



NOV.
2016

WORCESTER PARK BAPTIST CHURCH SAFEGUARDING CHILDREN: POLICIES AND PROCEDURES

CONTENTS

1. Introduction – the purpose of these procedures and guidelines
2. Definitions of Terms
3. General guidelines – what to do and what not to do
4. Policy Statement
5. Responsibilities and accountabilities
6. Appointing people to work with children
7. Disclosure and Barring Service
8. Responding to concerns
9. Staffing Ratios
10. Transport arrangements
11. Residential and sleepover arrangements
12. Confidentiality, Data Protection and Use of Images
13. Internet and mobile phones
14. Abuse of Trust
15. Procedure for exceptions
16. Record Keeping
17. Review

Appendices:

1. *Contact numbers*
2. *Procedures for Appointing Volunteer Leaders and Helpers*
3. *Form for recording applications to fill jobs*
4. *Consent form*



1.0 INTRODUCTION: THE PURPOSE OF THESE PROCEDURES

1.1 Children have a special place in Jesus' heart. He welcomed them coming to see him and had stern words for those who rejected them or led them astray:

"...do not hinder them, for the Kingdom of God belongs to such as these" Mk. 10v14

"...if anyone causes one of these little ones who believe in me to sin, it would be better for him to have a large millstone hung around his neck and to be drowned in the depths of the sea." Mt. 18v6.

1.2 Our God is a protector of those who are weak and defenceless and children are amongst the most vulnerable in our midst, so we should take special care to protect children from harm. Sadly there can be risks from those who would seek to harm children even in a church setting, so we need to take precautions to protect the children in our care. These policies and procedures, referred to as "Safeguarding Children", aim to define what those precautions should be.

1.3 Government guidance cited in the Safe to Grow guidance from the Baptist Union defines four main categories of abuse:

http://www.baptist.org.uk/Groups/220834/Understanding_Abuse.aspx

- Physical abuse
- Sexual abuse
- Emotional abuse
- Neglect

1.4 Although 'Safeguarding Children' is primarily about protection of children from abuse, these procedures also aim to prevent harm through negligence, thoughtlessness, insensitivity, and ignorance in our care of children - for example in matters such as general health and safety.

1.5 'Safeguarding Children' therefore covers 'good practice' and 'safeguards' in a range of situations and encompasses:

- Being specific about roles in relation to working with children
- Being thoughtful and careful about who works with children
- Being specific about suitability, skills, responsibilities
- Carrying out Disclosure and Barring Service(DBS) checks
- Ensuring specific safeguarding procedures are in place
- Ensuring adequate ratios
- Being accountable to each other
- Being vigilant and cautious
- Supervising young leaders and new leaders
- Praying for protection



- It is important to remember that it is a **whole-church responsibility and whilst these procedures are to be followed by leaders and helpers of children's activities, the general principles are relevant to all relationship between adults and children within the church.**
- 1.6 These procedures are based on guidance from the Baptist Union ("Safe to Grow" www.baptist.org.uk/Groups/220183/Safeguarding.aspx) and developed by the church leaders and Designated Persons for Safeguarding at Worcester Park Baptist Church, in discussion with leaders of the various children's organisations, They aim (a) to provide a brief summary of the guidance in 'Safe to Grow'; and (b) to specify how the guidance should be implemented at Worcester Park Baptist Church. Leaders are encouraged to read the Safe to Grow guidance published by the Baptist Union on its website, for which this manual is not a substitute. They will also be encouraged to attend periodic training in safeguarding.
 - 1.7 The purpose of these procedures is to keep young children safe. Whilst procedures cannot guarantee that children will be safe, each one contributes to the overall safeguards and we must therefore ensure that they are in place and properly implemented. To do so requires commitment and hard work on the part of leaders, on top of all the other work that they do with children. They need support and encouragement from the church in shouldering this responsibility.
 - 1.8 The following sections represent the various elements of these safeguards. Unless otherwise stated references to "**children**" should be taken to mean all those under the age of 18.
 - 1.9 The **General Guidelines** section aims to give some practical pointers of what is and what is not appropriate conduct in working with children. However there are some matters that need to be dealt with differently according to the ages of the children and the setting. Therefore each youth organisation within the church has produced a **Protocol** available from the Church Secretary or the FCW, which deals with the particular issues concerning that organisation, age group etc. These should be used as working documents by the Leaders and helpers in each organisation.
 - 1.10 **Responsibilities and accountabilities** are important simply so that it's clear who should do what and also so that things don't get missed, ignored or forgotten. But it is only if we are fully open and accountable to each other that we can prevent a would-be abuser from hiding behind a cloak of secrecy, or exploiting others' lack of interest in areas of activity with children.
 - 1.11 We need to be thoughtful and careful about **appointing people to work with children** and therefore the procedures provide for a process of proper discussion of roles, skills and suitability and ensure that an appointment is recorded only after due consideration.



-
- 1.12 To inform this process, **Job Profiles** have been drafted for each role, available from the Church Secretary or the FCW.
 - 1.13 **Disclosure and Barring Service** disclosures must be obtained for everyone that works in any capacity with children at WPBC. However, it must always be remembered that a negative disclosure does not prove anything about suitability; it only shows that there is no existing Police evidence that the person is “unsuitable”. Only a small proportion of those who harm children are ever convicted.
 - 1.14 A key element of good practice in safeguarding is ensuring that individual adults are not left alone with children and therefore guidelines are provided on **Staffing Ratios**. There is also a very practical dimension to these ratios in terms of general health and safety and in support for leaders and helpers to ensure that they are not under too much pressure.
 - 1.15 The section on ‘**Dealing with concerns**’ provides a brief reminder of guidelines on what to do if you suspect that a child may be suffering abuse or if they make an allegation of abuse. It is essential that all leaders and helpers are familiar with this section just in case they become aware of matters of concern.
 - 1.16 ‘**Transport arrangements**’, ‘**Residential and Sleepover arrangements**’, ‘**Use of Images** (Photographs and videos)’ and ‘**Internet and mobile phones**’ provide practical guidance on areas that have particular risks.
 - 1.17 **Abuse of Trust** deals with the boundaries regarding relationships between leaders and children.
 - 1.18 The **Procedure for Exceptions** allows for flexibility, exercised in a controlled, thoughtful and accountable manner, subject to an assessment of risk.



