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# Bromham Baptist Church

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## Safeguarding Policy and Guidelines

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Version 1.1

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# 1 Introduction

Bromham Baptist Church (hereafter “the church”) works with adults and children of all ages as it shares the love of Jesus in word and action. We take seriously our responsibility to protect and safeguard the welfare of those entrusted to our care. We recognise that this responsibility comes both from God’s Word and also from the advice of the statutory authorities regarding voluntary organisations engaging with children and vulnerable adults. The Safeguarding Policy (hereafter “the Policy”), therefore, seeks to ensure the protection of children and adults in our care in the many different activities run by or at the church.

It is the Elders and Trustees of the church who are ultimately responsible for ensuring that the Policy is implemented and resourced. Accordingly, they have appointed a Safeguarding Co-ordinator and a Deputy Safeguarding Co-ordinator. It is their role to oversee the operation of the church’s Policy and they should be referred to at any time where there are any concerns raised about an individual or the detailed requirements of the Policy.

It is important for everyone working with children, young people and adults (leaders and workers) to understand the Policy and to know the guidelines relevant to the activities that they are, or expect to be involved in. However, everyone in the fellowship at the church has a part to play in ensuring that the church’s Policy is effective.

If at any time the church does not have an Associate Minister then a suitable alternative will be identified to take on their duties and accountabilities under this Policy.

**Children and young people** are those aged 18 or under. **Vulnerable adults** are those adults at risk of harm or abuse. The following factors could increase this risk:

- Learning, sensory or physical disability
- Old age and frailty, especially if it creates dependency on , or needing help from, others
- Mental health problems
- Dementia or confusion
- Severe illness

In addition, adults may become vulnerable by means of a temporary or permanent reduction in physical, mental, or emotional capacity brought about by life events eg an illness, bereavement, past abuse or trauma.

# 2 Church Details

Name: Bromham Baptist Church  
Address: Village Road, Bromham, Bedford, MK43 8LJ  
Tel No.: 01234 822681  
Email address: [safe@bromham.org](mailto:safe@bromham.org)

### 3 Mission Statement

As part of its mission, the Church is committed to:

- valuing, listening to, relating effectively with and respecting children and vulnerable adults, whilst promoting their welfare and ensuring their protection within Church activities;
- safe recruitment, supervision and training for all the children's/youth leaders/ relevant ministry leaders/workers within the Church;
- dealing with concerns about possible abuse whether within church activities or disclosed to a minister, children's / youth leader / worker, Elder;
- encouraging and supporting parents / carers;
- supporting those, in the church, affected by abuse; and
- maintaining good links with and using the relevant statutory childcare authorities and other organisations, when required, in the same way as any voluntary organisation is expected to do.

### 4 Safeguarding Policy Statement

Recognising the need to provide a safe and caring environment for all including children, young people, and vulnerable adults the church is updating its existing Child Protection Policy which was agreed at its Church Meeting on 26 July 2007. The church is reminded of the policy annually through presentation at a church meeting and through the weekly notices preceding and following the meeting. A review of progress is carried out by the coordinators and the Associate Minister prior to the meeting. This report is also presented to the Trustees. The Child Protection Policy has now been updated to include the safeguarding of vulnerable adults.

- As members of this church, we commit ourselves to the nurturing, protection and safekeeping of all, especially children, young people and vulnerable adults.
- It is the responsibility of each one of us, where possible, to prevent the physical, emotional and sexual abuse and neglect of children, young people and vulnerable adults, and to report any abuse discovered or suspected.
- We recognise that our work with children, young people and vulnerable adults is the responsibility of the whole church.
- We undertake to exercise proper care in the selection and appointment of those working with children, young people and vulnerable adults, whether paid or volunteer.
- The church is committed to supporting, resourcing and training those working with children, young people and vulnerable adults, and to providing supervision.
- The church is committed to following the statutory guidance, [Working Together to Safeguard Children](#). This sets out how individuals and organisations should work together to safeguard and promote the welfare of children and young people in accordance with the relevant legislation. It was last updated in July 2018. We also follow the guidelines and procedures published by Thirtyone:Eight (a safeguarding advisory service) and those in the Safeguarding Adults NHS England Guide.
- Each leader/worker with children, young people and vulnerable adults must read the church's Policy and undertake to observe it.
- As part of our commitment to children, young people and vulnerable adults, the church has appointed a Safeguarding Co-ordinator and a Deputy Safeguarding Co-ordinator. Their names, addresses and telephone numbers will be displayed publicly.

*[Original signed]*

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Appointment: **Associate Minister**

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Appointment: **Safeguarding Co-ordinator**

*The Policy is based on a model published by 'Thirtyone:Eight in conjunction with the Baptist Union of Great Britain 'Safe to Grow' Guidelines on child protection for the local church and its youth leaders (Revised Fourth Edition 2004). The Elders and Trustees will file a copy of the Policy with Thirtyone:Eight and Social Services, and any amendments subsequently published. The Elders and Trustees agree not to allow the document to be copied by other organisations.*

## 5 Recognising and Dealing with Abuse

### 5.1 Definitions of Abuse

Somebody may abuse or neglect a child, young person or vulnerable adult by inflicting harm, or by failing to act to prevent harm. Children, young people and vulnerable adults may be abused in a family or in an institutional or community setting, by those known to them or, more rarely, by a stranger. The following are the commonly used definitions of abuse.

#### **Physical abuse**

Physical abuse may involve hitting, shaking, throwing, poisoning, burning, scalding, drowning, suffocating, using inappropriate restraint, misusing medication or otherwise causing physical harm. Physical harm may also be caused when a parent/carer feigns the symptoms of, or deliberately causes ill health to a child, young person or vulnerable adults / whom they are looking after. This is commonly described using terms such as 'fictitious illness' or 'Munchausen Syndrome by proxy'.

#### **Emotional abuse**

Emotional or psychological abuse is the persistent emotional ill-treatment so as to cause severe and continuous adverse effects on their emotional development and wellbeing. It may involve conveying to children, young people and vulnerable adults that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed. It may involve causing individuals to feel frightened or in danger, or involve their exploitation or corruption. Some level of emotional abuse is involved in all types of ill treatment of a child, young person or vulnerable adult, though it may occur alone.

#### **Sexual abuse**

Sexual abuse involves forcing or enticing a child, young person or vulnerable adult to take part in sexual activities, whether or not they are aware of what is happening. The activities may involve physical contact, including penetrative (eg rape or buggery) or non-penetrative acts. They may include non-contact activities, such as involving children, young people and vulnerable adults in looking at, or in the production of pornographic material or watching sexual activities or encouraging them to behave in sexually inappropriate ways.

#### **Neglect**

Neglect is the persistent failure to meet basic physical and/or psychological needs, likely to result in the serious impairment of the individual's health or development. It may involve a parent/carer failing to provide adequate food, shelter and clothing, failing to protect someone from physical harm or danger, or the failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to an individual's basic emotional needs.

#### **Financial Abuse**

Financial or material abuse includes stealing, selling assets, fraud, misuse of or misappropriation of property, possessions or benefits.

#### **Institutional Abuse**

Institutional or Organisational abuse includes regimented routines and cultures, unsafe practices and lack of person-centred treatment.

*A child, young person or vulnerable adult may suffer more than one category of abuse.*

## **5.2 Recognising Possible Signs of Abuse**

The following signs may or may not be indicators that abuse has taken place, but the possibility should be considered.

### **5.2.1 Signs of Physical Abuse**

- Any injury not consistent with the explanation given for them.
- Injuries which occur to the body in places that are not normally exposed to falls, rough games etc (eg eye sockets, inside of ears, under arms).
- Injuries which have not received medical attention.
- Any signs of neglect such as under nourishment, failure to grow, constant hunger, stealing or gorging food, untreated illness or abrasions, inadequate care.
- Bruises, bites, burns, fractures etc., which, do not have an accidental explanation.
- Regular instances of bruising or injury which form a pattern.
- Repeated urinary infections or unexplained tummy stomach pains.
- Cuts/scratches/substance abuse (these signs may indicate the possibility that a child, young person or vulnerable adult is self-harming, mostly by cutting, burning or self-poisoning).
- Instances where children, young people and vulnerable adults are kept away from groups inappropriately. Attendance patterns may be of concern.
- Reluctance to change for, or participate in games or swimming etc.

### **5.2.2 Signs of Emotional Abuse**

- Changes or regression in mood or behaviour, particularly where a child, young person or vulnerable adult withdraws or becomes clingy. Also depression / aggression, extreme anxiety.
- Nervousness/watchfulness (frozen awareness).
- Obsessions or phobias.
- Sudden under-achievement or lack of concentration.
- Inappropriate relationships with peers and/or adults.
- Attention-seeking behaviour.
- Persistent tiredness.
- Running away, stealing and lying.

### **5.2.3 Signs of Sexual Abuse**

- Any allegation made by an individual concerning sexual abuse.
- Bruising to breasts, buttocks, lower abdomen, thighs (inside) and genital or rectal areas.
- Any excessive preoccupation with sexual matters and detailed knowledge of adult sexual behaviour, or who regularly engages in age-inappropriate sexual play.
- Sexual activity through words, playing and drawing.
- A child/young person who is sexually provocative or seductive with adults.
- Inappropriate bed sharing arrangements at home.
- Severe sleep disturbances (including tiredness) with fears, phobias, vivid dreams or nightmares (often recurring) with overt or veiled sexual connotation.
- Behaviour indicative of role reversal at home (eg the girl who takes on the mothering / wife roles and responsibilities).

- Eating disorders – anorexia, bulimia (again indicative that an individual may be self-harming).
- Sexually transmitted disease and pregnancy.

#### **5.2.4 Signs of Neglect**

- Failure of provision of needed care for a physical injury, acute illness, physical disability, or chronic condition.
- Inadequately dressed for the weather.
- Always seems to be hungry; hoards, steals, or begs for food.
- Often appears listless and tired with little energy.
- Demonstrates poor hygiene, smells of urine or faeces, or has dirty or decaying teeth.
- Seems emaciated or has a distended stomach (indicative of malnutrition).
- Has unattended medical or dental problems, such as infected sores.
- States that there is no one at home to provide care.
- Frequently reports caring for younger siblings.

#### **5.2.5 Signs of Financial Abuse**

Although these signs are usually associated with adults, children and young people can be affected by them and also may be anxious, or there be a change in their behaviour if someone is threatening them for money eg at school.

- Unusual activity in bank accounts.
- Unpaid bills.
- Reluctance to spend money on everyday necessities

#### **5.2.6 Signs of Institutional Abuse**

This type of abuse is usually associated with adults in some form of care.

- A strict inflexible routine.
- Withdrawing from contact with the community, family and friends.
- Lack of choice over decisions such as what food to eat and what clothes to wear.
- Lack of privacy and respect for the person.

