Hyde Street Chapel WINCHESTER

Safeguarding Children and Adults at Risk Policy

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Version Control

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| Version | Date | Changes |
| 1.1 | 27/01/2020 | Change of terminology from church member to church worker. |
| 1.1 | 27/01/2020 | Change in requirement to be a church member to work with children and vulnerable adults to being a church member or regular attendees in good standing (subject to DBS checks) |
| 1.1 | 27/01/2020 | Addition of Jessica Fortunato to the role of Deputy Designated Person for Safeguarding |
| 1.1 | 27/01/2020 | Addition of the requirement for L2 safeguarding training every three years |
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# DEFINITIONS OF TERMS

For the purpose of this policy, the term ‘child’ refers to anyone under the age of 18 years.

There is no standard single definition for an adult at risk, so for our policy we are using the following simple definition taken from CCPAS (Churches’ Child Protection Advisory Service):

*‘Any adult aged 18 or over who due to disability, mental function, age, illness or traumatic circumstances may not be able to take care or protect themselves against the risk of significant harm, abuse, bullying, harassment, mistreatment or exploitation’.*

# SECTION 1 – SAFEGUARDING POLICY STATEMENT

## SAFEGUARDING POLICY STATEMENT FOR HYDE STREET CHAPEL, WINCHESTER

**Our vision**

Hyde Street Chapel, Winchester is a Christian church and charity governed by a trust deed that recognises the truths of the Bible.

Every person has a value and dignity which comes directly from the creation of male and female in God’s own image and likeness. This implies a duty to value all people as bearing the image of God and therefore to protect them from harm.

Given this and the example of Jesus in the care and respect he showed to others, an effective Safeguarding policy is entirely consistent with the Christian ministry of our church, as well as meeting the legislative requirements of organisations working with children and adults at risk.

We are committed to follow the example of Jesus in showing love to “our neighbours” through both spiritual and practical ministries and in so doing, to treat everyone with dignity, respect and compassion in accordance with the truths contained in the Bible. The safety and wellbeing of children and adults at risk is a particular priority, recognising that their needs and vulnerabilities require special care and individual consideration.

In fulfilling this vision, we:

* Welcome children and adults at risk into the life of our community
* Run activities for children and adults at risk

**Our safeguarding responsibilities**

The church recognises its responsibilities in safeguarding all children, young people and adults at risk, regardless of gender, ethnicity or ability.

As members of this church we commit ourselves to the nurturing, protection and safekeeping of all associated with the church and will pray for them regularly. In pursuit of this, we commit ourselves to this policy and to the development of sound procedures to ensure we implement our policy well.

* **Prevention and reporting of abuse**

It is the duty of each church member to help prevent the abuse of children and adults at risk, and the duty of each church member to respond to concerns about the well-being of children and adults at risk. Any abuse disclosed, discovered or suspected will be reported in accordance with our procedures. The church will fully co-operate with any statutory investigation into any suspected abuse linked with the church.

* **Safer recruitment, support and supervision of workers**

The church will exercise proper care in the selection of church workers involved in activities with children and adults at risk. All church workers working with children or adults at risk will be required to have, or will be provided with appropriate training, support and supervision to promote the safekeeping of children and adults at risk.

* **Respecting children and adults at risk**

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

* **Safer working practices**

The church is committed to providing an environment that is as safe as possible for children and adults at risk and will adopt ways of working with them that promote their safety and well-being.

* **A safer community**

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

**Safeguarding contact points within our church**

The church has appointed the following individuals to form part of the church safeguarding team:

**Mike Gething, Designated Person for Safeguarding (DPS)**

He will raise the profile of safeguarding within the church and oversee and monitor the implementation of the safeguarding policy. He will advise the church on any matters related to the safeguarding of children and adults at risk and take the appropriate action when abuse is disclosed, discovered or suspected.

**Jessica Fortunata, Deputy Designated Person for Safeguarding (DDPS)**

She will assist the Designated Person for Safeguarding (DPS) in helping the church on any matters related to the safeguarding of children and adults at risk and take the appropriate action when abuse is disclosed, discovered or suspected.

**Derek Richardson, Safeguarding Trustee**

He will oversee and monitor the implementation of the safeguarding policy and procedures on behalf of the church trustees.

**Matthew Richardson, Safeguarding Support Team (Sunday School)**

He will assist the Designated and Deputy Person for Safeguarding (DPS) in helping the church on any matters related to the safeguarding of children and adults at risk and take the appropriate action when abuse is disclosed, discovered or suspected.

Our church minister is also an important part of the Church Safeguarding Team. Where possible, the Church Safeguarding Team will work together if and when issues arise. However, each person has a responsibility to report allegations of abuse as soon as they are raised.

**Putting our policy into practice**

* A copy of the safeguarding policy statement will be displayed permanently on the church noticeboard, and is available on our church website.
* Each worker with children and/or adults at risk will be given a full copy of the safeguarding policy and procedures and will be asked to sign to confirm that they understand and will follow them.
* A full copy of the policy and procedures will be made available on request to any member of, or other person associated with the church.
* The policy and procedures will be monitored and reviewed annually through the church members meeting, and any necessary revisions adopted into the policy and implemented through our procedures.

## SECTION 2 - SAFEGUARDING PROCEDURES

## 2.1 PROCEDURE FOR RECOGNISING, RESPONDING TO AND REPORTING ABUSE

#### 2.1.1 What to do if Abuse is Suspected or Disclosed

Abuse and neglect are forms of maltreatment of a child or adult at risk. Somebody may abuse or neglect a child or adult by inflicting harm, or by failing to act to prevent harm. Children and adults at risk may be abused in a range of settings, by those known to them or, more rarely, by a stranger. There are many ways in which people suffer abuse. For more information, please see Appendix 1.  
  