2.0 DEFINITIONS OF TERMS

- 2.1 In this document all children and young people under the age of 18 years are referred to as ‘**children**’.
- 2.2 In this document “**leaders**” refers to leaders of organisations dealing with children and young people. Where leaders of the church are referred to the terms ‘Church Leaders’, Trustees or ‘Deacons’ are used. The abbreviation FCW refers to the Families and Children’s Worker.
- 2.3 It is important to note that throughout this document, the words “should” and “must” are used as follows:
- sentences using the word “**must**” are what we regard as mandatory requirements, to be adhered to at all times.
 - sentences using the word “**should**” are ‘best practice guidelines’ which we will strive to apply at all times and will only vary where the leader responsible makes a conscious decision to do so after taking account of the specific circumstances and assessing the risks.



3.0 GENERAL GUIDELINES: WHAT TO DO AND WHAT NOT TO DO

3.1 The following guidelines are a general guide to conduct in working with children.

3.2 What you must do:

- Treat everyone with respect
- Provide an example you wish others to follow
- Plan activities which involve more than one other person being present, or at least within sight or hearing of others
- Respect a young person's right to personal privacy
- Provide access for children to talk to others about any concerns they may have
- Encourage children and adults to feel comfortable and caring enough to point out attitudes or behaviour they do not like
- Remember that someone else might misinterpret your actions, no matter how well-intentioned
- Recognise that special caution is required even in sensitive moments of counselling, such as when dealing with bullying, bereavement or abuse

3.3 What you must not do:

- Permit abusive youth peer activities (e.g. initiation ceremonies, ridiculing, bullying- for more guidance on recognising and responding to bullying see www.baptist.org.uk/Groups/220816/Prevention_of_Bullying.aspx)
- Play physical contact games with children
- Engage in physical horseplay such as wrestling or tickling
- Have any inappropriate physical or verbal contact with children
- Jump to conclusions about children without checking facts
- Allow yourself to be drawn into inappropriate attention seeking behaviour such as tantrums or crushes
- Exaggerate or trivialise child abuse issues
- Show favouritism to any individual
- Make suggestive remarks or gestures
- Rely on just your good name to protect you
- Believe 'it could never happen here'



4.0 POLICY STATEMENT

Policy Statement

Safeguarding Children and Young People

at Worcester Park Baptist Church

The vision of Worcester Park Baptist Church ("the church") is: "As a church we are committed to live as followers of Jesus". "As individuals and as a church together, we want to be open to and relying on God's leading and equipping in our lives: by deepening our relationship with God, by being a church community that reflects God's love and has deeper relationships with each other, by sharing God's love, healing and forgiveness found in Jesus within the world in which we live."

In fulfilling this vision the church

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

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

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

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

Prevention and reporting of abuse and responding to concern

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

Safe recruitment, support and supervision of workers

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

Safe behaviour: a code of behaviour for workers

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



Safe practice and safe premises

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

A safe community

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

Responsible people

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

The church has appointed Jeremy and Jacqui Archer as the Designated Persons for Safeguarding to:

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

Policy and procedures

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

Each worker with children and young people whether paid or voluntary will be 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.

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



5.0 RESPONSIBILITIES AND ACCOUNTABILITIES

5.1 Accountability for Safeguarding

- 5.1.1 As noted above, Safeguarding is the responsibility of the **whole church**. All members need to take it seriously, support leaders and Designated Persons for Safeguarding in any way they can, be vigilant at all times and ensure that those with specific responsibilities are held to account if these procedures are neglected.
- 5.1.2 The primary responsibility lies with the **Trustees**. The Trustees must ensure that safeguarding is a standing agenda item for their meetings and that there is an annual review of the implementation of these procedures.
- 5.1.3 Safeguarding must also be a standing agenda item at cross-organisation meetings of children's and youth workers, with full reports on its implementation.

5.2 Trustee with lead responsibility for Safeguarding

- 5.2.1 A designated trustee will take primary responsibility for overseeing safeguarding matters and the name of the designated Trustee will be recorded in the annual list of church appointments. This role includes:
- reporting to the Trustees on a regular basis on the implementation of 'Safeguarding Procedures'
 - ensuring that safeguarding issues are kept on the Trustees' agenda and the safeguarding dimension of all decisions are considered fully
 - liaising with the Designated Persons for Safeguarding, Families and Children's Worker and leaders on safeguarding matters.
 - acting as the primary link between cross-organisation meetings of children's and youth workers and the Trustees.
 - keeping abreast of external advice and guidance on Safeguarding matters
 - taking lead responsibility for ensuring that Trustees' responsibilities concerning safeguarding are discharged effectively
 - assisting with the development of 'Safeguarding Procedures' in the church
 - ensuring that policies and procedures are implemented in all areas of children's work and youth work in the church.
 - acting as verifier for DBS forms if required
 - assisting in organising and promoting training in Safeguarding
- 5.2.2 The Trustees will identify a second Trustee who will deputise in matters concerning Safeguarding should the lead Trustee be unable to carry out the duties or be implicated in allegations.



5.3 Designated Persons for Safeguarding

5.3.1 The Designated Person(s) for Safeguarding will take primary responsibility for ensuring that Safeguarding matters are dealt with effectively and be an 'independent voice' for children.

5.3.2 In particular the role encompasses the following:

- To keep abreast of good practice and advice regarding safeguarding
- To be a central point for information and advice for leaders and helpers
- To ensure that Safeguarding issues are kept on the church's agenda
- To receive concerns from leaders and helpers and make referrals if necessary to Social Services
- To be available if required for children to raise concerns
- To advocate for the child in individual cases and generally on issues concerning children within the church.
- To develop policies and procedures to guide the implementation of safeguarding.
- To organise and promote training in Safeguarding for leaders and helpers.

5.3.3 The Trustees will identify a second Designated Person for Safeguarding who will deputise in matters concerning Safeguarding, should the lead advocate be unable to carry out the duties or be implicated in allegations.

5.4 Safeguarding Administration and DBS disclosures

5.4.1 There is much administration required to ensure that procedures are followed and properly recorded. All those involved in working with children must take responsibility for ensuring that Safeguarding is properly administered.

5.4.2 However a specific role of **DBS Administrator** has been identified to deal with the administration concerning DBS disclosures. Specific tasks include:

- Keeping a central register of posts and post-holders for all youth organisations and making this register available to all leaders, Designated Persons for Safeguarding, Families and Children's Worker, and Trustees.
- Ensuring that those working with young children have an up to date DBS disclosure, issuing reminders for renewals as required.
- To liaise with leaders, Families and Children's Worker and authorised signatories (Minister and Church Secretary) regarding the completion of DBS disclosures for volunteers.



