

Safeguarding Children and Young People at Tunbridge Wells Baptist Church Child Protection Policy Statement

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 children and young people will be given welcome and respect because long before they were special to us, they were special to God. The church recognises its responsibilities for the safeguarding of all children and young people under the age of 18 (regardless of gender, ethnicity or ability) as set out in The Children Act 1989 and 2004, Safe from Harm (HM Government 1994) and Working Together to Safeguard Children (HM Government 2010). As members of this church we commit ourselves to the nurturing, protection and safeguarding of all children and young people associated with the church and will pray for them regularly. There is a programme of activities for children and young people and our premises are available to organisations working with children and young people.

Safe recruitment, support and supervision of workers

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

Safe behaviour: a code of behaviour for workers

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

Safe practice and safe premises

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

A safe community

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

Prevention and reporting of abuse and responding to concern

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

Responsible people

The church has appointed Nicola Deacon, Kym Russell and Jon Bell as the Designated People for Safeguarding to oversee and monitor implementation of the policy and procedures; · advise the church on any matters related to the safeguarding of children and young people and to take the appropriate action when abuse is disclosed, discovered or suspected.

Policy and procedures

A copy of the policy statement will be available on the church website and in the church office. Each worker with children and young people whether paid or voluntary will be given a full copy of the policy and procedures and will be required to follow them. A full copy of the policy and procedures will be made available on request to any member of the church, the parents or carers of any child or young person from the church or any other person associated with the church. The policy and procedures will be monitored and reviewed at least annually by the Diaconate.

Child Protection Procedures 2013

Tunbridge Wells Baptist Church
12 Upper Grosvenor Rd, Tunbridge Wells, Kent TN1 2EP
01892 541118

Contact Details

Designated People for Safeguarding
Nicola Deacon 01892 544946 / 07766 642594
Kym Russell 01892 527883
Jon Bell 01892 661235
Organisation (Churches Agency for Safeguarding)
020 7467 5216
<http://www.safetogrow.org.uk/Groups/220183/Safeguarding.aspx>

Maeve Whitchurch SEBA Youth Officer 01273 441509

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Part 1 - Safe recruitment, support and supervision of workers (paid and voluntary)

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 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 advertisements, at interview and on application forms that all those having contact with children or young people will be asked to agree to a Disclosure and Barring Service (DBS) check being carried out before the position is confirmed.

1) References - Formal references will be requested for all volunteers and paid workers. Where applicable an applicant's UK residency status and/or right to work in the UK will be checked. The TWBC Designated Person for Safeguarding (currently Nicola Deacon) will request references and DBS checks for all volunteers and if requested by the TWBC staffing group, applicants for paid work.

2) Interviews - All prospective paid workers will have an interview.

B. Appointment and Supervision

The Church's safeguarding policy as well as the practical expectations will be discussed with the applicant by the leader of the group they wish to join. The worker will be required to read the TWBC safeguarding policy and sign their agreement in acceptance of and agreement to the procedures. Any appointee will have a written agreement which includes a clear role description, lines of accountability to the church leadership and an assigned supervisor with regular opportunities for planned meetings so that work can be discussed, issues aired and areas of concern dealt with. It is also advisable to have a probationary period (eg 6 months) before the appointment is confirmed. There will be regular team meetings to review procedures to ensure a common approach, sharing of concerns and identifying other matters that may need clarification and guidance.

For people volunteering to work with families and children up to the end of school year 6, the line manager will be Rachel Hayward. For people volunteering to work with young people up to the end of school year 13, the line manager will be Duncan Threshie.

1) Training

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

Child protection training should be attended once every 3 years. It is desirable that all those involved with our children and youth work make every effort to attend this training.

Training for workers in related areas will be arranged, eg. first aid, food hygiene.

2) Young People

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

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

Part 2 - Responding to Concern

All who work with children and young people should know how to respond if a child or young person talks to them about an abusive or harmful relationship. If you have concerns regarding abuse then you should not delay, you should not act alone and you should not start to investigate. On occasions an incident or an injury will give cause

for concern but often it is a series of incidents or an accumulation of concerns which indicate that a child may be suffering or is at risk of suffering harm. A child's observed behaviour, their physical appearance, developmental progress and emotional demeanour might indicate that they are being abused or neglected. Sudden changes might be observed in a child's behaviour. There might be a history of concerns noted over a number of occasions. There may be indicators that parents/carers are experiencing difficulties which are having adverse and potentially damaging effects on their child e.g. domestic abuse, substance misuse or mental health issues. Observations of an adult's interaction with a child or young person might give cause for concern. Children and young people might share with a trusted adult a concern they have about their safety or disclose that they are being harmed.

