

The Hub Beeding

Safeguarding Procedures Children and Young People

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1. INTRODUCTION

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

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

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

2. VISION AND VALUES

The declared purpose of The Hub Beeding is fivefold:

- to worship God
- help people come to know Jesus
- build caring relationships
- grow spiritually
- serve others

We summarise its purpose as being "to worship God, love one another and serve the community".

In outworking our purpose with regard to Children and Young People and Families, the church:

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

It is the duty of all staff and volunteers to understand the need to protect children and young people within their care by being familiar with signs of abuse and taking appropriate action where abuse is suspected.

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

These procedures set out the training requirements for all those involved in work with children and young people and outline the steps to be taken should an allegation be made, a child discloses that they are being harmed, or where there is a suspicion of abuse.

Safeguarding is the protection of adults and children from harm, abuse or neglect.

We all have the same rights and expectations to independence, respect, choice, fulfilment of our ambitions, to be heard, included, and to have privacy and confidentiality. These expectations are central to the way in which we interact with each other in our life together. Safeguarding involves a range of activities aimed at promoting the individual's fundamental right to be safe. These include making and maintaining safe environments for all, having processes to follow should something go wrong, and support for everyone involved.

3. SAFE RECRUITMENT AND TRAINING

3.1. APPOINTING VOLUNTEERS

3.1.1. *Elements of the process*

- A job role will be provided (see appendix 7)
- The candidate will complete an application form and sign a declaration that there is no reason they should not be working with children and young people
- A face-to-face interview will be conducted
- A minimum of two references will be taken up
- A criminal records check will be performed
- Where appointed, a candidate will initially be appointed for a probationary period
- The candidate will sign an undertaking to work within the Church's safeguarding policy and these procedures
- An induction programme and initial training will be provided

3.1.2. *Responsibilities during the Process*

- The process of recruitment may be begun either by the appropriate team leader or by the responsible member of the Church Leadership Team
- The role description will be drawn up by the Children and Family Worker with the team leader
- The need for new volunteers will normally be announced during Church Meetings; however, where suitable candidates have already been identified, personal approaches may be made either by the Team Leader or by the responsible member of the Church Leadership Team
- Application forms will be administered by the appropriate team leader
- Application forms are available from, and should be returned to, the appropriate team leader
- References will be taken up.
- Interviews will be conducted.
- DBS Disclosures will be obtained by the Hub's DBS administrator and DBS clearance is a prerequisite to appointment
- Decisions on appointments are taken jointly by the team leader and the responsible member of the Church Leadership Team
- Appointments will be reported to the Church Meeting
- The induction programme and training is the responsibility of the appropriate team leader with the Children and Family Worker
- Following the probationary period, the review of the appointment will be undertaken jointly by the team leader and the responsible member of the Church Leadership Team

3.1.3. *Roles*

Roles within each team working within areas of Children and Youth work will be one of the following:

- Team Leader – Accountable to Church Leadership Team in particular Children and Family Worker, Safeguarding and Youth Work Trustees
- Leaders – Accountable to Team Leader
- Helpers and Under 18 helpers – Accountable to Leaders and Team Leader

Roles of Team Leaders and members will define the following:

- Responsibilities
- Time commitment
- Those for whom they are responsible

3.1.4. Application Form

A relevant Application Form will be issued to all new church workers be they paid or volunteers

3.1.5. Interview

The interview will be structured, and will explore:

- The candidate's gifts and abilities, and their motivation for working with children and young people
- The candidate's past experience of working with children and young people
- Their experience with the particular age group they will be working with
- Their reasons for moving on from previous work with children and young people
- Anything in their application form that gives rise to question or concern
- Their awareness of the importance of safeguarding policies and procedures
- Whether or not the candidate has ever been suspected of harming children or young people in any context, or had children removed from their care

The interview should also:

- Assess any training and support needs the candidate may have
- Allow the candidate to ask questions about the work

3.1.6. Enhanced DBS Check

- All paid workers and volunteers, with the exception of young leaders in a peer-led group, will be required to apply for an Enhanced DBS check
- All paid workers and volunteers will be required to work within the Policy and Procedures for Safeguarding Children and Young People.
- All paid workers and volunteers will be required to attend safeguarding training, with a target of completing Baptist Union Level 2 training within 6 months of appointment

3.1.7. Taking up References

Names of at least two referees shall be provided, satisfying the following criteria:

- At least one from outside the Church
- Referees must not be a relative of the candidate or related by marriage, neither must they be the Minister of the church, the Team Leader nor the Safeguarding Trustee
- Referees must be at least 18 years of age
- Referees must be able to talk about the person's ability to work with children and young people, and ideally with the particular age group with which they will be working (this may be because they know them as a babysitter or have seen them with children or young people)
- Where the candidate is working, or has worked, with children or young people, a reference should come from the employer or organisation concerned

3.1.8. Copy of Policy and Procedures and Signed Undertaking

On appointment, a candidate will:

- Have access to a copy of the Hub's safeguarding policy and these procedures
- Sign an undertaking to work within the Hub's safeguarding policy and these procedures

3.1.9. Probationary Period

During the three-month probationary period, the candidate will be observed with a view to ensuring that:

- They are working within the code of behaviour agreed in the Hub’s procedures
- They are developing healthy relationships with children and young people and understand the need to respect boundaries
- They are working well with other members of the team
- They feel supported and equipped to undertake their role

3.1.10. *Appointing Young Leaders Under 18*

Young leaders will not be appointed under these procedures where they are taking increased responsibility in a group of which they are already a member, and where they are assisting adult leaders and workers within that group. Young leaders will need to be appointed under these procedures where they are appointed to work as a regular leader or helper in a group to which they do not belong (“regular” here means at least monthly).

3.1.11. *Volunteers from Overseas*

As far as possible, these procedures will be applied in full where appointing a volunteer from overseas.

3.1.12. *Paid Workers*

All elements of the above process will apply when appointing paid workers, with the following additions and modifications:

- The post will be advertised appropriately and in accordance with applicable laws
- Applicants will be shortlisted
- Applicants will additionally be interviewed by the Minister or an additional delegated member of the Church Leadership Team
- The candidate’s right to work in the UK will be confirmed
- A contract of employment will be issued

3.2. TRAINING

As part of the prevention of abuse, all those who work with children and young people will receive training to enable them to understand the ways in which children can be harmed and to ensure they are alert to the indicators that a child or young person is being abused. The training will also ensure they are clear on how to respond to any concerns.

Following an initial comprehensive training programme for all those currently working with children and young people, the training will be updated during regular team meetings. New team members will be trained on appointment. Church members will be briefed on an annual basis at a church meeting as part of the annual review of the Safeguarding Policy and Procedures.

3.2.1. *Induction and Initial Training*

The volunteer will be given access to a copy of the Hub’s Safeguarding Policy and Procedures.

Induction and Initial training will cover:

- Aims
- Responsibilities
- Time commitment

- Accountability
- The people for whom they are responsible

Training on the Hub's Safeguarding Procedures will cover:

- Recognising possible signs of abuse
- How to listen to a child or young person without passing judgement in the event that a disclosure is made
- When and how to report any concerns
- The name of the Designated Person(s) for Safeguarding in The Hub and how to contact them

3.2.2. Ongoing Training

Ongoing training will comprise:

- Full training in safeguarding children and young people
- Refresher Safeguarding training every three years

3.2.3. Young Leaders Under 18

- Must be closely supervised at all times
- Must never be given sole responsibility for a group
- Count as a group member when reviewing group ratios
- Safeguarding Children Policy applies to them

3.3. CODE OF BEHAVIOUR FOR VOLUNTEERS

3.3.1. Respecting Children and Young People

Treat all children and young people with respect and dignity. Use age appropriate language and tone of voice. Be aware of your own body language and the effect you are having on the individual child or young person. Listen well to children and young people. Be careful not to assume you know what a child or young person is thinking or feeling. Listen to what is spoken and how it is said. At the same time, observe the body language to better understand what is being said.