5.5 Leaders

- 5.5.1 Leaders' roles in relation to working with children are specified in the Job Profiles. In relation to Safeguarding they also have a key role in ensuring that the procedures are implemented within their organisation. This will include:
- Ensuring that the conduct of helpers conforms with Safeguarding Children procedures
 - Ensuring that helpers are fully aware of and trained in all Safeguarding Children procedures
 - Discussing any concerns that arise with the Designated Persons for Safeguarding
 - Obtaining, updating and holding consent forms for all children involved in the activity annually (except for excluded organisations, for example those where carers are present - which should be noted in the relevant protocol). Consent forms for the activity should be on the premises with the leader during an activity. (See Appendix 4 for Consent Form)



6.0 APPOINTING PEOPLE TO WORK WITH CHILDREN

6.1 In order to try to ensure as far as possible that our children are safe and well cared for in all their activities at WPBC there need to be careful procedures for filling all volunteer vacancies. The purpose of these procedures is:

- To ensure that we know the background of people working with children
- To check whether those volunteering understand the job, its responsibilities and its challenges, so that they are not put in positions where they feel uncomfortable or unable to cope.
- To ensure that those volunteering have the right skills and to identify, where appropriate, the need to offer guidance and training.

6.2 There are four steps in the procedure for filling volunteer vacancies as set out in Table 1 below. These are explained in Appendix 2. For ease of reference they are colour coded and a description of each step is set out below. A fifth step involves monitoring, supporting and training the volunteer, including training in Safeguarding. Details of the steps may be found at Appendix 2.

TABLE 1: KEY STEPS IN FILLING JOBS:

<p>A. Notice of vacancy This may be by personal invitation/encouragement or a general call for help within the church.</p>
<p>B. Application meeting and references If someone is interested in working with children they should be asked to meet with leaders of the organisation and/or the FCW who will explain the job and its responsibilities, check their background and experience, complete a form to record the application (see Appendix 3) and explain the Church's Safeguarding Children procedures.</p>
<p>C. Invitation to fill the job If the leaders and/or the FCW and the 'applicant' feel that that it is right to proceed, a Disclosure and Barring Service check must be applied for.</p>
<p>D. Induction and Probationary Period The leaders and/or the FCW must explain important procedures for working with children, including the Safeguarding Procedures for the organisation, and the responsibilities of the role. There must be a probationary period for everyone who starts working with an organisation for the first time to ensure that their conduct is appropriate.</p>
<p>E. Monitoring... and appreciation! There must be ongoing monitoring of all youth-work in the Church and in particular regular checks must be made regarding compliance with the 'Safeguarding Procedures'. Such review and discussion is also a good opportunity to show appreciation to helpers and check that they feel appreciated and supported in working with children at WPBC.</p>



7.0 DISCLOSURE AND BARRING SERVICE DISCLOSURES

- 7.1 As noted above, the church has appointed a DBS Administrator to oversee the process of applying for DBS disclosures. Currently this is the Church Secretary (Feb 2016)
- 7.2 To apply for a DBS disclosure, either the individual, or the Families and Children's Worker and/or leader of the relevant children's organisation on behalf of the individual, must contact the DBS Administrator. This should be done at the earliest opportunity, preferably prior to the individual commencing the role. Until the disclosure has been received the volunteer must not be allowed to work unsupervised with children.
- 7.3 Instruction details are provided, which explain how the on-line application forms must be completed. The church uses Due Diligence Checking Ltd. as arranged through the Baptist Union. The on-line application has detailed guidance available at each step. The Families and Children's Worker and the DBS Administrator can provide detailed guidance on information required and documents that are acceptable for verification checks.
- 7.4 The DBS administrator can offer assistance where applicants have no access to a computer or are unfamiliar with on-line applications.
- 7.5 After the online form has been completed, the applicant will arrange to meet with the Verifier / Authorised Signatory, who will check the three specified mandatory identification documents and complete the relevant parts of the DBS online verification procedure before submitting it to Due Diligence Checking Ltd.
- 7.6 The DBS Administrator will update the central register, to record that an application has been successful.
- 7.7 Occasionally, Due Diligence Checking Ltd. may require further information or clarification of something that has been supplied on the application. The individual or Verifier / Authorised Signatory is contacted for this, as appropriate. When Due Diligence Checking Ltd. has carried out the DBS process, emails will be sent to the document verifier. The email sent to the Verifier / Authorised signatory is then passed to the DBS Administrator and printed out to update the central register. The print out must then be filed in a secure location.
- 7.8 The water-marked DBS disclosure sent by post to the applicant will disclose the nature of any offences or cautions, whereas the disclosure email sent to the Verifier / Authorised Signatory will simply state whether the applicant's certificate has been received and the date of issue.



8.0 RESPONDING TO CONCERNS

General principle: Refer, don't investigate!

8.1 How should you respond if a child or young person discloses or alleges that they have suffered abuse?

8.1.1 It is important to listen to the concerns and anxieties of children and treat them seriously. In particular, you should:

- react calmly
- listen carefully
- allow them time to say what they want
- ask questions only to establish if there is a cause for concern
- ask open questions, not leading or closed questions
- accept what they say

8.2 What should you say?

8.2.1 If a child or young person discloses concerns which may relate to abuse, it is important to:

- reassure them that they were right to tell you about it and that you understand how difficult it must have been for them to do so
- explain that you cannot promise not to tell anyone especially if someone is causing them harm, and be clear about what is going to happen next –that you may need to pass on the information to people who are in a position to help.
- be aware that they may be frightened and that they may feel loyalty to the person(s) that they are talking about

8.3 What must you do - and not do - once you have listened?

8.3.1 You must **not**:

- take responsibility for deciding whether abuse has taken place
- act alone or take sole responsibility
- carry out any further investigations or take any follow up action – a referral will need to be made to Kingston Social Services to do this (This includes in all circumstances not informing the parents of the child even when the parents are not the subject of any allegation. A decision as to whether and when the parents will be informed will be taken by the Designated Persons for Safeguarding, normally after consultation with Kingston Social Services.)



