

Beverley Baptist Church

Safeguarding Children

Policies, Practices and Guidelines for working with Children and Young
People at Beverley Baptist Church

Last Updated
October 2015



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Policy statement on children, young people and the church

This statement was agreed at the church meeting held on
It will be read annually at the church meeting held in the month of May where progress in carrying it out will be monitored.

- As members of this church, we commit ourselves to the nurturing, protection and safekeeping of all, especially children and young people.
- It is the responsibility of each one of us to prevent the physical, sexual and emotional abuse of children and young people, and to report any abuse discovered or suspected.
- We recognise that our work with children and young people is the responsibility of the whole church.
- We undertake to exercise proper care in the selection and appointment of those working with children and young people, whether paid or volunteer.
- The church is committed to supporting, resourcing and training those who work with children and young people, and to providing supervision.
- The church is committed to following the Home Office Code of Practice *Safe from Harm* and adopts the guidelines and procedures published by the Baptist Union of Great Britain in its publication *Safe to Grow* (revised edition).
- Each worker with children and young people must know the recommendations, and undertake to observe them. Each shall be given a copy of the church's agreed procedures and Good Practice guidelines.
- As part of our commitment to children and young people the church has appointed: to be a Responsible Person. Their role will be regularly explained to children, and their name, and phone number publicly displayed;
- Appointed Designated Member of the Leadership Team with responsibility for Safeguarding.

Signed Date

In addition to this statement, copies of "Safeguarding Children - Policies, Practices and Guidelines for working with Children and Young People at Beverley Baptist Church" can be downloaded from the church website.



Equal Opportunities Policy Statement for Youth & Children's Work

As an organisation using the Disclosure and Barring Service (DBS) to assess applicants' suitability for the positions of trust, this church undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information received.

We welcome people to serve the church on the basis on the right mix of talents, skills, character, potential and call of God, including those with criminal records.

A Disclosure is requested only after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned.

A criminal record will not necessarily be a bar to a person serving with children and young people. This will depend on the nature of the position and the circumstances and background of the offences.

In order to protect the confidentiality of those with criminal records we will access Disclosures through Due Diligence Checking Ltd. We invite the Baptist Unions Child Protection Advisory Panel to advise us in the appointment process when necessary, and we agree to act on their advice for the protection of children and young people.



Safeguarding Children Guidelines

Beverley Baptist Church recognises its responsibility to safeguard and promote the welfare of children within the framework of the Children's Acts 1989 and 2004.

The Guidelines are divided in to the following sections:

1. Introduction
2. Understanding & Recognising Signs of Abuse
3. What to do with your concerns and how to respond to a child wanting to talk about abuse
4. Allegations made against staff and volunteers
5. Safe Recruitment
6. Good Practice
7. Safe Behaviour Do's and Don'ts
8. Safeguarding children in the East Riding of Yorkshire
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1. Introduction

It is difficult to acknowledge that abuse or harm could take place within a place of worship but any group or organisation working with children is vulnerable. It is the responsibility of all of us, irrespective of our faith or cultural background, to put the welfare of children and young people first and to recognise behaviours that can put children at risk. Under the terms of the Children Act 2004, anyone under the age of 19 is considered to be a child/young person.

Places of worship and faith based organisations need to have appropriate arrangements in place for safeguarding and promoting the welfare of children. These arrangements should include:

- Procedures for staff and others to report concerns they may have about the children they meet that are in line with the East Riding Safeguarding Children Board's procedures
- Appropriate codes of practice for staff, particularly those working directly with children such as those issued by their denomination or faith group
- Recruitment procedures in accordance with Every Child Matters: Change for Children Programme (www.everychildmatters.gov.uk); Working Together to Safeguard Children guide to Inter Agency Working (www.everychildmatters.gov.uk/safeguarding) and the East Riding Safeguarding Children Board (www.erscb.org.uk).
- Training and Supervision of staff (both paid and voluntary).

We are aware that many children and young people are the victims of different kinds of abuse and that they can be subjected to social factors that can have an adverse impact upon their lives, such as domestic violence, parental substance misuse or neglect. There are also customs practiced by some believers that are unlawful in England and which place children and young people at risk. These include forced and under-age marriages; honour killings; female circumcision and ritualistic abuse.

We aim to create a safe and respectful environment for worship within which children and young people can thrive and places of worship can practice in the security of clear guidance.

These guidelines are for the use of all paid staff, volunteers, visitors and the parents and carers of the children and young people we offer a service to and who attend Beverley Baptist Church. Through them, we will endeavour to ensure that:

- Children and young people are listened to, valued and respected
- All members of Beverley Baptist Church are aware of the need to be alert to the signs of abuse and know what to do with their concerns
- All paid staff and volunteers are subject to recruitment procedures and the Criminal Records Board (CRB) clearance
- All paid staff and volunteers are given appropriate child protection training, support and, where appropriate, supervision.

All child protection concerns should be acted upon immediately. If you are concerned that a child is at risk of or actually suffering abuse, you should tell the Designated Person for Safeguarding within Beverley Baptist Church.

**Your Designated Person for Safeguarding is: Alison Cockerill
Telephone Number: 01482 887769**

**If the designated officer is not available, you must speak to the Designated Leadership Team Member for Safe Guarding or a senior member of staff.
Your Designated Leadership Team Member for Safe Guarding is Andy Lawley
Telephone Number: 01430 874072**

**The Senior members of staff are:
Person responsible for Youth & Children's Worker: Andy Lawley
Telephone Number: 01430 874072
Beverly Baptist Church Minister: Phil Palmer
Telephone Number: 07745 531278**

In an emergency, or you do not agree with the decision made by your Designated Person for Safeguarding, you can make a referral directly yourself.

Referrals can be made by visiting or telephoning the Customer Service Centre in the area the child lives, or by telephoning the main Customer Service Centre on 01482 393939. If your concern is out of hours or at the weekend you can call the Emergency Duty Team (EDT) on 01482 880826.

Where there is immediate risk of serious injury or death to a child, you must call 999, straight away.

2. Understanding and Recognising Signs of Abuse

Most children receive the love and care they need to grow up as healthy and happy young people. However some children can end up being hurt, neglected or abused which means they may not be being treated in a safe and proper manner. Somebody may abuse or neglect a child by inflicting harm or by failing to prevent harm. Children may be abused in a family or in an institutional or community setting, by telephone or on the internet. Abuse is usually carried out by people known to the child and sometimes by strangers. We may choose to believe that such abuse does not occur within our communities, families or organisations however abuse can happen in all faith settings and can be perpetrated by anyone.

It can be difficult to recognise abuse and the signs listed in these guidelines are only indicators and many can have reasonable explanations. Children may appear unhappy or behave strangely for many reasons as they grow through the stages of childhood and/or their families experience changes. It is still necessary to be alert to the signs of the possibilities of abuse and the responsibility to consult and discuss those concerns.

Emotional Abuse

Emotional abuse is where repeated verbal threats, criticism, ridicule; shouting or lack of love, affection and warmth emotionally harms a child. It includes conveying to children that they are worthless, unloved, inadequate or valued only if they meet the needs of another person. Emotional abuse can also include constantly belittling, comparing them unfavourably to others or threatening a child. It may involve causing a child to feel frightened or in danger. It can also result when children are prevented from social contact with others or if developmentally inappropriate expectations are placed upon them. Some level of emotional abuse is involved in all types of ill treatment of children however this is much more difficult to detect than physical abuse because there are usually no physical signs. Children who are living with domestic violence are also impacted by the atmosphere of fear and violence within the home. Symptoms that can indicate emotional abuse include:

- Excessively clingy or attention seeking behaviour
- Very low self esteem or excessive self criticism
- Excessively withdrawn behaviour or fearfulness
- Anxious behaviour such as rocking and/or hair twisting
- Self harming
- Lack of appropriate boundaries with strangers; too eager to please
- Eating disorders

Physical Abuse

Physical abuse is deliberately causing physical harm to a child. This might involve punching, kicking, biting, burning, shaking, throwing or beating with objects. Using belts, whips, sticks or other similar objects as a form of administering discipline is also physical abuse. Further physical abuse also includes poisoning, giving a child alcohol or illegal drugs, drowning or suffocation. It is against the law to discipline a child by doing any of these things. Physical abuse also includes allowing other children to harm a child and can occur when a parent or carer deliberately causes the ill health of a child in order to seek attention; this is called fabricated illness. Symptoms that indicate physical abuse can include:

- Bruising in unusual places, such as the face or the back
- Finger mark bruising or grasp marks on the limbs or chest of a small child
- Bites
- Burn and scald marks; small round burns that could have been caused by a cigarette
- Fractures to arms, legs or ribs in a small child
- Large numbers of scars of different sizes or ages

Sexual Abuse

Sexual abuse involves any contact or interaction whereby a child or young person is used for the sexual stimulation of an older, stronger or more influential person. This may involve direct or indirect sexual exploitation or corruption of children by involving them in inappropriate sexual activities. It includes any touching, stimulating, rubbing or patting that is meant to arouse sexual pleasure in the offender. Sexual abuse can also involve sexual contact between a significantly older and younger child. In addition it includes exposing children to pornography and unsuitable videos and images; i.e. on the internet. Under the Sexual Offences Act 2003 any sexual activity – contact or non-contact – with a child under the age of 13 is a crime. Symptoms of sexual abuse include:

- Allegations or disclosure
- Genital soreness, injuries or discomfort
- Sexually transmitted infections; urinary tract infections
- Excessive preoccupation with sex; inappropriately sexualised play, words or drawings
- A child who is sexually provocative or seductive with adults

Older children and/or young people may additionally exhibit:

- Depression
- Drug and/or alcohol misuse
- Eating disorders; obsessive behaviours
- Self harm/mutilation; suicide attempts
- School/peer relationship problems and difficulties

Neglect

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs causing damage to their health and development. It may involve a parent or carer failing to provide adequate food, shelter or clothing, failure to protect a child from harm or danger, or failing to access adequate medical care and treatment when necessary. It can exist in isolation or in combination with other forms of abuse and symptoms of neglect can include:

- Inadequate supervision; being left alone for long periods of time
- Lack of stimulation, social contact or education
- Inadequate responses to emotional needs
- Inadequate nutrition, leading to ill health – a child may look too thin, too fat and/or undernourished
- Constant hunger; stealing or gorging food
- Failure to seek or follow medical advice such that a child's life or development is endangered
- Repeated wearing of inappropriate clothing for the weather

Spiritual Abuse

Some members of our communities hold beliefs that may be common within particular cultures but which are against the law in England. No Place of Worship will or would condone practices that are illegal or harmful to children, but these are sensitive issues and we need to be able to offer guidance. Examples of particular practices are:

- **Forced Marriages**
No faith supports the idea of forcing someone to marry without their consent. This should not be confused with arranged marriages between consenting adults.
- **Under-age Marriages**
In England, a young person cannot legally marry nor have a sexual relationship until they reach 16 years of age.
- **Female Circumcision**
Female circumcision is **against the law** and yet we know that for some in our communities it is considered a religious act and a cultural requirement. It is **also illegal** for someone to arrange for a child to go abroad with the intention of having her circumcised.
- **Ritualistic Abuse**
Some faiths believe that spirits and demons can possess people, including children. Prayer can be used very constructively in these circumstances, but the use of physical violence to get rid of the possessing spirit can **never be condoned**. This is physical abuse and people can be prosecuted even if it was their intention to help the child.

3. What to do with your concerns and how to respond to a child wanting to talk about abuse

In the event that a child or young person makes an allegation or disclosure of abuser about an adult or another child or young person it is important that you:

- **Listen** to them and/or closely observe their presentation and behaviour
- **Do not try to question the child in detail.** If a child tells you someone has hurt them, listen carefully and explain that you will have to tell someone else who will help them to stop this happening. Tell them that you believe them.
- **Record** - Make a note of what is said as soon as possible, remembering the exact words used if you can. Do not make judgements, rather evidence based recordings. Sign and date your notes.
- **Inform** your Designated Person for Safeguarding as soon as possible
- Where possible it is good practice to inform the parent/carer of the disclosure and referral, however, **do not inform the person named as the abuser if you feel this might place the child at risk of further harm.**
- Do not discuss concerns/allegations/disclosures with other people. The child/young person and family have a right to confidentiality with only people who 'need to know' sharing the information.

Sometimes you may just feel concerned about a child but do not know whether to share your concerns or not. In this situation you should **always** raise your concerns with your Designated Person for Safeguarding, who will help you decide what to do.

It is **not** however the responsibility of the Designated Person for Safeguarding or other staff to investigate suspected abuse.

The responsibility for investigating allegations of abuse, whether they result from the disclosure of a child or young person or the concerns of an adult, lies with Children's Social care social workers and police officers from the Family protection Unit. It is normally the responsibility of your Designated Person for Safeguarding to make a referral to these agencies but if you judge the situation to be urgent and/or you require immediate advice you can report your concerns directly.

Either the Children's Social care worker or the Family Protection Unit officer will advise you if or when to inform the child's parents or carers about any concerns. If they decide to pursue a child protection investigation you should;

- Work closely and collaboratively with all professionals involved in the investigation, in order to keep the child safe;
- Attend a child protection conference, if you are invited, where you will be asked to provide information about your involvement with the child. This is one of the reasons why it is important to keep dated records of your concerns;
- Attend any subsequent child protection conferences.

You can find out more detail about the identification of abuse and what to do about it in the booklet, "What to do if you are worried a child is being abused". This is available both from your local Safeguarding Children Board, www.erscb.org.uk or from the DfEs website, www.everychildmatters.gov.uk.

4. Allegations made against staff

All organisations that work or come in to contact with children and young people need to be aware of the possibility that allegations may be made against members of their staff or volunteers. Allegations will usually be that some kind of abuse has taken place. They may be made by a child, young person or another concerned adult. Allegations may be made for a variety of reasons, some of them being that:

- Abuse has actually taken place
- Something happens to a child that reminds them of an event that happened in the past – the child is unable to recognise that he people and situation are different
- Your language or actions are misinterpreted by a child or young person because they are reminded of someone else
- Some children know how powerful an allegation can be and, if they are angry or upset with you, have made the allegation as a way of hitting out
- An allegation can be a way of seeking attention.

It may be difficult to accept that abuse could occur in your place of worship or that the person being named could be responsible but **all allegations should be brought to the attention of the Designated Person for Safeguarding immediately**. In cases where the allegation is against the Designated Person for Safeguarding the complaint should be taken to the Designated Deacon for Safeguarding or a more senior member of staff.

You should take the following action yourself:

- Make sure that the child or young person is **safe and away** from the person alleged to have abused them
- **Record** - Make a note of what was said as soon as possible, remembering the exact words used if you can. Do not make judgements, rather evidence based recordings. Sign and date your notes.
- **Inform** your Designated Person for Safeguarding as soon as possible
- Where possible it is good practice to inform the parent/carer of the disclosure and referral, however, **do not inform the person named as the abuser if you feel this might place the child at risk of further harm**.
- Do not discuss concerns/allegations/disclosures with other people. The child/young person and family have a right to confidentiality with only people who 'need to know' sharing the information.
- Irrespective of any investigation by Children's Social care Services or the police, Beverley Baptist church should follow the appropriate disciplinary procedures. Common practice is for the alleged

abuser to be suspended from attending the place of worship, faith group or workplace until the outcome of any investigation is known;

- Consider whether the alleged abuser has access to children anywhere else and whether those organisations or groups need to be informed;
- Act upon the decisions made in any strategy decision

All incidents should be investigated internally after any external investigation has finished to review practice and put in place any additional measures to prevent a similar thing happening again.

It is important that you also develop support systems for the person who faces an allegation. If your church or faith group has a management committee it could be that a member is nominated to fulfil this role. As well as providing support through prayer and listening, advice could be given on accessing appropriate outside help such as counselling or legal services.

It is good practice for organisations and places of worship to develop and encourage an environment where people feel safe to express their concerns about the practice of others. If a staff member, volunteer or worshipper has concerns they should not be victimised in any way for expressing them.

5. Safe Recruitment

To reduce the risk of abuse to children and the likelihood of allegations being made that are founded, we have clear recruitment procedures. These procedures **should always** include the following:

- All prospective workers (paid and voluntary) should complete an application form which asks for details of previous employment and the names of two referees. Referees should be reminded that they should not misrepresent the candidate or omit to say things that may be relevant to their employment.
- All prospective workers (paid and voluntary) must have a new Disclosure and Barring (DBS) check before they start work with you – anyone who refuses to do so should not be employed
- All prospective workers (paid and voluntary) should be interviewed to establish previous experience of working in an environment where there is contact with children and their perceptions of acceptable behaviour
- **Nobody** should start work before positive references have been received and the DBS process completed with a disclosure certificate received.
- All appointments to work with children should be subject to a probationary period.
- New members of staff should be clear about their responsibilities and wherever possible work to an agreed job description.
- These guidelines should be made available for all staff members and volunteers and be a part of any induction process.

