

SAFEGUARDING POLICY & PROCEDURES

Updated	Safeguarding Trustee
2025	Hannah Harding

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INTRODUCTION

At Hertford Baptist Church (HBC), we are committed to creating a community where everyone is welcome, valued, and safe. Our desire is that each person, regardless of age or background, can encounter God and grow in their faith through Jesus Christ.

We recognise that children and adults at risk may have particular safeguarding needs, whether they are involved in specific ministries such as Toddler Groups, Golden Lunch, or Cross Links, or participating in our regular worship and activities. In response, we have developed this safeguarding policy, guided by the Baptist Union of Great Britain (BUGB), to help us manage these risks and ensure HBC remains a safe and nurturing place for all.

Our ongoing commitment to safeguarding is rooted in our desire to reflect God's love and care for every individual. As we continue to uphold this policy, our hope is that HBC will be a place where people of all ages and backgrounds feel secure, supported, and free to explore and deepen their walk with Jesus. We long to see lives shaped by His grace, communities strengthened in faith, and the church growing as a safe and welcoming space for all.

Hannah Harding, Safeguarding Trustee on behalf of the Leadership Team, October 2025

PURPOSE

In England, the law states that people who work with children have to keep them safe. This is set out in The Children Act (1989 & 2004) and features in the United Nations Convention on the Rights of the Child to which the UK is a signatory. The UK government and Local Authorities also provide guidance for all agencies working with children and young people.

Having safeguards in place:

- protects children and adults at risk from harm and abuse.
- protects workers, both paid and voluntary, from false allegations.
- enables staff and volunteers to know what to do if they are worried.
- shows that the church is responsible and has pride in its work.

The church **Safeguarding policy statement** (section 1) sets out the values and principles that are expected by all who attend and work for the church. It is displayed prominently on the church notice board. This is reviewed annually and accepted at the Church Members' Annual General Meeting.

The **Safeguarding procedures** (section 2 and 3) spell out the details of how the policy is implemented at HBC, setting clear standards for all to follow. These are reviewed and updated annually.

All workers at HBC are made aware of and understand the policy and procedures.

Contacting the Designated Persons for Safeguarding Details for contacting the safeguarding team at HBC are shown on the Safeguarding policy statement on page 7.

DEFINITIONS OF TERMS

A **'child'** refers to anyone under the age of 18 years.

A **'young person'** refers to older children, typically between 14 and 18 years, who are more likely to be able to make decisions for themselves.

A **'young helper'** is a person between 14 to 18 years of age, who assists with church activities.

A **'young leader'** is between the ages of 16 to 18 years and has been appointed using the Safer Recruitment procedures.

An **'adult at risk'** is any adult aged 18 or over who due to mental health issues, learning or physical disability, sensory impairment, 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

A **'worker'** is an adult who leads, works with, or supports activities, particularly those involving children or adults at risk. Whether paid or voluntary, all church workers will be recruited following the Safer Recruitment processes in section 2.2 of this policy.

A **'team leader'** is the person responsible for organising and overseeing a team supporting a specific group or ministry.

The **'church'** refers to Hertford Baptist Church (HBC).

SECTION 1 – SAFEGUARDING POLICY STATEMENT

Our vision

The vision statement of Hertford Baptist Church is:

‘Leading people into a growing relationship with Jesus Christ’

In living out this vision, we:

- Welcome anyone, including children and adults at risk, into the life of our community.
- Run activities for children and adults at risk.
- Make our premises available to organisations working with 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 those associated with the church, and we 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 everyone at Hertford Baptist Church to help prevent the abuse of children and adults at risk and, also, it is the duty of everyone to respond to concerns about the wellbeing 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 and appointment of those working with children and adults at risk, whether paid or voluntary. All workers 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 sets out 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 wellbeing.

- **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 points of contact within our church

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



Martin Colligan, Designated Person for Safeguarding (DPS)

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.

Email address: safeguarding@hertfordbapist.org.uk



Sarah Davis, Deputy Designated Person for Safeguarding (DDPS)

She assists the DPS in helping the church on any matters related to the safeguarding of children and adults at risk and takes the appropriate action when abuse is disclosed, discovered, or suspected.

Email address: safeguarding@hertfordbapist.org.uk



Peter Barlow, Deputy Designated Person for Safeguarding (DDPS)

He assists the DPS in helping the church on any matters related to the safeguarding of children and adults at risk and takes the appropriate action when abuse is disclosed, discovered, or suspected.

Email address: safeguarding@hertfordbapist.org.uk

You can also contact the safeguarding team via the church office on 01992 582951.

Our church ministers are also an important part of the church safeguarding team.



Alan Ward
Baptist Minister



Helen Ward
Families, Young People and Community Outreach



Dawn Weston
Prayer and Pastoral Care

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.

If a child or adult at risk is in imminent danger of harm, contact the police or emergency services without delay on 999.

Putting our policy into practice

- A copy of the safeguarding policy statement is displayed permanently on the church noticeboard and church office and is available on our church website.
- Each person who works with children and/or adults at risk is given a full copy of the safeguarding policy and procedures and is asked to sign to confirm that they 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 are monitored and reviewed annually, and any necessary revisions adopted into the policy and implemented through our procedures.
- The policy statement is read annually at the church AGM, together with a report on the outcome of the annual safeguarding review.