A. Responding to concern

1) Understanding, Recognising and Responding to Abuse

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting; by those known to them or, more rarely, by a stranger. They may be abused by an adult or adults or another child or children.

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

If a child expresses a concern to you:

- React calmly so as not to further distress the child or young person
- Listen carefully to what they say
- Don't rush or attempt to interrupt them.
- Don't ask closed questions; instead use open questions such as: 'Is there anything else you want to say?'
- Don't ask leading question
- Avoid passing judgment on what you are told
- Never promise confidentiality
- Explain what you intend to do and don't delay in taking action
- As soon as possible afterwards make notes of exactly what was said, (using the child's words and a brief description of their demeanour) recording the date and time and who was present.
- Report your conversation to a Pastor or our Designated Person as a matter of priority, as a decision will need to be made as to what action needs to be taken to ensure that the child/young person is safe.
- Do not allow a child/young person to go home before checking this with a Pastor or our Designated Person; sending them home could put them at further risk.
- A decision will also need to be made about when and what information is communicated to the parent/carer and whether it is appropriate to monitor the situation, offer help from within TWBC or seek help / advice from outside agencies.

All documents will be signed by you, dated and passed to TWBC Designated Person for Safeguarding and then kept in a locked file.

3) Responding to concerns for a child or an allegation of abuse

Where possible, concerns will be passed to the Designated Person for Safeguarding but difficulty in contacting this individual should not delay action being taken. Alternative people to contact are Rev Duncan Threshie (Senior Pastor) or Rev Rachel Hayward (Pastor responsible for children and families). Whilst recognising the importance of seeking appropriate advice, it is important to maintain confidentiality and only speak to those with an identified role in the safeguarding procedure.

If there is a concern that a child may have been harmed or abused, the Designated Person for

Safeguarding will act as follows.

3.i) Where a child has a serious physical injury or symptom of neglect:

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

3.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 to protect confidentiality and 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 Children's Social Care Team or seek appropriate professional advice, eg. 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 Children's Social Care Team can contact them if necessary.

C. Allegations Against Workers

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

D. Pastoral care

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

- Support will be offered to the suspected perpetrator without compromising the children or their families.
- This is one reason for limiting information in relation to allegations of abuse on a need-to know basis. In

this way leaders not privy to the detail are free to offer support to other parties, including the suspected perpetrator.

- Where an investigation is under way, this support will be provided with the knowledge of the child protection authorities.
- The Church will ensure that one person is responsible for dealing with the authorities, another offers support to the victim and their family, and another gives pastoral care to the alleged perpetrator. It may be necessary to appoint another person to support the perpetrator's family.
- Where the perpetrator accepts some responsibility they will be encouraged to seek specialized interventions/treatment to reduce the risk of re-offending. This may only be appropriate once the investigation and legal processes have been completed.

E. False Allegations

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

F. Allegations against children/young people

Children and young people are curious about the opposite sex. However, where a child is in a position of power, has responsibility over another child (as in a babysitting arrangement) and abuses that trust through some sexual activity, then this is abusive. Where one child introduces another child to some age-inappropriate sexual activity or forces themselves onto a child this is abusive. Such situations will be taken as seriously as if an adult were involved, because the effects on the child victim can be as great. Instances such as these are investigated by the child protection agencies in the same way as if an adult were involved, though it is likely that the perpetrator would also be regarded as a victim in their own right. The possibility is that they have also been abused. Since sexual abuse can be addictive and other children could be victims now or in the future, it is important to take the matter seriously and we will need to deal with this as they would any other allegation. It cannot be assumed that young people will grow out of it. Most adult sex offenders started abusing in their teens (or even younger).

