You leave the door open if you are in a room on your own.
 - Another team member knows where you are.

Sadly, the abuse of children, young people and adults at risk is active within society today and everyone has his or her part to play in helping to safeguard children, young people and adults at risk within the life of the church. Therefore we will:

- Recognise** that abuse may be taking place
- Respond** to the concern
- Record** all the information we receive
- Report** the concern to the Safeguarding Lead who may, in turn, report it to the statutory authorities

Recognise that abuse may be taking place:

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

The person who has the concern *has a duty to* respond.

Respond to the concern:

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

*Adults have the right to say 'Don't do anything. Make them aware that you still need to record.