Everyone has his or her part to play in helping to safeguard children and adults at risk within the life of the church:

* If the behaviour of a child or adult at risk gives any cause for concern
* If an allegation is made in any context about a child or adult at risk being harmed
* If the behaviour of any individual towards children or adults at risk causes concern

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| **WHAT TO DO** | **WHAT NOT TO DO** |
| * Listen to and acknowledge what is being said. * Try to be reassuring & remain calm. * Explain clearly what you will do and what will happen next. * Try to give them a timescale for when and how you / the DPS will contact them again. * Take action – don’t ignore the situation. * Be supportive. * Tell them that:   They were right to tell you;  You are taking what they have said seriously; It was not their fault;  That you would like to pass this information on to the appropriate people, with their permission;   * Be open and honest. * Give contact details for them to report any further details or ask any questions that may arise. | * Do not promise confidentiality. * Do not show shock, alarm, disbelief or disapproval. * Do not minimise what is being said. * Do not ask probing or leading questions, or push for more information. * Do not offer false reassurance. * Do not delay in contacting the DPS. * Do not contact the alleged abuser. * Do not investigate the incident any further. * Never leave a child or adult at risk waiting to hear from someone without any idea of when or where that may be. * Do not pass on information to those who don't need to know; not even for prayer ministry. |

#### 2.1.2 Responding to Concerns

When there are concerns that a child, young person or adult is being abused, the following process must be followed. More detailed information can be found in Appendix 2.

**STAGE 1 – The Worker**

*A worker/church attendee has a concern about the welfare of a child, adult at risk,   
or the behaviour of an individual.*

*The person who has the concern has a duty to:*

**RECOGNISE, RESPOND AND RECORD**

**STAGE 2 – The Designated Person for Safeguarding (DPS)**

*The DPS receives the report of concern and then has a duty to:*

**REVIEW AND REPORT**

**STAGE 3 – The Next Steps**

*After the decision has been made as to what action should be taken,*  
*the DPS, Safeguarding Trustee and the Minister may have a duty to:*

**SUPPORT AND REPORT**

A written record must be made of the concern using a standard incident report form (Appendix 3) and the concern must be passed on to the church DPS within 24 hours.

The written record should: be made as soon as possible after the event; be legible; include the name, date of birth and address of the child or adult at risk; include the nature of any concerns and description of any bruising or injuries that have been noticed; include an exact record of what the child or adult at risk has said, using their own words where possible; include any action taken; be signed and dated; be kept secure and confidential (available only to the DPS and others responsible for safeguarding).

The report will be reviewed by the DPS with any other relevant information and a decision will be taken (often in liaison with others) as to what action should follow. See appendix 2 for examples of possible actions. Any formal referral to the police or Social Services should normally be made within 24 hours of receiving the report.

Support should be offered to all parties affected by any safeguarding concerns (this could be the church as a whole, but more specifically victims; alleged perpetrators; children; adults at risk; other family members; church workers; the DPS; Minister; members of the leadership team.

Where formal referrals are made, reports may need to be made to the Disclosure and Barring Service (DBS) and the Charity Commission.

If the DPS is not available, or is implicated in the situation, any reports or concerns should be passed to another member of the church Safeguarding Team.

**If you think that anyone is in imminent danger of harm, a report   
should be made immediately to the police by calling 999**.

#### 2.1.3 Responding to Concerns Raised about Adults at Risk

When a concern is raised about an adult it should be treated in the same way as a concern about a child i.e. the church member should:

1. **Recognise** that abuse may be taking place
2. **Respond** to the concern
3. **Record** all the information they have received
4. **Report** the concern to the DPS who may, in turn, report it to the statutory authorities

It is not your role to decide whether someone has mental capacity, and is therefore able to make decisions that impact on their safety and well-being. Decisions on mental capacity are best made by professionals with the relevant background information to hand. Always share your concerns with the DPS even if you do not have the consent of the adult to do so – in this instance, make sure the DPS knows that the person concerned has not given consent for the information to be passed on.

The Care Act 2014 provides helpful guidance on these situations:

* *“If the adult has the mental capacity to make informed decisions about their safety and  
  they do not want any action to be taken, this does not preclude the sharing of information with relevant professional colleagues. This is to enable professionals to assess the risk of harm and to be confident that the adult is not being unduly influenced, coerced or intimidated and is aware of all the options. This will also enable professionals to check the safety and validity of decisions made. It is good practice to inform the adult that this action is being taken unless doing so would increase the risk of harm”.*

The DPS will consider all the information to hand and decide whether it is appropriate for the information to be reported to the statutory authorities (see appendix 2 for further information). If there are any concerns about an adult's mental capacity, the DPS will contact the Local Authority Adult Safeguarding Team for advice.

#### 2.1.4 Allegations against Workers

If you see another church member or attendee acting in ways which concern you or might be misconstrued, speak to the DPS about your concerns as soon as you can. This includes the actions or behaviours of those in leadership positions in the church.

Church workers should encourage an atmosphere of mutual accountability, holding each other to the highest standards of safeguarding practice. The following procedure should be followed:

1. When an allegation of abuse has been made do not approach the alleged perpetrator about it
2. Follow the usual safeguarding procedure: **Recognise, Respond, Record, Report**
3. Once the allegation has been reported to the DPS they can liaise with the relevant statutory authority
4. Whilst waiting for an outcome from the statutory authorities, the church member or attendee about whom concerns have been raised will be supervised as closely as possible, without raising suspicion
5. Once the statutory authorities are involved, the church will follow their advice with regard to the next steps to take (for example, suspension of church member from specific duties, putting a contract in place)
6. A written record of all discussions with statutory authorities or other parties should be maintained by the DPS and stored securely and confidentially, where only those directly involved in safeguarding (DPS, Safeguarding Trustee, Minister) can access them.
7. No information about the allegation will be shared with people in the church other than those directly involved in safeguarding; not even for prayer purposes.

The suspension of a church member from specific duties following an allegation is, by definition, a neutral act. Our priority as a church is to protect children and adults at risk from possible further abuse or from being influenced in any way by the alleged perpetrator.

It may be necessary, for the sake of the child / adult at risk or to satisfy the needs of an investigation, for the alleged perpetrator to worship elsewhere. In such cases the new church DPS will be informed of the reasons for this happening.

#### 2.1.5 Abuse of Trust

Relationships between children and adults at risk and church workers can be described as 'relationships of trust'. The church worker is someone in whom the child or adult at risk has placed a degree of trust. This may be because the church worker has an educational role, is a provider of activities, or is even a significant adult friend. It is not acceptable for a church worker to form a romantic relationship with a child or adult at risk with whom they have a relationship of trust.

While by no means restricted to young leaders, those who are in their early adult years will need to be particularly aware of the need not to abuse their position of trust in their relationships with other young people who are not much younger than themselves.