Do not engage in the following:

- Invading the privacy of children or young people when they are using the toilet or showering
- Rough games involving physical contact between a leader and a child or young person
- Sexually provocative games
- Making sexually suggestive comments about or to a child or young person, even in fun
- Scapegoating, belittling, ridiculing, or rejecting a child a young person

When it is necessary to control and discipline children and young people, this should be done.

Make sure another adult is present if for example, a young child has soiled their underclothes and needs to be thoroughly washed. If possible, the child's own parent/carer should be called to do the task.

Do not respond to or encourage excessive attention-seeking that is overtly sexual or physical in nature.

3.3.2. Guidelines to Avoid Being Alone with Children and Young People

Volunteers should not normally plan to be alone with children and young people.

When there are insufficient leaders and workers to have two for each group or where groups are too small for two leaders – doors should be left open if not fitted with glass panels or two groups should work in the same room.

Two leaders should be present before children and young people arrive and two people should remain until all children and young people have left.

Volunteers should never invite a child or young person to their home alone. It is acceptable to invite a group if another DBS checked adult is present in the house and the appropriate team leader responsible for overseeing children and Youth work has been informed of the event. Establish that each parent/carer knows where their child is and at what time they should return home.

3.3.3. Unplanned Occasions when a Volunteer is Alone with Children or Young People – Actions to be Taken

Assess risks involved of sending child or children home against risks and vulnerability of being alone with them. Wherever possible immediately phone the appropriate team leader or a Church Leader to report the situation and arrange for another DBS checked adult to join you. Immediately after an unplanned occasion make a written report of situation and give a copy to the appropriate team leader, Designated Person(s) and Safeguarding Trustee.

3.3.4. Working One to One

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

- Taking time to listen to as a young person shares an issue they are facing
- Offering ongoing support and advice
- A formal agreement involving a mentoring relationship between DBS checked 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 and Bible study.

3.3.5. Guidelines for Working One to One

No one to one sessions with children under secondary school age.

Volunteers working one to one must be formally recognised by Team Leader and Safeguarding Trustee.

Accountability – log of meeting where and when – written notes of meeting recording essence of meeting, discussion, advice, matters agreed, etc. (Notes to be securely stored and young person advised of their right to see them).

Appropriate team leader or another group leader should be informed that meeting is taking place, time limit set and adhered to.

Volunteers working one to one need to maintain a professional distance.

Confidentiality – Generally information will not be shared with others – However if young person is at risk volunteer has responsibility to pass information on – Great care should be taken before promising confidentiality.

One to one contact is best in a public place e.g. coffee shop after school – if not the following guidelines should apply:

- Wherever possible another adult should be present in the room or the building
- Door to room should be open or have glass panel
- No one to one home invitations

3.3.6. Appropriate Physical Contact with Children and Young People

Whether or not to touch? For whose benefit is this taking place: yours or the young persons?

No physical contact should ever occur when no other adult is present.

Use physical contact in a way that conveys appropriate concern but is least likely to be misconstrued.

Not all young people express friendship in the same way – some find excessive contact an infringement of their personal space. If there is a negative reaction, the volunteer should cease contact immediately and find a non-tactile means of expression.

Volunteers should be accountable to one another regarding physical contact and should listen to each other's concerns if it is felt boundaries may have been crossed.

3.3.7. Abuse of Trust

All voluntary organisations are expected to have procedures to protect young people over the age of consent but under 18 years of age where a relationship of trust with an adult looking after them exists.

It is wrong for a leader to enter into a sexual relationship with a child or young person. This also applies under these procedures for those of 16 and 17 years of age – where a relationship of trust exists.

It is also not acceptable for a leader to form a romantic relationship with a young person with whom they have a relationship of trust.

In order to avoid abuse of trust young leaders or helpers should be at least 3 years older than those in the group they are working with.

3.3.8. Electronic Communication

Generally

- For those under secondary school age, electronic communications of any sort should be with parents only
- For those of secondary school age, both Parents/Carers and young people themselves must consent to volunteers having email addresses, mobile numbers, etc.
- Volunteers should only use electronic means of communication where appropriate consent has been given
- Contact by electronic means should be for information giving purposes only
- Volunteers should be careful when sharing personal information electronically and should be careful in their communications to avoid any possible misinterpretation of their motives
- Clear unambiguous language should be used avoiding unnecessary abbreviations – this includes use of mobile phones
- Electronic communication should only be used between 8.00 am and 10.00 pm

Instant Messaging Services

- Use of instant messaging services should be kept to a minimum

Social Networking sites

- Volunteers should use a site separate from their personal site for church group communications
- All communications with young people should be kept within public domains where possible
- Volunteers should ensure all communications are transparent and open to scrutiny
- Copies of communications should be retained
- Use of photos uploaded to a social network site should comply with church's procedures on photography

4. CONFIDENTIALITY

Children, young people and volunteers at The Hub have a right to expect confidentiality. We cannot, however, give assurances of confidentiality about allegations of abuse. Where a person is unable to act for him or herself we have a duty of care to act on information given to us. It may also be that the abuse goes beyond the individual and we have a wider duty to protect others as well. We will strive to ensure that a person's dignity is upheld at all times during investigations of abuse allegations.

All those involved in abuse issues, whether hearing an allegation or conducting an investigation, will maintain confidentiality.

5. TYPES OF ABUSE

There are a number of different types of abuse as detailed below.

5.1. PHYSICAL ABUSE

Physical abuse is the deliberate infliction of pain, physical harm or injury to another. Deliberate striking of a person is always abusive even if no apparent pain, physical harm or injury is seen. Failure to provide essential care and support is also abusive, including failing to follow correct procedures/ plans which puts the person at risk of harm. Misuse of restraint and medication is also physical abuse.

Some possible indicators of physical abuse:

Unexplained bruising; cowering or flinching; discoloured skin, e.g. black eyes; unexplained physical injuries e.g. broken bones or burns; unexplained reactions to particular individual; unexplained reactions to particular setting, changes in behaviour.

5.2. SEXUAL ABUSE

Any sexual act carried out to which the child or young person did not or could not consent and/or was pressured/coerced into consenting to; involvement in a sexual activity which is unwanted or not understood. Sexual abuse could be a physical act or coercing a person into looking at sexual activity, e.g. books, videos.

Some possible indicators of sexual abuse:

Mood changes; sexualised behaviour; pain; bruises or bleeding in the genital or anal areas; changes in behaviour during personal care; inappropriate use of sexual vocabulary; excessive washing; self-neglect; unexplained incontinence; persistent urinary tract infections; unexplained change of reaction to a person or place; insomnia; nightmares.

5.3. PSYCHOLOGICAL OR EMOTIONAL ABUSE

This includes the use of threats or inducing of fear; behaviour on the part of another which causes distress; failure to treat with respect; causing the loss of self-esteem. Withholding of a service or right is abusive as it causes harm whether physical or psychological.

Some possible indicators of psychological or emotional abuse:

Withdrawal, depression, fearfulness, changes in behaviour, tearfulness, changes in self-care and appearance, lack of appetite.

5.4. NEGLECT AND ACTS OF OMISSION

Neglect whether deliberate or accidental is also abusive.

Neglect includes the intentional or unintentional ignoring of medical, physical or emotional needs. This may include failure to provide appropriate food, clothing, attention or care and support.