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

A. Overview/code of behaviour

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

- Workers should treat all children /young people with dignity and respect in attitude, language and actions.
- Use age appropriate language and tone of voice.
- **Do not engage in any of the following:**
 - Invading the privacy of children or young people when they are using the toilet or shower.
 - Rough games including contact between a leader and a child or young person.
 - Sexually provocative games.
 - Making sexually suggestive comments.
 - Scapegoating, ridiculing or rejecting a child or young person.
- When it is necessary to control and discipline children and young people, this should be done without using physical punishment. A situation may arise where a child or young person needs to be restrained in order to protect them or a third person.
- No one should normally be left working alone with children and young people, but as part of a team showing mutual responsibility for each team member.
- **If there are less than 2 leaders for a group of children school year 3 or above, then internal doors must be left open and another adult, in the building, be made aware of the situation.**
- **At least two people are present before external doors are opened for an event.**

If workers do find themselves on their own they should;

- Assess the risk of sending child/young person home
- Phone another team member and let them know the situation

- Get a second trained leader as soon as possible
- Write down a record of what happened

If a child or young person wants to talk on a one-to-one basis you should make sure that:

- You try to hold the conversation in a corner of a room where other people are.
- Or if you are in a room on your own, leave the door open.
- Or you make sure another team member knows.

Consideration should be given to how many workers should be involved with the group and whether they should be male or female workers or both.

The only adults allowed participating in children's and young people's activities are those appointed and trained as children's/youth workers. 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 **minimum** ratios of adults to children, recommended for all activities with children and young people. It should also be considered how easily you can leave children safely to seek help if required.

Age group	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 every 20 children (preferably 1 of each gender) with 1 extra adult for every 10 additional children	2 adults for every 15 children (preferably 1 of each gender) with 1 extra adult for every 8 additional children
13 years and over	2 adults for every 20 children (preferably 1 of each gender) with 1 extra adult for every 10 additional children	2 adults for every 20 children (preferably 1 of each gender) with 1 extra adult for every 10 additional children

- The level of personal care (eg. toileting) must be appropriate and related to the age of the child whilst also accepting that some children have special needs 7 may require additional support.
- 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. Taking Care of Touching

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

C. 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 home on behalf of TWBC. If a situation occurs where it is needed then one of the church Pastors should be informed.

D. 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. They 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. Remember that not all children develop at the same rate, and it is possible that their reading/comprehension might not be at the level expected of their age. If additional support (such as 1:1) is needed then let the Pastor responsible for this area know. If you feel a child or young person has special needs and the parent or carer hasn't informed you of this, or does not appear to be aware, or you have any concerns, speak with one of the leaders. This will be dealt with sensitively and in confidence.

E. Children with no adult supervision

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

- Welcome the child and try to establish their name, age, address and telephone number, and record their visit.
- Ask the child if a parent/carer is aware of where they are. Phone and make contact.
- Without interrogating the child, you will need to find out as soon as possible whether they have any special needs (eg. medication) so that you can respond appropriately in an emergency.

F. 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.

G. Electronic Communication

1) Modern Technologies and Safe Communication

Modern technology is a legitimate means of communicating with young people but care must be made in relation to their use. It is not appropriate to use these communication methods with primary school in Year 6 or younger

2) Workers' Communication with Young People

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

3) Email

It is important workers use clear and unambiguous language to reduce the risk of misinterpretation, and although it should be obvious when an email is ending, workers should never use inappropriate terms such as 'luv' to round things off! Parents should also be copied in on all emails sent to children.

4) Communicating using Instant Messaging (eg. MSN Messenger, AOL AIM, Yahoo Messenger, Facebook)

Instant messenger should be kept to an absolute minimum and made via the TWBC accounts. Workers should save significant conversations as a text.

5) Mobile Phones

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

- All mobile phone use will be primarily about information sharing.
- Any texts or conversations that raise concerns should be passed on/shown to the worker's supervisor.
- Workers should use clear language, particularly when texting, and should not use words such as 'luv' or

abbreviations like 'lol' which could mean 'laugh out loud' or 'lots of love'.

- Workers should not take photos on their personal equipment.

6) Social Networks

If a worker allows their personal site to be accessed by young people:

- It is essential that all content including photos is suitable.
- Be aware of age limits on social network sites. (eg Facebook 13 years old)
- All communication should be kept in the public domain and made only via the TWBC accounts.
- Copy other workers into communication if needed to keep transparency.