6. Good Practice

At Beverley Baptist Church we will:

- Have a written Child Protection Policy – showing commitments
- Identify a Designated Person for Safeguarding, who has undergone child protection training
- Display the name and contact details of the Designated Person for Safeguarding in a place accessible to all, including children, young people, parents & carers, so that they are aware of who to talk to if there are any concerns;
- Ensure that all staff working with children should attend basic child protection training and should have regular supervision from a more experienced staff member;
- Observe Health and Safety Regulations through risk assessments and written, safe working practices;
- Train someone in First Aid and have a fully stocked First Aid box
- Have an accident/incident reporting procedure
- Have an attendance register for every teacher if there are classes being run
- Encourage Leadership Team members to visit classes unannounced
- Make sure everyone involved in Beverley Baptist Church actively promotes a culture of openness, where everyone (including children and young people) feels free to share their views and concerns
- Deal with any allegation about a child or adult in a confidential manner and only share the information with those who need to know
- Not allow any member of staff to be left alone with a child/children where they cannot be observed by others

- Not, under any circumstances allow visitors to wander around the premises unaccompanied when there are children and young people present
- Endeavour, where possible that there should always be at least two members of staff/volunteers with a group of children – It is vital that the ratio of child to adult is adequate to ensure safety. For under 8 no more than 1:8, under 5 no more than 1:6, under 3 no more than 1:4, under 2 no more than 1:3.
- Be alert to strangers frequently waiting outside a venue with no apparent purpose. Children should not be collected by anybody other than their parents unless prior notification has already been received
- Inform staff and volunteers that if a child has not been collected after a session it is reasonable to wait for at least half an hour. If the parent or carer has still not arrived and cannot be contacted they should contact the nearest duty team or the police and request advice and assistance
- Talk to young people and encourage their involvement and participation

If any outings or trips have been arranged you must ensure that:

- All vehicles being used are insured, roadworthy and fitted with seatbelts
- All drivers have at least one escort and that they have up to date CRB checks and been subject to appropriate recruitment procedures.
- Roll call is taken at the beginning of the journey and again on the return trip. If more than one vehicle is used children and young people should use the same vehicle both ways
- Staff accompanying the trip have contact numbers for the home organisation and emergency services
- If a child goes missing on a trip, staff should instigate an immediate search and alert appropriate security staff. If the child cannot be found within half an hour the police must be notified
- If, having notified security staff and the police, the child still cannot be found the parents/carers must be informed immediately
- The care of the remaining children is paramount and it is imperative that they return to the home site as quickly as possible. A senior staff member must remain at the visit site to co-ordinate contact between security/police staff and the parents/carers.

7. Safe Behaviour Do's and Don'ts

DO

- Treat everyone with respect
- Provide an example you want others to follow
- Encourage children, young people and adults to feel comfortable and caring enough to point out attitudes or behaviour they don't like
- Remember that someone else might misinterpret your actions, no matter how well intentioned
- Avoid situations that compromise your relationship with children and young people and are unacceptable with a relationship of trust
- Respect a child or young person's right to personal privacy, protection and safe environment
- Provide access and space for children and young people to talk about concerns they may have
- Listen to children and young people

DON'T

- Permit abusive peer activities (for example, ridiculing, bullying, name calling)
- Have any inappropriate physical contact with children or young people
- Show favouritism to any individual
- Rely on your good name to protect you
- Let suspicion, disclosure or allegations of abuse, go unrecorded or unreported
- Jump to conclusions without checking facts
- Believe 'it could never happen here'
- Believe 'it could never happen to me'

8. Safeguarding Children

The local, East Riding Safeguarding Children Board (ERSCB) is responsible for coordinating the arrangements made by statutory and voluntary local organisations to safeguard and promote the welfare of children. The East Riding Voluntary Action Services (ERVAS) represent the interests of community groups and the voluntary sector on the ERSCB. ERVAS can be contacted on www.ervas.org.uk. The ERSCB will also approach individual organisations as and when their advice and experience in particular areas could be valuable to the production of guidance and information to the public.

The ERSCB coordinates free inter-agency training programmes on child protection related topics. The diary and booking forms for these courses can be accessed via www.erscb.org.uk. It is recommended that the Designated Person for Safeguarding, and Designated Deacon for Safeguarding and senior staff members and those working or volunteering directly with children and/or young people attend one or more of these courses. This will enable you to gain the knowledge necessary and increase your confidence to be able to offer advice and consultancy within Beverley Baptist Church.

9. Contacts

Beverley Baptist Church Child Protection Officer – Alison Cockerill	01482 887769
Beverley Baptist Church Secretary – Chris Peach	01482 866431
East Riding of Yorkshire Council	www.eastriding.gov.uk/socialservices
Customer Service Call Centre	01482 393939
Emergency Duty Team	01482 880826.
East Riding Safeguarding Children Board	01482 396999 www.erscb.org.uk
East Riding Voluntary Action service	01482 871077 www.ervas.org.uk
Bridlington & Driffield Enquiry Team	01482 396525
Goole Enquiry Team	01405 720780
Hessle Care Management Team	01482 640131
Pocklington Care Management Team	01759 305704
Skirlaugh Care Management Team	01482 396532
NSPCC Helpline	0808 800 5000
Beverley Baptist Church Senior Staff Members	
Phil Palmer: Minister	07745 531278
Andy Lawley: Person Responsible for Youth & Children's Work	01430 874072



Directions for safe working practice

Beverley Baptist Church recognises its responsibility to safeguard and promote the welfare of children within the framework of the Children's Acts 1989 and 2004.

This guidance is divided in to the following sections:

1. Making a Professional Judgement
2. Power and Positions of Trust
3. Propriety and Behaviour
4. Dress and Appearance
5. Personal Living Space
6. Gifts, Rewards and Favouritism
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21. Photography and Videos
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1. Making a Professional Judgement

This guidance cannot provide a complete checklist of what is, or is not appropriate behaviour for adults in all circumstances. There may be occasions and circumstances in which adults have to make decisions or take action in the best interests of the child or young person which could contravene this guidance or where no guidance exists. Individuals are expected to make judgements about their behaviour in order to secure the best interests and welfare of the children in their charge. Such judgements, in these circumstances, should always be recorded and shared with the Youth Worker, Safeguarding Officer or Leadership Team Member; or if the adult does not work for Beverley Baptist Church, with the parent or carer. In undertaking these actions individuals will be seen to be acting reasonably.

Adults should always consider whether their actions are warranted, proportionate and safe and applied equitably.

This means that where no specific guidance exists adults should:

- *discuss the circumstances that informed their action, or their proposed action, with the Youth Worker, Safeguarding Officer or a Leadership Team Member, or with the parent/carer if not working for Beverley Baptist Church*
- *report any actions which could be mis-interpreted*
- *always discuss any misunderstanding, accidents or threats with the Youth Worker, Safeguarding Officer or a Leadership Team Member*
- *always record discussions and reasons why actions were taken.*
- *record any areas of disagreement about course of action taken and if referred to a higher authority*

2. Power and Positions of Trust

As a result of their knowledge, position and/or the authority invested in their role, all adults working with children and young people are in positions of trust in relation to the young people in their care. Broadly speaking, a relationship of trust can be described as one in which one party is in a position of power or influence over the other by virtue of their work or the nature of their activity. It is vital for all those in positions of trust to understand the power this can give them over those they care for and the responsibility they must exercise as a consequence of this relationship.¹

A relationship between an adult and a child or young person cannot be a relationship between equals. There is potential for exploitation and harm of vulnerable young people. Adults have a responsibility to ensure that an unequal balance of power is not used for personal advantage or gratification.

Adults should always maintain appropriate professional boundaries and avoid behaviour which might be misinterpreted by others. They should report and record any incident with this potential.

Where a person aged 18 or over is in a specified position of trust² with a child under 18, it is an offence for that person to engage in sexual activity with or in the presence of that child, or to cause or incite that child to engage in or watch sexual activity.