*It is important to remember that the above signs and indicators should not be taken in isolation as an indication that abuse has taken place. However, we must be aware of and consider the possibility if we see one or a number of these. They should make us stop and think but take care not to jump to inappropriate conclusions.*

### **5.3 Race Culture and Religion**

Crucial to any assessment is a knowledge and sensitivity to racial, cultural and religious aspects. Remember also that differences exist not only between ethnic groups but also within the same ethnic group and between different neighbourhoods and social classes. While different practices must be taken into account, it is also important to remember that all children, young people and vulnerable adults have basic human rights.



## 5.4 How to Respond to a Person Wanting to Talk About Abuse

If a child, young person or vulnerable adult approaches you and discloses that they (or someone else) are being or have been abused, they have done so because they trust you and feel safe in telling you. This will usually take a lot of courage on their part.

### 5.4.1 General Points

- Above everything else it is vital to listen.
- Be honest, don't make false promises.
- Show acceptance of what you are being told (however unlikely the story may sound), and do not interrupt.
- Keep calm.
- Tell the person you will need to let someone else know – do not promise confidentiality under any circumstances.
- Even when the individual has broken a rule, they are not to blame for the abuse.
- Be aware that the individual may have been threatened or bribed not to disclose the information and may be scared.
- Never push for information – if the individual decides not to tell you after all, then accept that and let them know that you are always ready to listen.
- If you need to clarify something, do not ask leading questions (eg was it daddy that hit you?). Always try to be sensitive.
- Try not to look shocked by what you are being told – this can cause panic and guilt in the individual concerned and end the conversation.
- Always reassure the individual that telling you was the best thing to do (several times if necessary).
- Tell them what you are going to do next and that you will let them know what happens.
- As soon as possible write down what has been shared (see 5.4.5. Making Notes on Page 10 for details about making notes).

### 5.4.2 Helpful Verbal Responses

- You have done the right thing in telling.
- That must have been really hard.
- I am glad you have told me.
- It's not your fault.
- I will help you.

### 5.4.3 Don't Say

- Why didn't you tell anyone before?
- I can't believe it!
- Are you sure this is true?
- Why? How? When? Who? Where?
- Never make false promises.
- Never make statements such as "I am shocked, don't tell anyone else".

### 5.4.4 Concluding

- Again reassure the individual that they were right to tell you and show acceptance of what they have disclosed.
- Contact the church's Safeguarding Co-ordinator as soon as possible or if they cannot be contacted, the church's Deputy Safeguarding Co-ordinator. If you can't contact the Safeguarding Co-ordinators, don't delay, contact Social Services.
- Let the individual know what you are going to do next and that you will let them know what happens. You might have to consider immediate referral to Social Services or the Police to prevent them having to return home if you consider them to be seriously at risk of further abuse.

- You should not discuss your suspicions or allegations with anyone other than those nominated in the Safeguarding Policy.
- Consider your own feelings and discuss with the Safeguarding Co-ordinator the most appropriate pastoral support for you if needed.

#### **5.4.5 Making Notes**

When an individual wants to talk about abuse, it is important for the worker to listen carefully to what they are saying without prompting or using leading questions. The church worker should make a careful written record of what has been observed as follows:

- Make notes as soon as possible (preferably within one hour of the individual talking) including a description of any injury, its size, and a drawing of its location and shape on the person's body.
- Write down exactly, using their own words, what the individual said, what was said in reply and what was happening immediately beforehand (eg a description of the activity).
- Write down dates and times of these events and when the record was made.
- Write down any action taken and keep all hand written notes, even if subsequently typed up.
- Such records should be passed on to the church's Safeguarding Co-ordinator to assist them should the matter need to be referred to Social Services. Any referral to Social Services should be confirmed by the referrer in writing within 48 hours.
- All records should be signed, dated and given to the Safeguarding Co-ordinator who will keep them for an indefinite period in a secure place.
- Thirtyone:eight can also offer independent advice that will be followed by written confirmation of the advice given.

*To help make notes use:*

*'Form 2. Responding to Abuse – Worker's Action Sheet' (Page 30) and 'Form 3. Skin Maps' (Page 31) if appropriate.*

### **5.5 Responding to Concerns of a Child, Young Person or Vulnerable Adult or an Allegation of Abuse**

Where possible, concerns should be passed to the Safeguarding Co-ordinator (or Deputy), but difficulty in contacting these individuals should not delay action being taken.

#### **5.5.1 Where an individual has a physical injury or symptom of neglect**

The Safeguarding Co-ordinator (or Deputy) should take the following action:

- For a child or young person up to the age of 18 contact Social Services direct on 01234 718700 during office hours (8.45am to 5.20pm, Monday to Thursday; 8.45am to 4.20pm on a Friday or out of office hours call the Emergency Duty Team (EDT) on 0300 3008123 if there are concerns that a child or young person may have been deliberately hurt, is at risk of 'significant harm' or is afraid to return home. Do not tell the parents in such circumstances.
- For a vulnerable adult contact Social Services on 01234 276222 or, out of office hours, the Emergency Duty Team (EDT) on 0300 3008123.
- If an individual needs urgent medical attention an ambulance should be called or they should be taken to hospital, informing the parents/carers afterwards of the action that was taken. The hospital staff should be informed of any safeguarding concerns. They have a responsibility to pass these concerns on to the statutory authorities.

- If the concerns for the child or young person centre around poor parenting it may be appropriate to speak to the parent/carer, offer practical domestic help and suggest, for example, a chat with the health visitor, doctor or the Social Services Department.
- If a parent/carer is unwilling or frightened to seek help, then offer to accompany them. If they still fail to acknowledge the need for action it is possible to discuss the situation informally with Social Services without divulging personal details (such as names and addresses) unless, of course, Social Services consider the situation to be serious enough to require you to do so. In these circumstances it is important to realise there may be a bigger picture. Information may have come to light that might be a vital missing piece in the jigsaw.
- It is important to take older children's wishes into account when deciding whether to talk to parents/carers unless other children are potentially at risk.

### **5.5.2 Where there are allegations or concerns of sexual abuse**

The Safeguarding Co-ordinator (or Deputy) should take the following action:

- Contact Social Services direct (ask for Children's Services during normal office hours of 8.50am until 17.20 Monday to Thursday and 8.50am until 4.20pm on Fridays and outside of those hours the Emergency Duty Team (EDT) on 0300 3008123. DO NOT try to investigate the matter. The important thing is to relay the information to Social Services and/or the Police so they can carry out any investigation and take appropriate action under Section 47 of the Children Act 1989.
- In the case of very severe sexual assault (such as rape), which may have occurred during the last few days, and where it has not been possible to get an immediate response from Social Services, contact the Police in order to facilitate a medical examination by a designated police surgeon. This could provide evidence, which may be used in any criminal prosecution. (Older young people are able to decline such an examination if they are considered to be of sufficient age and understanding). Do not touch or tamper with any evidence, such as stained clothing.
- DO NOT tell the parents/carers as they could be involved in the abuse. It is also important no one else who might be involved is inadvertently alerted to the situation because this may lead to the person concerned being 'silenced'. Allegations of sexual abuse are usually denied and often difficult to prove. Remember, the individual's welfare is of paramount importance at all times.
- Keep information on a "need to know" basis so that any alleged perpetrator is not "tipped off". The individual also has a right for their privacy to be respected as much as is possible.

If there is a difference of opinion as to whether or not to contact Social Services then the views of a third party should be sought from either the Associate Minister, the Safeguarding Co-ordinator or the Deputy Safeguarding Co-ordinator as appropriate depending on the parties involved in the disagreement. The safety of the child, young person or vulnerable adult over-rides all other considerations and it is important to remember that sexual abuse of children, young people and vulnerable adults is a serious crime. Thirtyone:eight can advise in cases of difficulty.

## 5.6 Who to Contact if you Suspect that Abuse may have Occurred

You must report your concerns as soon as possible to the Safeguarding Co-ordinator or Deputy Co-ordinator:

- Do not delay.
- Do not start to investigate.
- Do not act alone – consult with the person to whom you are responsible unless they are the alleged perpetrator or could have been involved. Do not discuss with anyone else.

Safeguarding Co-ordinator – Felicity Leinster  
who can be contacted on 07988 874613

Deputy Safeguarding Co-ordinator – Paul Leinster  
who can be contacted on 07771 554086

These people have been nominated by the church to act on its behalf in referring allegations or suspicions of neglect and abuse to the statutory authorities. They are required to let the Elders and Trustees know immediately, including so that the church's Insurance Company can be informed (failure to do so might affect the protection afforded by the policy) and also the Regional Minister of the Central Baptist Association.

If the suspicions in any way involve either one of the Co-ordinators, people should speak to the other Co-ordinator or to the Associate Minister. If the suspicions in any way implicate both the Co-ordinator and the Deputy Co-ordinator, then the Associate Minister should be informed who will then contact Thirtyone:eight, via their 24-hour telephone helpline on 0303 003 11 11.