7) Taking Video and Photographs of Children

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

- Permission must be obtained, via the consent form, of all children who will appear in a photograph or video before the photograph is taken or footage recorded.
- It must be made clear why that person's image is being used, what you will be using it for, and who might want to look at the pictures.
- If images are being taken at an event attended by large crowds, such as a sports event, this is regarded as a public area and permission from a crowd is not necessary.
- Many uses of photographs are not covered by the Data Protection Act 1998, including all photographs and video recordings for personal use, such as a parent/carer taking photographs at school sports days for the family photo album, or videoing a church nativity play.
- Children and young people under the age of 18 should not be identified by surname or other personal details, including e-mail or postal addresses, telephone or fax numbers.
- When using photographs of children and young people, it is preferable to use group pictures.

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 the church. This information is recorded on our consent forms (appendices 1 and 2). The first week someone attends we must have name, medical emergency information and a contact name and number. Then they must bring their form back with them.

2) Health and Safety

All activities for children and young people will comply with the Church's current health and safety policy with particular attention paid to the sections on Fire Action, First Aid, Health and Safety and Kitchen and Food Hygiene. Whenever possible at all events involving preparation of food at least one worker will hold a valid Basic Food Hygiene Certificate.

3) Fire

It is the responsibility of all group leaders/responsible persons within the building to ensure the safety of the mselves 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

TWBC have a number of trained First Aiders. The contents of the first aid boxes are checked on a regular basis. Completed accident forms should be passed on to the church office.

All TWBC groups will endeavour to have a first aider present at events and activities.

5) 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 prearranged places.

- All drivers will have read the Church's Child Protection Policy and agree to abide by it.
- Parental consent will be given for all journeys.
- At collection or dropping off points do not leave a child on their own. Make sure that children are collected by an appropriate adult.
- Drivers will be 21 or over and have held a full driving licence for at least two years.
- 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.
- 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.
- <http://www.childcarseats.org.uk/the-law/cars-taxis-private-hire-vehicles-vans-and-goods-vehicles/>

9) Risk Assessment

Before undertaking any activity the activity leader will ensure that a risk assessment is carried out.

10) Insurance

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

B. 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.

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 is met. At an activity centre or for an organisation whose own staff undertake such activities, if the activities come within the scope of the Adventure Activities Licensing Regulations 1996, the residential activity/camp 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 (eg. 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 (eg. 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 ratio for all swimming trips and prior to the trip the swimming ability of a child/young person will be established. A swimming consent for each child (or a copy) will be taken by the group leader on the trip.

Part 5 – 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 or sexually abusive comments
- Taking belongings
- Inappropriate text-messaging and emailing
- Sending offensive or degrading images by phone or over the internet
- Gossiping, spreading hurtful and untruthful rumours
- Excluding people from groups
- 'Unofficial' activities such as initiation ceremonies or practical jokes which may cause physical or emotional harm.

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

Eg 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; torn clothing; loss of friends; avoidance of church groups and other activities; bruises; need for extra money or supplies.

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

- The children and young people themselves will be involved in agreeing a code of behaviour which makes it clear that bullying is unacceptable
- Children and young people should know how they can report any incidents of bullying
- All allegations of bullying will be treated seriously
- Details will be checked carefully before action is taken

- The bullying behaviour will be investigated and bullying will be stopped as quickly as possible
- The parents of the bully and of the bullied will be informed
- An attempt will be made to help bullies change their behaviour
- All allegations and incidents of bullying will be recorded, together with actions that are taken.

B. Working with Offenders

When someone attending the Church is known to have abused children, the Senior Pastor 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 TWBC, 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 DBS application).

If an offender is on the Sex Offenders' Register they will be monitored under guidelines known as the Multi-Agency Public Protection 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 the Pastor should always be informed
- The Designated Person or the Safeguarding Trustee should determine whether the person is subject to supervision or is on the Sex Offenders' Register and if so, the Designated Person or the Safeguarding Trustee should make contact with the offender's specialist probation officer (SPO) who will inform the church of any relevant information or restrictions that the church should be aware of
- The Designated Person or the Safeguarding Trustee should inform and take advice from the Regional Minister in the local Baptist Association.