3. Propriety and Behaviour

All adults working with children and young people have a responsibility to maintain public confidence in their ability to safeguard the welfare and best interests of children and young people. It is therefore expected that they will adopt high standards of personal conduct in order to maintain the confidence and respect of the public in general and all those with whom they work.

There may be times, for example, when an adult's behaviour or actions in their personal life come under scrutiny from local communities, the media or public authorities. This could be because their behaviour is considered to compromise their position in their workplace or indicate an unsuitability to work with children or young people. Misuse of drugs, alcohol or acts of violence would be examples of such behaviour.

Adults in contact with children and young people should therefore understand and be aware, that safe practice also involves using judgement and integrity about behaviours in places other than the work setting.

The behaviour of an adult's partner or other family members may raise similar concerns and require careful consideration by an employer as to whether there may be a potential risk to children and young people in the workplace.

4. Dress and Appearance

A person's dress and appearance are matters of personal choice and self-expression. However adults should dress in ways which are appropriate to their role and this may need to be different to how they dress when not at work.

Adults who work with children and young people should ensure they take care to ensure they are dressed appropriately for the tasks and the work they undertake. Those who dress in a manner which could be considered as inappropriate could render themselves vulnerable to criticism or allegations.

This means that adults should not:

- *use their position to gain access to information for their own or others' advantage*
- *use their position to intimidate, bully, humiliate, threaten, coerce or undermine children or young people*
- *use their status and standing to form or promote relationships which are of a sexual nature, or which may become so*

¹ Caring for Young People and the Vulnerable. Guidance for Preventing Abuse of Trust Home Office

² Sexual Offences Act 2003. Sect 16-19 re-enacts and amends offence of abuse of position of trust

5. Personal Living Space

No child or young person should be in or invited into, the home³ of an adult who works with them, unless the reason for this has been firmly established and agreed with parents/ carers and the Leadership Team or the home has been designated by Beverley Baptist Church (e.g. for small groups) or regulatory body as a work place e.g. childminders, foster carers.

It is not appropriate for any other organisations to expect that private living space be used for work with children and young people. Under no circumstances should children or young people assist with chores or tasks in the home of an adult who works with them. Neither should they be asked to do so by friends or family of that adult.

6. Gifts, Rewards and Favouritism

The giving of gifts or rewards to children or young people should be part of an agreed policy for supporting positive behaviour or recognising particular achievements. In some situations, the giving of gifts as rewards may be accepted practice for a group of children, whilst in other situations the giving of a gift to an individual child or young person will be part of an agreed plan, recorded and discussed with the Youth Worker or Leadership Team and the parent or carer.

It is acknowledged that there are specific occasions when adults may wish to give a child or young person a personal gift. This is only acceptable practice where, in line with the agreed policy, the adult has first discussed the giving of the gift and the reason for it, with the Youth Worker, a member of the Leadership Team, and/or parent or carer and the action is recorded. Any gifts should be given openly and not be based on favouritism. Adults need to be aware however, that the giving of gifts can be misinterpreted by others as a gesture either to bribe or groom⁴ a young person.

Adults should exercise care when selecting children and/or young people for specific activities or privileges to avoid perceptions of favouritism or unfairness. Methods and criteria for selection should always be transparent and subject to scrutiny.

Care should also be taken to ensure that adults do not accept any gift that might be construed as a bribe by others, or lead the giver to expect preferential treatment.

There are occasions when children, young people or parents wish to pass small tokens of appreciation to adults e.g. on special occasions or as a thank-you and this is acceptable. However, it is unacceptable to receive gifts on a regular basis or of any significant value.

7. Infatuations

Occasionally, a child or young person may develop an infatuation with an adult who works with them. These adults should deal with these situations sensitively and appropriately to maintain the dignity and safety of all concerned. They should remain aware, however, that such infatuations carry a high risk of words or actions being misinterpreted and should therefore make every effort to ensure that their own behaviour is above reproach.

An adult, who becomes aware that a child or young person is developing an infatuation, should discuss this at the earliest opportunity with the Youth Worker, Child Protection Officer or a Leadership Team Member or parent/carer so appropriate action can be taken to avoid any hurt, distress or embarrassment.

8. Communication with Children and Young People (including the Use of Technology)

Electronic communication has become enormously important and popular over the past ten years. It is an easy way to communicate with young people in particular. However, there are dangers associated with electronic communication that call for vigilance.

- electronic communication is often an extremely informal mode of communication which can create the potential for communication to be misunderstood

This means that adults should:

- not give their personal contact details to children or young people, including their mobile telephone number without prior permission from youth & children's worker or LT.

³ This includes any home or domestic settings used or frequented by the adult

⁴ grooming' – the act of gaining the trust of a child so that abuse can take place.

- because of the informal style of electronic communication, workers can easily cross appropriate boundaries in their relationships with children and young people
 - some adults who are intent on harming children and young people choose to use electronic communication as a way to meet and 'groom' children and young people.
- *make sure that parents have given permission for this form of communication to be used*
 - *only make contact with children for professional reasons and in accordance with any Beverley Baptist Church policy*
 - *recognise that text messaging is rarely an appropriate response to a child in a crisis situation or at risk of harm. It should only be used as a last resort when other forms of communication are not possible*
 - *not use internet or web-based communication channels to send inappropriate personal messages to a child/young person*

It is vitally important to abide by these guidelines regarding the safe use of electronic communication to maintain healthy and safe relationships between adults and children. The church's safeguarding procedures acknowledge electronic communication as a legitimate means of communicating with children and young people **only as long as strict protocols are followed** concerning the nature of the communication.

Electronic communication must never become a substitute for face-to-face contact with young people.

With the world of electronic communication changing so rapidly, it is not possible to issue guidance that covers all eventualities. However, there are some general principles that can help to ensure that the church's overriding concern is for the well-being of the children and young people.

- parents or carers and children and young people themselves have the right to decide if a worker is to have email addresses or mobile phone numbers etc.
- workers should only use electronic means of communication with those children and young people from whom appropriate consent has been given
- workers should not put any pressure on children or young people to reveal their email address, mobile phone number etc.
- direct electronic communication with children of primary school age is inappropriate and should be avoided
- only workers who have been appointed under the church's agreed safeguarding procedures should use any electronic means of communication to contact children or young people on behalf of the church or one of the church's organisations
- contact with children and young people by electronic communication should generally be for information-giving purposes only and not for general chatter
- where a young person in need or at point of crisis uses this as a way of communicating with a worker: significant conversations should be saved as a text file if possible, a log kept of when they communicated and who was involved
- workers should not share any personal information with children and young people, and should not request or respond to any personal information from the child or young person other than that which is necessary and appropriate as part of their role
- workers should be careful in their communications with children and young people so as to avoid any possible misinterpretation of their motives
- clear, unambiguous language should be used, avoiding the use of unnecessary abbreviations
- electronic communication should only be used between the hours of 8.00am and 10.00pm
- e-mails to young people should include a church header and footer showing this to be an official communication from a youth team member.

Mobile phones

- mobile phone usage should be primarily about information-giving
- 'text language' should be avoided so that there is no misunderstanding of what is being communicated
- 'text conversation' should usually be avoided (that is a series of text messages/emails being sent to and from between mobile phones)
- The use of the phone camera should comply with the church's policy on photos/videos
- Workers should not retain images of children and young people on their mobile phone

Instant Messaging Services (IMS)

- The use of instant messenger services should be kept to a minimum
- Where a child or young person in need or at a point of crisis uses this as a way of communicating with a worker: significant conversations should be saved as a text file if possible, and a log kept of when they communicated and who was involved

Social Networking sites

- If youth leaders are going to communicate via social networking sites consideration should be given to creating a separate profile for the church group
- Alternatively youth leaders should consider having a site that is used solely for youth work communications which is totally separate from their own personal site
- If youth leaders are going to use their own personal site they should ensure that all of its content is appropriate for young people to see
- lower age limits of social networking sites should be adhered to (this varies for each site)
- be aware of the content of photos that may be uploaded onto your site
- be aware that children and young people could view photos and communications of other people linked to that social networking site
- all communication with young people should be kept within public domains
- workers should ensure that all communications are transparent and open to scrutiny
- copies of communications should be retained and where possible other workers should be copied in on communication.