SECTION 2 - SAFEGUARDING PROCEDURES

The church's safeguarding procedures set out how the safeguarding policy is implemented in all the services, groups and meetings that are part of the life of the church.

Over the following pages you will find clear, specific information on how to recognise and report abuse and how to respond to concerns raised within our church. It is vitally important that these procedures are well known and that all those working with children and/or adults at risk in our church have the information and training needed to work with these procedures.

Each trustee, church leader and worker (paid or voluntary) needs to know what training requirements are needed for their role. Upon joining a team working with children and/or adults at risk, the person will be given guidance. It is a requirement for the majority of those in leadership roles to attend both Level 2 and Level 3 of the Baptist Union of Great Britain (BUGB) Excellence in Safeguarding training (delivered through the local Baptist association team) to ensure that they have the knowledge and confidence needed to deal with safeguarding issues as they arise. For full training requirements please see the table on page 14.

2.1 Procedure for recognising, responding to and reporting abuse

2.1.1 What to do if abuse is suspected or disclosed or discovered

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 their 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

Workers and anyone attending a church event are encouraged to raise concerns without fear of reprisal. Any form of retaliation towards a person who has reported a safeguarding concern in good faith will be reported to the safeguarding team.

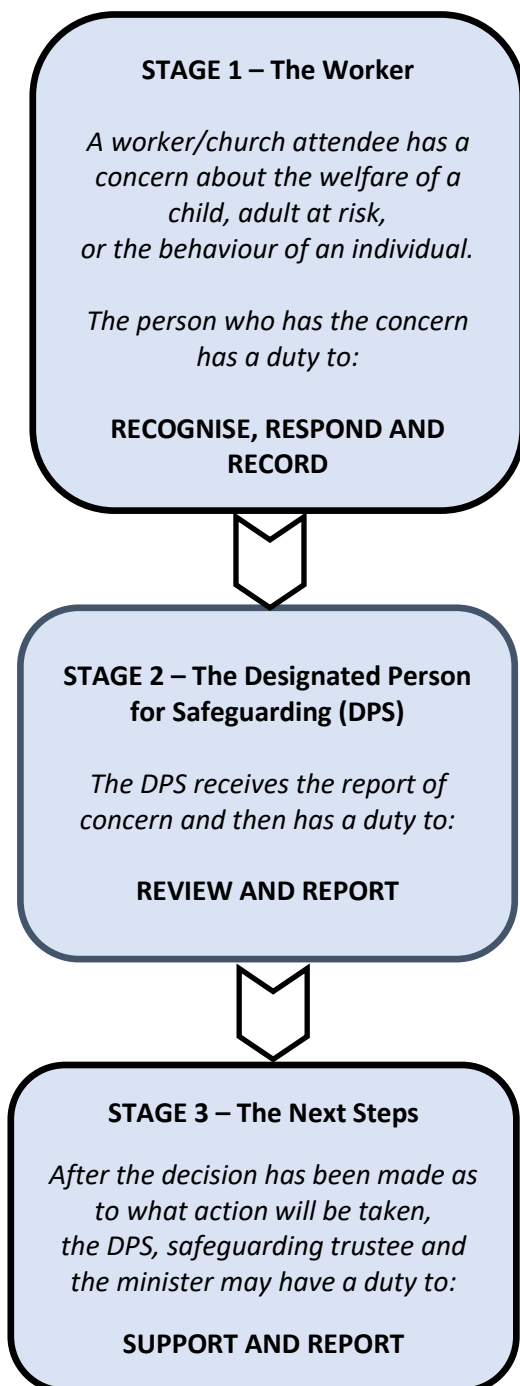
Examples of situations that would trigger a report include, but are not limited to:

- All occasions where a child or adult discloses that they have been or are being harmed.
- All occasions where indicators are observed that give concern that abuse or neglect may be occurring.
- All workers and church members/attendees feel able to make a report if they feel uncomfortable about the behaviour of another worker.
- All occasions where a worker or church member/attendee causes harm or potential harm to a child or adult at risk.
- All occasions when a worker or church member/attendee repeatedly breaches the code of conduct, whether or not it is thought to be wilful.
- If you believe a crime is about to be committed

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: • They were right to tell you ○ You are taking what they have said seriously. ○ It was not their fault. ○ What will happen next and explain that only those professionals who need to know will be informed. • 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. • Do not have the conversation one-to-one behind closed doors.

2.1.2 Responding to concerns

When there are concerns that a child or adult is being abused, follow the process below. More detailed information can be found in Appendix 2.



A written record is made of the concern. If you have one, use a standard incident report form (Appendix 3). Pass your concerns to the DPS within 24 hours.

The written record:

- includes the 4 W's (Who, What, Where, When)
- 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 by the person recording
- 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 will follow. See Appendix 2 for examples of possible actions. Any formal referral to the police or Social Services happens within 24 hours of receiving the report.

The DPS may share relevant information with the ministry and safeguarding teams where appropriate.