An open discussion must be held with the person concerned, in which clear boundaries are established for their involvement in the life of the church. A written contract should be drawn up 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

Academic Year 20__ / 20__ CONTACT DETAILS & INFORMATION

Child Consent Form (School years 0-6)

Name of child	
Date of Birth	
School	
School Year	
Address	
Name of Parent (s)	
Parents phone number Home Mobile	
E-mail contact	
Alternative emergency contact name and number	
MEDICAL INFORMATION Please provide details of any: Medical condition or disability Allergies Dietary needs Special needs	
CONSENT - Please delete as applicable	
I consent to un-named photos being used on the church website and church displays.	<input type="checkbox"/>
In an emergency, if I cannot be contacted, I give permission for my child to receive first aid or necessary hospital treatment, including anaesthetic.	<input type="checkbox"/>
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.	<input type="checkbox"/>
Signed Parent / guardian	
Date	



Appendix 2

Academic Year 20__ / 20__ CONTACT DETAILS & INFORMATION

Child Consent Form (School years 7 -13)

Name of child	
Date of Birth	
School	
School Year	
Address	
Name of parent (s)	
Home phone number Parent's Mobile phone	
Parent's E-mail	
Alternative emergency contact name and number	
MEDICAL INFORMATION Please provide details of any: Medical condition or disability Allergies Dietary needs Special need	
CONSENT - Please delete as applicable	
I consent to un-named photos being used on the church website and church displays.	<input type="checkbox"/>
In an emergency, if I cannot be contacted, I give permission for my child to receive first aid or necessary hospital treatment, including anaesthetic.	<input type="checkbox"/>
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 child protection guidelines.	<input type="checkbox"/>
I give permission for recognised youth leaders to use electronic means of communication with my child (eg mobile phones, e-mail, facebook etc)	<input type="checkbox"/>
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.	<input type="checkbox"/>
Signed Parent / guardian	
Date	

Appendix 3

Accident form



Accident forms should be used for the documentation of accidents, incidents or concerns about the behaviour of children or adult workers as soon as possible after the event. In all situations, the circumstances of the incident should be recorded as well as an account of what was said (where relevant) and the names of witnesses. Completed forms should be handed in to the Church Office.

Full name of injured person and age if under 18	
Date/Time of accident	
Did the accident occur within a structured activity/meeting? If so, which meeting?	
Give details of how the accident occurred, where it occurred, what supervision was being given at the time and the nature of the injury sustained. Continue on the back of the form if necessary - diagrams may be helpful. Were there any witnesses?	
Signed - Injured Person	
First Aider	
Parent/Guardian <i>(if injured person is under 18 the parent must be informed)</i>	
What treatment or advice was given? Was it necessary to call the emergency services?	
Any other information	

Appendix 4



Incident Form

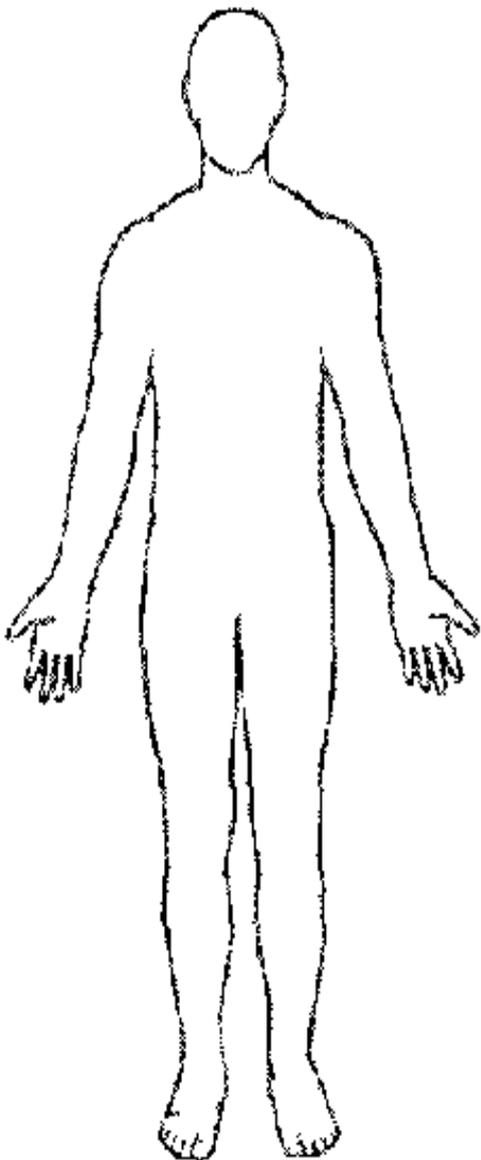
Incident forms should be used for the documentation of incidents or concerns about the behaviour of children or adult workers as soon as possible after the event. In all situations, the circumstances of the incident should be recorded as well as an account of what was said (where relevant) and the names of witnesses.