#### 2.1.6 Allegations Made Against Children and Adults at Risk

When allegations are made against a child or adult at risk this will be taken seriously and investigated in the same way as an allegation against a church worker. However, it is likely that the perpetrator would also be regarded as a victim in their own right, as they may have also been abused or vulnerable.

When an allegation is made against a child or adult at risk the following procedure should be followed:

1. Do not approach the person about whom the allegation has been made or their parents / carers
2. Follow the church’s safeguarding procedure: **Recognise, Respond, Record, Report**
3. Seek advice from the DPS, who will speak to the police or social services about when to inform a parent. The DPS will also seek advice about what steps need to be taken to ensure the needs of both the victim and alleged perpetrator are met; this may include placing the child or adult at risk on a Safeguarding Contract or equivalent (see section 3.4: Safer Community / Working with Alleged or Known Offenders)
4. Make sure there is pastoral support in place for the child or adult at risk throughout the process involved.

#### 2.1.7 Pastoral Care

**Following an allegation / suspicion**

When an allegation/suspicion arises in the church, a period of investigation will follow, which will be stressful for all involved. The church will ensure that whilst one person is responsible for dealing with the authorities, another offers support to the victim/s and their family, and another gives pastoral care to the alleged perpetrator, without compromising the alleged victims or their families. It may be necessary to appoint other people to support the families involved.

Where a statutory investigation is under way, this support will be provided with the knowledge of the statutory authority involved.

Where the perpetrator accepts some responsibility, they will be encouraged to seek specialised interventions/treatment to reduce the risk of re-offending. This may only be appropriate once the investigation and legal processes have been completed.

**Supporting those who have experienced abuse**

As a church, we are committed to caring for those who have experienced abuse.

We recognise it is important that those who have experienced abuse:

* Are accepted for who they are, without being made to forgive or being put into a position of feeling guilty and responsible for what happened to them.
* Know that God cares for their soul
* Can be confident that those in the church community who know about the abuse are with them on their journey – no matter how long or difficult that journey may be.

It may be necessary to signpost individuals to specialist support. The DPS has a list of relevant local information and contacts, ready for anyone who may need it.

#### 2.2 SAFER RECRUITMENT

As a church, Hyde Street Chapel does not employ paid workers, with the exception of the Minister.

Only church members or regular attendees in good standing will be permitted to work with children and adults at risk in the official work of the church.

The church constitution lays out the basis for church membership which includes recommendations from previous churches, an interview/discussion with the Minister and agreement with the church covenant and statement of faith.

* Church workers formally leading work with children and adults at risk will be subject to a DBS check
* Other Church members and attendees assisting with work involving children and adults on an ad-hoc basis will be supervised by someone who has been DBS checked.

Note: Under the Criminal Justice and Court Services Act 2000, it is an offence for anyone disqualified from working with children or adults at risk to knowingly apply, accept or offer to work with children or adults at risk. It is also a criminal offence to knowingly offer work with children or adults at risk to an individual who is so disqualified or to knowingly allow such an individual to continue to work with children or adults at risk.

**Training**

It is important that all church workers working with children or adults at risk understand our church’s agreed safeguarding procedures and have accessed and completed at a minimum Level 1 Child and/or Adult safeguarding training every year and Level 2 every three years.

#### 2.3 SAFER BEHAVIOUR

The Church has a code of behaviour for all those working with children and/or adults at risk so that everyone is shown the respect that is due to them:

* Treat everyone with dignity and respect.
* Use age and ability appropriate language and tone of voice. Be aware of your body language and the effect you are having on the child or adult at risk.
* Listen well to everyone. Be careful not to assume you know what a child or adult at risk is thinking or feeling. Listen to what is being spoken and how it is said. At the same time, observe the individual’s body language to better understand what is being said.
* Be aware of any physical contact you may have with a child or adult at risk and record it when necessary. For instance, if you need to stop a fight, administer First Aid, give a hug to someone in distress, or protect yourself or others from danger.
* Do not make sexually suggestive comments about or to a child or adult at risk, even in 'fun'.
* Do not scapegoat, belittle, ridicule or reject a child or adult at risk.
* Keep a record of any significant incidents or concerns on a Safeguarding Incident Form (see Appendix 3). Enter the names of all those present and anything of note which you observe, e.g. details of any fights broken up by the workers, allegations made, etc. All workers who witnessed the incident, overheard it or responded in any way should record the details and sign and date the form.

Specific considerations when working with children:

* Do not invade the privacy of children when they are using the toilet
* The level of assistance with personal care (e.g. toileting) must be appropriate and related to the age of the child, whilst also accepting that some children have special needs.
* Avoid rough games involving physical contact between a worker and a child
* When it is necessary to discipline children, this should be done without using physical punishment. There may, however, on the rare occasion be circumstances where a child needs to be restrained in order to protect them or a third person.
* Only invite children and young people to your home or on trips in groups as part of approved church activities always make sure that another worker is present (this would not cover family fellowship).
* Notify the DPS of any children’s trips which take place in the name of the church. Parental permission must always be sought.
* Do not give lifts to children or young people on your own. Ensure that if transporting children as part of your church role, you have the correct insurance cover in place as well as parental permission.
* No person under 18 years of age should be left in sole charge of any children of any age. Nor should children or young people attending a group be left alone at any time.

No one should normally be left working alone in a building with children, young people or adults at risk, but should instead work as part of a team. If there are insufficient leaders for groups:

* Internal doors should be left open or a clear line of sight maintained.
* At least two people should be present before external doors are opened for an event.
* Consider whether you could combine groups together or rearrange planned activities.
* Reconsider whether you can run the group safely, carrying out a Risk Assessment to record your findings.

If workers do find themselves on their own with children or adults at risk, they should:

* Assess the risk of sending the child or adult at risk home.
  + Phone another team member and let them know the situation.
  + Train additional leaders as soon as possible.

If a child or adult at risk wants to talk on a one-to-one basis you should make sure that:

* You try to hold the conversation in a corner of a room where other people are present.
  + You leave the door open if you are in a room on your own.
  + Another team member knows where you are.

Consideration should be given to how many workers should be involved with the group and whether they should be male or female workers, or both. See section 3.11 for recommended ratios. The only adults allowed to participate in children’s and adult at risk activities are those safely appointed and appropriately trained. The leader of the activity should be aware of any other adults who are in the building whilst the activity is running.