Some possible indicators of neglect:

Poor hygiene; inappropriate clothing; malnutrition; hunger; dehydration; generally unkempt appearance; poor health; effects of failure to take medication, e.g. seizures usually controlled; loss of self-esteem.

5.5. DISCRIMINATORY ABUSE

Discriminatory abuse is any type of abuse motivated by prejudice against a person because of their gender, sexual orientation, race, religion, disability or other difference from the perpetrator.

5.6. INSTITUTIONAL ABUSE (CHILD LIVES IN A CARE HOME)

Institutional abuse occurs where the rituals and routines in use force service users to sacrifice their own values and life styles to the needs of the organisation/service. Neglect and poor professional practice may lead to other forms of abuse as defined above.

Some possible indicators of institutional abuse:

Rigid and insensitive routines, unskilled, intrusive or invasive interventions; failure to provide adequate privacy or physical comfort; lack of consultation with service users. Dictating when basic needs are provided e.g. food/ drinks, personal care, etc.

5.7. RIGHTS ABUSE

A child with a disability has the same Human Rights as any other person. It is an abuse of these rights not to protect these. Failure to inform a person of their rights and failure to obtain consent is abusive.

Some possible indicators of rights abuse:

Service users agreeing to do something even though they do not want to; lack of signed consent forms.

5.8. SPIRITUAL ABUSE

The inappropriate use of religious belief or practice; coercion and control of one individual by another in a spiritual context; the abuse of trust by someone in a position of spiritual authority (e.g. minister). The person experiences spiritual abuse as a deeply emotional personal attack.

- Forcing religious ideas or practices onto people, particularly those who may be vulnerable to such practices;
- Extreme pastoral interference in personal matters – reducing individual choice and responsibility;
- The misuse of scripture or power to control behaviour and pressure to conform;
- The requirement of obedience to the abuser, or the suggestion that the abuser has a “divine” position;
- Intrusive healing and deliverance ministries, which may result in people experiencing emotional, physical or sexual harm;

5.9 OTHER TYPES OF ABUSE

- **Domestic Abuse**

Domestic abuse is any threatening behaviour, violence or abuse between adults who are or have been in a relationship, or between family members. It can affect anybody regardless of their age, gender, sexuality or social status.

Domestic abuse can be physical, sexual or psychological, and whatever form it takes, it is rarely a one-off incident. Usually there is a pattern of abusive and controlling behaviour where an abuser seeks to exert power over their family member or partner.

For more information on domestic abuse, see the *'BUGB Guide to Domestic Abuse'* (publication date: 1 March 2016) or speak to the BUGB Safeguarding Team.

- **Cyber Abuse (also known as cyber bullying or cyber stalking)**

The use of information technology (email, mobile phones, websites, social media, instant messaging, chatrooms, etc.) to repeatedly harm or harass other people in a deliberate manner.

For more information on cyber abuse, see the *'BUGB Guide to Cyber Safety'* (publication date: 1 December 2015) or speak to the BUGB Safeguarding Team.

- **Self-Harm**

Self-Harm is the intentional damage or injury to a person's own body. It is used as a way of coping with or expressing overwhelming emotional distress.

For more information on dealing with issues of self-harm, see the *'BUGB Guide to Self-Harm'* (publication date: 1 January 2016) or speak to the BUGB Safeguarding Team.

- **Mate Crime**

'Mate crime' is when people (particularly those with learning disabilities) are befriended by members of the community, who go on to exploit and take advantage of them.

- **Modern Slavery**

Modern slavery is the practice of treating people as property; it includes bonded labour, child labour, sex slavery and trafficking. It is illegal in every country of the world.

- **Human Trafficking**

Human trafficking is when people are bought and sold for financial gain and/or abuse. Men, women and children can be trafficked, both within their own countries and over international borders. The traffickers will trick, coerce, lure or force these vulnerable individuals into sexual exploitation, forced labour, street crime, domestic servitude or even the sale of organs and human sacrifice.

- **Radicalisation**

The radicalisation of individuals is the process by which people come to support any form of extremism and, in some cases, join terrorist groups.

- **Honour marriage / forced marriage**

An honour marriage / forced marriage is when one or both of the spouses do not, or cannot, consent to the marriage. There may be physical, psychological, financial, sexual and emotional pressure exerted in order to make the marriage go ahead. The motivation may include the desire to control unwanted behaviour or sexuality.

6. SAFE PRACTICE, PREMISES AND COMMUNITY

The practices identified in this section should be followed consistently across all groups and activities. An individual may be appointed to implement practicalities such as consent/registration forms, risk assessments etc. and to advise team leaders on their use. Any such person shall have received BU Safeguarding training to at least Level 2.

6.1. PARENTAL CONSENT

All children and young people should be registered and parents/carers should be asked for the following details of their child/young person:

- Full Name
- Address
- Home telephone number and alternative contact number in case of emergency
- Date of birth
- Medical conditions, food or drug allergies
- Behavioural issues or other relevant matters

See Church standard Registration Form. Appendix 4

Additional consent should be explicitly obtained for the following:

- Emergency medical treatment
- Travel arrangements when transport is being organised
- Taking a child or young person off church premises for occasional activities. Appendix 5
- Special consent for any overnight event or activity
- Use of child's photograph in church publicity material or on the church website
- Electronic communication with the child/young person
- For children up to age of 7, consent regarding who is entitled to collect the child from a group

Parents/Carers should be given the following information:

- Name and contact telephone number for the leader of the group/activity attended by the child or young person
- Outline details of the group/activity the child/young person is attending giving starting and ending times together with any expectations about whether child/young person is to be collected or other means of arrangements for them to get home
- That the church has a Safeguarding Children Policy and that in the event of the parent/carer having any concerns about the welfare of their child in relation to the church they should contact the Designated Person for Safeguarding
- Name(s) and contact number(s) of the Designated Person for Safeguarding

Details of the Consent Form to be available to the Leader or the group/activity each time the group /activity meets so that contact and medical information is readily available in the event of emergency.

The team leader of each church group is responsible for obtaining the parental consent forms.

- Consent forms should be stored in the church office
- Details from the form should be given to group leaders as appropriate for contact and medical reasons, etc.
- Consent forms and the information on them is to be used/stored in accordance with the church's Data Protection Policy.
- Information on consent forms is to be accurate, up to date and only held while the information is necessary and relevant
- Consent forms are to be completed annually so that all data is up to date
- Records of children and young people who have stopped attending should be deleted after a period of 6 months

6.2. HEALTH AND SAFETY

Paid and volunteer workers have an individual responsibility to uphold the Hub Beeding's Health and Safety Policy
Paid and volunteer workers need to know how to report concerns and incidents under the Hub Beeding's Health and Safety Policy

Paid and volunteer workers need to know where the First Aid equipment is kept and how accidents are reported

Paid and volunteers need to know the procedures to be followed in the event of fire

Some Health and Safety considerations for groups:

- Furniture
 - In a safe condition
 - Correct child size
- Equipment
 - Any hazardous equipment or materials safely stored and secure
- Electrical
 - Safe and checked electrical equipment
 - Socket covers where appropriate
- Lighting
 - Adequate lighting in all locations especially entry/exits
- Windows in doors
 - Preferred so that activities in rooms can be seen by others
- Security
 - Can children leave the building without being noticed
 - Is it easy for a stranger to enter the building un-noticed during an activity
- First Aid
 - Where is the First Aid box
 - Is it maintained?
 - Who are the people trained in First Aid on the site?
 - Where is the accident book for record purposes?
- Fire equipment
 - Do leaders and children know where fire exits and equipment are?
 - Do leaders and children know how to respond to a fire alarm?

6.3. RISK ASSESSMENTS

Leaders should assess the risks involved in the programme/activity they are planning.