8.3.2 You **must**:

- discuss the concerns without delay with the Designated Persons for Safeguarding (or in their absence another responsible person – e.g. Families and Children's Worker, Minister or church officer - consistent with the welfare of the child or young person concerned.
- make a hand-written record as soon as possible (see Section 16 on record keeping).
- ensure the record is accurate and legible
- ensure the record includes:
 - the child's name, address, date of birth
 - the nature of the allegations/concerns
 - an exact record of what was said in the child's or young person's words
 - any observations made – demeanour, non-verbal cues etc.
 - what you said to the child/young person
 - any actions taken e.g. who it has been shared with, any contact with the parents etc.
 - your signature and the date of making the record
- ensure the record is kept secure and confidential to
 - the Designated Persons for Safeguarding
 - minister, Families and Children's Worker and church officers (consistent with the welfare of the child/young person)
 - relevant professional agencies – see below

8.4 What will happen next?

8.4.1 The Designated Persons for Safeguarding will consider how to respond to the concerns, and will consult with others if necessary. Where there is a disclosure of abuse or suspected abuse the first response will usually be a referral to the Safeguarding Team at the Kingston Council's Social Services Department.

8.4.2 Where the parents are not implicated in the abuse they will be informed, normally after consultation with Social Services.

8.5. 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.



8.6 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.



9.0 STAFFING RATIOS

(Unless otherwise stated, references to 'adults' in this procedure refers to DBS checked adults.)

9.1 Church Premises

- 9.1.1 On Church premises there must always be a minimum of 2 adults present before children may be admitted and before any church sponsored event or meeting of an organisation may take place.
- 9.1.2 No such event or meeting should be planned with less than an expected minimum of 3 adults in the building.
- 9.1.3 Except in exceptional circumstances, a youth worker/helper should not be alone with a child/young person where their activity cannot be seen. *(See detailed guidance at www.baptist.org.uk/Groups/220822/Ratios.aspx).*
- 9.1.4 Groups meeting in different rooms should have a minimum of 2 adults present in each room. This allows for the children still to be supervised if an emergency occurs or an adult needs to leave. However it is recognised that activities differ according to situation and age group. Practical arrangements must therefore be addressed in the protocol for the organisation and if necessary an exception should be agreed in accordance with the procedure in Section 15.
- 9.1.5 Where it is necessary for a private conversation to take place with a child on church premises then another adult who knows about the conversation should be present on the premises. It should be possible for an adult outside the room to be able to see into the room where any conversation is taking place.

9.2 At Public Venues

- 9.2.1 The same guidelines must be applied to meetings with older children at public venues, e.g. coffee bars. The leaders should ensure that parents/carers are aware that the meeting is taking place away from church premises.

9.3 At Home

- 9.3 Children must not be invited to events in private homes except where a minimum of 2 DBS-checked adults are present in the home. The presence of non-DBS checked adults in a home does not prevent an event taking place, but that those regularly involved in children's activities, wherever they are held, must undergo a DBS clearance.



9.4 Recommended minimum ratios

The following table represents recommended minimum ratios of adults to children. This should be your starting point in calculating appropriate ratios for your groups and activities. If any special factors emerge within your risk assessment you should increase the recommended ratio in order to ensure the safety of the children and young people.

Remember that in calculating the ratios of workers to children you must not include young leaders who are under the age of 18 among your number of adult workers.

TABLE 2

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

Young Leaders.

Young people under 18 may be used as helpers but such helpers will be responsible to a named worker and will never be in a position where they are providing unsupervised care of children. As they will never be in unsupervised care they don't need a DBS - unless required by the individual organisations' protocol.

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



10.0 TRANSPORT ARRANGEMENTS

- 10.1 Other than where exempted below, wherever possible there should be a minimum of 2 adults in each vehicle, to allow for driving and for the care and supervision of children in the vehicle.
- 10.2 Transport is one of those areas where guidance is that DBS Enhanced Disclosures should be obtained and therefore all those providing transport on a regular basis should be asked to undertake a DBS check. Should they decline they must not be asked to provide transport. Where it is not possible to ensure that at least 2 DBS checked adults are in each vehicle, then the preference would be for the non-DBS checked person to be the driver.
- 10.3 On those rare occasions where it may be necessary for a single adult to provide transport for children, then that person must have a DBS clearance. The children must sit in the rear of the vehicle if possible; the parent(s) must have given specific consent for the particular transport arrangements that apply for their child, which would include an explanation of why it is necessary for them to travel with a sole adult. It is advisable to ensure that the child makes direct communication with their parent(s) or carer at the beginning and end of the journey involved.
- 10.4 Any trip which would necessitate transport to be provided by a sole non-DBS checked adult, other than for their own child or for a child for which they have private arrangements to provide transport, cannot go ahead.
- 10.5 Good practice for working with children should extend to the practical safety arrangements when children are transported to and from external events, which should include matters such as the driver having held a UK driving licence for at least one year, valid insurance, a roadworthy vehicle, appropriate use of booster seats for younger children etc. It is reasonable to expect that volunteer drivers will observe legal requirements and leaders are not expected to carry out additional checks, but if they have any doubts they should raise their concerns and make alternative transport arrangements.



11.0 RESIDENTIAL AND SLEEPOVER ARRANGEMENTS

11.1 For all events when children and young people are taken off the church premises:

- A specific Risk Assessment should be carried out, including an assessment of the appropriate ratio of adults to children.
- Parents should be informed in writing of the arrangements.
- The children and young people should be divided into groups, each with a responsible adult, even if the whole group is to remain together. Each adult should be given a written list of those children or young people for whom they have responsibility, including emergency contact details for parents.
- All leaders must carry a mobile phone and have the numbers of all other leaders on the phone.

11.2 Overnight events

For overnight events particular care must be taken, not least when it comes to making arrangements for sleeping accommodation. It is impossible to lay down hard and fast rules to cover all situations. However, sensible precautions will minimize the risks for children or young people and workers.

All of the above bullet-points should apply. In addition the following best practice should be followed:

11.3 Risk assessment

- The venue must be suitable for providing sufficient rooms for children and adults to sleep, together with arrangements for toilets and washing.
- There must be sufficient fire exits from the sleeping accommodation in the event of a fire.
- All of the workers must be conversant with the procedures in the event of a fire.
- The local telephone numbers and other information that would be needed in the event of an emergency (caretaker or other contact for property if not on site, local doctor, the location of the nearest Accident and Emergency Hospital etc) must be available.

11.4 Sleeping arrangements

- Males and females must sleep separately and be able to wash separately.
- If it is a mixed group of both boys and girls, there must be a mix of male and female adult workers.
- If adults share sleeping accommodation with children and young people, children and young people should always be able to dress and undress separately from adults.
- An adult should never sleep alone in a room with children or young people.
- Young people under the age of 18 must not be left alone overnight.