9. Social Contact

Adults who work with children and young people should not seek to have social contact them or their families, unless the reason for this contact has been firmly established and agreed with the Leadership Team, or where an adult does not work for Beverley Baptist Church, the parent or carers. If a child or parent seeks to establish social contact, or if this occurs coincidentally, the adult should exercise her/his professional judgement in making a response but should always discuss the situation with their Safeguarding officer or with the parent of the child or young person. Adults should be aware that social contact in certain situations can be misconstrued as grooming.

Where social contact is an integral part of work duties, e.g. pastoral work in the community, care should be taken to maintain appropriate personal and professional boundaries. This also applies to social contacts made through interests outside of work or through the adult's own family or personal networks.

It is recognised that some adults may support a parent who may be in particular difficulty. Care needs to be exercised in those situations where the parent comes to depend upon the adult for support outside their professional role. This situation should be discussed with the Safeguarding officer or a member of the Leadership Team and where necessary referrals made to the appropriate support agency.

This means that adults should:

- have no secret social contact with children and young people or their parents
- consider the appropriateness of the social contact according to their role and nature of their work
- always approve any planned social contact with children or parents and the leadership team.
- advise the CPO or leadership team of any social contact they have with a child or a parent with whom they work, which may give rise to concern
- report and record any situation, which may place a child at risk or which may compromise Beverley Baptist Church or their own professional standing
- be aware that the sending of personal communications such as birthday or faith cards should always be recorded and/or discussed with line manager.
- understand that some communications may be called into question and need to be justified.

10. Sexual Contact

All adults should clearly understand the need to maintain appropriate boundaries in their contacts with children and young people. Intimate or sexual relationships between children/young people and the adults who work with them will be regarded as a grave breach of trust. Allowing or encouraging a relationship to develop in a way which might lead to a sexual relationship is also unacceptable.

Any sexual activity between an adult and the child or young person with whom they work may be regarded as a criminal offence and will always be a matter for disciplinary action.

Children and young people are protected by specific legal provisions regardless of whether the child or young person consents or not. The

This means that adults should not:

- have sexual relationships with children and young people
- have any communication with a child or young person which could be interpreted as sexually suggestive or provocative i.e. verbal comments, letters, notes, electronic mail, phone calls, texts, physical contact
- make sexual remarks to, or about, a child/young person
- discuss their own sexual relationships with or in the presence of children or young people

sexual activity referred to does not just involve physical contact including penetrative and non-penetrative acts. It may also include non-contact activities, such as causing children to engage in or watch sexual activity or the production of pornographic material. 'Working Together to Safeguard Children'⁵, defines sexual abuse as "forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of what is happening".

There are occasions when adults embark on a course of behaviour known as 'grooming' where the sole purpose is to gain the trust of a child, and manipulate that relationship so sexual abuse can take place. Adults should be aware that consistently conferring inappropriate special attention and favour upon a child might be construed as being part of a 'grooming' process and as such will give rise to concerns about their behaviour.

11. Physical Contact

Many jobs within the children's workforce require physical contact with children as part of their role. There are also occasions when it is entirely appropriate for other adults to have some physical contact with the child or young person with whom they are working. However, it is crucial that in all circumstances, adults should only touch children in ways which are appropriate to their professional or agreed role and responsibilities.

Not all children and young people feel comfortable about physical contact, and adults should not make the assumption that it is acceptable practice to use touch as a means of communication. Permission should be sought from a child or young person before physical contact is made. Where the child is very young, there should be a discussion with the parent or carer about what physical contact is acceptable and/or necessary.

When physical contact is made with a child this should be in response to their needs at the time, of limited duration and appropriate to their age, stage of development, gender, ethnicity and background. It is not possible to be specific about the appropriateness of each physical contact, since an action that is appropriate with one child in one set of circumstances may be inappropriate in another, or with a different child. Adults, nevertheless, should use their professional judgement at all times, observe and take note of the child's reaction or feelings and – so far as is possible - use a level of contact and/or form of communication which is acceptable to the child for the minimum time necessary.

Physical contact which occurs regularly with an individual child or young person is likely to raise questions unless there is explicit agreement on the need for, and nature of, that contact. This would then be part of a formally agreed plan or within the parameters of established, agreed and legal professional protocols on physical contact e.g. sport activities or medical procedures. Any such arrangements should be understood and agreed by all concerned, justified in terms of the child's needs, consistently applied and open to scrutiny.

Physical contact should never be secretive, or for the gratification of the adult, or represent a misuse of authority. If an adult believes that their action could be misinterpreted, or if an action is observed by another as being inappropriate or possibly abusive, the incident and circumstances should be reported

This means that adults should:

- ensure that their relationships with children and young people clearly take place within the boundaries of a respectful professional relationship
- take care that their language or conduct does not give rise to comment or speculation. Attitudes, demeanour and language all require care and thought, particularly when members of staff are dealing with adolescent boys and girls.

This means that adults should:

- be aware that even well intentioned physical contact may be misconstrued by the child, an observer or by anyone to whom this action is described
- never touch a child in a way which may be considered indecent
- always be prepared to report and explain actions and accept that all physical contact be open to scrutiny
- not indulge in horseplay
- always encourage children, where possible, to undertake self-care tasks independently
- work within Health and Safety regulations
- be aware of cultural or religious views about touching and always be sensitive to issues of gender
- understand that physical contact in some circumstances can be easily misinterpreted

⁵ Working Together to Safeguard Children .A guide to interagency working to safeguard and promote the welfare of children HM Government 2006

to the Safeguarding officer outlined in the procedures for handling allegations and an appropriate record made. Parents/carers should also be informed in such circumstances.

Where a child seeks or initiates inappropriate physical contact with an adult, the situation should be handled sensitively and care taken to ensure that contact is not exploited in any way. Careful consideration must be given to the needs of the child and advice and support given to the adult concerned.

It is recognised that some children who have experienced abuse may seek inappropriate physical contact. Adults should be particularly aware of this when it is known that a child has suffered previous abuse or neglect. In the child's view, physical contact might be associated with such experiences and lead to some actions being misinterpreted. In all circumstances where a child or young person initiates inappropriate physical contact, it is the responsibility of the adult to sensitively deter the child and help them understand the importance of personal boundaries. Such circumstances must always be reported and discussed with the Youth Worker or Safeguarding officer and the parent/carer.

12. Other Activities that require Physical Contact

Adults who work in certain settings, for example sports drama or outdoor activities will have to initiate some physical contact with children, for example to demonstrate technique in the use of a particular piece of equipment, adjust posture, or perhaps to support a child so they can perform an activity safely or prevent injury. Such activities should be carried out in accordance with existing codes of conduct, regulations and best practice.

Physical contact should take place only when it is necessary in relation to a particular activity. It should take place in a safe and open environment i.e. one easily observed by others and last for the minimum time necessary. The extent of the contact should be made clear to the parent/carer and once agreed, should be undertaken with the permission of the child/young person. Contact should be relevant to their age or understanding and adults should remain sensitive to any discomfort expressed verbally or non-verbally by the child.

Guidance and protocols around safe and appropriate physical contact are provided by national organisations, for example sports governing bodies or major arts organisations, or Beverley Baptist Church and should be understood and applied consistently. Any incidents of physical contact that cause concern or fall outside of these protocols and guidance should be reported to the Child Protection Officer and parent or carer.

It is good practice if all parties clearly understand at the outset, what physical contact is necessary and appropriate in undertaking specific activities. Keeping parents/carers, children and young people informed of the extent and nature of any physical contact may also prevent allegations of misconduct or abuse arising.

13. Behaviour Management

All children and young people have a right to be treated with respect and dignity even in those circumstances where they display difficult or challenging behaviour.

Adults should not use any form of degrading treatment to punish a child. The use of sarcasm, demeaning or insensitive comments towards children and young people is not acceptable in any situation. Any sanctions or rewards used should be part of a behaviour

This means that adults should:

- *treat children with dignity and respect and avoid contact with intimate parts of the body*
- *always explain to a child the reason why contact is necessary and what form that contact will take*
- *seek consent of parents where a child or young person is unable to do so because of a disability.*
- *consider alternatives, where it is anticipated that a child might misinterpret any such contact,*
- *be familiar with and follow recommended guidance and protocols*
- *conduct activities where they can be seen by others*
- *be aware of gender, cultural or religious issues that may need to be considered prior to initiating physical contact*

This means that adults should:

- *not use force as a form of punishment*
- *try to defuse situations before they escalate*
- *inform parents of any behaviour management techniques used*
- *be mindful of factors which may impact upon a child or young person's behaviour e.g. bullying, abuse and where necessary take*

management policy which is widely publicised and regularly reviewed (and available on the church website).

appropriate action

The use of corporal punishment is not acceptable and whilst there may be a legal defence for parents who physically chastise their children, this does not extend, in any circumstances, to those adults who work with or on behalf of children and young people. Where children display difficult or challenging behaviour, adults must follow the behaviour policy outlined by their place of work, and use strategies appropriate to the circumstance and situation. The use of physical intervention can only be justified in exceptional circumstances and must be used as a last resort when other behaviour management strategies have failed.

