

**BROADSTONE BAPTIST
CHURCH**

SAFEGUARDING CHILDREN

POLICY and PROCEDURES

SEPTEMBER 2017

Safeguarding children and young people

1. As Christians, we believe that all people are created in the image of God and have equal dignity and worth. Therefore, we aim to create an environment in which all children and young people will be and feel safe and be equally valued and respected regardless of age, gender, race, colour, ability or language.
2. The Church is committed to responding promptly and appropriately to all incidents or concerns of abuse and to work cooperatively with relevant statutory agencies.
3. Children and young people covered by this Policy are those under 18 years of age.

Children's/Young People's Workers

1. Workers with children and young people in the Church will undergo checks with the Disclosure and Barring Service (including a Barred List check where the role dictates) before they start that work. DBS checks will be renewed every 3 years. This will either be a new check or carried out using the DBS update service as applicable. The next renewal is due June 2018. All positions working with children and young people in the Church are exempt from the Rehabilitation of Offenders Act 1974.
2. Workers with children and young people will receive safeguarding training pertinent to their role. Support is given by the relevant group's supervisor.
3. Physical punishment will never be used on any child.
4. As far as possible, a worker should not be alone with a child, where another adult cannot see their activity.
5. In a one-to-one counselling situation, the counsellor should advise another adult of the meeting.
6. Every effort will be made to ensure no child/young person travels alone in a leader's car. It is, however, recognised this may occasionally happen, for example, a leader taking children home or to an event will ensure they are picked up and dropped off in an order that ensures the shortest time possible with one child/young person. The exceptions to this would be where the child/young person's safety is in question. (e.g. a young person walking home alone in the dark); in an emergency (e.g. to A & E) or where parents have given permission for a nominated leader to drive their child/young person home.

Disclosure by a child/young person

1. The Church recognises that some children and young people attending its groups may be the victims of neglect or physical, sexual or emotional abuse.
2. If a child/young person makes a disclosure of abuse to a worker, the worker should:

- a. Offer reassurance to the child/young person; do not doubt that what they are saying is true.
- b. Listen to the child/young person
- c. Give reassurance that action will be taken, do not promise that you will be able to keep the information to yourself, or that everything will be all right.
- d. NEVER question a child/young person or put words into their mouth. Questioning a child/young person may hinder later police enquiries. It is the role of the Police/Social Services to investigate.
- e. Use TED - Tell me; Explain; Describe
- f. Contact the Safeguarding Coordinator, Deputy Safeguarding Coordinator or Pastor as soon as possible. If none of these are available and immediate advice is required, Churches Child Protection Advice Agency has a 24 hour helpline - 0845 120 45 50, or Dorset Police on 101 in an emergency.
- g. As soon as possible, make full notes of the conversation, include child/young person's name, address, age, date and time of conversation, an objective record of what was said, where possible the exact words spoken, the name of the person to whom the concern was reported (Safeguarding Coordinator, Deputy Safeguarding Coordinator or Pastor), the names of any other person present, and sign it. This information must be kept confidential and must not be shared with other workers.
- h. The Safeguarding Coordinator, Deputy Safeguarding Coordinator or Pastor will then decide what further action (if any) should be taken.
- i. Safeguarding Coordinator, Deputy Safeguarding Coordinator or Pastor should if possible discuss the allegation with the child/young person's parents/guardians **unless it is deemed that such discussion may place the child/young person at increased risk of significant harm.**
- j. The Safeguarding Coordinator, Deputy Safeguarding Coordinator or Pastor should decide if a referral to Social Services should be made. These should be made to the Poole Children and Young People's Social Care on 01202 735046 during office hours; 01202 657279 out of hours (urgent only). In an emergency, contact Dorset Police on 101 and ask to speak to the Police Child Protection Investigation Unit.
- k. If a worker suspects that a child/young person is being abused, they should make notes as in e. (without talking to the child). Procedures f. to h. should be followed

Allegations of Abuse Made Against a Youth Worker

1. Any allegation made against a youth worker will be taken seriously.

2. Signed, dated records of all conversations should be made. These will be kept in a secure location.
3. The worker concerned will not work with children in the Church until the outcome of any investigation is known. This is not an indication of admission that an alleged incident has taken place, but is to protect the worker, as well as children and families, throughout the process.
4. The Church will inform the Local Authority Designated Officer (~~LADO~~) at Poole Borough Council within 24 hours that an allegation has been made against a children's/young people's worker and confirm the action the Church has taken.
5. As with all such allegations, confidentiality will be maintained.
6. The Church will comply fully with any police and/or Social Services investigation.