The DPS may make the regional safeguarding lead aware of any referrals to the statutory authorities.

Pastoral support will 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 are passed to another member of the church safeguarding team.

If you think that anyone is in imminent danger of harm, report 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 at risk it is treated in the same way as a concern about a child, the church worker (paid or voluntary) follows the reporting procedure outlined in Section 2.1.2.

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 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 worker 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 encourage an atmosphere of mutual accountability, holding each other to the highest standards of safeguarding practice. Team members monitor one another and help each other by constructively challenging anything which could be misunderstood or misconstrued.

When an allegation of abuse has been made about a worker:

- 1) Do not approach the alleged perpetrator about it
- 2) Follow the usual safeguarding procedure outlined in section 2.1.2.
- 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 worker 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 worker, putting a contract in place)
- 6) A written record of all discussions with statutory authorities or other parties is 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 worker 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. Where the church is considering suspending a paid worker pending an investigation support will be sought from the regional safeguarding lead in the first instance.

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.

When concerns are expressed about the Minister

Any safeguarding concerns involving a Minister is be reported immediately to the local Baptist Association Safeguarding Contact in addition to following the church's usual procedures. Do not tell the Minister that a concern has been raised about them.

When concerns are expressed about the church DPS / safeguarding trustee

Any safeguarding concerns involving the DPS or Safeguarding Trustee are raised with the Minister they in turn consult the regional safeguarding lead. Do not tell the DPS / Safeguarding Trustee that a concern has been raised about them.

2.1.5 Abuse of trust

Relationships between children and adults at risk and their church workers can be described as 'relationships of trust'. The worker is someone in whom the child or adult at risk has placed a degree of trust. This may be because the 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. If such a romantic relationship did occur, there would be confusion of roles of leader and romantic partner. Normally in these circumstances the leader ceases either the relationship of trust or the romantic relationship with the young person.

[The Police, Crime, Sentencing and Courts Act 2022](#) expanded the list of roles which are legally considered to be positions of trust to include anyone who is in a teaching, coaching, instructing, training or supervising role within sport or religion. This means that since May 2022 if an adult of any age is in a role where they are working directly with young people aged 16 and 17 and forms a romantic or sexual relationship with them, they could be charged with criminal offences.

If you have concerns about a relationship forming between a worker and anyone for whom they are in a relationship of trust, then you notify the DPS.

2.1.6 Allegations made against children and adults at risk

Children and young people are by nature curious about sex. However, where a child is in a position of power, has responsibility over another child (as in a babysitting arrangement) and abuses that trust through some sexual activity, then this is abusive. Where one child introduces another child to age-inappropriate sexual activity or forces themselves onto a child, this is abusive. Such situations will be taken as seriously as if an adult were involved, because the effects on the child victim can be as great.

When such an instance occurs, they are investigated by the statutory authorities in the same way as if an adult were involved, though it is likely that the perpetrator would also be regarded as a victim in their own right, as they may have also been abused. It cannot be assumed that the child will grow out of this type of behaviour, most adult sex offenders started abusing in their teens or even younger.

Allegations against adults at risk will be investigated by the statutory authorities. If the alleged perpetrator is unable to understand the significance of questions put to them or their replies, they can access support from an 'appropriate' adult whilst they are being questioned. This role can be filled by a range of people, such as a family member, carer, or social worker. In court, adults at risk may be allowed to be assisted by an intermediary or give evidence through a live link.

When an allegation is made against a child or adult at risk the following procedure is to 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 outlined in 2.1.2.
- 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 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 and refer to the Baptist Union of Great Britain [Supporting Those who have Experienced Abuse](#) guide to ensure that we adhere to a model of best practice.

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 loves them unconditionally, and that nothing can or will change this truth.
- 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.

2.2 Safer recruitment

As a church, we are committed to robust safer recruitment practices for all paid and volunteer roles involving children or adults at risk. The following process applies to all appointments:

- 1) We will develop a clear role profile, person specification and application form.
- 2) All applicants will be asked to complete an application form and include the names of two referees, ideally in the form of at least one professional and one personal reference. Family members cannot give references.
- 3) Clearly state that roles involving children/adults at risk require an enhanced DBS check with Barred List.
- 4) Shortlisting of applicants will be carried out by at least two people, including the line manager or group leader directly overseeing the role being recruited for.
- 5) Interviews are carried out by at least two people, which can include a trustee, or a leadership team member.
- 6) We obtain satisfactory references, self-disclosure, and DBS clearance before appointment.
- 7) For paid roles, we verify UK residency status and right to work.

DBS checks

A DBS check from another organisation is not always sufficient.

Workers will be made aware by the church as to why a DBS check with the Barred List is being applied for, rather than one without the Barred List.

Workers are encouraged to join the DBS update service within 30 days of receiving their certificate as this allows volunteers to keep their certificates up to date and allows the church appointed verifiers to check the status of the certificate without carrying out a new DBS check.

A satisfactory enhanced DBS clearance will be required for any young leader/young helper who is 16 and over, including anyone who is doing the Duke of Edinburgh award.