Completed forms should be handed in to the Safeguarding Officer. This process should be followed whether the situation requires immediate action with involvement of one of the Leadership Team or the Designated Person and an external agency or is simply a concern that needs to be recorded.

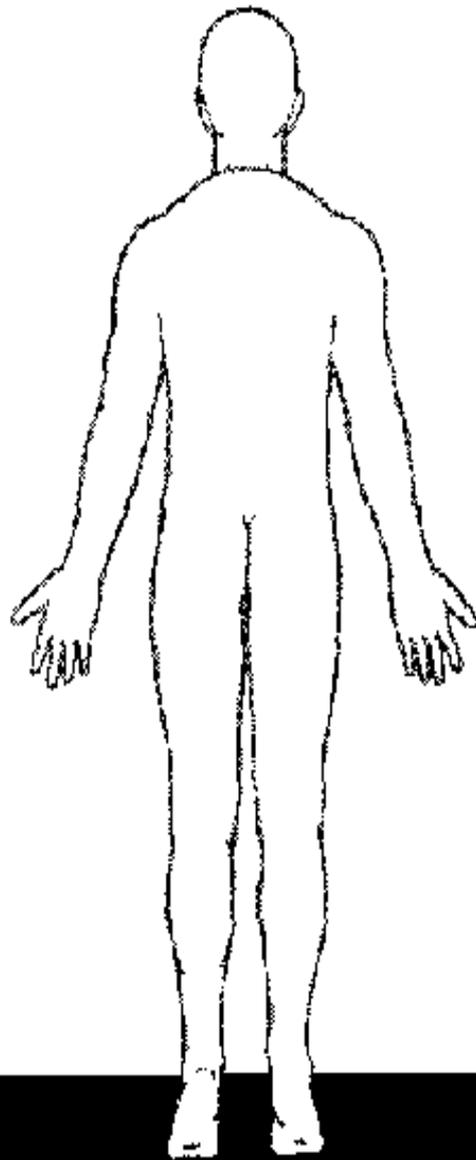
Name	
Activity/Event	
Date and time	
Leaders present	
Any other activities or people in the building or at the event?	
DETAILS OF INCIDENT (ie what happened; when did it happen; who was involved; who witnessed it?)	
RESPONSE TO INCIDENT (ie what did you do; who did you tell; how else did you or will you follow up?)	
Sign and print name:	
Date	

Appendix 5

Body Chart (to be attached to a first aid / incident report where helpful)



Front



Back

APPENDIX 6

Stages of action

Stage 1

A worker has a 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.

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

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



Tunbridge Wells 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
Tel. No.
email
DOB

2 Experience and skills

Please tell us about your Christian experience (eg how long have you been a Christian, if you have attended TWBC for less than 12 months, please give the name of the church you previously attended)

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 suitability to work within the church. (These people should have known you for at least two years).

Name		Name	
Address		Address	
Postcode		Postcode	
Tel. No.		Tel. No.	
e-mail		e-mail	
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.

Have you ever been convicted of a criminal offence, or are you at present the subject of a criminal investigation or of criminal charges? Yes / No (Please circle)

(NB The disclosure of an offence may not be a bar to your appointment)

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. If I am subsequently the subject of an investigation or am charged or convicted of any offence I will notify the Safeguarding Co-Ordinator.

5 Declaration

I confirm that the submitted information is correct and complete.

Signed Date

Print name

Appendix 7b TWBC agreement for volunteers



Name of worker _____

We welcome you as a volunteer working with children and young people at TWBC.

You are joining a team, which, together with the whole Church commits itself to the care and nurture of children and young people. On behalf of the members of this Church we undertake to support you and your work, by prayer, by our interest, and by providing resources and training.