11.5 Supervision

- All leaders must be recruited according to the procedures in this policy.
- The trip must have a group leader with overall responsibility for the supervision of the trip.
- All leaders must be clear about their specific responsibilities.
- The ratios of helpers to young people must be strictly followed.
- Individual adults must never be alone with children.
- Young people must follow the instructions of any adults in a supervisory position.
- If a child is seen to cause any potential risk to themselves or others they must be withdrawn from the trip.
- At least one of the workers/leaders should be responsible for First Aid and should hold an appropriate, valid certificate
- The person responsible for catering should hold a Basic Food Hygiene Certificate
- Where outdoor activities are concerned, either leaders should have the appropriate qualification, or if the activity is being provided by an outside organisation, then you should check that this organisation is registered with the Adventure Activities Licensing Authority and has appropriate insurance.

11.6 Permissions

- All parents/carers must return a health form stating any special dietary requirements and current medication, giving the name and telephone number of the child's doctor and consenting to emergency medical treatment.
- A contact phone number overnight for the parent/carer must be obtained for the particular night(s) of the event.
- Parents/carers must be given the address of the overnight venue together with a contact phone number for making contact in the event of an emergency. (If giving a mobile phone number as the main point of contact please ensure beforehand that the signal strength at the venue is sufficient to make and receive calls.)



12.0 CONFIDENTIALITY, DATA PROTECTION AND USE OF IMAGES

- 12.1 The term ‘**confidentiality**’ refers to the appropriate and responsible treatment of personal or sensitive information. Confidentiality will include sharing information where a child needs to be protected. It also includes sharing information with others who have ‘a need to know’ the information, in an appropriate and responsible manner. A ‘need to know’ depends upon whether sharing the information would promote the best interests of the individual; or would prevent harm or distress (or the risk of harm or distress) to others.
- 12.2 Confidentiality should not be confused with ‘secrecy’, which is about keeping information from public knowledge or from specific people, which may not be in an individual’s or indeed anyone’s best interests.
- 12.3 Great care must be taken therefore in dealing with the confidences and personal stories of children - both to respect their privacy and to ensure that no guarantee of secrecy is given. It is important that the true meaning of confidentiality is communicated to children.
- 12.4 Leaders and helpers may become aware of situations where it is necessary to share information with others. For example, where matters relate to issues such as domestic violence, sexual abuse of a child or serious criminal conduct, they must inform the Designated Persons for Safeguarding, organisation leader, or Families and Children’s Worker, or Minister and/or refer the matter to the Kingston Social Services Department (as appropriate in the circumstances - see Section 8: “Responding to concerns”).
- 12.5 Even where there is no such duty a leader or helper may need to discuss a matter with another member of the team, the minister(s) or deacons.
- 12.6 **Data Protection** legislation aims to ensure that “personal data” (which includes both electronic data and systematic paper records) is processed in accordance with principles of fairness and privacy and therefore that the individual’s consent is required in most circumstances if the information is to be shared or passed on. The same general principles of confidentiality apply to the treatment of information about children as adults: there is no distinction in the Data Protection legislation between adults and children. The difference in relation to safeguarding is that child protection legislation and guidelines give an imperative to share information to protect the child. It is important to note that Data Protection law never stands in the way of using or sharing personal information (about the child or about others) where a real need exists. Harming children through abuse or neglect is criminal activity and Data Protection law recognises the importance of sharing “personal data” to prevent or detect crime and to pursue offenders.



12.7 More generally, information may be shared on the basis that in doing so the duty of care towards children can be fulfilled more effectively. Information may legitimately be shared without breaching Data Protection legislation where the leader/helper believes that in doing so they are acting in the best interests of the child.

12.8 Taking account of the preceding paragraphs:

Children must never be promised or misled into believing that information they share will not be passed on to anyone; such a guarantee cannot be given.

Children must never at any time be asked or required to keep private or confidential any word or action of any adult working with children.

Children must never be asked to keep something 'secret'; such a word is particularly unwise given that it can have a negative context.

Children are always free to discuss any matter they wish to, in any context which causes them concern, with

Their own parent(s) or carer
The Designated Persons for Safeguarding
Any appropriate external agency, (e.g. Child-Line, NSPCC, Social Services)
The Minister
The Families and Children's Worker

Children should be encouraged to respect the privacy of one another and discouraged from needlessly talking about each other for entertainment value or gossip.

Children should be assured that adults with whom they interact in youth ministries will not needlessly talk or gossip about them, and that information they have shared will not be needlessly passed on to others *but* that it will be shared where it is judged that it is in the child's best interests to do so. It should be explained to children that this is the true meaning of 'confidentiality'.

12.9 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.



13.0 INTERNET AND MOBILE PHONES

- 13.1 The internet and mobile phones – including emails, texts and social networking sites like Facebook, Twitter, Snapchat and Instagram - are an integral part of life for many people. They present valuable opportunities for communication but leaders need to be acutely aware of the many hazards which should be avoided so as to minimise the risk of misuse and abuse. Therefore they should be used in a manner which is consistent with child protection policies and procedures.
- 13.2 Children aged 11 or under, who are not yet in secondary education, must not be contacted or communicated with via mobile telephone, text messaging, social networking sites or any other electronic means.
- 13.3 All electronic communications must be written with awareness that they may be viewed by others. No communication of any sort from a leader to a child must ever be considered as secret or private (see Section 11 on Confidentiality). The child must be allowed to consider him/herself free to show it to whomsoever he/she wishes.
- 13.4 Leaders must not use phrases or expressions which are open to misunderstanding (e.g. putting “love” or “xx” as valedictions in messages).
- 13.5 It is important that leaders consider who they allow on their personal friendship lists, as the relationship may be wrongly perceived or misunderstood. Any worker allowing their personal site to be accessed by young people should ensure that all content including photos is suitable and be aware of age limits on social network sites.
- 13.6 Leaders must only communicate with children through social networking sites by using a group account established, run and monitored by or via Worcester Park Baptist Church and only with the prior consent of the parent or guardian. All messages from a leader to a child must be posted to the group, so they will be seen by the addressee and all other members of the group. A leader must not post messages outside the group account on the social networking “wall” of an individual child (because it can be viewed by anyone throughout the world with access to that wall). Nor must a leader post a private message to an individual child on his/her social networking site (because it cannot be seen by anyone else).
- 13.7 A leader may send a text message to a child but only with the prior consent of the parent/guardian and only from the WPBC webtext site, not from the leader’s private mobile. Texts will normally be group texts and will give no facility for reply by the child. Every text must be copied to the parent/guardian.
- 13.8 N.B. References to ‘Consent’ in this section refer to consent being sought using the Consent Form (see Appendix 4)



- 13.9 It is important that this policy is explained properly to children so that they understand the reasons for it and the alternative ways to communicate with leaders.
- 13.10 We strongly recommend that parents/ carers should exercise a degree of oversight of and responsibility for their children's use of social networking sites.
- 13.11 Whilst there is a distinction to be made between leaders (who hold a position of trust in relation to children) and other adults in the church, the spirit of this procedure applies to all adults in the church. This policy must therefore be communicated to all adult members of the church. (Please refer also to Section 14 of these procedures which is also relevant in this context.)
- 13.12 The technical guidelines for setting up appropriate Facebook access are provided in a separate document, " WPBC Facebook Page Policy v2 ", available from the Trustee with Lead Responsibility for Safeguarding.