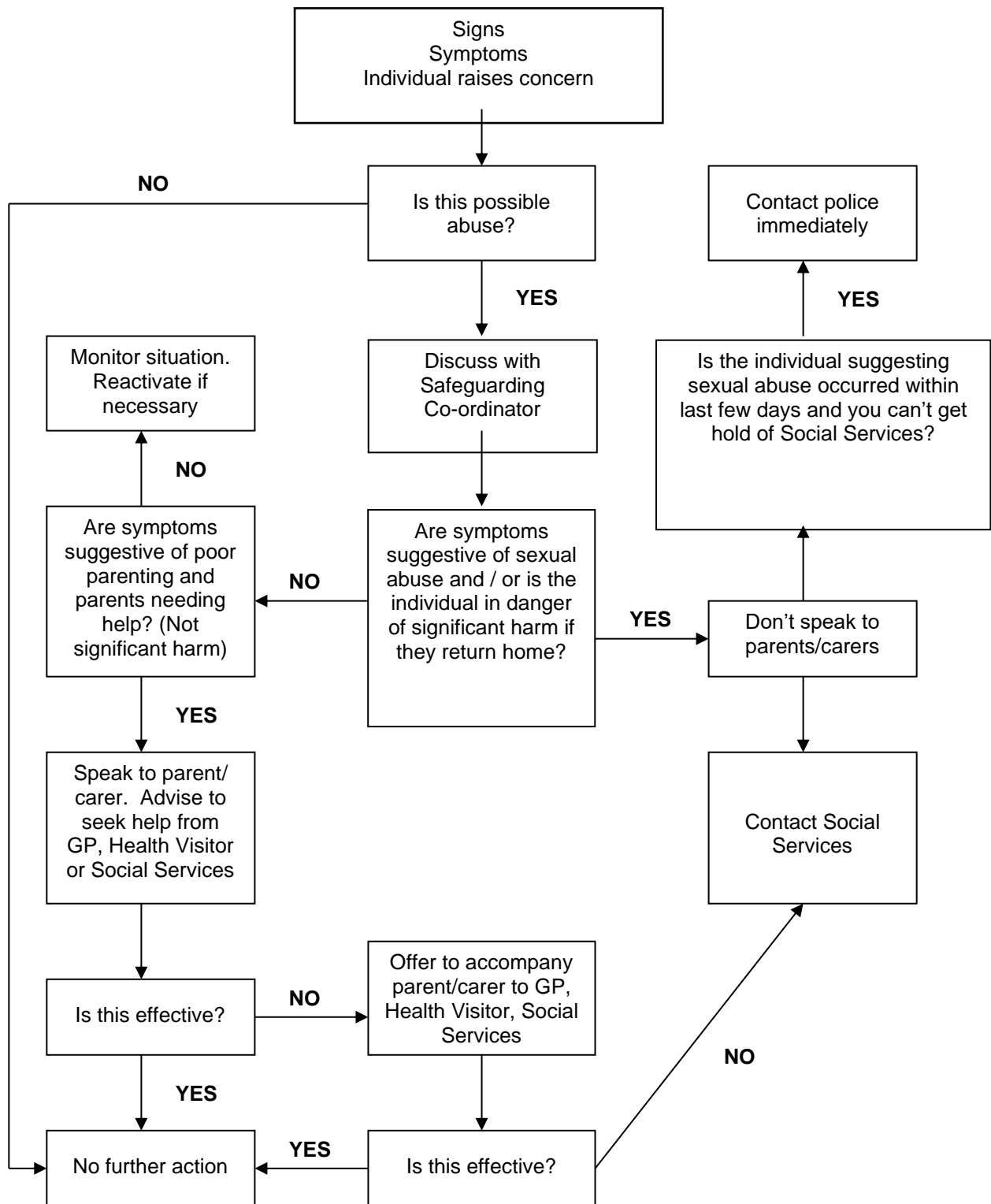
*If you are unable to contact any of the above, for children and young people call Social Services, Integrated Front Door on 01234 718700 during office hours (8.45am to 5.20pm, Monday to Thursday; 8.45am to 4.20pm on a Friday or out of office hours call the Emergency Duty Team (EDT) on 0300 3008123.*

*For adults call 01234 276222 during office hours, otherwise the Emergency Duty Team on 0300 3008123.*

*If the child, young person or vulnerable adult is in immediate danger, call Bedfordshire Police on 01234 841212 or dial 999.*

It is, of course, the right of any individual as a citizen to make direct referrals to the child protection agencies or to seek advice from Thirtyone:eight, although we hope that members of the church will use the procedure outlined above. If, however, you feel that the Safeguarding Co-ordinator or Deputy Co-ordinator have not responded appropriately to your concerns, then it is open to you to contact the relevant organisation direct. We hope by making this statement that we demonstrate the commitment of the church to effective safeguarding of all those at risk.

## 5.7 What to Do If You Suspect Abuse



## 5.8 Reasons for Not Contacting the Parent or Alleged Abuser

An individual might make an allegation naming someone as an abuser. The allegation might be the absolute truth or it could be that they feel safer to name someone else because they are being told not to tell. Alternatively, the individual may be presenting the situation in a confused way. The danger is, if a parent / carer is told about the allegation, a police investigation could be ruined if by their reaction they inadvertently alert the abuser or take matters into their own hands and confront a person under suspicion. There is also the risk the parent/carer might even physically assault the alleged perpetrator, which would not be helpful, particularly if they turn out to be innocent! In fact, any reaction could alert an alleged perpetrator even if it isn't threatening. So, it is vital no one from the church informs the parent of the allegations at this stage. The decision to advise the parents/carer should be left to Social Services or the Police.

If contacted, the alleged abuser (if guilty) might try to silence the individual with bribery or threats. He/she could dispose of any incriminating material - books, videos, photos, computer files. If he/she is not guilty, their initial reaction (eg shock, horror) could be indicative of their innocence. If they have already been 'tipped off', less credence can be given to their initial reaction.

## 6 Guidelines

### 6.1 Talking and Listening to Children, Young People and Vulnerable Adults

- It is important to remember that children, young people and vulnerable adults will often decide for themselves who they want to talk to. They might test out the individual concerned in some way before they are prepared to talk about deeper issues. Because of this, all adults, including the children's and the senior's ministry leaders / workers and those involved in pastoral care, in a church, need to understand the importance of listening to children, young people and vulnerable adults and responding appropriately.

#### 6.1.1 If a child, young person or vulnerable adult wants to talk

- Suggest where you might meet - offer them privacy but remember their and your safety. It is not appropriate for an adult to take a child/young person vulnerable adult into a room on their own. A good place to meet is the worship area after or before the service where privacy can be provided whilst still in a public setting.
- Remember not to promise confidentiality – it is important to assure an individual that you are not going to gossip about what they tell you (something they can often be worried about) but that if they share anything serious you may need to speak with a leader. Also, if they share something illegal you are legally bound to inform a leader.
- An individual may not want to talk about abuse.
- Please be aware of how to respond if someone does disclose abuse (see 5.4. How to Respond to a Person Wanting to Talk About Abuse' on Page 9.
- If a child, young person or vulnerable adult wants prayer ministry, please see 'Praying with Children, Young People and Vulnerable Adults' on Page 16 of this Policy.

*If you have any questions or queries, please speak to the Safeguarding Co-ordinator.*

## 6.2 Taking Care of Touch

### 6.2.1 Can I touch a child, young person or vulnerable adult?

- It is hard to conceive how you can be a nurturing caring worker with children, young people and vulnerable adults without some physical contact happening at least occasionally! But:
- Be conscious of your touch – for example, if an individual is distressed it is natural to want to put an arm round their shoulder. However, you must be conscious that what to you is an innocent touch may have another, more sinister meaning for them if they have experienced abuse. If you find that an individual is cringing or responding in a negative way to being touched, then stop immediately and find an alternative non-tactile way to convey your concern.
- Answer the Question! – Be aware of your own and other worker's behaviour in terms of touching. Always be prepared to answer the question 'For whose benefit is this taking place?'
- Workers together – if you see another leader/worker acting in ways that might be misconstrued, speak to them or to a leader about your concerns. Leaders should encourage an atmosphere of mutual support and care which allows all workers to be comfortable enough to discuss inappropriate attitudes or behaviour.

*It is not appropriate to touch a child, young person or vulnerable adult when no-one else is present.*

### 6.2.2 Guidelines

- Keep everything public. A hug in the context of a group is very different to a hug behind closed doors.
- Touch should be related to the child's, young person's or vulnerable adult's needs, not those of the leader / worker.
- Touch should be age-appropriate and generally initiated by the child, young person or vulnerable adult rather than the leader / worker.
- Avoid any physical activity that is, or may be thought to be, sexually stimulating to the adult or the child, young person or vulnerable adult.
- Children, young people and vulnerable adults are entitled to privacy to ensure personal dignity.
- They 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 individual to do what they can to manage themselves, but consider their best interests and give appropriate help where necessary.
- Leaders/workers should monitor one another in the area of physical contact. They should be free to help each other by constructively challenging anything which could be misunderstood or misconstrued.
- Concerns about abuse should always be reported.

*A thoughtful and sensitive approach to the whole question of 'touch' has wider implications in the life of the church. Obvious applications of this principle are, for example, on greeting those arriving at churches for various meetings, and on the occasions of or 'sharing the grace' within services. Be aware that not everyone, including some children, young people and vulnerable adults, welcome hugs and kisses and similar contact no matter how much of 'the norm' it may be within our church.*

### 6.3 Praying with Children, Young People and Vulnerable Adults

- These guidelines are for adults to use when praying with children, young people and vulnerable adults and to encourage children and young people to pray with each other. Praying for children, young people and vulnerable adults involves offering acceptance, respect, non-judgmental listening, sensitive responses, discernment and patience.
- Ask the person what they are requesting prayer for. Speak quietly and calmly, never shout or raise your voice. Don't laugh or dismiss out of hand if they are praying for something you consider trite or irrelevant (eg my cat's poorly). If they do not have specific needs or requests, then simply ask God to bless them. Those praying should always be alert to any safeguarding issues and not forget about or delay doing anything about safeguarding because they are too busy praying.
- If you have prayed for a specific issue it may be helpful in appropriate circumstances to write it down after praying and give it to the individual so that they can let their parents/carers know and they can remember it themselves.
- If you receive a picture from God or a 'word of knowledge' please pass it by the leader or Minister, who has under the Lord's direction, initiated ministry, or one of the Elders. Remember that prophetic words are always for edification, exhortation or encouragement. You will seldom err if you pray biblical prayers.
- Explain all your actions to the person you are praying with. Bear in mind that they may be uncomfortable with the use of anointing oil. Also remember they may not understand the use of 'speaking in tongues'. Therefore, refrain from any action which may cause confusion or distress.
- Seek permission from the individual concerned about praying with them, and when appropriate let their parents/carers know that you are praying with them.
- Avoid touching or laying hands on them during prayer.
- Two people should pray with each child, young person or vulnerable adult, with one being of the same gender as the child, young person or vulnerable adult.
- Always pray in an open area with other children and leaders around. The Worship Area is ideal.
- It is not appropriate for an adult to take a child, young person or vulnerable adult into a room to pray alone. If it is felt that taking them to a private room is essential then two people must be present, one of the same gender is vital, and this must be done with the permission of the child, young person's or vulnerable adult's parent / carer, or after consultation with either the Associate Minister, the Safeguarding Co-ordinator or an Elder.
- Never promise total confidentiality should an individual wish to disclose to you a situation within a prayer ministry context. It is important to give clear boundaries that you may have to inform a leader. Please see '5.5. Responding to Concerns for a Child, Young Person and Vulnerable Adult or an Allegation of Abuse' on Page 10 if a child, young person or vulnerable adult discloses information to you.