## SECTION 3 - BEST PRACTICE GUIDELINES

The church is in an amazing position in society, with the opportunity to minister to individuals from the whole community, from the very young to the very old. These best practice guidelines are in place to help those working on behalf of the church to do it well, prioritising the safety and well-being of those they are working with. Whilst this section is divided into adults and children, some aspects of good practice will overlap.

#### 3.1 – WORKING WITH CHILDREN

#### 3.1.1 Ratios

All youth activities will be overseen by named adults who are church members and have been selected in accordance with church procedures.

When working with children the following recommended minimum ratios of workers to children apply:

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

This does not take into account special circumstances such as behavioural issues, developmental issues, disability and so on, which may mean an increase to the recommended ratios. In calculating the ratios of workers to children, young leaders who are under the age of 18 should be counted as one of the children, not one of the workers.

#### 3.1.2 Children with Special Needs

Children and young people who have a disability can be at greater risk of abuse. They will often require more help with personal care, such as, toileting, feeding, mobility, etc. and may have limited understanding and behave in a non-age-appropriate way. It is good practice to speak with the parents/carers of children/young people with special needs and find out from them how best to assist the child or young person. Particular needs should be recorded on the Sunday School registration form.

#### 3.1.3 Visiting Children or Young People at Home

It is unlikely that church members will need to make pastoral visits to children and their families at home on behalf of the church. If a situation occurs where it is needed then it should be done in pairs, and with the prior agreement of the Minister.

#### 3.1.4 Children with no adult supervision

When children turn up to and want to join in with church activities without the knowledge of their parents/carers, church members will:

* Welcome the child and try to establish their name, age, address and telephone number.
* Record their visit and details on the Sunday School registration form.
* Ask the child if a parent/carer is aware of where they are. Where possible, phone and make contact.
* Without interrogating the child, find out as soon as possible whether they have any specific needs (e.g. medication) so that you can respond appropriately in an emergency.
* Give the child a consent form and explain it needs to be filled in and brought back next time.

#### 3.1.5 Electronic Communications - Cyber Safety

**Modern Technologies and Safe Communication**

Hyde Street Chapel, Winchester recognises that modern technologies are a legitimate part of communicating with young people, parents and the wider community but this this brings responsibilities and risks.

Church members will not communicate directly using mobile phone/texting email, Facebook, twitter, Instagram for Whatsapp (as examples) with any child under the age of 11 years and only with children under 14 years when their parents have consented to this and it is done through the Churches accounts (email, Facebook, Twitter). Communications will be sent directly to parents where possible. Children are welcome to follow the church using social media (hydestchapel and @hydestchapel) but should not request that Church workers ‘follow’ them or ‘friend them’ using private accounts.

**Email**

Email should be limited to sharing generic information, for example, to remind young people and parents about meetings. If email is being used, Church workers will ensure that they are accountable by using the Churches email account. It is important workers use clear and unambiguous language to reduce the risk of misinterpretation, for example, avoiding inappropriate terms such as ‘love’ when ending an email.

**Communicating using Instant Messaging (e.g. Snapchat, Whatsapp, Instagram)**

The Church does not support the use of instant messaging and Church workers should not use private accounts to do this. Workers should save significant conversations and keep a log stating with whom and when they communicated.

**Mobile Phones**

Workers need to take care in using mobile phones to communicate with young people:

* Mobile phone use should primarily be for the purposes of information sharing.
* Workers should keep a log of significant conversations/texts.
* Any texts or conversations that raise concerns should be passed on to the worker’s supervisor.
* Workers should use clear language and should not use abbreviations like ‘lol’ which could mean ‘laugh out loud’ or ‘lots of love’.
* Workers should not take photos of children, young people or adults at risk unless permission is sought in advance and should not store such photos on personal phones.

**Social Networking**

* Church workers should only use the Churches social networking sites to ensure that it is totally separate from their own personal site. This is to ensure that all communication with children and young people is kept within public domains.
* Workers should not send private messages to children on social networks. Workers should ensure that all communications are transparent and open to scrutiny.
* Workers should not accept ‘friend’ or ‘following’ requests from children on their personal site, nor seek to be ‘friends’ or a ‘follower’ of any child known to them in a church context.

**Taking Videos and Photographs of Children**

Since the introduction of the Data Protection Act in 1998, churches must be very careful if they use still or moving images of clearly identifiable people. There are several issues to be aware of:

* Permission must be obtained, via the consent form, of all children who will appear in a photograph or video before the photograph is taken or footage recorded.
* It must be made clear why that person's image is being used, what you will be using it for, and who might want to look at the pictures.
* If images are being taken at an event attended by large crowds, such as a sports event, this is regarded as a public area and permission from a crowd is not necessary.
* Many uses of photographs are not covered by the Data Protection Act 1998, including all photographs and video recordings made for personal use, such as a parent/carer taking photographs at school sports days or videoing a church nativity play.
* Children and young people under the age of 18 should not be identified by surname or other personal details, including email, postal address or telephone number.
* When using photographs of children and young people, it is preferable to use group pictures.

#### 3.2 WORKING WITH ADULTS AT RISK

#### 3.2.1 Premises

The church building will be made as accessible as possible to all people. Any restrictions to access, visibility, audibility, toilet facilities, lighting or heating will be addressed wherever possible, and where necessary, aids and adaptations put in place.

#### 3.2.2 Language

Every effort will be taken to use appropriate language and suitable vocabulary, enabling the greatest level of inclusivity and accessibility.

#### 3.2.3 Worship

In all worship services, we will consider the varied requirements of our congregation and try to be as inclusive as possible by:

* Providing some copies of large print type for all printed materials as requested
* Speakers always facing the congregation and not covering their mouths when talking, enabling those who rely on lip-reading
* Using a microphone and amplification
* Considering holding a service which specifically caters for certain groups of adults at risk, such as those with learning disabilities, the deaf or the visually impaired.

#### 3.2.4 Insurance

We will take reasonable steps to safeguard adults at risk and will follow any specific safeguarding requirements as laid out by our insurance company.