The person who leads your group is _____ and they will support you in this role. He/she is there to discuss any matters of concern you may have.

Please feel free to discuss any aspect of your work and/or training with them. Working with children and young people is a responsibility, but it also brings great rewards.

We hope you will enjoy your work.

Signed _____
Pastor with responsibility for this area

_____ Group Leader

Date _____

Declaration – To be returned to Nicola Deacon TWBC Safeguarding officer

To be completed by the volunteer.

I understand the nature of the work I am to do with children and young people at TWBC.

I have read the church’s guidelines for safeguarding children and young people.
(A copy is available on the TWBC website, in the TWBC office or from Candace or Nicola).

I understand that it is my duty to safeguard the children and young people with whom I come into contact.

I know the procedure to follow if any kind of abuse is discovered, disclosed or suspected.

Signed _____

Date _____

Appendix 8

REQUEST FOR REFERENCE

Phil ...

26....

Kent

25 July 2011

Dear Phil,

*****has offered to help with the young people's work in our church. As you will appreciate, we must ensure that any new volunteers are suitable for this work.

*** has given your name as someone who can give a character reference. I would be grateful if you would kindly complete the questionnaire enclosed which will be treated in the strictest confidence, and return it to me in the pre-paid envelope as soon as possible.

**e will be working with young people between the ages of 11 and 18.

It may help you in commenting on the applicant to bear in mind that it is the Church's duty to protect children and young people from harm of a physical, emotional or sexual nature, and that all applicants are required to sign an undertaking to this end.

Thank you for your help.

Yours sincerely,

Nicola Deacon
Safeguarding Co-ordinator

REFERENCE

Tunbridge Wells Baptist Church



Private and Confidential

Name of applicant:

What is your relationship to the applicant?

Minister Relative Friend Employer

Other (Please specify) _____

How long have you known the applicant? _____

From your knowledge and experience of the applicant, please comment on their suitability to work with children/young people. Please include comments about her honesty, reliability, health and experience of working with children/young people.

Would you be prepared to leave a child of yours in the care of the applicant? YES/NO

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 _____

Print _____

Appendix 10

How to obtain a DBS certificate on-line

If you wish to apply for a new DBS check (Disclosure Barring Service form) or renew your old CRB form, this should now be done online as follows: Go to disclosure.capitarvs.co.uk/cas/ and choose 'Start Application' (orange box).

You will then need to input

TWBC's: Organisation reference which is: BAP1683

and Organisation password which is: BAPTIST1683

Work through the form, where they ask for Employment details please use the following wording in **section X61** on the DBS form: **Volunteer Children's Workforce**. Once you have submitted the form please make a note of your **Reference number** which will look something like this: 239YARR1478. Then let me know this number and arrange for your **verification** documents to be seen by me, Nicola Deacon.

Documents should include

- 1 document from Group 1 **and**
- 2 further documents from Group 1 , 2a or 2b; one of which must verify your current address.

List of Valid Identity Documents

Group 1 – Primary Trusted Identity Credentials

- Current valid Passport.
- Biometric Residence Permit (UK).
- Current Driving Licence (UK) (Full or provisional) Isle of Man /Channel Islands;
 - Photo card only (**a photo card is only valid if the individual presents it with the associated counterpart licence; except Jersey**).
- Birth Certificate (UK and Channel Islands) - issued at the time of birth;
 - Full or short form acceptable including those issued by UK authorities overseas, such as Embassies, High Commissions and HM Forces. (Photocopies are not acceptable).

Group 2a – Trusted Government/State Issued Documents

- Current UK Driving licence (old style paper version).
- Current Non-UK Photo Driving Licence (valid only for applicants residing outside of the UK at time of application).
- Birth Certificate (UK and Channel Islands) - (issued after the time of birth by the General Register Office/relevant authority i.e. Registrars – Photocopies are not acceptable).
- Marriage/Civil Partnership Certificate (UK and Channel Islands).
- Adoption Certificate (UK and Channel Islands).
- HM Forces ID Card (UK).
- Fire Arms Licence (UK and Channel Islands).