*All concerns/allegations regarding physical/sexual/emotional abuse or neglect must be reported to the Safeguarding Co-ordinator.*

### 6.4 Discipline and Working with Disruptive Children and Young People

- Discipline is the education of a person's character. It includes nurturing, training, instruction, verbal rebuke, teaching and encouragement. It brings security, produces character, prepares for life and is an expression of God's love for an individual (Hebrews 12:5-12 and Proverbs 22:6). The following are guidelines on how to appropriately



discipline children, young people and vulnerable adults, and deal with those who are disruptive:

- Ask God for wisdom, discernment and understanding for the people in your care.
- Work on each individual's positives, do not compare one person with another, but encourage and affirm them, giving them responsibility for simple tasks.
- Build healthy relationships and be a good role model by setting an example. You can't expect others to observe the ground rules if you break them yourself.
- Take care to give quieter and well behaved individuals attention and resist allowing demanding individuals to take all your time and energy.
- Be consistent in what you say and ensure that other leaders/workers know what you have said. This avoids manipulation.
- If people are bored they often misbehave, so review your programme regularly.
- NEVER smack or hit a child, young person or vulnerable adult and don't shout. Change voice tone if necessary.
- Discipline out of love, NEVER in anger. Call on support from other leaders/workers if you feel so angry you may deal with the situation unwisely.
- Lay down ground rules eg no swearing, racism or calling each other names, respect for property, and make sure everyone understands what action will be taken if the rules are not kept.
- Everyone is unique and will respond in different ways to different forms of discipline. It follows therefore, that everyone should be dealt with on an individual basis.

#### **6.4.1 Disruptive Children**

- Some people have a tendency to be disruptive in a group. If they are disruptive give them a chance, warn them and only separate them as a last resort.
- Have a disruptive individual sit right in front of you or get a worker to sit next to them.
- Be pro-active and encourage workers to be pro-active rather than waiting to be told to deal with a situation.
- Take a disruptive person to one side and engage with them, challenging them to change, whilst encouraging their strengths.
- Sometimes people become angry, upset and disruptive. Occasionally their behaviour may endanger themselves or others.
- Ask them to stop.
- Speak to them to establish the cause(s) of upset
- Warn them that if they continue to be / are constantly disruptive, action can be taken:
  - Their parents/carers may be spoken to.
  - They can be removed from the group and sent back to be with their parents/carers.
  - They may be excluded from the group for a longer period of time or banned. This decision needs to be made after consultation with the relevant church leaders and after advising the parent/carer.
- It is advisable to pray with the other leaders / workers before the session and take time to debrief before you leave but especially if you have a disruptive person in your group.

#### **6.4.2 If a Child, Young Person or Vulnerable Adult is Harming Him / Herself, Another Person or Property**

- Other people present should be escorted away from the area where the disruption is occurring.
- At the same time, and with a second worker present, request the individual concerned to STOP.
- If your request is ignored, you might need to warn the individual that you will consider calling for additional help (e.g. Elders, Police) if they do not stop.

- In exceptional circumstances and with assistance, you might need to restrain the individual to prevent them harming themselves, others or property whilst you wait for the police.
- The workers involved should always record what happened as soon as possible after the incident. This should include the following:
  - The venue and date.
  - A list of others present who witnessed the incident.
  - What activity was taking place?
  - What might have caused the disruptive behaviour?
  - The behaviour exhibited.
  - What you said and how you and others responded.
- A copy should be given to the leader, and if a copy is retained by the worker it should be kept in a secure place. Please make the Safeguarding Co-ordinator aware of any records made as soon as possible.

## 6.5 Children, Young People and Vulnerable Adults with Special Needs

- The following points include guidelines and information to help raise awareness of safeguarding issues when working with people with special needs.
- We need to be aware that individuals who have a disability, ADHD or are autistic can be at greater risk of abuse. They will often require more help with personal care such as washing, dressing, toileting, feeding, mobility etc., may have limited understanding and behave in a non-age appropriate way. For example, a young person aged 17 might behave in a manner more akin to a 2-3 year old, particularly in demanding cuddles or sitting on a worker's lap. Others experience difficulties in communication because they are blind, or deaf/blind, are reliant on physical contact for communication. Some may have severe learning difficulties.
- All these factors make it harder to uncover abuse when it is occurring and in also setting boundaries which take into account the needs of these young people. There is therefore a need for extra vigilance recognising that the worker may encounter the following difficulties:
  - Children, young people and vulnerable adults may not fully understand what is said to them or may not be able to express themselves in ways that can be understood.
  - The worker may not possess the appropriate personal communication skills (e.g. specialised spoken and non-verbal communication such as Makaton signs and symbols, British Sign Language etc.).
  - It can be hard to know if an individual with a disability has been abused because of communication problems.
  - There are a number of reasons why a person with a disability is more vulnerable to abuse:
    - People with disabilities tend to have more physical contact than those without disabilities (ie therapists, care workers) and may require higher levels of personal care.
    - The definition of what constitutes abuse is wider for people with disabilities. This can include force-feeding, financial abuse, over-medication and segregation.
    - Attitudes can play a part – the belief that an individual with a disability can't be sexually abused as they are seen as a-sexual.
  - The church has a pivotal role in empowering those with disabilities by:
    - Asking the individual joining the church/group activity as well as parents/carers about how their needs can be met, ensuring that all leaders/workers involved with the child, young person or vulnerable adult are aware of their expectations. This includes the number of workers needed to assist for a specific activity to prevent injury to the individual or the worker.
- Ensuring that a worker of the same gender assists if an individual needs help with toileting.

- Developing appropriate disability awareness including the use of language etiquette amongst church members so that those with disabilities increase in confidence and build self-esteem.

*Bromham Baptist Church will attempt to provide additional workers for those with all kinds of special needs.*

## **6.6 Children, Young People and Vulnerable Adults from the Street**

The following guidelines are for those who may be playing outside or wandering the streets with no adult supervision and may want to join in activities at the church, although this will be without the knowledge of their parent / carer.

- On arrival welcome the individual and establish their name, age, address and telephone number and who to contact in an emergency.
- Without interrogating the individual you will need to find out as soon as possible whether they have any special needs (e.g. medication) so that you can respond appropriately in an emergency.
- Ask the individual if a parent/carer is aware where they are. It is also prudent to ask what time they are expected to be home and, if this is before the session ends encourage them to return home when expected unless permission to stay can be obtained from the parent/carer via a telephone call.
- In any event suggest the individual seeks the parent / carer's permission to return the following week.
- Record their visit in the register
- It is a good idea to inform the team leader of the individual's arrival if they do not already know.
- On leaving give them some information about the group including a contact telephone number etc. and perhaps a note/letter to encourage/invite the parent/carer to make contact if they wish. 'Form 9. General Information and Consent Form' on Page 46 will need to be filled in and signed by a parent as soon as is possible (within a month if possible).
- It may be a good idea to link the visiting person with a regular attendee who can introduce them to the group and show them the ropes.

## **6.7 Parents/Carers Staying with Groups**

- There may be occasions where parents ask if they can stay to watch the group's activity. While the church does not want to operate in a way that seems guarded, there are concerns particularly where the expectation is that all adults who work with children, young people and vulnerable adults in any capacity should undertake DBS checks.
- It can help certain people settle into a group, if the individual knows that a parent/carer is there.
- After the settling in period, if a parent/carer wishes to continue to stay, consideration could be given to them becoming a worker but they would be required to undertake the same recruitment and selection procedure as with any other worker.
- Please consider that whilst a person watching may be a parent/carer for one or more children, to the rest of the children they are strangers.
- Be aware that for some individuals with special needs, it may be appropriate for their parent/carer to stay with them for an extended period. This should be considered on an individual basis to help the individual become fully integrated into the group/activity.

- If you have any problems with a parent/carer in your group please speak to the Associate Minister, Children's/Youth Ministry Team Leader or Safeguarding Co-ordinator.

### **6.7.1 General Activities**

- With regard to general activities within the church, most of the time parents / carers will be accompanying individuals to the activity. In this case the parent / carer will be responsible for the safety of the individual concerned.
- Alternatively, individuals may come with others in the church, and in this case the adult who they are coming with is responsible for their safety.
- In extra ordinary cases where there is an unaccompanied individual, an appropriate member of the church (with the appropriate DBS checks) can be allocated to them for the duration of the activity.
- Parents / carers who engage in direct contact with other children, young people and vulnerable adults (ie taking a child to the toilet) will need the permission of the present parent / carer.

### **6.8 Church-Based Young Persons Peer Group Activities**

- This policy applies to children and young people up to the age of 18 and vulnerable adults.
- Young people can be victims of abuse. Sadly, some are perpetrators.
- All youth activities should be overseen by named adults who have been selected in accordance with the recruitment guidelines laid out.
- Whilst there may be a valid argument for a group of age 16+ to be led by their peers, adult leaders should always be in the vicinity and should contribute to any programme reviews and planning.
- The following points should also be taken into consideration when a peer group activity is being set up (including Bible studies and Small groups etc.).
- If there are children/young people under 18 at an activity, adults should be present or within earshot.
- No person under the age of 18 should be left with the sole responsibility of caring for or supervising other children/young people.
- Young people under the age of 16 will need to complete 'Form 9. General Information and Consent Form' on Page 46 and have it signed by their parents / carers.

### **6.9 Mentoring Children, Young People and Vulnerable Adults**

The following guidelines have been set out by the church to help regulate an appropriate system of mentoring.

- All mentors must be church members and will have been assessed and agreed by the church Elders.
- All mentors will need to read the guidelines for mentoring 'Someone To Walk With' and be DBS checked.
- When mentoring a young person under the age of 18 or a vulnerable adult, this Policy will apply.
- Mentoring relationships will be based on a formal written contract agreed by the mentor and mentee, signed by both and by the parents / carers.
- A copy of this contract must be given to the mentor and the mentee and their parents / carers and a copy kept by the Associate Minister.
- All mentoring relationships must take place with the full knowledge of the Associate Minister. It is not permitted to set up mentoring relationships without accountability to leadership.

- If someone speaks to you about mentoring or other pastoral need please speak to the Associate Minister.

*Safeguarding principles should operate in all circumstances.*

## **6.10 Transporting Children and Young People**

These guidelines apply to all drivers involved in the transportation of children, young people and vulnerable adults, 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.

### **6.10.1 The Driver**

- The driver appointed by the church must have an enhanced DBS check, unless accompanied by a DBS cleared worker, and be familiar with this Policy and agree to abide by it.
- The driver should hold a full licence, have adequate insurance, including passenger liability, and the vehicle must be roadworthy with an up to date MoT.
- Car drivers must be 21 or over and have held a full driving licence for at least two years.
- Minibus drivers must be 25 or over and have held a full driving licence for at least two years, have adequate insurance, including passenger liability, and the vehicle must be roadworthy with an up to date MoT.

### **6.10.2 The Vehicle**

- Any motor vehicle adapted to carry more than eight passengers for hire or reward is regarded in law as a Public Service Vehicle (PSV). A small bus permit is therefore required for all minibuses used to carry between six and 16 passengers. All minibuses used to transport children should therefore have a small bus permit, the necessary insurance, a driver with a valid driving licence which entitles them to drive the minibus.
- If the church uses a minibus and individuals are asked to make a contribution towards the trip there is a legal requirement to obtain a Section 19 permit from the Department of Transport.
- When using minibuses for transporting children, young people and vulnerable adults, seat belts should be fitted for all passengers.
- Everybody travelling in a car, minibus or coach must wear a seat belt.
- The regulations for driving and minibuses are often subject to change. The Associate Minister and Safeguarding Co-ordinator will keep track of any changes in legislation and make others aware.