14.0 ABUSE OF TRUST

- 14.1 The relationships between leaders and children will vary but in all cases they may be described as 'relationships of trust', because the leader is someone in whom the child has placed, or should be able to place, a degree of trust.
- 14.2 There is inherently an imbalance in power between an adult and child, especially where that adult is in a position of trust. The imbalance in power in the relationship means that it is wrong for a leader to develop a romantic relationship with a child. This procedure is concerned with the boundaries regarding relationships between leaders and children.
- 14.3 It is always wrong for a leader to enter into romantic or sexual relationship with a child. Although in the UK the statutory age of consent is set at 16, meaning that children aged 16 or 17 can legally consent to some types of sexual activity, the imbalance of power makes it an abuse of trust irrespective of age or consent for a leader to enter into a relationship with a child (i.e. under the age of 18.)
- 14.4 It is not acceptable for a leader to form a romantic relationship with a child or young person with whom they have a "relationship of trust". Therefore all leaders /helpers or volunteers must be aware that they may not form a romantic relationship of any sort with a child under 18 in the organisation with which they are working.
- 14.5 The inappropriate nature of romantic relationships is obvious where the leader is an adult, but less so when the leader is also a child; or if the leader is just over the age of 18, where in other circumstances it may be considered appropriate to form a romantic relationship with a 16 or 17 year old. Should a relationship appear to develop that would not in other circumstances be considered inappropriate, then the leader/helper must immediately discuss this matter with the responsible organisation leader and must be prepared to step down with immediate effect from further involvement in that ministry or activity.
- 14.6 If an organisation leader believes such a relationship may be forming, it is their duty and responsibility to speak to the adult concerned and give them the appropriate guidance so that their conduct would remain within proper boundaries. They should either cease the relationship or cease the relationship of trust – by stepping down from the youth activity. Where there are only a few years age difference between the adult and the young person concerned, it may be appropriate that whilst they must not continue in a position of responsibility in the particular organisation with which they help, or lead, and to which the relevant young person belongs, it may well not be necessary for them to step back from all work with children. This should be discussed by the organisation's leader with the Designated Persons for Safeguarding, the Families and Children's Worker and the Minister.



15.0 PROCEDURE FOR EXCEPTIONS AND VARIATIONS

- 15.1 These procedures are considered to be very important and must be implemented by all those involved in working with children at Worcester Park Baptist Church.
- 15.2 However it is not intended that they should hinder good, creative work with children, nor prevent activities proceeding on the basis of 'technicalities'. Furthermore they should be used as a 'dynamic' working document: there will be situations that have not been thought of in advance which need to be worked through; and there are likely to be lessons learned from experience.
- 15.3 Where unforeseen circumstances result in an unavoidable departure from the procedures or guidelines on a single occasion which the leaders and helpers still feel to be safe, this should be reported to the Designated Persons for Safeguarding and logged.
- 15.4 Any regular or repeated departure from these procedures and guidelines must be approved by the Trustees. If the circumstances relating to a particular organisation or activity are such that the leaders consider that an exception should be made, they should first discuss it with the Designated Persons for Safeguarding and then prepare a report for the Trustees explaining the reasons. The report should suggest any alternative safeguarding actions that are proposed. If such exceptions are approved, an annual review should be carried out of the implementation of the exception to the procedures.



16.0 RECORD KEEPING

- 16.1 There is no desire to keep any more records or make them more elaborate than is absolutely necessary. However, certain records are necessary as safeguards both for children and leaders and for the purposes of communication and review. The following table lists the essential records and the people who are responsible for keeping them.
- 16.2 Where personal data is kept in a systematic form, it is subject to the Data Protection Act, which affects how it should be handled.

Table 3 Records

Record	Who is responsible for keeping this record (& updating if appropriate)?	Where should this record be stored (and in what format)?	Section Reference
Policy Statement and Annual Reports	Church Secretary	With Church Meeting Minutes	4
Procedures, Protocols and Job Profiles (Master Copies)	Designated Persons for Safeguarding and Church Secretary	Hard copies in file in FCW office Electronic copies with church secretary and FCW	1, 5, 6
Working copies of these procedures	Organisation leaders	Personal or organisation files	5
Central register of posts and post-holders for all organisations	DBS Administrator	Hard copy in file in FCW office. Electronic copy with Church secretary	7
DBS Disclosure Emails	DBS Administrator	Hard copies in locked fire-resistant document box with DBS administrator. Electronic records of names, posts, date of DBS clearances and renewal dates with church secretary and FCW.	7
Consent Forms – Master copies	Organisation Leaders and DBS Administrator	Document safe with code access kept in cupboard in main church office	5, App 4
Consent Forms - working copies	On premises (or outing) during activity	Confidential files held by each organisation, with copy on site at each meeting /activity.	5, 10, 12
Notes of incidents and matters of concern	Leaders and helpers to pass notes to Designated Persons for Safeguarding	Locked fire resistant document box with DBS administrator.	8



17.0 REVIEW

- 17.1 It is important that the implementation of these procedures is kept under constant review, to ensure that all members of the church family remain accountable to each other for the safeguarding of children. It is a whole-church responsibility, but it is necessary to identify those with lead responsibility for review, as set out in Table 4 below.