Group 2b – Financial/Social History Documents

- Mortgage Statement (UK or EEA)** (Non-EEA statements must not be accepted).
- Bank/Building Society Statement (UK or EEA)* (Non-EEA statements must not be accepted).
- Bank/Building Society Account Opening Confirmation Letter (UK).
- Credit Card Statement (UK or EEA)* (Non-EEA statements must not be accepted).
- Financial Statement ** - e.g. pension, endowment, ISA (UK).

- P45/P60 Statement ******(UK & Channel Islands).
- Council Tax Statement (UK & Channel Islands). ******
- Work Permit/Visa (UK) (UK Residence Permit). ******
- Letter of Sponsorship from future employment provider (Non-UK/Non-EEA only – valid only for applicants residing outside of the UK at time of application).
- Utility Bill (UK)* – Not Mobile Telephone.
- Benefit Statement* - e.g. Child Allowance, Pension.
- A document from Central/ Local Government/ Government Agency/ Local Authority giving entitlement (UK & Channel Islands)*- e.g. from the Department for Work and Pensions, the Employment Service , Customs & Revenue, Job Centre, Job Centre Plus, Social Security.
- EU National ID Card.
- Cards carrying the PASS accreditation logo (UK and Channel Islands).
- Letter from Head Teacher or College Principal (16/17 year olds in full time education – (only used in exceptional circumstances when all other documents have been exhausted).

Please note:

If a document in the List of Valid Identity Documents is:

- Denoted with * - it should be less than three months old.
- Denoted with ****** - it should be issued within the past 12 months.
- Not denoted – it can be more than 12 months old.

If you have any queries about suitable documents then the online application website gives further information or contact me. I will access your online application (using your unique Reference number) and complete the verification process and submit the form to the Churches Agency for Safeguarding who will then complete the DBS check. You will receive a hard copy DBS and we will also be informed of the outcome.

Good news One DBS check is all you may ever need, from 17 June 2013, you can subscribe to the new **Update Service** when you next apply for a DBS check, and you may never need to apply for another one again. The Update Service is free for volunteers. You can have your DBS Certificate kept up-to date and take it with you, from role to role, within the same workforce, (i.e. when working with children and if requested adults) where the same type and level of check is required.

How to register -Once you have received your DBS certificate, and **within 14 days of receiving it** go to: <https://secure.crbonline.gov.uk/crsc/apply> and complete the form, (where it says 'Application reference' click 'Use my Certificate number' instead and input the number given on your certificate). When you join, you'll get an online account that lets: You see your certificate, take your certificate from one job to the next, give employers permission to check your certificate online, and see who has checked it, add or remove a certificate. Employers and other organisations check someone's DBS certificate status online and get a result straight away. There's no registration process or fee for employers to check a certificate online, but employers must be legally entitled to carry out a check and have the worker's permission.

You don't have to do this but for people who work with children for different organisations this is a real bonus!

Thank you for taking the time to complete the process!

Any queries, please contact me, Nicola Deacon 01892 544946 or ndeacon70@gmail.com

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 (social services, police, CCPAS (The Churches' Child Protection Advisory Service) when appropriate.

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

KEY PEOPLE

Duncan Threshie - Senior Minister

Contact Number: Church Office: 01892 541118

Adam Parkes - Youth Worker (11-18 years)

Contact Number: Church Office: 01892 541118

Rachel Hayward - Children and Families Pastor Worker (0-11 years)

Contact Number: Church Office: 01892 541118

Nicola Deacon - Designated People responsible for Safeguarding

Contact Number: 01892 544946 (mobile - 07766 642594)

Maeve Whitchurch: SEBA Youth Officer **01273 441509**

Churches Agency for Safeguarding Contact Number: 020 7467 5216

Kent Children's Social Care and Emergency Duty Team

You can telephone your local Social Services office between 8:30am and 5:00pm or call our Contact Centre on **0300 333 5433**, 24 hours a day, 7 days a week.

Write to:-

Central Duty Team, Kroner House, Eurogate Business Park, Ashford TN24 8XU

You can also e-mail us on:- social.services@kent.gov.uk.

You can speak to a member of staff at Tunbridge Wells Gateway

CCPAS (The Churches' Child Protection Advisory Service)

<http://www.ccpas.co.uk/index.html>

Helpline - 0845 120 4550. This is a charity, it is available every hour of every day of the year, although out of office hours it is for urgent advice only. It is staffed only by experienced social workers and counsellors and can provide advice.