The Church Leaders will support the worker whilst the investigation is being carried out and will take any disciplinary action they feel may be necessary once the outcome of the investigation is known.

Information Sharing/Confidentiality

1. The safety and welfare of the child must be the primary consideration in deciding whether or not to share information, and always overrides confidentiality.
2. Concerns over possible abuse will be shared only with nominated officers. Allegations will not be shared with parents/carers. It will be left to the statutory authorities whether or when to inform parents/carers.
3. Seek advice if you are in doubt - especially when you are concerned about risk of harm to a child or anyone else.
4. The information you share should be accurate, up-to-date, only what is necessary for the purpose, shared only with those who need to know it and shared securely - email is not considered a secure method unless it is sent via a secure portal (in a way that ensures it cannot be viewed by the wrong person).
5. You should always make a record of your decision as soon as possible, and the reasons for it, whether you decide to share information or not. This should be signed, dated and stored in a secure place.

Photographs/Videos

To comply with Data Protection Legislation:-

1. Photographs/videos of children/young people will only be taken with prior written permission by the parents/carers. Details of the specific purpose of the photographs/videos will be given and photos will not be used for any other purpose.

2. Photographs/videos will only be taken using a camera belonging to the Church and not workers' personal mobile phones. Images will be stored securely.
3. If parents/carers give permission for photos of their children to appear on the Church's website, they will be made aware that the Church cannot be held responsible if photos are downloaded by persons outside of the Church. They will also be asked to give permission to continue using photos if their child no longer attends a Church group. Parents/carers will also be made aware that they can withdraw permission at any time, when any photos on the website will be immediately removed.

Ratios

Wherever possible, the following adult/child ratios will be maintained at groups where the parents are not on the premises:-

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|--------------|------------------------|
| Ages 4 - 8 | 1 adult to 6 children |
| Ages 9 - 12 | 1 adult to 8 children |
| Ages 13 - 18 | 1 adult to 10 children |

Within these ratios, 1 adult can supervise a group of children/young people, taking into account the needs of the children (e.g. if any child needs extra support there will be 2 adults present). However, the downstairs hall should have 2 adults - in case of incident/accident one adult can summon support without leaving the group unsupervised.

Behaviour

Positive behaviour will be encouraged at all times. However, the Church recognises that there may be occasions when a child, who is likely to hurt themselves or someone else or seriously damage property, when requests to stop go unheeded, may need to be physically restrained.

If physical restraint becomes necessary, wherever possible, 2 workers should be involved in removing the child from the situation to another room. The needs of the remaining children must be taken into account.

If the situation does not improve, the Police will need to be called.

As soon as possible the workers must record the incident including:-

- The activity taking place and what led up to the disruptive behaviour
- The child's behaviour
- What was said by the workers and the child
- A list of those present and any who witnessed the incident
- What action was taken

The record should be signed and dated by the worker(s) involved, a copy given to the Youth Leader and one to Pastor for secure filing. They will make a decision as to whether the Safeguarding Coordinator needs to be informed.

Parents/Carers will be informed of the incident.

Physical Contact

Any physical contact between workers and children will be open and public. Hugs and comforting will be for the child's benefit and not the adults and will predominantly be initiated by the child.

Workers will be aware that some children may demonstrate inappropriate physical contact towards workers and this will be sensitively and firmly dealt with.

Workers will always be aware that any physical contact between themselves and children could be misunderstood and misconstrued.

Signed on behalf of the Church (Pastor):

Rev. Tim Gamston

Date: September 13, 2017

Review Date: August 2018

References:

Bournemouth and Poole Local Safeguarding Children Board Interagency Safeguarding Procedures, February 2016

Working Together to Safeguard Children, HM Government, March 2015

What To Do If You're Worried A Child Is Being Abused, HM Government, March 2015

The Churches' Child Protection Advisory Service