#### 3.2.5 Financial integrity

Arrangements are in place for dealing with money, financial transactions and gifts, as outlined below:

* Those who work with or care for adults at risk may become involved in some aspects of personal finance - collecting pensions or benefits, shopping or banking, etc. If handling money for someone else, always obtain receipts or other evidence of what has been done.
* Church members or workers should not seek personal financial gain from their position
* Church members or workers should not be influenced by offers of money.
* Any gifts received should be reported to the Church trustees, who should decide whether or not the gift can be accepted.
* Any money received by the Church should be handled by two unrelated Church workers.
* Care should be taken not to canvass for Church donations from those adults who may be at risk, such as the recently bereaved.
* Church members or workers should ensure that Church and personal finances are kept apart to avoid any conflict of interest.

#### 3.2.6 Photographs

Workers should make sure that they have the person's permission to take a picture, and that the subject is happy with the intended use of the pictures. When taking group pictures, workers should remember to get permission from everyone who will be photographed.

#### 3.2.7 Record keeping

It is good practice to record pastoral visits or meetings, noting the date, time, location, subject and any actions which are to be taken. The record of these meetings should stick to facts and try to avoid opinion. Any records of safeguarding allegations, concerns or disclosures should be passed on to the DPS and stored in a safe and secure manner for at least 75 years.

#### 3.2.8 Pastoral Relationships

All those involved in pastoral ministry should work in a way that follows clearly defined procedures, which set out the boundaries to protect those carrying out the pastoral ministry as well as those receiving it:

* Workers should be aware of the power imbalance within pastoral relationships and the potential for abuse of trust.
* Behaviour that suggests favouritism or gives the impression of a special relationship, should be avoided.
* Workers should be aware of the dangers of dependency within a pastoral relationship.
* All people receiving pastoral ministry should be treated with respect and should be encouraged to make their own decisions about any actions or outcomes.
* Workers need to recognise the limits of their own abilities and competencies, and get further help when working with situations outside of their expertise or role.

#### 

#### 3.3 HEALTH AND SAFETY - Safe Practice and Safe Premises

#### 3.3.1 Consent forms

It is essential that we have important information about all children and young people involved in any activities at the church, which is recorded on our consent forms**.** The first week someone attends workers must record their name, medical emergency information and a contact name and number. Then they must bring their completed form back with them. Similar details will be gathered for adults at risk.

#### 3.3.2 Health and Safety

All activities for children, young people and adults at risk will comply with the Church’s current health and safety policy with particular attention paid to the sections on Fire Action, First Aid, PAT testing, Health and Safety and Kitchen and Food Hygiene.

Whenever possible, at all events involving food preparation, at least one worker will hold a valid Basic Food Hygiene Certificate.

Buildings being used for children’s and adult at risk groups will be properly maintained. A representative from the teams involved will take part in an annual health and safety review in order to consider all aspects of safety for everyone involved in using the premises.

#### 3.3.3 Fire

It is the responsibility of all group leaders/responsible persons within the building to ensure the safety of themselves and those who are in their care. In addition, it is a legal requirement that all group leaders/responsible persons are familiar with the emergency procedures in the event of a fire.

#### 3.3.4 First Aid

Our church has a number of trained First Aiders and there is a list showing who they are on the noticeboard. All church groups will ensure that they have sufficient trained first aiders on their regular team so that there is always a first aider present at events and activities.

We have a first aid kit covering children and adults as well as an incident reporting book, which must be completed in the event of any accidents, injuries or incidents. Mike Gething, the lead for Health and Safety will ensure that the contents of the first aid kits are checked on a regular basis. Completed accident forms should be passed on to the nominated Health and Safety Officer (Mike Gething).

#### 3.3.5 Supervision of Groups

The person responsible for a group/activity must sign in at the start and end of that activity so that it is apparent who the ‘responsible person’ for that activity is – even if you were already in the building or are staying on afterwards. You also need to make sure that you keep a register so that you know who is on the premises.

#### 3.3.6 Food Hygiene

The Food Safety (General Food Hygiene) Regulations 1995 state that anyone who handles food or whose actions could affect its safety must comply with the regulations. It therefore follows that those with responsibility for food will need to possess the Basic Food Hygiene Certificate and be aware of food safety (preparation, handling and storage, disposal of waste, etc).

#### 3.3.7 Transport

These guidelines apply to all drivers involved in the transportation of children, young people and adults at risk on behalf of the church. They do not apply to private arrangements, for example, transport arrangements made between friends.

* Only those who are Church members and who have a valid DBS check will transport children and adults at risk.
* All drivers will have read the church’s Safeguarding Policy and agree to abide by it.
* Drivers will be aged 21 or over and have held a full driving licence for at least two years.
* Drivers must ensure that they have adequate insurance cover and that the vehicle being used is road worthy.
* All hired minibuses will have a small bus permit, the necessary insurance and a driver with a valid driving licence that entitles them to drive a minibus.

Our practice specifically for transporting children is as follows:

* Parental consent will be given for all journeys.
* All children and young people should be returned to an agreed drop off point. At collection or drop off points, children should never be left on their own; make sure they are collected by an appropriate adult.
* At least two workers should be present when transporting children as part of a church role.

#### 3.3.8 Outings involving Children

There are some specific considerations which need to be made for outings events involving children:

* A risk assessment must be carried out beforehand.
* Parents will be informed in writing of all the arrangements.
* Consent forms will be obtained for the specific activities involved.
* There will be workers with first aid and food hygiene certificates with the group.

**Holding and Dispensing of Medication**

Church workers should never agree to hold or dispense medication for those on an outing. If someone is unable to manage their own medication then consideration should be given as to whether their usual carer could attend with them or whether they will not be able to attend the event.

#### 3.4 SAFER COMMUNITY

#### 3.4.1 Bullying

Bullying is another form of abuse, and it can be verbal or physical. Bullying doesn’t just happen to children, often adults can be victims too. There is no legal definition of bullying, but it is usually defined as a repeated pattern of behaviour intended to cause emotional or physical harm to another person, or exert power over them. The effect of bullying on the victim can be profound, both emotionally and physically, regardless of their age, ability or status.

It is important to recognise that bullying happens within Churches, and it is not isolated to the children and young people. Anyone in the Church can be a victim of bullying, just as anyone in the Church can be the bully, including those in leadership.