TABLE 4: REVIEW PROCEDURES

Item/ Procedure	Person Responsible	Details/Content	Notes: reason for this procedure; appropriate style of communication	Documents / Paperwork /Requirements
Routine monitoring including Reports to (a) diaconate (b) church meeting	Minister(s) and Deacons; Families and Children's Worker Organisation Leaders	Monitoring through standard agenda items (with reports) at organisation meetings, cross- organisation of children's leaders, Diaconate and Church Meetings. Consider: progress in implementing guidelines, appointment of new volunteers and any issues arising	To ensure the church's 'Safeguarding Procedures' are implemented. To be accountable to one another To ensure that Safeguarding is kept under constant review and kept in everyone's minds	Reports to meetings; Minutes of Deacons meeting and Church Meeting
Annual Audit and Review	Designated Persons for Safeguarding	Annual audit to be carried out by Designated Persons for Safeguarding.	To ensure the church's 'Safeguarding Procedures' are implemented. To review and update these policies and procedures To be accountable to one another	Minutes of meetings



APPENDICES:

1. **Contact numbers**
2. **Procedures for Appointing Volunteer Leaders and Helpers**
3. **Form for recording applications to fill jobs**
4. **Consent form**



APPENDIX 1

CONTACT TELEPHONE NUMBERS:

Designated Persons For Safeguarding:

Jeremy and Jacqui Archer

020 8395 8570; Jeremy: 07904340945; Jacqui: 07518789781

e-mail: jeremy@jarcher81.freeserve.co.uk

In an emergency and if the Designated Persons for Safeguarding cannot be contacted, another responsible person may need to make a referral. The relevant contact numbers are therefore listed below:

Families and Children's Worker: acting as Deputy Designated Person for Safeguarding

Charis Lambert: 07950 467249

Trustee Responsible for Safeguarding/ Church Secretary:

Robert Mills: 020 8330 5333; mobile: 07597 963514

Deputy Trustee Responsible for Safeguarding

John Smith: 020 8224 5247; mobile: 07532 483573

Social Services Department:

Royal Borough of Kingston Safeguarding Team:

020 8547 5008 is the daytime contact for their "Single point of access team" which acts as a central hub for child safeguarding and protection matters.

Children's Emergency Duty Team

(Out of Hours Children's Social Work Team for Richmond, Merton, Sutton and Kingston): 020 8770 5000



APPENDIX 2



APPENDIX 2: PROCEDURES FOR APPOINTING VOLUNTEER LEADERS AND HELPERS
Stages:
A: Vacancy
B: Application and References
C: Invitation (subject to DBS check) and DBS application
D: Induction
E: Monitoring (on-going)

Stage	Item	Person responsible	Procedures / Stage	Details/Content	Notes: reason for this procedure; appropriate style of communication etc.	Documents / Paperwork
A	1	Organisation Leader FCW DBS Administrator Deacon responsible	Notification of vacancy or new 'job'	Organisation leader notes vacancy, considers whether changes are needed to job profile and updates as required. Leaders or FCW approach potential candidates to fill post, or advertise, as appropriate.	To keep track of who is doing what job. To identify new volunteers to fill roles	Central Register of who is doing which job.
A	2	Organisation Leader	Job Profile to be given to prospective volunteers who have expressed an interest	<ul style="list-style-type: none"> • Purpose of job • Age Groups • Time Commitment • Objectives • Tasks involved • Skills, qualities required • Responsibilities • Responsible to • DBS Disclosure 	To define roles and ensure that we are specific about the skills required, responsibilities, and to whom the post holder should be accountable	Job Profiles (Log changes to profiles with FCW, Designated Persons for Safeguarding, Church Secretary.)



Stage	Item	Person responsible	Procedures / Stage	Details/Content	Notes: reason for this procedure; appropriate style of communication etc.	Documents/ Paperwork/ Requirements
B	3	Organisation Leader and/or FCW	Application and meeting to discuss suitability for post	<p>Meeting with leader(s) of the organisation and/or FCW:</p> <ul style="list-style-type: none"> • Discuss information and fill in 'application form' (Appendix 3) • Full contact details • Experience, skills, background • Christian experience • Referees • DBS: statement re: Disclosures • Explore skills, maturity and relevant Christian and other experience in relation to Job profile • Probe for information about background 	<p>Meeting to fill out application details (Appendix 3) and explore individual's background. Can be informal and non- threatening but must be thorough. An opportunity to:</p> <ul style="list-style-type: none"> • Explain the post and its responsibilities • Gather additional information: important to ask open questions and to gently probe where background is unclear or there are any doubts about suitability • Explore understanding of post, suitable approach to work, appropriate boundaries etc. • Explain 'Safeguarding Procedures' and discuss suitability for post. 	<ul style="list-style-type: none"> • Application Form (Appendix 3) completed • Notes of discussion and of additional background information
	4	Organisation Leader	References	Use reference form: ask specific questions about suitability for the role, past experience, knowledge of person's background etc.	<ul style="list-style-type: none"> • To check up on background • To gather further evidence regarding suitability 	<ul style="list-style-type: none"> • Reference request form • References received



Stage	Item	Person(s) Responsible	Procedures / Stage	Details/Content	Notes: reason for this procedure; appropriate style of communication etc.	Documents / paperwork /requirements
C	5	Organisation Leader and/or FCW	Invitation to take up role of volunteer (or not!)	<p>If volunteer invited to take up role make clear it is subject to DBS check. Provide induction details: (refer to Job Profile and other Guidelines) Include details of Safeguarding Procedures</p> <p>If not offered, thanks for interest, explain why, discuss possibility of other roles.</p>	To be clear about when someone is asked to take up a role and to confirm that DBS check to be followed up.	Letter: keep copy on file
C	6	Verifier DBS Administrator	DBS applications	<ul style="list-style-type: none"> Obtain information from volunteer to enable DBS administrator/verifier to arrange for Due Diligence Checking Ltd to supply access details to volunteer for completion of DBS on-line application (this information is full name, date of birth and daytime telephone contact (preferably mobile no.) and email . Where a volunteer does not have internet access or is unfamiliar with on-line forms, the DBS administrator will complete an on-line form with the volunteer present. Verify documentary information 	<ul style="list-style-type: none"> To obtain information to make DBS application. Processing of DBS Disclosures 	Form to be verified and submitted to DDC Ltd (DBS umbrella body) by DBS administrator. Due to DBS delays, the DBS process may overlap with Stage D.