Basic and straight forward risk assessment as recommended by the HSE has the following steps:

- Identify the hazards i.e. anything that may cause harm
- Decide who may be harmed and how
- Evaluate the risks and decide on precautions
- Assess your risks and take action
- Review your risk assessment and update as necessary

A general risk assessment will be done on an annual basis for all regular Hub activities.

Specific risk assessments will be done for all one off activities at The Hub and activities run by the Hub but which take place off the premises.

Risk Assessment Forms and examples are available. (Appendix 6).

6.4. STAFFING RATIOS

6.4.1. Age of Children and Young People

The younger the children, the higher the ratio of adults to children should be.

6.4.2. Special Needs

Consider additional support if any of the children have special needs.

6.4.3. Behavioural Issues

Consider additional support if any child or group presents challenging behaviour which is difficult to control.

6.4.4. The Venue

Additional personnel may be required if children cannot be contained within defined areas of a building. Activities away from the church premises will require a higher staffing ratio.

6.4.5. Covering for Emergencies

Adequate staffing in case someone has an accident and needs immediate medical attention.

If a staff member is 'on call' will there be adequate cover if they are called away.

6.4.6. Gender Balance

With a mixed group of children and young people it is ideal to have both male and female volunteers – this becomes more important for older age groups.

6.5. RECOMMENDED MINIMUM STAFFING RATIOS

Age Range	Indoor Activities	Outdoor Activities
0 – 2 years	1:3 minimum 2	1:3 minimum 2
3 years	1:4 minimum 2	1:4 minimum 2
4 – 7 years	1:8 minimum 2	1:6 minimum 2
8 – 12 years	Up to 20 children – 2 adults (one of each gender) Every 10 additional children – 1 extra adult	Up to 15 children – 2 adults (one of each gender) Every 8 additional children – 1 extra adult
13 years plus	Up to 20 children – 2 adults (one of each gender) Every 10 additional children – 1 extra adult	Up to 20 children – 2 adults (one of each gender) Every 10 additional children – 1 extra adult

When Ratio falls below recommended level for on-going situation:

- Decision to run a group below the recommended staffing level is to be taken by the Church Trustees and recorded in the minutes with reasons why decision is justified and measures taken to minimise the risks to children and young people
- In no circumstances will the Trustees plan to continue running a group where only one adult will be present with children and young people
- Risk assessment to be made to reduce and manage risks
- Acceptable if other groups are meeting at the same time on the premises and adequate emergency cover is available
- Risk assessment to take into account manageable group numbers

When Ratio falls below recommended level in a one off situation, where a team member is not available for one session and it is not possible to arrange alternative cover:

- Is it safe to continue with the planned activity – are there ways of reducing risks
- If children and young people's safety is at risk – event is to be cancelled

- If reduction in staff leads to one leader being alone on premises with children, then Code of Behaviour should be followed and event is to be cancelled
- A report should be written detailing circumstances leading to reduced staffing, actions taken to reduce risks – Copy to be given to appropriate team leader and Designated Person for Safeguarding

Immediately after an unplanned occasion where ratios fall below those recommended, a written report of the situation is to be made and copies given to Team Leader, Designated Person(s) and Safeguarding Trustee.

6.6. TRANSPORTING CHILDREN AND YOUNG PEOPLE

- Written permission from parent/carer must be obtained
- Driver should understand and agree to the Church's Code of Behaviour
- Only drivers with DBS checks are to be used
- Drivers are to have valid current driving licences
- Driver must have fully comprehensive insurance which covers voluntary work
- Seat belt should always be worn and proper child seats and restraints used
- It is preferable to have two adults in a vehicle with children or young people.
- Avoid regular lifts to and from activities.
- If a regular group is given lifts – vary order of drop off.
- Child or young person travelling alone with volunteer should be asked to sit in the rear of the vehicle.
- Long conversations alone in vehicle should be avoided, as should unnecessary diversions.
- Volunteers should avoid being alone with a particularly vulnerable young person.

6.7. OUTINGS AND OVERNIGHT EVENTS

6.7.1. Outings

- Special risk assessment should be carried out including assessment of staffing ratio
- Parents to be informed in writing of the arrangements
- Children & young people to be divided into groups each with a responsible adult. Each adult to have written list of those for whom they are responsible
- Travelling in groups – groups to travel with same responsible adult on all journeys to ensure safety and no child going astray

6.7.2. Overnight events

- Special risk assessment should be carried out including assessment of use of staffing ratio, use of venue, fire drills, local emergency contacts, etc.
- Parents to be informed in writing of the arrangements, address and contact numbers and provide parental consent including health form, their contact numbers during the event and consent for emergency medical treatment
- Sleeping arrangements – males and females to sleep separately. With mixed groups there must be both male and female workers
- Adults are never to sleep alone in the same room as children or young people
- Check list:
 - First Aid – qualified first aider with valid certificate
 - Catering – Caterer should hold a basic food hygiene certificate
 - Check insurance limitations on numbers allowed to sleep in building
 - Fire safety – Know the procedures, etc.
 - Local doctor, hospital, police, fire brigade contacts
 - Safety rules – children to let adults know where they are, etc.

- Kit list and correct clothing for activities
- Specific outdoor activities – leaders must have appropriate qualifications

6.8. ALL-AGE COMMUNITY

6.8.1. *Before and after church services*

- Volunteers are responsible for children and young people only for designated period of the group time. Parents should be advised they are responsible at all other times.
- Children under 8 should be collected from the group by their parent or person designated by the parent.

6.8.2. *Family or all age services and social events open to the whole church*

- Children and young people are the responsibility of their parents throughout such services or events unless specific groups are organised such as a crèche.

6.8.3. *Rehearsals for productions that might include children, young people and adults*

- Named people must have been appointed under the Safeguarding Policy and fully conversant with the policy and procedures.
- Named people to be responsible for the care and welfare of children and young people during rehearsal times.
- Two named people to be present at all times.
- Named people to ensure appropriate interaction between adults and children/young people.

6.9. PHOTOGRAPHY

- Signed consent required from parents for photos to be taken at church activities.
- Photographing children and young people to be conducted with sensitivity and courtesy.
- When photos are displayed children and young people should not be identified by name unless parental consent has been obtained – this applies to photos sent to the press as well.
- Printed photographic material is to be stored safely in a place agreed and minuted by the Trustees.
- Leaders are not to store images of children and young people on their mobile phones.
- Hard or digital copies of photos are not to be distributed to other individuals without the permission of the parent/carer.

6.10. ANTI-BULLYING PROCEDURES

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

Definition of bullying: ‘Behaviour by an individual or group, usually repeated over time, that intentionally hurts another individual or group either physically or emotionally. It involves an imbalance of power leaving the victim feeling defenceless.’

6.10.1. *Aims*

- To demonstrate that The Hub takes bullying seriously and will not tolerate it
- To assist in creating an ethos in which attending The Hub is a positive experience for all members of our community
- To enable everyone to feel safe and encourage children/young people to report incidents of bullying
- To deal with each incident of bullying as effectively as possible, taking into consideration the needs of all parties and of our community, and, as a result, to reduce the incidents of bullying

- To support and protect victims of bullying and ensure they are listened to
- To help and support children/young people displaying bullying behaviour to change their attitudes and understand why it needs to change
- To ensure all members of our community feel responsible for helping to reduce bullying

6.10.2. Forms of Bullying

The Hub recognises bullying can take many forms. These include:

- Name calling, teasing, taunting, mocking
- Kicking, hitting, pushing, intimidating
- Unwanted physical contact of a sexual nature or sexually abusive comments
- Taking belongings
- Inappropriate text messaging and emailing
- Sending offensive or degrading images by phone or over the internet
- Gossiping, spreading hurtful and untruthful rumours
- Excluding people from peer groups

6.10.3. Signs and Symptoms

- Withdrawal
- Lack of desire to join activities with certain individuals
- Loss of friends
- Avoidance of church groups and activities

6.10.4. Code of Behaviour

Note: what follows is an example – this section is to be developed with input from children in the church.