## **6.11 Travelling with Children and Young People**

- It is preferable to have 2 adults in one vehicle.
- If there is only one adult in the vehicle then there should be at least two other passengers. It is best when returning to have the parents/carers collect individuals from church. Travel arrangements ordinarily must ensure that there is never one child in a vehicle with a single adult. In special circumstances and agreed specifically with the Associate Minister or Safeguarding Coordinator one adult may give a lift to an individual where this is the only option and clearly in the individual's best interest.
- There must be at least two adults for any event involving travel of over 20 miles. If travelling with only one adult in a vehicle then vehicles should travel together so that there is more than one adult available in the event of an emergency.

- Drivers should not spend unnecessary time alone in a car with children, young people and vulnerable adults. If they want to talk then find an appropriate place to talk.
- At collection or dropping off points do not leave children, young people and vulnerable adults on their own. Make sure that they are collected by an appropriate adult.
- It is advisable to be aware of instances where it may be unwise for a particular driver to transport a particular individual eg where there has been a disagreement or where an individual has an inappropriate attachment to an adult.
- If parents / carers transport children, young people and vulnerable adults around from other families or care arrangement (eg to and from activities), ensure that all are made aware that such arrangements are the responsibility of the parents/carers involved and not the church or organisation

*Please use 'Form10. Consent for Transporting Children, Young People and Vulnerable Adults'.*

## **6.12 Appointment of Leaders and Workers**

In recent years there has been a great deal of public concern expressed about the way in which unsuitable people, including sex offenders, have gained both voluntary and paid employment working with children, young people and vulnerable adults.

- Great care therefore needs to be exercised in the selection and appointment process.
- The church recognises the need for proper procedures in the appointment of leaders/workers and others who may work with children, young people and vulnerable adults through their roles in the church.
- In appointing such paid or voluntary leaders and workers the church will work to standards set out by the Disclosure and Barring Service (DBS) and guidelines from Thirtyone:eight.
- Identifying those who could be a danger to others is far from easy, so it is important through vigilance and good practice to make it as difficult as possible for such individuals to gain access to children, young people and vulnerable adults.

### **6.12.1 Application Process for Paid Leaders, Workers or Interns**

There are some simple steps that will be taken to protect children, young people or vulnerable adults in our care. This process is not fool proof but, together, they begin to give the best protection possible.

#### **Step 1 – Write a Simple Job Profile**

- A job profile will be written to help clarify the gifts and qualities that are needed to perform any particular role and will lay down a marker that safeguarding is treated seriously. The job profile will include:
  - A description of the tasks and responsibilities involved in the position.
  - An indication of the time commitment that will be involved.
  - The person or role to whom they will be responsible.
  - An expectation that the person concerned will comply with this Policy.
  - A statement that anyone applying for this position will be expected to disclose details of their criminal record and be subject to Enhanced Disclosure scrutiny from the DBS.

#### **Step 2 – Ask the Candidate to Complete an Application Form**

- All prospective new leaders, workers and interns will be asked to complete an application form (see 'Form 4. Job Application Form' on Page 36). The application form will provide the opportunity for the applicant to give details of their interests, gifts and experience – particularly any previous experience they have of working with children, young people and vulnerable adults.

- Applicants will be asked to give the names of two referees. If the person has worked with children, young people and vulnerable adults in the past, or if they are employed in a care situation with children, young people and vulnerable adults, always obtain a reference from someone who knows them from each of these contexts. If a person has moved from another church fellowship within the last five years always obtain a reference from their previous church(es). If the person has never worked with children, young people and vulnerable adults before and if they have always attended the church, ask for at least one reference from someone outside the church fellowship.
- If the person does not return the completed application form, the appointment process should not proceed.

### **Step 3 – Take up References**

- References will be taken up, which will be written (see 'Form 6. Request for a Reference' on Page 41 and 'Form 7. Reference Form' on Page 42), or verbal if the person is known locally within the church. Verbal references shall be documented with the name of the referee and the name and signature of the person taking the reference. Unhelpful or ambiguous references will be followed up with a telephone call.

### **Step 4 – Interview the Candidate**

- An interview with the prospective leader, worker or intern will be undertaken by at least 3 people one of whom will be the Associate Minister and will address present and past experience of working with children, young people and vulnerable adults as appropriate for the role.

### **Step 5 – Make the Appointment Decision**

- All of the evidence should be weighed up carefully in deciding whether or not the applicant should be appointed to the position in question. The spiritual, social, emotional and physical wellbeing of the children, young people and vulnerable adults should be the priority in making such decisions.

### **Step 6 – Check the Candidate's Criminal Background**

- All prospective new leaders, workers and interns will be required to complete an enhanced DBS check, and update it every 3 years. If the person already has a current DBS check which is subscribed to the Update Service, the church can carry out an online certificate check instead. These checks will only be carried out after the decision has been taken to appoint the person to the post in question.
- The candidate will meet with the appropriate person at church, bringing the requested documents for identification, to enable an online DBS application to be made. The Safeguarding Coordinator (as Lead Recruiter), will complete the final section (Y) before the application is sent to Thirtyone:eight for checking, unless they are subscribed to the Update Service as above.
- Thirtyone:eight notify the Lead Recruiter of the result of the DBS application and send a certificate directly to the person at their home address – both if the result is satisfactory or if there are any queries.
- The Lead Recruiter ensures the appropriate Elder, Trustee or Ministry Team Leader is notified of the result and the certificate number and date is recorded on a secure database at church if their employment is successful.

### **Step 7 – Confirming the Position**

- The position applied for will not be confirmed until the DBS check has been returned and the Safeguarding Co-ordinator in consultation with the appropriate ministry area leader have made a decision.
- The newly appointed leader, worker or intern will be made aware of this Policy and it will be necessary for them to familiarise themselves with its contents and to work within them.
- Each position will have a 3 month probationary period.

### **Step 8 – Training in the Church's Safeguarding Policy**

- Training will be provided for leaders, workers and interns, which will be designed to encourage and equip the workers.
- The Safeguarding Co-ordinator is responsible for ensuring that as part of their training all leaders, workers and interns older than 16 who interact with children, young people and vulnerable adults will be instructed on how to recognise possible indicators of the various aspects of abuse.
- Updates will be provided at least every two years or when necessary.
- All leaders, workers and interns have access to this Policy on the website or are given a hard copy.



### **6.12.2 Workers, Helpers and Volunteers**

- Workers, helpers and volunteers will be required to be DBS checked. Those helping on a very occasional basis and in special circumstances, including with the agreement of the Associate Minister and the Safeguarding Coordinator and as long as they work at all times alongside someone with full clearance will be allowed to work on the basis of a self-disclosure (see 'Form 5. Self Declaration Form for a Position Requiring a Disclosure' on Page 37).

### **6.12.3 Supervision**

- Until an individual has received their DBS clearance they will not be left alone with any children, young people or vulnerable adults.
- Suitable supervision and reporting arrangements will be put in place for all paid workers and volunteers.
- The original recruitment panel will also determine, with wider consultation if required, whether an individual has passed their probation period and should have their appointment confirmed. Every paid worker will have at least an annual performance review and setting of objectives and quarterly performance review conversation.

### **6.12.4 Young Helpers**

- Sometimes young people under the age of 18 will want to help with children's and vulnerable adults groups as workers.
- It is important that no worker under the age of 18 is left alone unsupervised with any children, young people or vulnerable adults.
- Those under the age of 18 will need to work alongside and be supervised by another leader or worker who has a DBS check.
- Workers under the age of 18 cannot be counted as part of the adult to children supervision ratio for a group.
- Young people under the age of 18 will not require a DBS check, but should be asked to fill in a self-disclosure form.
- The minimum age for workers is 16.

## **6.13 Adult to Child Ratios**

- A leader or worker should not be alone with a child or young person, where their activity cannot be seen.
- Do not invite a child, young person or vulnerable adult to your home alone. It is acceptable to invite a group if you ensure that another adult is in the house. Ensure that each parent / carer knows where their child, young person or vulnerable adult is and at what time they should return home.
- Only designated and trained counsellors can provide counselling for children, young people and vulnerable adults. Such services will be carried out in accordance with the Bridge Counselling policies and processes.
- Children, young people and vulnerable adults must not be given access to church premises unless responsible adults are present.
- At no time should one adult be alone on church premises with a child, young person or vulnerable adult or with a group of children, young people or vulnerable adults.
- Ensure you have a suitable ratio of leaders / workers to children, young people and vulnerable adults. Think about how you will manage if someone has an accident and needs immediate medical attention. These ratios may vary according to the age of the people in the group and whether or not the activity is taking place indoors or outside. Alongside this consider the gender balance of your leaders/workers in relation to the children, young people and vulnerable adults with whom you are working.

### 6.13.1 Recommended Ratios

#### Indoor Activities

0 to 2 years	1:3
2 to 3 years	1:4
3 to 8 years	1:8
8 and over	2:20 (male and female) plus 1 extra adult for every 10 children, young people and vulnerable adults

#### Outdoor Activities

0 to 2 years	1:3
2 to 3 years	1:4
3 to 8 years	1:6
8 to 13 years	2:15 (male and female) plus 1 extra adult for every 8 children, young people and vulnerable adults
13 and over	2:20 (male and female) plus 1 extra adult for every 10 children, young people and vulnerable adults

### 6.14 Taking Videos and Photographs

Since the introduction of the Data Protection Act in 1998, churches must be very careful if they use photographs, videos and web cams of clearly identifiable people. There are several issues to be aware of:

- Verbal or written permission must be obtained from parents / carers before a child, young person or vulnerable adult can be videoed or photographed. The consent of the parent / carer must also be obtained before displaying photographs on a website, or in displays / publications.
- 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.
- Children and young people under the age of 18 and vulnerable adults should not be identified by surname or other personal details. These details include email or postal addresses, telephone or fax numbers
- When using photographs of children, young people and vulnerable adults, it is preferable to use group pictures. It may also be sometimes appropriate to blur the image slightly so faces are not totally recognisable.
- The congregation will be made aware when video recordings are made during church services which might include members of the congregation.
- 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 the crowd is not necessary. Holiday Club, Rainbow Party, etc. are not included in this.