Some examples of bullying that could arise in the Church context are:

* Being verbally or physically abusive towards another person
* Isolating or deliberately ignoring someone, or excluding them from group activities
* Spreading rumours and malicious untruths about another person in the Church
* Use of email, phone or social media to publicly challenge or undermine someone
* Name calling and personal insults
* Making false accusations
* Sending abusive messages or degrading images via phone, email or social media

Bullying will always cause a great deal of pain and harm for those on the receiving end. Many people affected by bullying, both children and adults, believe they have nowhere to turn. They are scared to speak out and often blame themselves. They can become fearful and reclusive. It is important that Churches are able to recognise when bullying is occurring and are prepared to take action to resolve the situation.

Some signs that can indicate a person is being bullied are as follows:

* Withdrawal from group or Church activities; appearing anxious, tearful or more reticent than usual, particularly in a certain context; development of mental health difficulties, such as depression or anxiety disorders; drop in performance relating to any Church roles; physical injuries.

In order to help prevent bullying, the following procedures will be adopted within the Church:

* Everyone in the church, whether children or adults, should know how they can report any incidents of bullying.
* All allegations of bullying will be treated seriously and details will be carefully checked before action is taken.
* The bullying behaviour will be investigated and bullying will be stopped as quickly as possible.
* An attempt will be made to help bullies change their behaviour.
* All allegations and incidents of bullying will be recorded, together with the actions that are taken.
* Where an allegation of bullying is made against a Church or group leader, advice will be sought from the safeguarding team.
* Incidents of bullying may be reported to the statutory authorities in line with the church safeguarding procedures.

It is important to distinguish bullying from other behaviour, such as respectfully challenging or disagreeing with someone else’s beliefs or behaviours, setting reasonable expectations with regard to behaviours/attitudes or taking legitimate disciplinary action.

#### 3.4.2 Working with Alleged or Known Offenders

When someone attending the church is known to have abused children or adults at risk, or a serious allegation has been made, the church safeguarding team will supervise the individual concerned and offer pastoral care, but in its commitment to protect vulnerable groups, will set boundaries for that person which they shall be expected to keep. These will be set out in what is known as a Safeguarding Contract.

In determining the details of the contract:

* The DPS will inform and take advice from the Hampshire Designated Professionals
* There will be a discussion about who should be informed about the nature of the offence and the details of the contract.
* The rights of the offender to re-build their life without people knowing the details of their past offence should be balanced against the need to protect children, young people and adults at risk.
* The members of the church Safeguarding Team will always be informed.
* The DPS should determine whether the person is subject to supervision or is on the Sex Offenders' Register. If so, the DPS should make contact with the offender's specialist probation officer (SPO) who will inform the church of any relevant information or restrictions that they should be aware of.

An open discussion will be held with the person concerned in which clear boundaries are established for their involvement in the life of the church. A written contract will be drawn up which identifies appropriate behaviour. The person will be required to sign the contract and it will be monitored and enforced. If the contract is broken certain sanctions will be discussed.

#### 3.4.3 Alleged or known offenders who are themselves adults at risk

A formal contract may be quite a daunting process for someone with learning difficulties or a young person, yet having safeguards in place is still necessary. Therefore, an alternative may be to arrange a meeting with the individual in question where they can be taken though the main elements of a formal contract in a way that is non-threatening and easy to understand. Notes would be taken and the individual would need to verbally agree to the requirements laid out in the meeting.

Rather than signing a formal ’contract’, the individual would instead sign to say that they agree with the minutes or meeting notes, and that they will stick to what has been agreed during the meeting. This will result in the same outcome as a contract, but is a more informal and appropriate approach for an adult at risk. The agreed requirements will need to be reviewed regularly to make sure that the individual is complying, exactly as a formal contract would be.

## SECTION 4 - USEFUL CONTACTS

|  |
| --- |
| **Local Authority Designated Officer (LADO)**  [LADO notification form](https://forms.hants.gov.uk/en/AchieveForms/?form_uri=sandbox-publish://AF-Process-c8d4175e-e440-4cdd-9968-349c655374b9/AF-Stage-64282b4d-4083-4e7c-9c4e-1a25a6a74599/definition.json&redirectlink=/en&cancelRedirectLink=/en)  <https://www.hants.gov.uk/socialcareandhealth/childrenandfamilies/safeguardingchildren/allegations>  Phone 01962 876364  Email [child.protection@hants.gov.uk](mailto:child.protection@hants.gov.uk) |
| **Police**  Contact 101, or 999 in an emergency |
| **Adult Social Services**  Phone 0300 555 1386 during office hours 8.30am to 5pm Monday to Thursday, 8.30am to 4.30pm on Friday  Out of Hours  Phone 0300 555 1373 (public and professionals) |
| **Children’s Social Services**  Phone 0300 555 1384 during office hours 8.30am to 5pm Monday to Thursday, 8.30am to 4.30pm on Friday  Phone 0300 555 1373 at all other times to contact the Out of Hours service |

## APPENDIX 1 - DEFINITIONS OF ABUSE

Understanding, Recognising and Responding to Abuse

Abuse and neglect are forms of maltreatment of a child or adult at risk. Somebody may abuse or neglect a child or adult by inflicting harm, or by failing to act to prevent harm. Children and adults at risk may be abused in a family, or in an institutional or community setting; by those known to them or, more rarely, by a stranger. They may be abused by an adult or adults or a child or children. There are many different ways in which people suffer abuse. The list below is, sadly, not exhaustive.