- Be supportive of each other
- Don't talk behind people backs
- Don't tell lies about other people
- Be polite and courteous
- Never use violence against anyone
- Do not tease or call others bad names
- Use social networking in a positive and friendly way

6.10.5. Reporting Bullying

- Report bullying incidents to group leader who will pass it on to the designated person who will investigate
- All allegations of bullying will be taken seriously
- In cases of serious bullying, the incidents will be recorded
- In serious cases parents will be informed and will be asked to a meeting to discuss the problem
- The bullying behaviour or threats of bullying must be investigated and the bullying stopped quickly

6.10.6. Dealing with Bullying

- The bully (bullies) may be asked to genuinely apologise.
- If possible, the young people will be reconciled.
- After the incident(s) has/have been investigated and dealt with, each case will be monitored to ensure repeated bullying does not take place.
- The bully will be worked with to try and help them change their behaviour.

6.10.7. When a Known Offender is Present

If a person who has been convicted of an offence is attending the Hub, where appropriate, a contract with that person will be put in place.

Advice will be taken from appropriate sources before implementing the contract.

The contract will be monitored and enforced and if not adhered to sanctions will be implemented ultimately resulting in a ban on the person attending the Church.

6.11. OTHER USER GROUPS

The Hub expects other groups using the church premises to have their own safeguarding policy and procedures in place, where groups work with children or young people.

Outside hirers who use the church premises, and who work with children or young people, are required to have a safeguarding children policy and procedures in place, based on the Home Office recommendations 'Safe from Harm'. A clause to this effect will be included any official hiring agreements. The Hub may request to see a copy of the safeguarding policy and procedures.

It is not the responsibility of the Hub to ensure that safeguarding policies of outside hirers are properly implemented. However, the church will give serious consideration to terminating a rental agreement where there is evidence that appropriate safeguarding procedures are not being followed.

For any group using the church premises that is registered with OFSTED, the Hub will request to see their OFSTED registration certificate.

'One-off' private hirers (e.g. children's parties) are not expected to have a safeguarding policy, but will still be expected to show due care and attention.

7. PROCEDURES FOR RESPONDING TO CONCERNS

7.1. STEP 1 - RECORD AND REPORT – INCIDENT LOG APPENDIX 1

It is the duty of the person who receives information or who has a concern about the welfare of a child or young person to RECORD their concerns in writing and to REPORT their concern to a Designated Person. This should be done on the Incident Log within 24 hours of the concern being raised. It may be done as part of a face to face conversation or by telephone but must always be recorded using the Incident Log.

The Incident Log should be kept secure and confidential and only be made available to:

- The Designated Person(s)
- The church minister, as far as this is consistent with the welfare of the child/young person concerned and possible pastoral responsibilities to any others involved
- Representatives of the professional agencies

If a child or young person is considered to be in imminent danger of harm a report should be made immediately to the police or Social Services. This should be made after consulting a Designated Person or where this is not possible a Designated Person should be informed as soon as possible after the report is made.

Should a team member wish to discuss their concerns with a team leader they still have a duty to record and report and following the discussion the appropriate team leader's responsibility is to remind the individual of the need to record and report and they themselves should report the incident to a Designated Person.

7.2. STEP 2 - REVIEW AND REFER – INCIDENT REPORT APPENDIX 2

On receiving the Incident Log the Designated Person should REVIEW the case and REFER the concern to the appropriate people completing the Incident Report

If a child or young person is considered to be in imminent danger of harm a report should be made immediately to the police or Social Services

Review

In reviewing the case the Designated Person may:

- Speak to others in the Hub that may have relevant information that would impact on the decision. This should not cause undue delay
- The Regional Minister to seek guidance from the Association
- Local Social Services or Police for guidance on how to respond, with or without divulging identities or names.

Refer

This may be:

- Back to the original team member for further observation if there is little evidence of harm
- To other people who work with the child or young person in question for further observation
- To the adult over whom concern has been raised if there is no question of sexual or serious physical abuse. Where there is concern of sexual or serious physical abuse, the referral should be to the police or Social Services.
- A formal referral to the local police or Social Services

The Designated Person should use the Incident Report Form to continue to note all actions taken.

All original reports should be retained safely and securely by the Designated Person.

7.3. STEP 3 - REPORT AND SUPPORT

The responsibilities of this stage are shared by the Designated Person, the Safeguarding Trustee and the Minister.

Report

When there is a formal referral to the police or Social Services the Designated Person should:

1. Report the referral to the Safeguarding trustee
2. Report the referral to the Minister
3. Report the referral to the Regional Minister of the Association

Where the allegation is made against a person employed to work with children or young people, it should be reported to the Local Authority Designated Officer within Social Services when:

- That person has behaved in a way that has harmed, or may have harmed, a child or young person
- Possibly committed a criminal offence against a child or young person, or related to a child or young person
- Behaved towards a child or young person in a way that indicates they are unsuitable to work with children or young people.

Where a person employed to work with children or young people has been removed from their post or would have been removed (had they not resigned or left the Hub) the Designated Person must report the incident to the appropriate Safeguarding Authority.

If a person involved in children and young people's ministry is accused of causing harm to children or young people, this should be included as a serious incident in the churches annual report to the Charity Commission (when the church becomes registered with the Charities Commission).

A record of all incidents should be kept and should be considered in the annual review of the safeguarding policy.

Support

The Hub has a duty to support all those affected by any incident, even after the concerns, suspicions and disclosure of abuse have been addressed:

- Complementing and supplementing any support offered by Social Services. The Designated Person should work with other agencies to clarify how best the church can support the child or young person concerned and wider family members
- Support and counselling should be offered to those within the church who have been involved, ensuring that no one person is left to handle the burden of safeguarding without the support of others
- The Minister and Church Leaders should seek assistance and support through the Regional Minister

7.4. WHERE CONCERNS INVOLVE THE DESIGNATED PERSON OR MEMBER OF THEIR FAMILY

1. Another Designated Person may be referred to or
2. The Safeguarding trustee could be named as the person competent to refer to and act as the Designated Person is responding to reports or, the Minister could act as the Designated Person

7.5. WHERE CONCERNS INVOLVE THE MINISTER

These should be addressed with the same seriousness as any other member of the church family and the concerns should be reported to the Regional Minister immediately.

8. PROCEDURE FOR REPORTING AND DEALING WITH DISCLOSURE OF ABUSE

A child or young person may disclose abuse. This should always be taken seriously and appropriate action taken as outlined in this policy. As we work with children and young people who may not be able to protect themselves from significant harm or exploitation we have a duty to act.

8.1. IF A PERSON DISCLOSES OR MAKES ALLEGATIONS OF ABUSE:

Do:

- Reassure them
- Listen to them
- Let them use their own words
- Respond sensitively
- Repeat back to them what they have said and ask them to confirm it
- Record what is said, if that is not insensitive, while the person is present, or at the earliest moment
- Tell them that you have to tell someone else
- Explain what you are going to do next
- Preserve any physical evidence
- Maintain confidentiality between yourself, the child or young person, leaders to whom you report and others involved in the investigation
- Make a careful record of the young person's general condition and any injuries.

Do not:

- Promise to keep secrets
- Appear shocked or disgusted
- Disturb forensic evidence
- Ask too many questions
- Put words into their mouths
- Jump to conclusions
- Encourage too lengthy a description – the investigating leader will deal with this
- Give a promise of confidentiality
- Be judgemental
- Give the young person the impression they are themselves responsible for the abuse
- Talk to other members of the public about what you have heard
- Do not tell the alleged abuser what you have heard.