*Please use 'Form13. Using Images of Children, Young People and vulnerable adults' found on Page 50.*

## 6.15 Handling of Disclosure Information

- Bromham Baptist Church has a Data Protection Policy which complies with The General Data Protection Regulations (GDPR) 2016. All of the DBS related information is handled and stored in accordance with this policy.
- All DBS checks are carried out online. The information sent to Thirtyone:eight in relation to these checks is deleted from the church computer systems, including the deleted items file.
- Emails sent to the Lead Recruiter concerning the results of the DBS check are deleted (including from the deleted items file) once the certificate details and date are recorded, the person notified of the result and the relevant invoice paid. This information will be kept for a maximum period of one month, provided no queries are raised.
- The retained information is kept by the church administrator on a secure database which includes the person's name, certificate number, child or adult check (or both) and date to ensure it is updated at the appropriate time.

## 7 Forms

### 7.1 Form 1. Safeguarding Audit

**This audit is to be carried out annually prior to a designated Church Meeting.**

Church: Bromham Baptist Church CIO

Address: Village Road, Bromham, Bedfordshire, MK43 8LJ

Tel no: 01234 822681

Email: safe@bromham.org

Person Completing Audit: \_\_\_\_\_ Date of Audit: \_\_\_\_\_

#### 1. Safeguarding Policy

Requirement	Y/N	Comment
The church has a written working safeguarding policy		
It is reviewed at least every 2 years		
A safeguarding policy statement is displayed		
We will complete a CCPAS Thirtyone:eight Safeguarding Policy check list every year.		
All workers have read and understand the Policy Statement		

#### 2. Appointment and Supervision of Workers

Requirement	Y/N	Comment
Application Form		
References		
Interview		
Disclosure and Barring Service Disclosure check and safe storage of information		
Written contract		
Probationary period		
Supervision		

#### 3. Responding to Concerns/Allegations of Abuse

Requirement	Y/N	Comment
All Workers have undergone safeguarding training		
The church has a Safeguarding Co-ordinator and a deputy who understand their roles		
There are clear procedures for reporting concerns/allegations both internally and to the statutory authorities		

#### 4. Good Working Practice

Requirement – The church has:	Y/N	Comment
an agreed policy for workers on appropriate behaviour, boundaries and touch		
guidelines on behaviour, discipline and listening		
a policy on transport		
a risk assessment policy		
appropriate supervision of activities with clear adult to children, young people and vulnerable adults ratios		
procedures for camps and residential activities		

#### 5. Health & Safety

Requirement – The church has:	Y/N	Comment
a Health and Safety policy		
an accident and incident book that includes procedures		

#### 6. Support for those Affected by Abuse

Requirement – The church has:	Y/N	Comment
a pastoral care policy for all those affected by abuse (incl. family friends etc)		
boundaries and a contract for offenders		

#### 7. Any other comments

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#### Coordinator

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

#### Elder with oversight

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

## 7.2 Form 2. Responding to Abuse – Worker’s Action Sheet

### CONFIDENTIAL

Name of Group: \_\_\_\_\_

Name of Child, Young Person, Vulnerable adult: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Date of Birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Name of Person Reporting Incident: \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_      Time of incident: \_\_\_\_\_

Sequence of Events/Actual Words Used/Observations  
(Use skin map overleaf where appropriate, but do not undress the individual!)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Action Taken (including person(s) contacted)

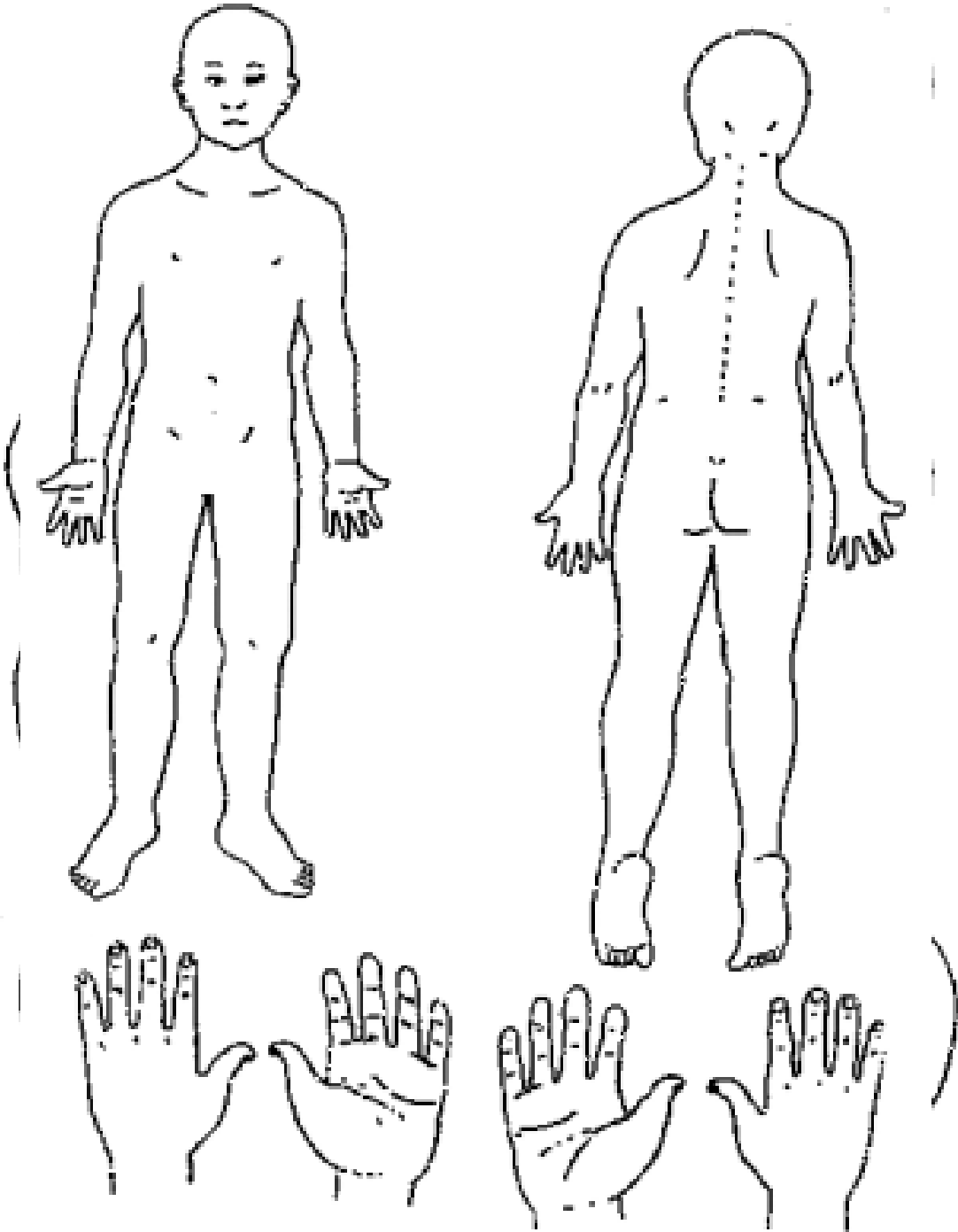
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_      Time: \_\_\_\_\_

Notes:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7.3 Form 3. Skin Maps



## 7.4 Form 4a. Job Application Form

### Application Form for Paid or Voluntary Work with Children, Young People and Vulnerable Adults

Name of Church: Bromham Baptist Church

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

Position applied for			
First name		Surname	
Address			
Post code		Tel no	
At this address from		Mobile	
Email			
Male/Female		Age	
Date of birth		Place of birth	
BBC Member since		Christian since	
Full driver's Licence?		Use of vehicle?	
Do you have enhanced clearance under DBS checks?		If no, please state 'yes' if you are willing to undergo such a DBS check	
Effective date?			
Have you ever been convicted of a criminal offence? If so, give details		Are you at present the subject of criminal charges or investigation? If so, give details	
Have you ever had an offer to work with children withdrawn		Have you ever had an offer to work with vulnerable adults withdrawn	
Qualifications and Main Exams passed			



Skills relevant to the Role applied for

IT capabilities (*tick*)

- Word
- Excel
- PowerPoint
- Publisher
- Search engines
- Smart phone/tablet

--	--	--

Competent	Familiar	Other

Present role?

--

Do you plan further study/training?

--

Please tell us about your Christian experience including other Churches you have attended

--

Christian training and/or service

--

Leisure interests

--

Employment History

--



Please say why you are applying for this role

Referees

*Please give details of persons who we may contact and who are prepared to provide us with a reference as to your work experience you your current Christian walk.*

Work experience (Name, address and tel no)

Current personal and Christian life (Name, address and tel no) – [normally the minister of your current church]

Declaration

*I confirm that the information contained in this Application Form is correct. I understand that any offer of employment by Bromham Baptist Church will be subject to the receipt of a satisfactory DBS check and references.*

Signed

Date

As an organisation we undertake to meet the requirements of the Data Protection Act 1998, the Protection of Children Act 1999, and the Criminal Justice and Court Services Act 2000.

## 7.5 Form 4b. Volunteer agreement

Volunteer's name .....

Address .....Post code .....

Telephone no..... Email .....

Ministry area .....

We welcome you as [role] .....

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

The person who will give you primary support is: ,, ,, and will be available to discuss any matters of concern you may have.

The responsibilities of your role are:

.....

.....

Line management (where applicable)

You will be responsible to .....

You will be responsible for .....

At least once a year you will have the opportunity to talk about your work, and, if you wish to continue, we will discuss your development and training as appropriate.

All appointments are made initially for a probationary period of three months.

Working with children, young people and vulnerable adults is a responsibility, but it also brings great rewards.

We very much hope you will enjoy your work.

Signed .....

Minister

Signed ..... Date.....

Church Secretary

**Declaration** (to be completed by the volunteer)

*I understand the nature of the work I am to do. I have read the church's policy guidelines for safeguarding. I understand that it is my duty to protect the children, young people and vulnerable adults with whom I come into contact. I agree to abide by the policies and procedures agreed by the church for the protection of children, young people and vulnerable adults and their personal data.*

*I have read the Church's Privacy Notice overleaf relating to volunteers.*

Signed ..... Date.....

[One copy of this form should be retained by the volunteer and one by the church.

If the person is appointed to a new role, or if the job description changes a new form should be completed.]

## 7.6 Form 5. Self Declaration Form for a Position Requiring a Disclosure.

### STRICTLY CONFIDENTIAL

As a church we undertake to meet the requirements of the Data Protection Act 1998, the Protection of Children Act 1999, the Criminal Justice and Court Services Act 2000 and all other relevant legislation.

All applicants are asked to complete this form and return to us in a separate sealed envelope

To: \_\_\_\_\_  
(Name of person in church processing Disclosure and Barring Service checks)

Full name: \_\_\_\_\_

Address: \_\_\_\_\_

Appointment: \_\_\_\_\_

#### Disclosures

Have you ever been charged with, cautioned or convicted in relation to any criminal offence; or are you at present the subject of a criminal investigations/pending prosecution?

YES  NO (Please tick).