All trustees require at least a basic DBS check. Those trustees involved with safeguarding or direct work with children or adults at risk require an enhanced DBS check with barred list.

Direct questions related to safer recruitment to the Disclosure and Barring System Coordinator at kathy.ward@hertfordbaptist.org.uk

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.

Appointment and supervision

The church's safeguarding policy and procedures will be discussed with the applicant, and they will be required to sign their agreement to adhere to them. All workers will have a role description and clear lines of accountability to a leader and the leadership team.

Paid workers will also have an assigned supervisor whom they will meet with regularly to discuss work and address any issues or areas of concern. There will be a six-month review after any appointment to a paid role.

There will also be regular team meetings to review procedures, share concerns and identify other matters that may need clarification and guidance.

Training

All members of the ministry team are required to have already undertaken within the last four years or commit to working towards within three months of recruitment, at least a level 2 in BUGB Safeguarding Children and Adults at Risk or equivalent. If ministry team members are also Trustees, they will also be required to complete Level 3 training.

Accredited ministers will complete Level 3 BUGB Excellence in Safeguarding Training, once every three years.

Team leaders are responsible for ensuring that all workers understand the church's agreed safeguarding procedures and attend BUGB Excellence in Safeguarding training within three months of joining a team and refreshers at least once every four years. If it is not possible to arrange and complete a training within this timeframe a request for extension is made to the safeguarding team. Where a worker is successfully recruited but has not yet been able to attend the training, they are given a copy of the BUGB [Gateway to Level 2 Excellence in Safeguarding](#) booklet and asked to complete the relevant sections. Until workers have completed the required training, they are grouped with at least one other worker who has completed the training.

Additional specialist training will also be arranged where needed, for example, in First Aid.

Training requirements:

HBC role	BUGB training level required	To be accountable to:
Ministry team - Minister - Family, Children & Community Team Leader - Pastoral & Prayer Leader	Level 2 and 3 Level 2 and 3 Level 2 and 3	Church Secretary/Trustees
Trustees	Level 2 and 3	Church Secretary
Sunday team leaders - Creche - Sparklers - JCKids - Youth Sunday Group Helpers	Level 2 Level 2 Level 2 and 3 Level 2 and 3 Level 2	Family, Children & Community Team Leader Team Leader for their age group
Refresh leaders Refresh helpers	Level 2 and 3 Level 2	Baptist Minister Refresh leader
Midweek under 5s leaders - Toddlers – Tuesday & Wednesday - Baby Group – Friday Mid week Helpers	Level 2 Level 2 Level 2	Family, Children & Community Team Leader Team Leader for their group
Friday evening youth leader Friday evening youth helper	Level 2 and 3 Level 2	Family, Children & Community Team Leader
Cross Links leaders Cross Links helpers	Level 2 and 3 Level 2	A member of the Trustees Cross Links leader
Seniors leaders Seniors helpers	Level 2 and 3 Level 2	A member of the Trustees Leaders of each activity (Edward House, Golden Lunch, Cameo)
DPS and deputy DPS	Level 2 and 3	Church Secretary/Trustees

Other trainings

Caterers - Golden Lunch - Men's Breakfast - Any activity that requires food preparation	It is recommended that workers complete level 1 or 2 Food Hygiene certificate, depending on responsibility held in kitchen	Trustees/Team Leader as appropriate to the Activity " " "
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A record of completed training is kept by the church office alongside DBS status.

2.3 Safer behaviour

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

- Treat everyone with dignity and respect.
- Think about language and tone of voice that you use when engaging with children and adults at risk. Be aware of your body language and the effect you are having on those you are working with. This applies to both in person and online instructions.
- 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 make your team leader aware so that they can advise if further action is needed. Examples include 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 jest.
- 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, for example details of any fights broken up by the workers, allegations made, and so on. All workers who witnessed the incident, overheard it or responded in any way 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 or showering.
- The level of assistance with personal care (for example, toileting) is 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.
- Avoid sexually provocative games.
- When it is necessary to discipline children, this is 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 and always make sure that another worker is present, and with the prior consent of the church.
- Notify the DPS of any children's trips which take place in the name of the church. Parental permission will be sought.
- While operating in your capacity as a worker, 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 and are following section 3.4.9.
- No person under 18 years of age is left in sole charge of any children of any age. Nor are children or young people attending a group be left alone at any time.

No one will be left working alone with children or adults at risk and will normally work as part of a team. If there are insufficient leaders for groups:

- Internal doors are left open.
- At least two people are 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:

- Assess the risk of sending the child or adult at risk home.
- Phone another team member or the DPS and let them know the situation.

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

- You 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.
- You do not promise confidentiality.

Consideration is given to how many workers are involved with the group and whether they are male or female workers, or both. See section 3.1.1 for recommended ratios.

The only adults allowed to participate in children's and adults at risk activities are those safely appointed and appropriately trained as set out in section 2.2. The leader of the activity is aware of any other adults who are in the building whilst the activity is running.

There may be occasions where potential parents/carers want to come to a meeting to see whether it is suitable for someone for whom they care to attend. Potential workers and young helpers may also come and observe a session before they join a team. The leader of the group ensures all workers are aware of the visit and that the individual is escorted for the duration.