In any situation where a child or young person is in immediate danger contact the emergency services on 999. Staff/volunteers must ensure the child or young person's safety and well-being. If the accused person is in the building at the time of the allegation contact your team leader or the designated person immediately.

Where possible, ensure that the child or young person stays with you until help arrives.

Inform and notify the designated person

Information they will need:

- Details of the disclosure - use the words of the child or young person who made the disclosure and do not add your own interpretation.
- Details of the alleged abuser – if an allegation has been made against a volunteer this must be made clear to the designated person
- If urgent medical attention is needed this must be sought and medical staff advised of the need to preserve evidence – see section 10 below.
- Staff must record actual or alleged abuse immediately and record all information on an Incident Log (Appendix 1). The following information must be clearly recorded:
 - Record the date and time of reporting and to whom the call was made.
 - Record clearly what has been said, where it was said and who was present. Include questions you have asked and try to record the actual words the person used.
 - Record location of injuries using a body map on the “Injury Chart Form” (Appendix 3)
 - Sign and date the form.
 - This should be passed to the designated person who you reported the disclosure of abuse to.
 - Where a criminal act may have taken place the designated person receiving the call will contact the local police.

The designated person also has responsibility for informing Social Services.

The designated person will notify the Duty Team social worker as soon as possible and notify the relevant Church Leadership Team as soon as possible to ensure that information has been passed to them and they are fully aware of the situation.

9. PRESERVING EVIDENCE

In most circumstances you may not need to do anything except record the events. If you are waiting for the police to arrive leave things as they are and do not touch things.

Dependant on the situation you may need to:

- Keep all written information/records in a secure place
- In cases of physical or sexual assault encourage the person not to wash where they might need a medical examination
- If appropriate and possible, place any discarded clothing in a plastic bag, touching it as little as possible

10. SUPPORT FOR THE ABUSED PERSON

The impact of abuse on a person will be specific to them. It will depend upon their personal circumstances, now and at the time of the abuse, as well as the nature of the abuse suffered and the identity of the abuser. The abuse may have a lasting effect for the rest of their life and they may show a range of symptoms including:

- Depression
- Anger and hostility
- Being unable to connect at all with their feelings
- Low self-esteem, putting themselves down and constantly apologising
- Being unable to form close relationships, or at the other extreme, wanting to be inappropriately close to others

- Disturbed sleep and nightmares
- Fears, phobias and anxiety
- Flashbacks of the abuse
- Self-harming
- Feelings of guilt and shame
- Using alcohol, drugs or medication
- Finding themselves in an abusive cycle, moving from one abuser to another
- Seeking permission before being able to do anything
- Fear of becoming an abuser themselves
- Loss of trust in others However, it is worth remembering that not all survivors of abuse will show symptoms of their abuse, and some may cope well with life and are able to live apparently 'normal' lives.

11. INVESTIGATIONS

Any investigation by the police will be completed before any other investigations. No internal investigations will take place while the police are involved or without their permission, but strategy meetings led by the local authority will take place. If an internal investigation is required investigating officers will be appointed by the Church Leadership Team. Investigations will be conducted within the Investigation Guidelines of and in complete co-operation with the appropriate local authority.

Where an external investigation is required Social Services will appoint a Children and Youth Social Care Manager/Investigating Officer who will lead the investigation. The purpose of the investigation is to protect the person from serious harm and ensure their welfare is paramount.

12. GUIDELINES FOR WRITING REPORTS

Remember any notes taken may be part of any subsequent criminal or internal investigation. They should be in black ink and legible. Never use correction fluid or an eraser. If a word is written wrongly put a single line through it. Write down what you hear. If that is only single words write them down. An explanation can be added subsequently, e.g. "x was crying at this point and I could only hear the occasional word". Sign, date and time the notes. The designated person dealing with the incident may need to write a full report. This should include:

The vulnerable person

- The situation in which they are living
- Details of their family or significant other people
- Their mental capacity/disability/sensory impairment
- Whether they are aware that a referral has been made
- Their view of the situation and what action they would like taken
- Services received/agencies that have contact with them including the GP.

Details of alleged abuse

- The reasons/incidents that are causing concern and that have led to the referral
- The degree of immediate danger that the referred perceives the vulnerable person to be in.

The alleged abuser

- Their relationship to the vulnerable person
- Their mental capacity/disability/sensory impairment
- Their whereabouts and the likelihood of contact or the risk to other people

- Services received/agencies that have contact with them including the GP.

The referrer's judgement of the situation

- Action already taken
- Any immediate action that the referrer thinks should be taken
- The perceived risk to others including children.

Other agencies already involved

- Information about any actions taken by health care professionals
- Any other agencies that have been involved in the identification of abuse.

13. CONTACT DETAILS

The Hub Trustee for Safeguarding

- Richard Jackson 07833541429

Designated person for Children and Young People and beFriend Families

- Vicki Butchers 07503155273

Designated Person for Adults at Risk and beFriend Seniors

- Debbie Wood 07769 664375

Other Contact Points

Multi Agency Safeguarding Hub (MASH).

- 9.00am-5.00pm Monday-Friday
- Phone: 01403 229900

Out of Hours Emergency Duty Team

- 5.00pm-8.00am, including weekdays, weekends and Bank Holidays
- Phone: 0330 222 6664

Version 1.6 **July 2017**

Date of next Review: **September 2020**

APPENDIX - FORMS

Various forms referred to in this document are filed separately and copies held in the Hub office.

SAFEGUARDING CHILDREN AND YOUNG PEOPLE ***INCIDENT LOG***
To Be completed by the person to whom concern/Disclosure was first made

Ref No:		Date:	
Time:		Child or Young person's name	
Volunteer's name		Volunteer Role:	
<p>Summary of Incident or Allegation: Consider the following...</p> <ul style="list-style-type: none"> • What happened? (Nature of concern / disclosure made - use the person's own words if known) • When did it happen? (date, time) • Where did it happen? (specific location) • Who was allegedly involved and in what way? (includes witnesses) 			
Reported to			
Signature of volunteer			
Date Reported:		Time Reported:	