Where a child has specific needs in respect of particularly challenging behaviour, a positive handling plan may be drawn up and agreed by all parties. Only in these circumstances should an adult deviate from the behaviour management policy of Beverley Baptist Church.

14. Use of Control and Physical Intervention

There are circumstances in which adults working with children displaying extreme behaviours can legitimately intervene by using either non-restrictive or restrictive physical interventions. This is a complex area and adults and Beverley Baptist Church must have regard to government guidance and legislation in the development and implementation of their own policies and practice.

This means that adults should:

- *always seek to defuse situations*
- *always use minimum force for the shortest period necessary*
- *record and report as soon as possible after the event any incident where physical intervention has been used.*

The use of physical intervention should, wherever possible, be avoided. It should only be used to manage a child or young person's behaviour if it is necessary to prevent personal injury to the child, other children or an adult, to prevent serious damage to property or in what would reasonably be regarded as exceptional circumstances. When physical intervention is used it should be undertaken in such a way that maintains the safety and dignity of all concerned

The scale and nature of any physical intervention must be proportionate to both the behaviour of the individual to be controlled and the nature of the harm they may cause. The minimum necessary force should be used and the techniques deployed in line with recommended policy and practice. Under no circumstances should physical force or intervention be used as a form of punishment. The duty of care which applies to all adults and organisations working with children and young people requires that reasonable measures are taken to prevent children being harmed. The use of unwarranted physical force is likely to constitute a criminal offence.

In settings where restrictive physical interventions may need to be employed regularly, i.e. where adults are working with children with extreme behaviours associated with learning disability or autistic spectrum disorders, the employer should have a policy on the use of such intervention, as part of a wider behaviour management policy. Individual care plans, drawn up in consultation with parents/carers and where appropriate, the child, should set out the strategies and techniques to be used and those which should be avoided. Risk assessments should be carried out where it is foreseeable that restrictive physical intervention may be required.

In all cases where physical intervention is employed the incident and subsequent actions should be documented and reported. This should include written and signed accounts of all those involved, including the child or young person. The parents/carers should be informed the same day.

15. Children and Young People in Distress

There are some settings, where adults are involved in managing significant or regular occurrences of distress and emotional upset in

This means the adult should:

- *consider the way in which they*

children, for example in mental health services, residential care provision etc. In these circumstances professional guidance should be followed and adults should be aware of what is and what is not acceptable behaviour when comforting a child or diffusing a situation. This is particularly important when working on a one-to-one basis.

For all other adults working with children there will be occasions when a distressed child needs comfort and reassurance and this may involve physical contact. Young children, in particular, may need immediate physical comfort, for example after a fall, separation from parent etc. Adults should use their professional judgement to comfort or reassure a child in an age-appropriate way whilst maintaining clear professional boundaries.

Where an adult has a particular concern about the need to provide this type of care and reassurance, or is concerned that an action may be misinterpreted, this should be reported and discussed with the Safeguarding officer and parents/carers.

16. Personal Care

Young people are entitled to respect and privacy at all times and especially when in a state of undress, changing clothes, bathing or undertaking any form of personal care. There are occasions where there will be a need for an appropriate level of supervision in order to safeguard young people and/or satisfy health and safety considerations. This supervision should be appropriate to the needs and age of the young people concerned and sensitive to the potential for embarrassment.

Adults need to be vigilant about their own behaviour, ensure they follow agreed guidelines and be mindful of the needs of the children and young people with whom they work.

17. First Aid and Administration of Medication

It is expected that adults working with children and young people should be aware of basic first aid techniques. It is not however, a contractual requirement and whilst adults may volunteer to undertake such tasks, they should be suitably trained and qualified before administering first aid and/or any agreed medication.

When administering first aid, wherever possible, adults should ensure that another adult is aware of the action being taken. Parents should always be informed when first aid has been administered.

In circumstances where children need medication regularly a plan should have been established to ensure the safety and protection of children and the adults who are working with them. Depending upon the age and understanding of the child, they should where appropriate, be encouraged to self administer medication or treatment including, for example any ointment, use of inhalers.

18. One to One Situations

Most church youth work takes place within a group setting (youth club, small groups etc), however there are times when one to one work with young person is a necessary part of a good youth work

offer comfort and reassurance to a distressed child and do it in an age-appropriate way

- *be circumspect in offering reassurance in one to one situations, but always record such actions in these circumstances*
- *follow professional guidance or code of practice where available*
- *never touch a child in a way which may be considered indecent*
- *record and report situations which may give rise to concern from either party*
- *not assume that all children seek physical comfort if they are distressed*

This means that adults should:

- *avoid any physical contact when children are in a state of undress*
- *avoid any visually intrusive behaviour*
- *where there are changing rooms announce their intention of entering*

This means that adults should not:

- *change in the same place as children*
- *shower or bathe with children*
- *assist with any personal care task which a child or young person can undertake by themselves*

This means that adults should:

- *comply with the necessary reporting requirements*
- *make other adults aware of the task being undertaken*
- *explain to the child what is happening.*
- *always act and be seen to act in the child's best interests*
- *report and record any administration of first aid or medication*
- *have regard to any plan which is in place*
- *always ensure that an appropriate health/risk assessment is undertaken prior to undertaking certain activities*

This means that adults should:

- *ensure that when lone working is an*

programme. It would be rare for one to one work to be part of the normal pattern of work with children under secondary school age.

Working one to one with a young person can come out of a number of different situations;

- taking time to listen as a young person shares an issue they are facing
- offering ongoing support and advice
- a formal agreement involving a mentoring relationship between an adult and young person
- the need to meet a young person who is facing a crisis in their life
- discipleship of a young person, including accountability, prayer, Bible study.

We need to find appropriate and safe ways of coming alongside young people in this way and ensure guidelines are in place to safeguard both the young person and the adult. These guidelines should be clearly communicated to members, workers and parents.

Young people need to know that those working with them are dependable, reliable and available, while keeping within appropriate boundaries.

Recognition

Although any youth or children's worker may find themselves in a situation where a child or young person wants to confide in them and a one to one conversation is appropriate (please see previous section) there are some for whom it may be appropriate to work more regularly in one to one settings. Often this is more likely to feature as a component of the work of paid youth workers, but not exclusively so.

We recommend that any who work in this way in the church should

- have proved their willingness to work within the policy and procedures of the church's Safeguarding Children Policy
- have demonstrated their capacity to respect appropriate boundaries in their relationships with children and young people
- be formally recognised as someone who has the trust of the church to engage in one to one working with young people.

All workers should be aware that they need the specific permission of the church to work one to one as a routine part of their interaction with children and young people.

Accountability

A simple log sheet should be kept regarding who, where and when workers and young people have met. This gives opportunities for other workers to raise a concern about a particular worker's allegiance to a young person.

Written notes should be made following the meeting, recording the essence of the conversation, advice given or recommendations made and what was agreed.

Notes should be securely stored and young people should be aware that they have right to see any records kept about them.

Supervision

Supervision of workers should be used to monitor the frequency of appointments as well as the content of meetings, ensuring a worker isn't getting in over their head, and a young person is not becoming too dependent on the worker.

Maintaining distance

Workers need to maintain a healthy self-awareness when working one to one. Phrases such as, "You're the only one who understands me," may be flattering but should ring alarm bells. Is there a possibility of drawing someone else in to work alongside you or having a cooling off period of few weeks whilst they reflect upon the advice given to them?

integral part of their role, full and appropriate risk assessments have been conducted and agreed.

- *avoid meetings with a child or young person in remote, secluded areas,*
- *always inform other colleagues and/or parents/carers about the contact(s) beforehand, assessing the need to have them present or close by*
- *avoid use of 'engaged' or equivalent signs wherever possible. Such signs may create an opportunity for secrecy or the interpretation of secrecy*
- *always report any situation where a child becomes distressed or angry to the Child Protection Officer*
- *carefully consider the needs and circumstances of the child/children when in one to one situations*

Workers need to maintain a professional distance and not be at the beck and call of the individual young person. Workers need to have adequate knowledge of where to refer a young person, if necessary. It is the worker's responsibility to know what to do with the information given to them and when to involve other agencies.