If a worker is unwell, the team leader considers whether it is appropriate for them to carry out their role.

If a worker is seen to be (or believed to be) under the influence of alcohol/drugs/prescribed medication, they will be instructed not to take part in any activities with children or adults at risk.

SECTION 3 – PROCEDURES FOR ACTIVITIES AT HBC

3.1 – Working with children

3.1.1 Ratios

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)
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	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 15 children (preferably one of each gender) with an extra adult for every 8 additional children
13 – 18 years	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 account of 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 or helpers who are under the age of 18 are counted as one of the children, not one of the workers.

Workers who are directly related to each other or in a relationship cannot be the second person in the team, but may be counted as a third or subsequent person.

Gender of leaders

With a mixed group, it is strongly advisable to have a female and a male leader for that group. If the situation arises where the only two adults present are of the same sex, it will be made clear to the other sex not represented, that support is available from leaders of the larger team.

Young leaders and helpers

The safeguarding procedures apply to young leaders and helpers just as they do to any other person.

Where young people are leading or helping within groups there is a minimum of a three-year age gap between the eldest child in the group and the young person who is leading/helping.

Training and mentoring are given to ensure that young leaders and helpers develop and hone their skills, attitudes and experience. Young leaders and helpers are always closely supervised by an adult leader and never given sole responsibility for a group of children.

Parent / carer permission is sought for young helpers to attend an event or help with a children's group just as you would for any other person under 18 years of age.

We will support a young person who wishes to undertake the Duke of Edinburgh's Award or similar scheme; however, they cannot work with adults at risk.

3.1.2 Children with additional support needs including children looked after and adopted

Children and young people who have additional support needs can be at greater risk of abuse. They could require more help with personal care, such as washing, dressing, toileting, feeding, mobility, and so on. Some children may

have limited understanding and behave in a non-age-appropriate way. Please speak with the parents/carers of children/young people with additional support needs and find out from them how best to assist the. Older children will have their own views of how they can best be supported.

All children with additional support needs will have a written care plan written by the team leader (the template can be found in Appendix 6). The team leader stores them and ensures they are accessible to other workers for review.

3.1.3 Visiting children at home or in other settings

On occasion, a worker may plan a meeting with a child or adult at risk, outside the organised activities (for example a hospital visit or part of a mentoring scheme). These meetings are planned in advance and written consent from the child and their parent, or the adult at risk, will be confirmed beforehand.

The safeguarding team will be made aware in writing of all visits of this nature. Two workers visit the home together and it is recommended that the parent is present.

If a person visits an adult at risk at home, then the safeguarding team will be informed before the visit happens. The date, time and address are passed on to a member of the safeguarding team along with clear plans for how any potential risk will be mitigated. It is recommended that home visits are done in pairs. Where appropriate, visits are recorded in the staff shared calendar.

3.1.4 Children with no adult supervision

Children under the age of 14	Children over the age of 14
When children under the age of 14 turn up to and want to join in with church activities without the knowledge of their parents/carers, or without their parents present, workers will: • Welcome the child and, if the child has not been to any groups/sessions before, try to establish their name, age, address and telephone number of parent/carers. • Record their visit in a register on Church Suite. • Ask the child if a parent/carer is aware of where they are. Where possible, phone and make contact. • If the parents are not aware of where the child is, or it has not been possible to contact parents/carers, then immediately inform the Team Leader for Families, Children and Community Outreach, and the DPS. • Without interrogating the child, find out as soon as possible whether they have any specific needs (for example, medication) so that you can respond appropriately in an emergency. • Give the child a consent form and explain it needs to be filled in by parents/carers and brought back next time. • Children of primary school age are not to be discharged into the care of older siblings without written consent from parents/carers.	When the child is over 14 years of age: • Welcome the child and, if the child has not been to any groups/sessions before, try to establish their name, age, address and telephone number of parent/carers. • Record their visit in a register on Church Suite. • Without interrogating the child, find out as soon as possible whether they have any specific needs (for example, medication) so that you can respond appropriately in an emergency. • Have the child complete a consent form. • Wherever possible, after first contact/first visit with a child who has attended without parents present, the team leader of the activity or group will phone parents/carers and introduce themselves.

Wherever possible, after first contact/first visit with a child who has attended without parents present, the team leader of the activity or group will phone parents/carers and introduce themselves and ask for consent forms to be completed.	
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3.1.5 Mentoring – working one-to-one with young people

If a worker is working with a young person as part of the recognised church mentoring programme:

- The parents of all young people involved in mentoring are required to sign a letter to say they are aware that the mentoring is happening and who it is with.
- Mentoring meetings are only held in agreed places and in view of other people.
- A mentoring meeting has a set agreed start and end time, and the team leader for families, children and community outreach is aware that a meeting is taking place and where it is being held.
- A basic record of dates of significant meetings and any text messages or emails is kept.
- Appropriate boundaries are maintained in regard to times and demand, for example, not phoning or texting late at night. The record of all communications with a young person is kept by the mentor.
- A written record of issues/decisions discussed at meetings is kept.