SAFEGUARDING OF CHILDREN AND YOUNG PEOPLE

REPORT LOG

To be completed by the Designated Person receiving the Incident Log

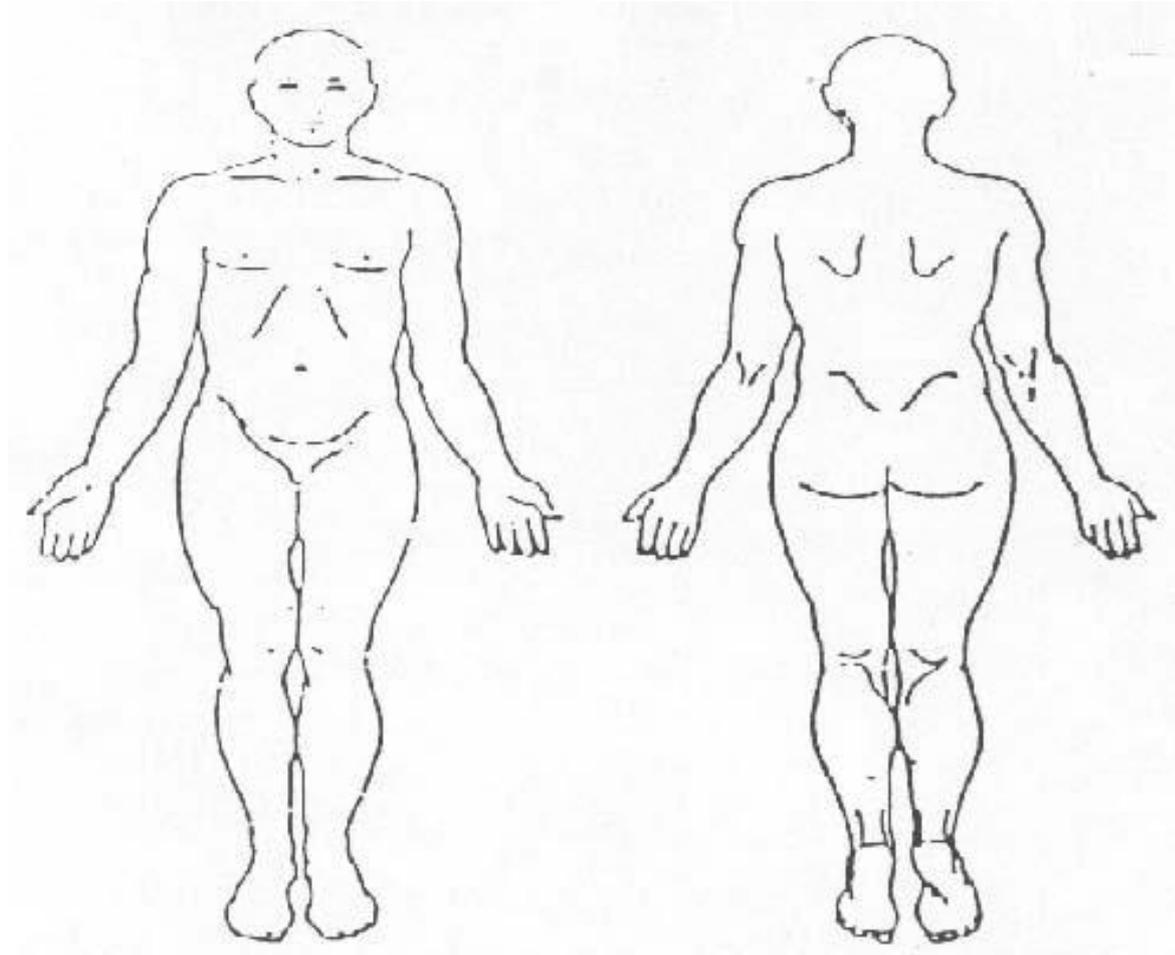
Ref No:		Date:	
Time:		Child or Young Person's name	
Staff name Reporting:		Volunteer's Name	

Summary of Actions:

Signature of Leader/Designated Person			
Date Reported:		Time Reported:	
Name Reported To:		Role:	

INJURY CHART FORM

Mark position on body, note colour of injury, whether skin broken and anything else relevant



Child or Young Person's Name:	
Name of person reporting:	
Signature	

**Children and Youth Programme
Registration and Consent Form 2019/2020**

CONTACT DETAILS & INFORMATION					
Full Name of child/young person		Date of Birth			
School		School Year			
Name of Parent/Guardian	Address	Home phone			
		Mobile phone			
		Email Address			
Name of additional Emergency Contact	Address	Home phone			
		Mobile Phone			
MEDICAL INFORMATION					
Please provide details of any: <ul style="list-style-type: none"> Medical condition or disability Allergies Dietary needs 					
CONSENT					
Do you consent to photos being taken of your child for local display or publicity?			<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;">Yes</td> <td style="width: 50%; border: none;">No</td> </tr> </table>	Yes	No
Yes	No				
Do you consent to un-named photos being used on the church website?			<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;">Yes</td> <td style="width: 50%; border: none;">No</td> </tr> </table>	Yes	No
Yes	No				
In an emergency, if I cannot be contacted, I give permission for my child to receive first aid or necessary hospital treatment, including anaesthetic.			<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;">Yes</td> <td style="width: 50%; border: none;">No</td> </tr> </table>	Yes	No
Yes	No				
I give permission for recognised youth leaders to use electronic means of communication with my child (eg mobile phones, e-mail, facebook etc)			<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;">Yes</td> <td style="width: 50%; border: none;">No</td> </tr> </table>	Yes	No
Yes	No				
I give permission for my son/daughter to take part in the normal activities of the group they attend. I understand that separate permission will be sought for all activities outside the normal meeting time and location of the groups they attend.			Date		
Signed Parent/ Guardian					
Young people in yr 7 and above only					
I give my permission for my youth leader to communicate with me via electronic communication.					
Signed.....					

**Children and Youth Programme
EVENT Consent Form 2018/2019**

Event/Activity Description		Date	
Responsible Leader: Contact Information:			
Participant CONTACT DETAILS & INFORMATION			
Full Name of child/young person		Date of Birth	
Name of Parent/Guardian	Address	Home phone	
		Mobile phone	
		Email Address	
Name of additional Emergency Contact	Address	Home phone	
		Mobile Phone	
MEDICAL INFORMATION			
Please provide details of any: <ul style="list-style-type: none"> Medical condition or disability Allergies Dietary needs 			
CONSENT			
Do you consent to photos being taken of your child for local display or publicity?		Yes	No
Do you consent to un-named photos being used on the church website?		Yes	No
In an emergency, if I cannot be contacted, I give permission for my child to receive first aid or necessary hospital treatment, including anaesthetic.		Yes	No
I give permission for recognised youth leaders to use electronic means of communication with my child (eg mobile phones, e-mail, facebook etc)		Yes	No
I give permission for my son/daughter to take part in the activity outlined above and consider them medically fit to fully participate. Signed..... Parent/ Guardian		Date	
Young people in yr 7 and above only I give my permission for my youth leader to communicate with me via electronic communication. Signed group member		Date	

Event Specific Risk Assessment

Event:			
Date and Time:			
Completed By:		Sign:	
Date of Completion:		Print Name:	

Description of Event:
Team Members:

Risk Matrix:

Scoring			Risk Level	
Rating	Likelihood	Impact	Result	Action Required
1	Improbable	Negligible	0	None
2	Possible	Low	<10	None
3	Quite Possible	Medium	10 to 14	Be Aware
4	Likely	High	15 to 24	Action Plan Reqd
5	Very Likely	Very High	25	Immediate Action Reqd

Ref	Identified Risk	Likelihood	Impact	Risk Level	Mitigation

Job role for volunteers working with children and young people

This form should be completed for all workers with children and young people. If the role changes substantially a new form should be completed. Copies should be retained by the volunteer and in the Safeguarding File.

The Church takes the safety of everyone within the church very seriously and expects that everyone will work within the Safeguarding Policy. In particular, anyone who becomes aware of a Safeguarding risk or issue is expected to raise this immediately with their supervisor, the Minister or the Safeguarding Trustee.

NAME OF VOUNTEER:

NAME OF GROUP:

WHERE THEY MEET:

SUPERVISOR –TO WHOM THEY ARE RESPONSIBLE:

WHEN:

Please contact them with any queries or if unable to attend a session

AGE RANGE:

Volunteer work to be undertaken:

- As required, prepare appropriate activities for the group (using material provided)
- To lead / assist the group according to the rota
- Take care of premises and tidy up afterwards
- To attend group leaders' meetings (usually once a term)
- To help at or to help organise special events as needed
- To work with others to ensure that the group is conducted in accordance with Safeguarding and Health and Safety policies and procedures

Leaders only:

- To work with others to monitor good practice and implement changes when necessary to enhance quality and safety.
- Meeting regularly to plan and pray for the children's and youth work

In order to sign the declaration below you are expected:

- To attend safeguarding training every three years
- To agree to renew DBS every 3 years
- To attend any further training as required by the Church to fulfil the role

Responsible to Church Leaders of The HUB

Signed (on behalf of the Church Leaders):

To be completed by the volunteer working with children and young people.