			<ul style="list-style-type: none"> • Submit form to Due Diligence Checking Ltd (as approved by the Baptist Union) • On receipt of email confirming that a Disclosure has been issued, DBS administrator to notify organisation leader and FCW. (For BB and GB, Minister or Church Sec to notify HQ). <p><i>(DDC will contact the applicant directly if their Disclosure is blemished and send them a special pack in the post. DDC will make arrangements for the Disclosure to be sent directly to the BUGB Safeguarding Team, who will carry out a risk assessment of the information contained. If an applicant is cleared to work in a role, the DBS administrator will receive a standard email notification confirming the certificate issue number and date. If an applicant is deemed unsuitable to work in a role, or should work within particular conditions, the administrator will receive a specific notification containing the relevant information).</i></p>		
--	--	--	---	--	--



Stage	Item	Person responsible	Procedures / Stage	Details/Content	Notes: reason for this procedure; appropriate style of communication etc.	Documents / paperwork /requirements
D	7	Organisation Leader and/or FCW	Induction meeting	Go through: <ul style="list-style-type: none"> • Job profile • 'Safeguarding procedures' • Organisation's guidelines, staff ratios • Responsibilities • Who the person is accountable to. • Meetings/ opportunities for discussion of issues, supervision etc. 	To ensure that 'Safeguarding Procedures' and other relevant procedures are given <i>and</i> explained.	Copy of Safeguarding Procedures to be given to volunteer to take away Leader to make note on file that information has been conveyed.
D	8	Organisation Leader FCW Designated Persons for Safeguarding	Training	<ul style="list-style-type: none"> • Informal training within the organisation • Formal training in child protection, refreshed periodically • Training related to working with children 	<ul style="list-style-type: none"> • To ensure guidelines are understood • To fulfil the support and commitment promised by the church to its members and volunteers 	Details of training courses
D	9	Organisation Leader FCW	Probationary Period	This is a period of closer monitoring and supervision: no sole responsibility for organisation/activities. Review at end of period: consider suitability and/or further guidance and support needed.	<ul style="list-style-type: none"> • Check that DBS clearance has been obtained • To ensure those without experience are properly supervised and not put immediately into positions of great responsibility. • To provide support to volunteers in learning and understanding the role and the implications of Safeguarding Procedures and other operational guidelines 	Note in organisation's register of volunteers at end of probationary period. Notes of issues to follow up if necessary.



Stage	Item	Person Responsible	Procedures / Stage	Details/Content	Notes: reason for this procedure; appropriate style of communication etc.	Documents / paperwork /requirements
E	10	Organisation Leaders FCW	Meeting Reports	Monitoring through standard agenda item (with reports) at cross-organisation children's work leaders, Diaconate and Church Meetings.	To ensure that procedures are followed and implementation can be monitored	Minutes of cross-organisations children's work leaders to record issues concerning implementation
E	11	Designated Persons for Safeguarding	Annual Audit	Annual audit to involve: Organisation leader(s) Deacon(s) responsible Children's Advocates	To ensure the church's 'Safeguarding Procedures' are implemented in relation to the appointment of leaders and helpers To be accountable to one another	Short report of audit findings



APPENDIX 3



APPLICATION FORM FOR VOLUNTEER WORK WITH CHILDREN

This form must be completed with all new leaders and helpers before they commence working with children at Worcester Park Baptist Church. It can be filled in with the leader of the organisation if appropriate.

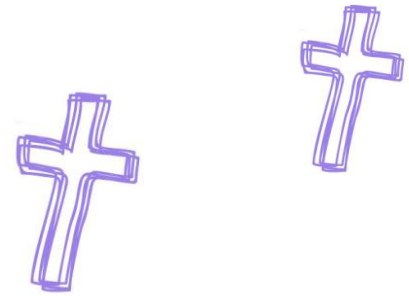
PERSONAL DETAILS	
Full Name	
Address	
Postcode	
Telephone Number	
Mobile	
E-mail address	
How long have you lived at the above address?	
If less than 3 years please give previous addresses within last 3 years	
EXPERIENCE AND SKILLS	
Please outline your Christian experience (e.g. how you came to faith, churches attended, involvement with previous church activities)	
Please give details of experience (or qualifications) in looking after or working with children in other settings.	
REFERENCES:	
Please give the names of two people who could provide a reference regarding your experience and suitability to work with children:	
Name and full contact details of first referee:	
Name and full contact details of second referee:	

Signature of volunteer

Date



APPENDIX 4



PARENTS'/GUARDIANS' ANNUAL CONSENT
FOR SEPTEMBER 20 TO AUGUST 20****

This consent is to cover your child's attendance at the regular meetings of the various children's organisations which are part of the church. Separate, specific consents will be requested for your child to take part in special one-off events, notably those which involve overnight residential stays away (e.g. camps) or potentially hazardous activities.

To be completed by the parent/guardian of every child between 0 and 18 who attends any of the groups at WPBC without their parent/guardian being present.

Full name of child _____
Date of birth _____
Name of parent/guardian _____
Address _____
Telephone of parent/guardian (day) _____
(evening) _____
(mobile) _____
Mobile phone no. of child (11 and over only) _____
Email address of parent/guardian _____
Email address of child (11 and over only) _____
Name and address of child's doctor _____
Doctor's phone no. _____

The following are details of any *medical condition* of which leaders should be aware (including any medication which s/he may need whilst at WPBC) or *special needs* which are required to enable the child to participate in activities.

I note that Worcester Park Baptist Church is a Christian church and that the object of all the organisations which are part of the church – including the organisations for children listed below – includes sharing what Christians believe about the gospel (good news) of the Lord Jesus Christ.

(Please turn over)

worcester park baptist church
Safeguarding Children Procedures



I give my permission for my child to attend and take part in the normal activities of the organisations listed below.

ORGANISATION	LEADER CONTACT DETAILS	PARENTS'/GUARDIANS' SIGNATURE
Girls' Brigade		
Boys' Brigade		

I accept that it is possible that my child may be photographed while taking part in these activities and that those photos may be used by the church to publicise the organisation or to report on its activities. Care will be taken to ensure that addresses of individuals are not given. If you would prefer that your child is not included in publicity photos, please write "NO PHOTOS PLEASE" here: _____

Additional consents requested from parents/guardians of children aged 11-18 and in secondary education:

- (a) I agree that organisation leaders may communicate with my child by email (emails always to be copied to the email address of the parent/guardian).
- (b) I agree that organisation leaders may send texts to my child to give factual information/reminders about group activities. This will usually be via group texting but may occasionally be by text to the individual child. There will be no cost to receive these texts and there will be no facility to reply to the group text number. Texts will always be copied to the mobile phone number of parents/guardian.
- (c) I agree that organisation leaders may communicate with my child through social networking sites using a group account established, run and monitored by or via Worcester Park Baptist Church. All messages from a leader to my child will be posted to the group, so they will be seen by the addressee and all other members of the group. A leader will not post messages outside the group account on the social networking "wall" of my child, nor will a leader post a private message to my child on his/her social networking site.

Parents/guardians of all children are asked to sign, print their names and date this form below, please.

Signed _____

Please print name _____

Date _____