3.1.6 Peer group activities for young people

All youth activities are overseen by adults who have been selected in accordance with safer recruitment procedures. Sometimes, groups aged 16+ may benefit from being led and run by peers. Where this is done under the umbrella of church activities, adult workers will have oversight of the programme and content used. If the church premises are being used, two adult workers will be present on site even if they do not participate in the session.

3.1.7 Physical contact

- Keep everything public. A hug within a group context is very different from one behind closed doors.
- Touch is only related to the child's needs, not the worker's needs.
- Touch is age-appropriate and generally initiated by the child rather than the worker.
- Workers avoid any physical activity that is, or may be thought to be, sexually stimulating to the adult or the child.
- Children are entitled to privacy to ensure their personal dignity.
- Children have the right to decide how much physical contact they have with others, except in exceptional circumstances such as when they need medical attention.
- When giving first aid (or applying sun cream and so on), workers encourage the child to do what they can manage themselves but consider the child's best interests and give appropriate help where necessary.
- Team members monitor one another in the area of physical contact. They help each other by constructively challenging anything which could be misunderstood or misconstrued.
- If a team member is unsure about whether the actions of another volunteer or worker constitute a concern, they raise this with the DPS.

Whilst this section relates specifically to physical contact with children the same consideration are given to interactions with adults in the church, especially those who might be considered adults at risk. Not everyone is comfortable with physical contact such as a hug and all those working and volunteering in the church need to be mindful of this.

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. We will be mindful of the language used within worship and the language used to describe people avoiding derogatory words focusing on aspects of someone's disability, race or sexuality rather than the person themselves.

3.2.3 Worship

In 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 song words.
- Speakers will try to face the congregation and not cover their mouths when talking, to enable those who rely on lip-reading.
- Ensuring PowerPoint slides are plain, in a clear strong contrasting colour, for example, white text on a black background and in a large font size.
- Using a variety of liturgy and resources to cater for different levels of understanding.
- Using a microphone during times of open prayer so that all can hear.
- Considering services which specifically cater 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 at all times will maintain Public Indemnity cover recommended by our insurance company.

3.2.5 Financial integrity

Arrangements are in place for dealing with money, financial transactions and gifts, as outlined below. These relate to both paid staff and volunteers:

- Workers do not accept personal offers of money from adults at risk.
- Any gifts received for the church are reported to the church trustees, who decide whether or not the gift can be accepted.
- Those working with adults at risk on behalf of the church avoid becoming involved in aspects of personal finance - collecting pensions or benefits, shopping or banking, and so on. If they do handle money for an adult at risk, they do so in their personal capacity. For their own protection, we recommended that they obtain receipts or other evidence of what has been done.
- Workers do not seek personal financial gain from their position beyond any salary or recognised allowances or expenses.
- Any money received by the church is handled by two church workers.
- Care is taken not to canvass for church donations from those adults who may be at risk, such as the recently bereaved.
- Workers ensure that church and personal finances are kept apart to avoid any conflict of interest.

- If someone alters their will in favour of an individual known to them because of their church work or pastoral relationship, it is reported to the trustees. Workers do not act as Executors for someone they know through their work or pastoral role, as this may lead to a conflict of interest.
- Expert legal advice will be sought on matters such as Power of Attorney and Appointeeship to ensure that the situation is clearly understood and is the most appropriate course of action for the adult at risk.

3.2.6 Pastoral Relationships

All those involved in pastoral ministry 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 are aware of the innate power imbalance within pastoral relationships and the potential for abuse of trust.
- Behaviour that suggests favouritism or gives the impression of a special relationship is avoided.
- Workers are aware of the dangers of dependency developing within a pastoral relationship.
- Workers are mindful of any physical contact or greeting they use within a pastoral relationship, seeking consent if physical contact is offered, for example as a means to offer comfort.
- Workers never take advantage of their role and engage in sexual activity or romantic relationships with someone with whom they have a pastoral relationship.
- All people receiving pastoral ministry are treated with respect and encouraged to make their own decisions about any actions or outcomes.
- Workers do not pastorally minister to anyone whilst under the influence of alcohol or drugs.
- Workers recognise the limits of their own abilities and competencies and get further help when working with situations outside of their expertise or role.
- Workers seek advice from the DPS if they believe that someone, they are pastorally supporting is becoming dependent on them or developing an inappropriate emotional attachment.

3.3. Digital communication

3.3.1 Safe communication

A worker's role description will set out the church's expectations about how they are to communicate with young people and how this will be monitored. On the general consent form, parents/carers sign to agree that the young person can receive such communications.

Young people are made aware of the protocols that workers follow in relation to electronic communications. It is important to remember that as well as the parent/carer, young people have a right to decide whether they want a worker to have their contact details and not be pressurised otherwise.

It is not appropriate to use these communication methods with children aged 11 years and younger. For more information on online safety, please refer to the BUGB [Cyber Safety Guide](#), which can be found on their website as well as the [Guide to using Social Media to Communicate with Young People](#), which is also available on the BUGB website.