Confidentiality

Appropriate confidentiality is necessary. When young people share personal information they will need to know that the worker is not going to share that information with others in the church – particularly as the workers can be friends of the young person's parents. However, workers must understand that if they believe the young person they are talking to, or other young people are at risk of harm then they have a responsibility to pass that information on. Great care should therefore be taken before promising confidentiality.

What is most important is that the young person knows what the boundaries of confidentiality are. There may be times when the worker believes that it would be helpful to talk to others about the matters that have been shared. In this situation, the worker should talk this through with the young person.

Venue

Any contact with young people should be in a public place, at an appropriate time and in view of another adult (i.e. early morning, late night or whilst they should be at school is not appropriate).

For example you could meet with a young person in a one to one situation

- at the end of a youth group event whilst others are clearing up
- during a youth group session, in a side room with the door open and others knowing that the meeting is taking place
- at a coffee shop after school.

One to one work can be an essential part of youth work, but there are risks involved with this type of working for both the young person and the youth worker. One to one work must be practised safely, appropriately and within agreed guidelines. Whatever age groups we are working with one to ones must not operate outside of the law.

A good resource for further thinking about one to one working is: **Can we have Chat? Working safely with young people one to one.** John Langford, Grove Publications, 2006

19. Transporting Children and Young People

There will be occasions when adults are expected or asked to transport children as part of their duties. Adults, who are expected to use their own vehicles for transporting children should ensure that the vehicle is roadworthy, appropriately insured and that the maximum capacity is not exceeded.

It is a legal requirement that all passengers should wear seat belts and it is the responsibility of the staff member to ensure that this requirement is met. Adults should also be aware of current legislation and adhere to the use of car seats for younger children. Where adults transport children in a vehicle which requires a specialist license/insurance e.g. PCV or LGV⁶- staff should ensure that they have an appropriate licence and insurance to drive such a vehicle.

It is inappropriate for adults to offer lifts to a child or young person outside their normal working duties, unless this has been brought to the attention of the line manager and has been agreed with the parents/carers.

There may be occasions where the child or young person requires transport in an emergency situation or where not to give a lift may

This means that adults should:

- ensure they are fit to drive and free from any drugs, alcohol or medicine which is likely to impair judgement and/ or ability to drive
- be aware that the safety and welfare of the child is their responsibility until they are safely passed over to a parent/carer
- ensure that their behaviour is appropriate at all times
- ensure that there are proper arrangements in place to ensure vehicle, passenger and driver safety. This includes having proper and appropriate insurance for the type of vehicle being driven
- ensure that any impromptu or emergency arrangements of lifts are recorded through the church office and can be justified if questioned

⁶ For further information see www.dvla.gov.uk

place a child at risk. Such circumstances must always be recorded and reported to the Youth Worker, the Church Office, and parents/carers.

20. Trips and Outings

Adults should take particular care when supervising children and young people on trips and outings, where the setting is less formal than the usual workplace. Adults remain in a position of trust and need to ensure that their behaviour remains professional at all times and stays within clearly defined professional boundaries. .

Where activities include overnight stays, careful consideration needs to be given to sleeping arrangements. Children, young people, adults and parents should be informed of these prior to the start of the trip. In all circumstances, those organising trips and outings must pay careful attention to ensuring safe staff/child ratios and to the gender mix of staff especially on overnight stays.

Health and Safety arrangements require members of staff to keep colleagues/employers aware of their whereabouts, especially when involved in activities outside the usual workplace.

This means that adults should:

- *always have another adult present in out of workplace activities, unless otherwise agreed with the Leadership Team.*
- *undertake risk assessments in line with Beverley Baptist Church's policy where applicable*
- *have parental consent to the activity*
- *ensure that their behaviour remains professional at all times*
- *never share beds with a child/children or young people. not share bedrooms unless it involves a dormitory situation and the arrangements have been previously discussed with the leadership team, parents and children and young people.*

21. Photography and Videos

Working with children and young people may involve the taking or recording of images. Any such work should take place with due regard to the law and the need to safeguard the privacy, dignity, safety and well being of children and young people. Informed written consent from parents or carers and agreement, where possible, from the child or young person, should always be sought before an image is taken for any purpose.

Careful consideration should be given as to how activities involving the taking of images are organised and undertaken. Care should be taken to ensure that all parties understand the implications of the image being taken especially if it is to be used for any publicity purposes or published in the media, or on the Internet. The Youth and Children's worker should be aware if images are being taken (and their purpose), and copies of photos taken should be made available to the church office, where they will be stored under the data protection act.

Adults need to remain sensitive to any children who appear uncomfortable, for whatever reason, and should recognise the potential for such activities to raise concerns or lead to misunderstandings.

22. Access to Inappropriate Images and Internet Usage

There are no circumstances that will justify adults possessing indecent images of children. Adults who access and possess links to such websites will be viewed as a significant and potential threat to children. Accessing, making and storing indecent images of children on the internet is illegal. This will lead to criminal investigation and the individual being barred from working with children and young people, if proven.

Adults should not use equipment belonging to Beverley Baptist Church to access adult pornography; neither should personal equipment containing these images or links to them be brought into the workplace. This will raise serious concerns about the suitability of the adult to continue to work with children.

Adults should ensure that children and young people are not exposed to any inappropriate images or web links. Beverley Baptist Church and adults need to ensure that internet equipment used by children have the appropriate controls with regards to access. e.g. personal passwords should be kept confidential.

Where indecent images of children or other unsuitable material are found, the police and Local Authority Designated Officer (LADO) should be immediately informed. Adults should not attempt to

investigate the matter or evaluate the material themselves, as this may lead to evidence being contaminated which in itself can lead to a criminal prosecution.



Behaviour Management

Discipline is the education of a person's character. It includes nurturing, training, instruction, chastisement, verbal rebuke, teaching and encouragement. It brings security, produces character, prepares for life, is evidence of love and is God's heart. (Hebrews 12:5-12 and Proverbs 22:6)

For each programme for children and young people have some basic rules, which the members can add to and alter. These basic rules can be: *Respect each other, the leaders and the equipment*. If these rules are broken appropriate action can be taken from these guidelines.

Work on each individual child's positives, do not compare them with each other, but encourage and build them up, giving them responsibility for simple tasks.

Build healthy relationships with children and be a good role model, setting a good example. You can't expect children to observe ground rules if you break them yourself.

Take care to give quieter and well behaved children attention and don't allow some children to take all your time and energy.

Be consistent in what you say and ensure that other team members know what you have said - this **avoids manipulation**.

Look honestly at your programme - if children are bored, they misbehave. Is the programme at fault?

NEVER smack or hit a child and don't shout. - change your voice tone if necessary.

Discipline out of love NEVER anger. (Call on support from other leaders if you feel you may deal with the situation unwisely in your anger.)

Each child is unique, special and individual, and each child needs a different method of being dealt with. We need to ask why the child is behaving that way.

Separate children who have a tendency to be disruptive when together. Give them a chance, warn them, and only separate if they are disruptive as a last resort.

Have the child sit right in front of you or get a helper to sit next to the child.

Be pro-active and encourage helpers to be pro-active and not wait to be told to deal with a situation.

Take the child aside and talk to them, challenge them to change, whilst encouraging them on their strengths.

Warn a child that you will speak to their parents and do so if necessary. Warn them, send them outside the room (ensure supervision), bring them back into the service, or ban them for a week. (Never a total ban without reference to your leader and ensure parents are advised in cases of banning.)

If a child's behaviour is constantly disruptive, seek advice and guidance from a leader. Pray before you meet and talk over the session before you leave.



Forms & Information

Beverley Baptist Church recognises its responsibility to safeguard and promote the welfare of children within the framework of the Children's Acts 1989 and 2004.

Contents:

- Information for volunteers
- Application form for working with young people and volunteers
 - Voluntary work
 - Paid work
- Self Disclosure
- Request for a reference
- Volunteer agreement
- General information and consent
- Medical questionnaire
- Incident report form



Information & Application for Voluntary work with Children and Young People

This sheet gives you information about a voluntary position working with children/young people at BBC and the process of applying.