|  |  |  |  |
| --- | --- | --- | --- |
| Type of abuse | Child | Adult at risk | |
| *Physical* | Actual or likely physical injury to a child, or failure to prevent physical injury to a child. | To inflict pain, physical injury or suffering to an adult at risk. | |
|  | Physical signs of abuse:   * Any injures not consistent with the explanation given for them * Injuries which occur to the body in places which are not normally exposed to falls, rough games etc. * Injuries which have not received medical attention * Reluctance to change for, or participation in, games or swimming * Repeated urinary tract infections or unexplained tummy pains * Bruises, bites, burns, fractures etc. which do not have an accidental explanation * Cuts/scratches/substance abuse | | |
| *Emotional* | The persistent, emotional, ill treatment of a child that affects their emotional and behavioural development. It may involve conveying to the child that they are worthless and unloved, inadequate, or that they are given responsibilities beyond their years. | The use of threats, fear or power gained by another adult’s position, to invalidate the person’s independent wishes. Such behaviour can create very real emotional and psychological distress. All forms of abuse have an emotional component. | |
|  | Emotional signs of abuse:   * Changes or regression in mood or behavior, particularly where a child becomes withdrawn or becomes clinging. Also depression/aggression, extreme anxiety * Nervousness, frozen watchfulness * Obsessions or phobias * Sudden under-achievement or lack of concentration * Inappropriate relationships with peers and/or adults * Attention seeking behavior * Persistent tiredness * Running away/stealing/lying | | |
| *Sexual* | Involves forcing or enticing a child to take part in sexual activities, whether or not the child is aware of what is happening. This includes non-contact activities, such as involving children in looking at, or in the production of, pornographic material or watching sexual activities, or encouraging children to behave in sexually inappropriate ways. | Any non-consenting sexual act or behaviour.  No one should enter into a sexual relationship with someone for whom they have pastoral responsibility or hold a position of trust. | |
|  | Sexual signs of abuse:   * Any allegations made by a child concerning sexual abuse * Child with excessive pre-occupation with sexual matters and detailed knowledge of adult sexual behavior, or who regularly engages in age—inappropriate sexual play * Sexual activity through words, play or drawing * Child who is sexually provocative or seductive with adults * Inappropriate bed sharing arrangements at home * Severe sleep disturbances with fears, phobias, vivid dreams or nightmares, sometimes with overt or veiled sexual connotations * Eating disorders | | |
| *Neglect* | Where adults fail to care for children and protect them from danger, seriously impairing health and development. | A person’s wellbeing is impaired and their care needs are not met. Neglect can be deliberate or can occur as a result of not understanding what someone’s needs are. | |
|  | * Under nourishment, failure to grow, constant hunger, stealing or gorging food, scavenging food, untreated illnesses, inadequate care etc. | | |
| *Financial* | The inappropriate use, misappropriation, embezzlement or theft of money, property or possessions. | | |
| *Spiritual* | The inappropriate use of religious belief or practice, in this context outside of biblical truth and teaching; 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). | | |
| *Discrimination* | The inappropriate treatment of a person because of their age, gender, race, religion, cultural background, sexuality or disability. | | |
| *Institutional* | The mistreatment or abuse of a person by a regime or individuals within an institution. It can occur through repeated acts of poor or inadequate care and neglect, or poor professional practice or ill-treatment. The church as an institution is not exempt from perpetrating institutional 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. | | |
| *Cyber Abuse* | 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. | | |
| *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. An individual may also be neglecting themselves, which can result in harm to themselves. | | |
| *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. Some individuals are more vulnerable to the risk of being groomed into terrorism than others. | |
| *Honour / 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. | |
| *Female Genital Mutilation* | Female genital mutilation (FGM) comprises all procedures involving partial or total removal of the female external genitalia or other injury to the female genital organs for non-medical reasons as defined by the World Health Organisation (WHO). FGM is a cultural practice common around the world and is largely performed on girls aged between 10 and 18. Performing acts of FGM is illegal in the UK as is arranging for a child to travel abroad for FGM to be carried out. | |
| *Historic Abuse* | Historic abuse is the term used to describe disclosures of abuse that were perpetrated in the past. Many people who have experienced abuse don’t tell anyone what happened until years later, with around one third of people abused in childhood waiting until adulthood before they share their experience. | |

Whilst it is not possible to be prescriptive about the signs and symptoms of abuse and neglect, the following list sets out some of the indicators which might be suggestive of abuse:

* unexplained injuries on areas of the body not usually prone to such injuries
* an injury that has not been treated/received medical attention
* an injury for which the explanation seems inconsistent
* a child or adult at risk discloses behaviour that is harmful to them
* unexplained changes in behaviour or mood (e.g. becoming very quiet, withdrawn or displaying sudden bursts of temper)
* inappropriate sexual awareness in children
* signs of neglect, such as under-nourished, untreated illnesses, inadequate care.

**It should be recognised that this list is not exhaustive and the presence of   
one or more indicators is not in itself proof that abuse is actually taking place.   
It is also important to remember that there might be other reasons why most of the above are occurring**

## APPENDIX 2 – DETAILED GUIDANCE ON REPORTING REQUIREMENTS

# **STAGE 1 – THE WORKER**

The duty of the person who receives information or who has a concern about the welfare of a child, young person or adult at risk is to RECOGNISE the concerns, make a RECORD in writing and RESPOND by passing on their concerns to the DPS. If he/she is not contactable, or they are implicated in the situation, another member of the church Safeguarding Team should be contacted instead.

Concerns should be passed on to the DPS within 24 hours of the concern being raised. If anyone is considered to be in imminent danger of harm, a report should be made immediately to the police by calling 999. If such a report is made without reference to the DPS, they should be informed as soon as possible afterwards.

A written record using the standard incident report form should be made as soon as possible after a child or adult at risk tells you about harmful behaviour, or an incident takes place that gives cause for concern.

The record should:

* be hand-written as soon as possible after the event
* be legible and state the facts accurately (when hand-written notes are typed up later the original hand-written notes should be retained)
* include the child or adult at risk’s name, address, date of birth (or age if the date of birth is not known)
* include the nature of the concerns/allegation/disclosure
* include a description of any bruising or other injuries that you may have noticed
* include an exact record of what the child or adult at risk has said, using their own words where possible
* include what was said by the person to whom the concerns were reported
* include any action taken as a result of the concerns
* be signed and dated
* be kept secure and confidential and made available only to the church Safeguarding Team (including the church minister) and representatives of any statutory authorities involved.

If concerns arise in the context of children’s or adult at risk work, the worker who has the concern may in the first instance wish to talk it through with their group leader, where appropriate. However, such conversations should not delay concerns being passed on to the DPS. It should be clear that the duty remains with the worker to record and pass on their concerns to the DPS.

If an issue concerns an adult at risk who does not give permission to pass on the information to anyone else, the worker should explain that they will need to speak with the DPS, who will have greater expertise in dealing with the issue at hand.

If a concern is brought to the attention of a group leader by one of the workers, the leader should remind the worker of their duty to record and report, and will also themselves have a duty to pass on the concern to the DPS.

**STAGE 2 – THE DESIGNATED PERSON FOR SAFEGUARDING (DPS)**

The duty of the DPS on receiving a report is to REVIEW the concern that they have received and REPORT the concern on to the appropriate people, where necessary.