3.3.2 Safeguarding concerns reported online

Comments made online are considered the same as if they were made in a public place. If a child or adult at risk tells you something concerning using electronic media, or you observe alarming interactions/input which they or others around them generate on social media, you report it according to safeguarding procedures and record all available evidence (for example, by taking screenshots). It may be helpful to meet up with the child or adult at risk in a public place if they want to talk further about it. If that happens, the parents'/guardians'/carers' permission is obtained beforehand, and two workers attend together.

3.3.3 Principles for using social media

Social media is a key aspect of communicating with the whole church community. Great care is taken when planning to use social media to communicate with children and adults at risk both inside and outside the church.

1. Assume all social media usage is public. Those who are workers in children's work lead by example by ensuring that all their activity on social media is appropriate and upholds the values and vision of HBC.
2. Never post or share any personal information of a child on social media.
3. Do not use social media as a means to communicate directly with children except in the circumstances permitted in the table below.
4. Do not 'friend', 'follow' or equivalent children you are unrelated to on their personal accounts, and do not accept to a 'friend' or a 'follow' request from any unrelated child.
5. Remember that children under the age of 13 are not allowed social media accounts and there may be other children in the church whose parents/carers do not let them have access to it. On this basis it is important to have a variety of methods of communicating with young people. If a child under the age of 13 asks to friend/follow a worker, or contacts them via social media, that person will, where possible, speak to the child's parent/carer in order to highlight to them the age restrictions on having various social media accounts, and also inform the group leader.
6. Keep copies of all messages for a minimum of three years. Workers save significant conversations and keep a log stating with whom and when they communicated. This applies to communication both with children, young people and with adults at risk.
7. Use appropriate hours when engaging with social media, do not engage in communications with children or adults at risk between 8pm and 8am, unless you believe there is an imminent risk to the child or adult at risk.
8. No church worker shows favouritism towards an individual by, for example, interacting more with one person than another. For instance, if you wish one person in the group a happy birthday then you do it for all users.
9. Be rigorous in ensuring that none of the messages you send could be construed as grooming the individual. Remind yourself of appropriate boundaries before you send your message.

10. Workers use clear language and not use abbreviations like 'lol' which could mean 'laugh out loud' or 'lots of love'. 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 a message. Avoid using emojis and GIFs.
11. Any communications or conversations that raise concerns are passed on to the worker's supervisor and DPS.

3.3.4 HBC's social media pages

1. There are at least two admins for any social media pages/profiles. Those who are admins of pages and profiles ensure that they receive notifications of when people post or comment. This ensures that replies to questions or comments can be seen by other admins.
2. Whenever possible, messages and posts are made public/via public profiles.
3. Where content is shared on HBC's social media pages, HBC take reasonable care to moderate comments to prevent abuse. Admins will ensure that appropriate filters are applied to the church social media pages and will block or remove inappropriate comments or people. Any inappropriate comments or content is removed as soon as possible.
4. Anyone wanting to set up or use any new social media or internet-based page/profile seek approval from a member of the ministry team and safeguarding team.

The table below outlines the approved methods for communicating with children and adults at risk. Consent must be gained for all communications. All other use of social media to communicate to children and adults at risk is prohibited.

Media channel	When it may be used
Church Suite	Church Suite is used to administrate Sunday ministry and serving opportunities. It can be used to communicate generic information about teams and rotas with young people aged 16 and over who are volunteering. To enable this to work • young people aged 16 or over create their own Church Suite login. Parents and young people can manage communication preferences within the system. • by default, messages sent from team leaders via Church Suite do disclose personal contact details. • records of all such communications are kept on the system for three years. • two leaders are included in every communication.
Email	Emails are limited to parents and young helpers and young leaders. All emails to young helpers and young leaders who work on teams are sent using Church Suite. Personal emails are never used. Emails are limited to sharing generic information, for example, to remind young people about meetings. When emails are sent to young helpers and young leaders, workers ensure that they are accountable by including another leader in the communication.
Mobile phones	Calling or texting a child or adult at risk only occurs in exceptional circumstances, such as an emergency, as there are other more appropriate channels of communication available as outlined in this procedure. Workers • ensure mobile phone use is only for the purpose of sharing information.

	do not take photos of children, young people or adults at risk unless permission has been granted. HBC has a central mobile phone that may be used for communication if it is preferred/ more practical, than using a personal mobile phone. This is also available for team leaders to use on trips and visits.
Facebook	HBC Facebook public profile is used for communicating upcoming events, and recent updates. Direct messaging is not used for communicating with children.
Instagram	HBC Instagram public profile used for communicating upcoming events, and recent updates. Direct messaging is not used for communicating with children.
WhatsApp	Only used as a group communication tool with secondary aged children in the following approved groups: - general youth group - Friday evening group - temporary groups set up for specific events (for example, Satellites summer camp) There are always at least two workers as admins of the group. Before creating a new WhatsApp group, approval is sought from the safeguarding team and ministry team. It is acknowledged that this app is recommended for those children aged 16+. Children aged 14-18 years may provide their own consent to be part of the WhatsApp groups. Children aged 13 and below require parental consent. If a parent or young person declines to be part of the WhatsApp group, communication will be given verbally, in a printed form, and emailed to parents.