If yes, please give details including the nature of the offences and the dates. Please give details of the court(s) where your conviction(s) were heard, the type of offence and sentence(s) received. Could you also give details of the reasons and circumstances that led to the offence(s). Continue on a separate sheet if necessary.

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**Police Investigations** – this should include relevant police non-conviction information. Please complete this section if the post you are applying for requires an Enhanced Disclosure check.

Have you ever been the subject of a police investigation which didn't lead to a criminal conviction?

YES  NO (Please tick).

If yes, please give details below, including the date of the investigation, the Police Force involved, details of the investigation and reason for this, and disposal(s) if known.

---

---

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---

To your knowledge have you ever had any allegation made against you, which has been reported to, and investigated by, Children's Social Services / the Social Work Department?

YES  NO (Please tick).

If yes, please provide details; we will need to discuss this with you.

---

---

Have you ever been involved in court proceedings concerning a child, young person or vulnerable adult for whom you had parental or carer responsibilities?

YES  NO (Please tick).

If yes, please give details and dates

---

---

Has there ever been any cause for concern regarding your conduct with children, young people or vulnerable adults? Please include any disciplinary action taken by an employer in relation to your behaviour to children, young people or vulnerable adults.

YES  NO (Please tick).

If yes, please give details

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### Declaration

To help us ensure that we are complying with safeguarding laws, please read the accompanying notes and complete the following declaration.

I (full name): \_\_\_\_\_

of (address): \_\_\_\_\_

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confirm that the information given above is accurate and correct and I am not subject to any of the disqualifications set out in the Protection of Children Act 1999.

I consent to a criminal records check if appointed to the position for which I have applied. I am aware that details of pending prosecutions, previous convictions, cautions, or bindovers against me will be disclosed along with any other relevant information which may be known to the police, and lists held in accordance with any safeguarding legislation for children, young people and vulnerable adults.

I agree to inform the person within the church responsible for processing applications for Disclosure and Barring Service checks if I am convicted of an offence after I take up any post within the church. I understand that failure to do so may lead to the immediate suspension of my work with children and/or the termination of my employment.

I agree to inform the person within the church responsible for processing applications for Disclosure and Barring Service if I become the subject of a police and/or Children's Social Services / social work department investigation. I understand that failure to do so may lead to the immediate suspension of my work with children, young people and vulnerable adults and/or the termination of my employment or voluntary work.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

*Please return this form in a sealed envelope addressed to:  
Safeguarding Co-ordinator, Bromham Baptist Church, Village Road, Bromham MK43 8LJ*



## **Attached Notes: Working with Children, Young People and Vulnerable Adults**

As this post involves substantial, unsupervised contact with children, young people and vulnerable adults all applicants who are offered an appointment will be asked to submit to a criminal records check before the position can be confirmed. You will be asked to apply for an Enhanced Disclosure through The Disclosure and Barring Service(DBS).

As the position is exempted under the Rehabilitation of Offenders Act this check will reveal any details of cautions, reprimands or final warnings, as well as formal convictions. 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 (Exemptions Order 1975), and you are not entitled to withhold information about convictions which for other purposes are 'spent' under the provisions of the Act. You must therefore declare all convictions whenever they occurred. In the event of appointment, any failure to disclose such convictions could result in the withdrawal of approval to work with children, young people or vulnerable adults within the church.

This process is subject to a strict code to ensure confidentiality, fair practice and security of any information disclosed. The DBS Code of Practice and our own procedures are available on request for you to read. It is stressed that a criminal record will not necessarily be a bar to appointment, only if the nature of any matters revealed could be considered to place children, adults or vulnerable adults at risk.

As a church we have a compliant GDPR Policy and all records will be handled and stored in accordance with them.

As a condition of employment we ask that you keep us informed of any other work (either paid or voluntary) which you are undertaking which involved working with children, young people and vulnerable adults. Should we ever need to refer an individual to be included on the list of people deemed unsuitable for working with children known as the Protection of Children Act (PoCA) List held by the Department of Health, then we would also inform them of any knowledge we have of that individual working in any other child care position.

### **Notes for England and Wales Only:**

Under the PoCA 1999 and the Criminal Justice and Court Services Act 2000, it is an offence for any organisation to offer employment to anyone who has been convicted of certain specific offences, or included on the PoCA List or Department of Education and Skills List 99 where that employment involves regular contact with young people under the age of 18.

Under the Protection of Children Act 1999 it is an offence for an individual who is disqualified from working with children from applying for, offering to do, or accepting any work in a child care position.



## 7.7 Form 6. Request for a Reference

### (Paid/Volunteer Worker with Children, Young People and Vulnerable Adults)

From: Safeguarding Co-ordinator  
Bromham Baptist Church  
Village Road  
Bromham  
Bedford  
MK43 8LJ

Name of Worker: \_\_\_\_\_

Dear

The above named person has applied to be a worker with children, young people and vulnerable adults at **Bromham Baptist Church**.

As I am sure you are aware, before we can accept anyone to work with children, young people and vulnerable adults, whether on a voluntary or paid basis, we must be sure that they are suitable. This applicant has given your name as a referee.

I would be grateful if you could give your opinion of the person's suitability for the post by completing the enclosed form and returning it in the pre-paid envelope as soon as possible. A copy of the job description is enclosed.

Please note that this position is exempt from Section 4(2) of the Rehabilitation of Offenders Act 1974 (Exemptions Order 1975). It is not, therefore, in any way contrary to the Act to reveal any information you may have concerning convictions which would otherwise be considered "spent".

Any information you are able to give will be kept in strictest confidence and used only in consideration of the suitability of the applicant for this position.

Should you require any further information do not hesitate to contact: (name) \_\_\_\_\_  
on telephone number: \_\_\_\_\_.

May I take this opportunity of thanking you for your help in this matter.

Yours sincerely,

## 7.8 Form 7. Reference Form

### (Paid and Volunteer Helpers with Children, Young People and Vulnerable Adults)

#### PRIVATE AND CONFIDENTIAL

Reference for: \_\_\_\_\_

Position: \_\_\_\_\_

Your name: \_\_\_\_\_

Occupation: \_\_\_\_\_

How long have you known this person? \_\_\_\_\_

In what capacity? \_\_\_\_\_

#### Comments on suitability of worker

In considering whether the person is fit to work with children, young people and vulnerable adults please consider the following alongside the job description:

Previous experience of looking after or working with children, young people or vulnerable adults:

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Commitment to treat all children, young people and vulnerable adults as individuals and with equal concern:

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Are you aware of any health problems, mental or physical, which might affect the person's work with children, young people and vulnerable adults?

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---

The position for which this person is being considered gives substantial access to children, young people and vulnerable adults. To your knowledge, is there any reason why this person should not be entrusted with the care of children, young people and vulnerable adults?

YES     NO (Please tick).

If so, please provide details.

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---

---

Signed: \_\_\_\_\_ Date: \_\_\_ / \_\_\_ / \_\_\_

Please return this Reference Form to:  
Safeguarding Co-ordinator  
Bromham Baptist Church  
Village Road  
Bromham  
MK43 8LJ

## 7.9 Form 8. Accident and Incident Form

This form should be completed immediately after any accident or significant incident. The worker should discuss with the Associate Minister and the Trustee Lead for Health and Safety what follow up action is necessary.

Day, date and time of the incident: \_\_\_\_\_

Names, addresses and ages of those involved in the incident:

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Where did this incident take place? \_\_\_\_\_

Name of church: Bromham Baptist Church

Name of the group: \_\_\_\_\_

Who is normally responsible for group? (Name, address and telephone number)

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---

Who was responsible for the group at the time of the incident, if different from the above? (Name, address and telephone number)

---

---

Which other workers were supervising the group at the time of the incident? (Names, addresses and telephone numbers)

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---

---

Who witnessed the incident? (Names, addresses, telephone numbers, and ages if under 16) Normally only two witnesses would be needed.

---

---

Describe the accident/incident (include injuries received and any first aid or medical treatment given)

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---

Have you retained any defective equipment?

YES     NO     NONE INVOLVED (Please tick)

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

---

---

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

---

---

Is the site or premises still safe for your group to use?     YES     NO (Please tick).

Is the equipment still safe for your group to use?             YES     NO (Please tick).

Who else do you need to inform? \_\_\_\_\_

Have they been informed?     YES     NO (Please tick).

If so, when and by whom? \_\_\_\_\_

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

Signed: \_\_\_\_\_ Print Name: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Form seen by Associate Minister and Trustee Lead for Health and Safety

Signed: \_\_\_\_\_ Print Name: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

## 7.10 Form 9. General Information and Consent Form

Church: Bromham Baptist Church

Group: \_\_\_\_\_

Full name of individual: \_\_\_\_\_

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

Address: \_\_\_\_\_

Name of GP: \_\_\_\_\_ Tel No: \_\_\_\_\_ [\_\_\_\_\_]

Address: \_\_\_\_\_

NHS No: \_\_\_\_\_ Date of last anti-tetanus injection: \_\_\_\_\_

Details of any regular medication, medical problem (eg asthma, epilepsy, diabetes, allergies, dietary needs, etc.) or disability which may affect normal activity: \_\_\_\_\_

Name of parent / carer: \_\_\_\_\_

Tel no: Day \_\_\_\_\_ Eve \_\_\_\_\_ Mobile \_\_\_\_\_

Additional contact (grandparent etc. or other holding parental / carer responsibility)

Name: \_\_\_\_\_ Tel no: \_\_\_\_\_

If you do not have parental responsibility (e.g. you are a foster carer / grandparent etc.) please give details of those with parental responsibility

Name(s): \_\_\_\_\_ Tel no: \_\_\_\_\_

Address : \_\_\_\_\_

I give permission for \_\_\_\_\_ to take part in the normal activities of this group. I understand that separate permission will be sought for certain activities, including swimming, and outings lasting longer than the normal meeting times of the group. I understand that while involved he / she will be under the control and care of the group leader and/or other adults approved by the church leadership and that, while the staff in charge of the group will take all reasonable care of the children, they cannot necessarily be held responsible for any loss, damage or injury suffered by my child during, or as a result of, the activity.

In an emergency and / or if I am not contactable, I am willing for my child to receive doctor / hospital or dental treatment including an anaesthetic:

YES  NO (Please tick).

Signed (parent / or adult with parental responsibility): \_\_\_\_\_

The information requested on this form can be completed by a carer, but only those with parental responsibility can sign the consent (NB. This does not include a foster carer).

## 7.11 Form 10. Consent for Transporting Children, Young People and Vulnerable Adults

When Bromham Baptist Church arranges to visit events, activities and residential holidays we endeavour to provide transport. This is normally by private car, minibus or hired coach. Parents, guardians or carers are required to take responsibility for bringing their child, young person or vulnerable adult to the church and collecting them from the church at the appointed times.