The duty to REVIEW

In reviewing the report that is received, the DPS:

* should take into account their level of experience and expertise in assessing risk to children or adults at risk.
* must take into account any other reports that have been received concerning the same individual or family.
* may speak with others in the church where appropriate (including the Minister and church Safeguarding Team, unless allegations involve them) who may have relevant information and knowledge that would impact on any decision being made. Such conversations should not lead to undue delay in taking any necessary action.
* may consult with other agencies to seek guidance and advice in knowing how to respond appropriately to the concerns that have been raised.

The duty to REPORT

The DPS will decide who the report should be referred on to, working in conjunction with the church Safeguarding Team where appropriate. They may:

* refer back to the worker who made the initial report if there is little evidence that a child or adult at risk is being harmed, asking for appropriate continued observation.
* refer the concern to others who work with the child or adult at risk in question, asking for continued observation where appropriate.
* Inform parents / carers under certain circumstances, where doing so would not present any further risk of harm.
* Make a formal referral to the police or local Social Services team. With adults at risk, confidentiality means that someone’s personal business is not discussed with others, except with their permission. This is not always possible when considering passing relevant information about abuse or concerns to the statutory authorities, however, it is possible to keep the information confidential to the relevant parties. This means not telling or hinting to others what has been disclosed, not even for prayer ministry purposes. For adults at risk, concerns will only be referred to the police or Social Services without consent where:
  + the person lacks the mental capacity to make such a choice
  + there is a risk of harm to others
  + in order to prevent a crime
  + If an allegation is made against someone who works with children\* the allegation should be reported to the Local Authority Designated Officer (LADO) or equivalent. The LADO is located within Children’s Services and should be alerted to all cases in which it is alleged that a person who works with children has:
    - behaved in a way that has harmed, or may have harmed, a child
    - possibly committed a criminal offence against children, or related to a child
    - behaved towards a child or children in a way that indicates s/he is unsuitable to work with children.
* If an allegation is made against someone who works with adults at risk\*, it should be reported to the police or Adult Social Services.

*\*If a worker has an allegation made against them, they should step down from all church duties until the incident has been investigated by the statutory authorities. It may also be appropriate to put a Safeguarding Contract in place; this should be discussed with the local Baptist Association Safeguarding Contact.*

* Whenever a formal referral is made to the police, Social Services or LADO, the DPS should report the referral to:
* The Safeguarding Trustee
* The Minister

A record should be kept of all safeguarding incidents and should be considered in the annual review of the church’s safeguarding policy. All original reports should be retained safely and securely by the DPS and a written record should be made of the actions taken.

# **STAGE 3 – THE NEXT STEPS**

Responsibilities to **REPORT** and **SUPPORT** in stage 3 of the process are shared by the church Safeguarding Team and the Minister.

**The duty to SUPPORT**

Once concerns, suspicions and disclosures of abuse have been addressed, the church continues to have a responsibility to offer support to all those who have been affected, including:

Victims; Alleged perpetrators; Children; Adults at risk; Other family members; Church workers; Church Safeguarding Team; Minister; Leadership Team.

**The duty to REPORT**

If a church worker has been accused of causing harm to children, young people or adults at risk this would be classed as a serious incident that should be reported to the Charity Commission by those churches that are registered with the Charity Commission.

If a worker has been removed from their post or would have been removed from their post because of the risk of harm that they pose to children, young people or adults at risk, there is also a statutory duty to report the incident to the Disclosure and Barring Service (DBS).

## APPENDIX 3 – SAFEGUARDING INCIDENT FORM

*This form should be completed by the Designated Person for Safeguarding*

|  |  |
| --- | --- |
|  |  |
| **Name of church / organisation** | Hyde Street Chapel Winchester |
| **Contact details of church / organisation** | Hyde Street, Winchester, Hampshire, SO23 7DR |
|  |  |
| **Name of Designated Person for Safeguarding (DPS)** |  |
|  |  |
| **Contact details of Designated Person for Safeguarding** |  |
|  |  |
| **Name of concerned person or to whom disclosure was given** |  |
|  |  |
| **Contact details of concerned person or whom disclosure was given** |  |

INDIVIDUAL OF CONCERN - CONTACT DETAILS

|  |  |
| --- | --- |
| Name |  |
| Date of birth |  |
| Address |  |
| Phone number / Email address |  |

THE INCIDENT

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)

ANY ACTION THAT HAS BEEN TAKEN

|  |  |  |  |
| --- | --- | --- | --- |
| Yes |  | No |  |

Have the carers or parents / guardians been informed? (Please tick)

If so, when and by whom?

|  |  |  |  |
| --- | --- | --- | --- |
| Yes |  | No |  |

Have the statutory authorities been informed?

If so, please complete the table:

*Example:*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Authority | Police |  |  |  |  |
| Name | Bobby |  |  |  |  |
| Position | Child abuse officer |  |  |  |  |
| Email contact | bobby@police.com |  |  |  |  |
| Phone contact | 077999 |  |  |  |  |
| Contacted by | Minister |  |  |  |  |
| Date & time of contact | 1.30pm  1/4/15 |  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Yes |  | No |  |

Has the Local Association been informed?

*(Please do so if the statutory authorities are involved)*

If so, when and by whom?

Any other action taken:

FUTURE ACTION TO BE TAKEN

What action needs to be taken?

Who is responsible for this?

SIGNATURES

|  |  |  |  |
| --- | --- | --- | --- |
| Signature of Designated Safeguarding Person |  | Signature of minister, or Church Safeguarding Team member |  |
| Date & time |  | Date & time |  |

BODY MAP

Name of Individual of Concern\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of person completing this form\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

These diagrams are designed for the recording of any observable bodily injuries that may appear on the person. Where bruises, burns, cuts, or other injuries occur, shade and label them clearly on the diagram. **Remember it’s not your job to investigate or to decide if an injury or mark is non-accidental. Listen, observe and pass it on.**



Front Back

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date and time \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

In an emergency:

If you find yourself facing an emergency situation, where you believe that someone attending your church is being harmed or is at imminent risk of harm, please ring the police on 999 and ask to speak to an officer in the child or adult protection teams. Always keep records and let your DPS know that you have made this call.