I have understood the nature of the volunteer which I am to do with children and young people. I have read the guidelines produced by the church for safeguarding children and young people. I understand that it is my duty to protect the children and young people I come into contact with.

Signed:

Date to be reviewed:

USEFUL CONTACTS

Baptist Union Safeguarding team:

Each of our local Baptist associations has a person who is able to offer guidance to churches in adopting and implementing safeguarding policies and procedures in their work with adults at risk.

Website: www.baptist.org.uk/Groups/220183/Safeguarding.aspx

Local Association Safeguarding Contacts:

www.baptist.org.uk/Groups/248291/Association_contacts.aspx

Other organisations:

There are a number of external organisations who specialise in supporting different aspects of life for adults at risk. For further information and expert advice please contact:

Action on Elder Abuse

A specialist organisation that focuses on the issue of abuse towards to elderly.

Helpline: 0808 808 8141

Website: www.elderabuse.org.uk

Address: PO Box 60001, Streatham, SW16 9BY

Action on Hearing Loss - (previously known as the Royal National Institute for the Deaf)

A national voluntary organisation that provides information, training and awareness raising of deafness, hearing loss and tinnitus.

Helpline: 0808 808 0123

Website: www.actiononhearingloss.org.uk

Address: 19-23 Featherstone Street, London, EC1Y 8SL

Age UK

National organisation offering advice and information on all aspects of elderly life.

Telephone: 0800 169 6565

Website: www.ageuk.org.uk

Address: Tavis House, 1-6 Tavistock Square, London, WC1H 9NA

Alzheimer's Society

Provides information, support and guidance on Alzheimer's and other forms of dementia.

Helpline: 0300 222 1122

Website: www.alzheimers.org.uk

Address: Gordon House, 10 Greencoat Place, London, SW1P 1PH

BUild - Baptist Union Initiative with People with Learning Disabilities

A national, denominational body providing conferences, publications, advice and teaching materials for people with learning disabilities and their family and churches.

Website: www.build-together.org.uk

Bullying UK

Bullying UK is part of Family Lives, a charity supporting and helping people with issues that are a part of family life.

Telephone: 0808 800 2222

Website: www.bullying.co.uk/cyberbullying

CAADA - Coordinated Action Against Domestic Abuse

A national organisation providing practical help and support for professionals and organisations working with domestic abuse victims.

Telephone: 0117 317 8750

Website: www.caada.org.uk

Address: 3rd Floor, Maxet House, 28 Baldwin Street, Bristol, BS1 1NG

Churches' Child Protection Advisory Service (CCPAS)

CCPAS is an independent Christian Safeguarding charity which offers training and resources for churches and a 24 hour helpline for all safeguarding issues and disclosures

Helpline: 0845 120 4550
Telephone: 01322 517817
Website: www.ccpas.co.uk
Address: PO Box 133, Swanley, Kent, BR8 7UQ

The Cybersmile Foundation

A non-profit organisation trying to combat cyber abuse.

Website: www.cybersmile.org

DDC – Due Diligence Checking

DDC supports organisations by providing criminal records services, training and advice. From 1 November 2015 they are the DBC checking organisation for BUGB.

Telephone: 0845 644 3298

Website: <http://www.ddc.uk.net>

Address: Due Diligence Checking Ltd, Meltongate House, 1282a Melton Road, Syston, Leicester, LE7 2HD

Disclosure & Barring Service (DBS)

DBS carries out criminal records checks on employees and volunteers working with children, young people and adults at risk.

Telephone: 0870 90 90 811

Email address: customerservices@db.s.gsi.gov.uk

Website: www.gov.uk/government/organisations/disclosure-and-barring-service

Independent Age

A charity that provides advice and support for older people, their families and professionals on community care and other issues.

Telephone: 0800 319 6789

Website: www.independentage.org

Address: 18 Avonmore Road, London, W14 8RR

Livability

Previously known as The Shaftesbury Society, it is a Christian charity working with disabled and disadvantaged people to help achieve social inclusion, empowerment and justice.

Telephone: 020 7452 2000

Website: www.livability.org.uk

Address: 50 Scrutton Street, London, EC2A 4XQ

MENCAP

A national organisation that works in partnership with people with a learning disability, offering support, advice and advocacy services.

Telephone: 0808 808 1111

Website: www.mencap.org.uk

Address: 123 Golden Lane, London, EC1Y 0RT

Methodist Homes for the Aged

MHA provides care, accommodation and support services to older people throughout Britain.

Telephone: 01332 296200

Website: www.mha.org.uk

Address: Epworth House, Stuart Street, Derby DE1 3EQ

Mind

Mental health charity offering advice and support for people in mental distress and their families.

Telephone: 0300 123 3393
Email: contact@mind.org.uk
Website: www.mind.org.uk
Address: 15-19 Broadway, London, E15 4BQ

Police

If there is a serious danger that an adult at risk may be in imminent risk of harm then call the police. In an emergency, it is appropriate to dial 999. The police non-emergency number is 101.

Royal National Institute for the Blind (RNIB)

A national voluntary organisation focusing on the needs of blind and partially sighted people. RNIB offers help with advice, aids and equipment.

Helpline: 0303 123 9999
Website: www.rnib.org.uk
Address: 105 Judd Street, London, WC1H 9NE

The Relatives and Residents Association

Gives advice and support to older people in care homes and their relatives and friends.

Advice line: 020 7359 8136
Website: www.relres.org
Address: 1 The Ivories, 6-18 Northampton Street, London, N1 2HY

Respond

Support and help for victims of abuse who have learning difficulties, and their families.

Telephone: 0808 808 0700
Website: www.respond.org.uk

Samaritans

The service provides emotional support for people who are experiencing feelings of distress or despair, including those which may lead to suicide.

Helpline: 08457 90 90 90 (available 24 hours a day)
Website: www.samaritans.org

Scope

A national charity that provides support, information and advice to people with disabilities and their families.

Telephone: 0808 800 3333
Email: helpline@scope.org.uk
Website: www.scope.org.uk

selfharmUK

An online organisation that offers information, advice, support and training on the subject of self-harm. It is primarily focused on self-harming young people and those who work with them.

Website: www.selfharm.co.uk

Survivors UK

Support for survivors of male rape or sexual abuse.

Email: info@survivorsuk.org
Website: www.survivorsuk.org
Address: Unit 1, Queen Anne Terrace, Sovereign Court, The Highway, London, E1W 3HH

Think U Know

Resources and all the latest information about new technologies and sites children and young people are visiting.

Website: www.thinkuknow.co.uk

Through The Roof

A Christian body to equip and train churches to make the church and its life fully inclusive of people with disabilities.

Website: www.throughtheroof.org

Address: PO Box 353, Epsom, Surrey, KT18 5WS

Torch Trust

Christian resources and activities for blind and partially sighted people.

Telephone: 01858 438260

Website: www.torchtrust.org

Address: Torch House, Torch Way, Northampton Road, Market Harborough, LE16 9HL

Trading Standards

If someone has experienced a situation where they feel they have been charged excessive amounts of money for services provided, or pressurised into buying something they did not want by unscrupulous traders, Trading Standards may be able to help.

Phone: 08454 040 506

Website: www.tradingstandards.gov.uk

Victim Support

Victim Support is the independent charity for victims and witnesses of crime in England and Wales.

Support line: 0808 16 89 111

Website: www.victimsupport.org.uk

Women's Aid

A national charity working to end domestic violence against women and children. Supports a network of over 500 domestic and sexual violence services across the UK.

National Domestic Violence Helpline: 0808 2000 247

Website: www.womensaid.org.uk

Address: PO Box Bristol 391, BS99 7WS

(Taken from Safe To Belong 2015)