Bromham Baptist Church operates under the good practice guidelines as outlined in our Safeguarding Policy and Guidelines. There are therefore always at least two adults on any trip, and more if necessary as specified in the guidelines according to the number of children, young people and vulnerable adults travelling.

It should be noted that when we use cars for transport there may be one adult driver with up to four children, young people and vulnerable adults as passengers in any one car. There will not be only the driver and one child, young person or vulnerable adult in the car at one time except in special circumstances (as described in the guidelines).

All drivers will hold a valid driving licence and will have had a satisfactory Disclosure and Barring Service check.

Transport will be provided in vehicles that are roadworthy with a current MOT and appropriate insurance.

All mini bus drivers are over 25 years of age and have held a full driving license for at least 2 years.

Seat belts will be worn at all times by all occupants of the vehicle.

On all trips we will carry the information you have provided about your child, young person or vulnerable adult, so if your contact details change it is important that you keep us informed.

I give permission for my child, young person or vulnerable adult to be transported to and from events, activities and residential holidays run by Bromham Baptist Church.

In the event that I am unable to collect my son / daughter from Bromham Baptist Church following an event, activity or residential holiday, I give permission for him / her to be brought home by car.

Name of Individual: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Signed: \_\_\_\_\_ (parent/adult with parental responsibility)

Print name \_\_\_\_\_ Date: \_\_\_\_\_

The information requested on this form can be completed by a carer, but only those with parental responsibility can sign the consent (NB. This does not include a foster carer).

## 7.12 Form 11. Camps and Residential Holiday Health, Information and Consent

Name of Church: Bromham Baptist Church

Name of Individual: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Name of Parent / Carer: \_\_\_\_\_

Tel no: Day \_\_\_\_\_ Eve \_\_\_\_\_ Mobile \_\_\_\_\_

Contact Address (if different from above): \_\_\_\_\_  
\_\_\_\_\_

Name of GP: \_\_\_\_\_ Tel No: \_\_\_\_\_

Address: \_\_\_\_\_

NHS No: \_\_\_\_\_ Date of last anti-tetanus injection: \_\_\_\_\_

Details of any illness/disability: \_\_\_\_\_  
\_\_\_\_\_

Details of any medication required during the camp (all medication to be labelled correctly and clearly with name and dose needed each day):  
\_\_\_\_\_

Details of any allergies or special dietary requirements:  
\_\_\_\_\_

### Consent

In an emergency and/or if I am not contactable, I am willing for my child to receive doctor/ hospital or dental treatment including an anaesthetic.

YES  NO (Please tick).

Signed (parent/or adult with parental responsibility): \_\_\_\_\_

The information requested on this form can be completed by a carer, but only those with parental responsibility can sign the consent (NB. This does not include a foster carer).

This form should be taken with the worker on the camp or residential holiday. A photocopy of the form should be kept securely at the church.



## 7.13 Form 12. Activities and Day Visits

Name of Church/Group: \_\_\_\_\_

Proposed Visit or Activity: \_\_\_\_\_

*Design your own form to include the following:*

- *Name of visit or activity.*
- *Date.*
- *Venue / destination.*
- *Departure place and time.*
- *Return place and time.*
- *Cost (inc. cheques payable to).*
- *Transport arrangements.*
- *Items to be brought (coat, swimming kit, packed lunch, money etc.).*
- *Date by which reply is to be made, and person to whom it should be sent.*

*Include the reply slip below in your form.*

*This form should be taken with the worker on the activity or visit. A photocopy should be kept securely at the church and be easily accessible in the event of an emergency.*

-----  
**Reply Slip    One form per person**

Full name of Individual: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Please give details of any medical conditions (e.g. asthma, epilepsy, diabetes, allergies, dietary needs) or disability that may be affected by this activity):  
\_\_\_\_\_

Telephone number for emergencies    Day: \_\_\_\_\_    Evening: \_\_\_\_\_

**I have read the above information and I give permission for \_\_\_\_\_ to take part in this activity.**

**I give my consent to any medical treatment that may be necessary in event of an emergency**

**I enclose a cheque or cash to the sum of    £\_\_\_\_:\_\_\_\_\_**

Signed (parent/or adult with parental responsibility): \_\_\_\_\_ Date: \_\_/\_\_/\_\_

The information requested on this form can be completed by a carer, but only those with parental responsibility can sign the consent (NB. This does not include a foster carer).

## 7.14 Form 13. Using Images of Children, Young People or Vulnerable Adults

### Consent form for: Bromham Baptist Church

To: \_\_\_\_\_

Name of parent/carer\* (\*person with parental responsibility)

Name of Individual: \_\_\_\_\_

Church / Club child attends: \_\_\_\_\_

Location of photograph: \_\_\_\_\_

Church: (name) \_\_\_\_\_ would like to take photograph(s) / make a video/webcam recording of \_\_\_\_\_ (name of child/ren).

These images may appear in our printed publications, on our website, or both. (Delete/add as appropriate).

To comply with the Data Protection Act 2018 permission must be granted by the parent / carer before any images of your children, young people or vulnerable adults are taken and used. Please answer questions 1 and 2 below, then sign and date the form where shown. Please return the completed form to:

\_\_\_\_\_

(Insert the name of the worker commissioning the photography and the return address.)

#### To the parent (Delete as appropriate)

1. May we use your child's, young person's or vulnerable adult's image in our printed promotional publications?

YES  NO (Please tick).

2. May we use your child's, young person's or vulnerable adult's image on our website?

YES  NO (Please tick).

Signed: (parent/adult with parental responsibility) \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

#### Church Worker

3. I have checked which parents are happy for their children's images to be used in the (church's)

\_\_\_\_\_ printed publications or on its website or both.

YES  NO (Please tick).

Please note that websites can be seen throughout the world, and not just in the United Kingdom, where UK law applies.

I have read and understood the conditions for using these images as detailed below.

Signed: (Church worker) \_\_\_\_\_ Print name: \_\_\_\_\_

Date: \_\_\_/\_\_\_/\_\_\_

## Conditions of use

This form is valid for \_\_\_\_\_ (length of time in years) from the date of signing / \*for this project only. Your consent will automatically expire after this time.

1. We will not re-use any images \*after this time / \*after the project is completed.
2. We will not include details or full names (which means first name and surname) of any person in an image on website, or in printed publications, without good reason and only with your express consent.
3. We will not include personal email or postal addresses, or telephone or fax numbers on our website or in printed publications.
4. We may use group images with very general labels, such as "youth enjoying sport" or "making Christmas decorations".
5. We will only use images of individuals who are suitably dressed; to reduce the risk of such images being used inappropriately eg we will not publish material from swimming activities.

(\*Please delete the option that does not apply.)

NB. This form can be adapted to include video if required.

## 8 Appendices

### 8.1 Appendix A. Use of the Internet and Electronic Communications

#### General Points

- Whilst the development of the internet has revolutionised communication systems throughout the world and if used in the right way is an excellent resource, care in its application needs to be exercised so that the safety of children, young people and vulnerable adults is not compromised.
- The internet, by its very nature, potentially creates an unsafe environment. The church seeks to help children, young people and vulnerable adults stay safe while they are connected to the internet. This will be achieved through education and providing information to parents and carers on safe surfing.
- These guidelines are designed to inform what can and cannot be done with such systems to ensure the privacy and safety of children, young people and vulnerable adults. Its purpose is also to ensure the privacy and safety of children, young people and vulnerable adults when using the Internet and World Wide Web.
- The guidelines apply to all employees, members and attendees of the church and any other users of the church's electronic communications systems (collectively referred to as "Users").
- Electronic communication systems include, but are not limited to, electronic mail, instant messaging, access to and use of the Internet, the church-run computer network and website, facsimile (fax), file transfers, the church telephone system and mobile telephones.
- Electronic communications systems as referred to in these guidelines are any system which is owned by the church, or otherwise being used in the furtherance of the church's work, whether or not owned by the church, including such equipment owned by an individual user.

#### Advice for Children, Young People and Vulnerable Adults

##### Personal Information

- Never tell anyone on the internet your home address, your telephone number or any other identifying information, eg church name or youth group name, unless your parent /carer gives you permission. Be careful if ever a website asks you to type in your name and address in order to receive anything.
- Never send anyone your picture, credit card or bank details, or anything else, without first checking with your parent / carer.
- Never give your password to ANYONE! Even your best friend!
- Always be yourself and do not pretend to be anyone else or anything you are not.
- Always remember if someone makes you an offer that seems too good to be true, it probably is. Be careful if you are offered any gifts while online. They could contain harmful material such as pornography or viruses.
- Never arrange to meet anyone in person.
- Agree to a contract with your parent / carers or with your children's / youth leader on the use of the internet eg length of time on the net, sites which you intend to visit, behaviour whilst online etc.

##### Chat Rooms

- Never stay in a chat room or conference if someone says or writes something which makes you feel uncomfortable or worried, and always report your concerns to your parent / carer or children's / youth leader.
- Check that any chat room you enter is regulated and run by a reputable company or organisation which monitors activity.

- Remember that chat rooms are 'public places' and that you may not know the true identity of anyone you meet in a chat room.

### **Emails**

- Never respond to nasty, suggestive or rude e-mails or postings in Usenet Groups.
- When receiving emails delete attachments from strangers without opening them, they may contain viruses which can damage your computer. Make sure you know where files are from before you download them. They may also have viruses.
- Never send chain letters via the internet. Chain letters are forbidden on the Internet. Inform your parents / carers who can then notify your Internet Service Provider if you receive one.

### **Guidance**

- When designing a web site, it is important to make clear what is available for copying and what is not. The church will not refer to other sites without their permission.
- It is important to make web content accessible to people with disabilities.
- Written parental permission needs to be obtained before using any picture of an individual or group of children / young people (please see 'Form 13. Using Images of Children, Young People and Vulnerable Adults' on Page 50).
- Avoid using photos of individuals, using a group photograph is preferable.
- It is important not to use a photograph of an individual or group if a child, young person or vulnerable adult can be identified by their name or the location they are in.
- It is essential never to provide full names, addresses or locations as this could inadvertently help a sex offender to identify or gain access to a child, young person or vulnerable adult.
- Personal email or postal addresses, telephone or fax numbers must also not be divulged.
- Any communications with children, young people and vulnerable adults wherever possible should not be private. If users send emails to children, young people or vulnerable adults eg to remind them of upcoming meetings, the Associate Minister or Children's Work Team Leader (as appropriate) should be made aware and a check should be made to ensure that the parents / carers are happy with this. The content of any communications should be 'public' and ideally group emails should be sent rather than individual emails.

*Users should be aware of the potential dangers of chat rooms and instant message services, especially if communicating with children, young people and vulnerable adults through them. Keep to public areas in chat rooms and ensure that only moderated chat rooms are used.*