Description & responsibilities of position

You would be responsible to:

Appointment process

You will be asked to fill in an application form and give the name of two referees and the references will be taken up. We'll meet with you, and in this conversation we will explore your gifts and your Christian experience. We will talk about any previous experience you have had with young people and children. We will then need to apply for an Enhanced Disclosure from the Criminal Records Bureau, this is done through the CAS and as outlined in this document. This is for the protection of the young people/children/vulnerable adults.

Two points should be made:

- First, we do not wish to prevent all people with past criminal convictions from working with children/young people or vulnerable adults in the church. Only relevant convictions will be taken into account – that is, convictions that suggest that a person might be a risk to safety of vulnerable people.
- Secondly, the information will be treated in the strictest confidence. If you are asked to apply for an Enhanced Disclosure from the Criminal Records Bureau no one in this church will have access to the information. If your criminal record reveals nothing of concern, the CAS will inform the church that you are 'not unsuitable' to work with children. If there is any information of concern the CAS will pass the information on to a Baptist Union panel of specialists who will assess the information on the Disclosure. This panel is assisting the church in its appointment procedures. The panel will not disclose detailed information to the church but will advise the church whether or not you are unsuitable for the position in question. If the BU panel is involved you will be contacted before any advice is given to the church.

The church has an equal opportunities policy which covers the appointment of ex-offenders, which you can see on request. The Criminal Records Bureau also has a Code of Practice which can be made available to you on request.

1. Personal Details

Full Name

Maiden/All former names

Date and place of birth

Address
(inc. Postcode)

Phone Numbers
(Daytime/Evening/Mobile)

If you have lived at the address supplied less than three years please provide addresses with dates of residence on an additional sheet.

2. Experience and skills

Please tell us about your Christian experience (e.g. how long you have been a Christian, which church(es) you have attended and dates, name of minister/leader, any activities undertaken) and details of previous experience of looking after or working with children/ young people or vulnerable adults. Please indicate details of any relevant qualifications or appropriate training either in a paid or voluntary capacity.

Have you ever had an offer to work with children/young people/vulnerable adults declined? If yes, please give details

Yes No

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

Yes No

3. References

Please give the names, addresses and telephone numbers and role or relationship of two people who know you well and would be able to give a personal reference and comment on your character and work with children and youth. AT least one referee should be external to church. If you have experience working with young people/ children or vulnerable adults, at least one referee should be a colleague with whom you have worked. If you have moved from another church in the past 3 years, one referee should be from your previous church. If addition we reserve the right to take up character references from any other individuals deemed necessary.

Referee 1

Referee 2

4. Criminal Records Declaration

Because of the nature of the duties the applicant will be required to make a full declaration of any past criminal record and will be asked to co-operate in obtaining an Enhanced Disclosure from the Criminal Records Bureau. Do you agree to making a full declaration of your criminal record and to co-operate in obtaining a Criminal Records Bureau Disclosure at the Enhanced level? Yes

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

5. Declaration

I confirm that the submitted information is correct and complete. Date:

Signed

Name (printed)

FOR OFFICE USE ONLY

	Date Sent	Date Received
Application Form		
Self Disclosure		
Interview		
Reference 1		
Reference 2		
Enhanced CRB Application		



Self Disclosure Form

You are required to disclose details of any criminal record. Only relevant convictions and other information will be taken into account, so disclosure need not be a bar to obtaining this position.

Have you ever been convicted by the courts or cautioned, reprimanded or given a final warning by the police?

Yes No (Please tick)

If yes, please give details of offences, penalties and dates:

Is your name on the Department for Education and Skills (DfES) List, the Department of Health (DoH) or National Assembly of Wales Protection of Children Act Lists as being a person considered unfit to work with children and young people or vulnerable adults?

Yes No (Please tick)

If yes, please give details:

Is there anything you think that we need to know about you that has a bearing on your appropriateness to work with children/young people or vulnerable adults?

Yes No (Please tick)

If yes, please give details:

I confirm that the information I have given on this form is correct and complete.

Signed

Date

NB The information given on this form will be kept securely and will remain strictly confidential and will not be disclosed to anyone other than the person overseeing the church's safeguarding process.



Beverley Baptist Church

117 Cherry Tree Lane
Beverley
East Riding of Yorkshire
HU17 0AY

Phone: +44 (0)1482 863811
Email: office@beverleybaptist.com

Request for a reference for #####

##/##/####

Dear #####

The person named above has offered to help with Beverley Baptist Church's Youth & Children's work.

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

We have been given your name as someone who can give a character reference.

I would be grateful if you would complete the enclosed form, which will be treated in the strictest confidence, and return it in the pre-paid envelope as soon as possible.

In commenting on the volunteer, please bear in mind that it is the duty of the church to protect children and young people from harm.

With thanks,

Yours sincerely,

Christine Danter
Beverley Baptist Church Ministries Coordinator

www.beverleybaptist.com



Reference Form for working with Children and Young People at Beverley Baptist Church

Private and confidential

TO BE COMPLETED BY CHURCH

Description & responsibilities of position applied for by #####

Name of Referee:

TO BE COMPLETED BY THE REFEREE (please continue on another sheet if necessary)

What is your relationship to the volunteer and how long have you known them for?

What personal experience do you have of the volunteer's ability to work with/relate to children/young people/vulnerable adults? What are the gifts and experience they will bring to the role?

Please comment on the volunteer's honesty and reliability, and if to your knowledge there is anything about their past behaviour, character or attitude that gives you cause for concern about their suitability to work with children/young people/vulnerable adults?

Are there any further comments you would like to make?

Signed

Date



Example General Information and Consent Form for Meetings and Clubs

Description of form goes here

Your Family Details

Parent/Carer Name

Children's Names

and Date(s) of Birth

Home Address

(Mobile) Phone

Email Address

Emergency Contact (name, relationship to child, and telephone number)

Medical Information/Allergies

The Legal Bit

I give permission for Beverley Baptist Church to process the personal data given on this form for use in relation to attending #####. I give permission for my child(ren) to take part in these activities. I understand that the leaders will take all reasonable care in looking after my child(ren) but they cannot necessarily be held responsible for any loss or damage to property.

Signed

Date

I do NOT want my child(ren) to be featured in any photos or video taken during activities

I do NOT want to be contacted by text email post



Parental Consent Form – residential trip

Youth work at Beverley Baptist Church complies with the Data Protection Act 1998. All of the data given on this form will be held and used in accordance with this Act.

<Title and Date of trip>

SECTION 1 – this data will help us to contact you should we need to during our residential activity.

Name of child:

Date of Birth:

Address:

Postcode:

Address of parent/carer during the residential if different from the child's address above:

Contact tel. no(s). of parent/carer during the residential activity:

Daytime:

Evening:

Mobile:

SECTION 2 – MEDICAL INFORMATION. This data will help us to give the best possible care to your child during the residential activity.

Name, Address and phone no. of family Doctor:

Please give details of any allergies affecting your son/daughter:

Please give details of any medication your son/daughter is currently taking, the dosage and whether it can be self-administered:

Please give details of any contagious or infectious diseases your son/daughter has suffered from in the past 3 months:

Please give details of other recent illnesses:

Continued overleaf...



Incident Report Form

This report is for the purpose of keeping a record of reports made to the Responsible person. As well as this report, you should make a full and factually written record of your observations and any conversation, which should be signed and dated.

Name of worker:

Name of the child/young person:

Date and time of incident:

Name of project:

Nature of concern:

Have you made a full written record of the incident/concern? (please circle) YES NO

Who have you spoken to about your concerns? (please circle)

Child	YES	NO	
Carer	YES	NO	
Project leader	YES	NO	Name _____
Other	YES	NO	Name _____
Social services	YES	NO	Name _____

What feedback have you received?

How have your concerns been followed up?

Signature of worker

Date

Signature of Responsible Person

Date



Safeguarding Declaration

You are part of a team, together with the whole church, that commits itself to the care and nurture of children/young people and vulnerable adults.

Please complete the following Declaration having read through this booklet. Then return this slip to the Church Office, 177 Cherry Tree Lane, Beverley, East Riding, HU17 0AY

I have read the churches guidelines for safeguarding children and young people. I understand that it is my duty to protect the children/young people/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 and young people.

Signature

Date

www.beverleybaptist.com

117 Cherry Tree Lane, Beverley, East Riding of Yorkshire, HU17 0AY
phone: 01482 863811 email: office@beverleybaptist.com