3.3.5 Taking videos and photographs

When taking photos or video of children and adults at risk the below controls are followed:

- Permission is obtained, via the consent form, for all children who will appear in a photograph or video before the photograph is taken, or footage recorded.
- It is made clear why that person's image is being used, what you will be using it for, and who might want to look at the pictures.
- Children are not identified by surname or other personal details, including email, postal address or telephone number.
- When using photographs of children, it is preferable to use group pictures.
- If using a personal phone, images are transferred, stored securely and deleted from the device.
- Images are destroyed when there is no further use for them.
- When uploading or storing images of children, check that you are using a safe means of doing this and not using cloud storage that is outside of the EU or is not sufficiently protected. If there is uncertainty about this, please speak to the Church Data Controller (trustees of Hertford Baptist Church).
- At HBC those taking images of children will be DBS checked and those taking images will, wherever possible, wear visible badges when doing so.
- It is the responsibility of those who lead the children and youth teams to keep a list of photo consent and usage for children and young people they work with. This information is stored on Church Suite.

- It is the responsibility of workers to check Church Suite before any photo or image of a child is used, either in printed format, or on the website or social media.
- If images are to be taken using a drone, the same notice is given and consents gained, as if using a 'face to face' camera. If using drone cameras, workers follow all national guidelines and legislations regarding their usage.

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 parent/carer taking photographs or videoing a church nativity play for example.

If images are being taken at an event attended by large crowds, such as, an Easter or Christmas service for families, this is regarded as a public area and permission from a crowd is not necessary.

We strongly advise only taking group photographs of adults at risk. When taking group pictures, workers remember to get permission from everyone who will be photographed, or their carer, if they cannot give informed consent. All photographs/videos are stored safely and securely in line with church photography policy.

3.3.6 Live streaming church services and events

When a service or event is being live streamed or recorded to be shared online at a later date, an oral notice is given to ensure people are aware that they are being recorded and consent will be sought from those who are leading the service. Those who do not wish to appear on camera will be given an opportunity to sit out of range of the cameras and can ask the group leader afterwards to ensure that any image inadvertently taken is not used.

Filming the audience face on is kept to a minimum and avoided wherever possible.

Written notices are displayed on all doors to inform people of live streaming and photography.

Where children are participating in services or events, we will ensure that appropriate parent or guardian consent is in place for any who may be visible to the camera. Where children and young people are unable to be shown on camera consideration will be given to how else they can participate in the service.

This is in line with the guidance as set out in the BUGB guide: [Recording and Livestreaming Services: Safeguarding Guidelines for Churches](#).

Care is taken when sharing personal information such as birthdays, full names, on livestreaming, as once it is shared it is in the public domain.

We remove photos or footage when an individual or their parent/carer requests it be taken down.

3.3.7 Online meetings and video calls

Some ministries may be held online. In these cases, the below procedure is followed.

- Parents/carers are made aware that a call will be taking place, including date, time, the group that is meeting and expected duration and give their written consent for their child to attend.
- A leader hosts the session to enable them to control who is admitted to the call and what is shared. Only platforms where the host can control who is able to participate in the call are to be used.
- At least two leaders are present in the call at all times.
- A register of all attendees is kept on Church Suite.
- Calls are arranged at a suitable time (not late at night or during school hours).
- Do not record meetings involving children or adults at risk.
- Online meetings for children under 12 need specific additional control measures which will be identified in a risk assessment.

3.4 Offsite events

3.4.1 Outings and overnight events involving children

There are some specific considerations that need to be made for outings and overnight events involving children:

- A risk assessment is carried out at least six weeks beforehand and shared with the safeguarding team.
- A visit to the building that will be used for the overnight event will be undertaken by those completing the risk assessment, prior to the event taking place.
- Parents are informed in writing of all the arrangements.
- Consent forms are obtained for the specific activities involved.
- There are workers with first aid and food hygiene certificates with the group.

Sleeping arrangements

Sleeping arrangements for overnight events will be carefully considered. It is not acceptable for workers to share sleeping accommodation with children. Instead, workers are situated in close proximity and ensure that the children know where to go if they need help. There are at least two workers on duty until all children are asleep. In a mixed group, when the situation arises where there are only two leaders of the same sex, it will be made clear to the other sex not represented that there will be support from other team members of the larger group.

Where a child is questioning their gender identity or considering, progressing or has completed gender reassignment we will consult with them and their parents about arrangements for residential trips and sleepovers. If needed the DPS will seek advice from the Regional Safeguarding Lead.

Adventurous activities

No child will participate in adventurous activities without the written consent of the parent /carer. The activity leader ensures that those engaged in leading such activities are properly trained and qualified and that the correct ratio of workers to children is met. At an activity centre or for an organisation whose own staff undertake such activities, if the activities come within the scope of the Adventure Activities Licensing Regulations 2004, the activity leader needs to ensure that the premises are licensed.

Fire safety

The event leader will have a fire safety procedure in place, which will include the following:

- Everyone will be warned of the danger of fire. If the overnight event is in a building, then everyone is made aware of the fire exits. A fire drill will be practised on the first day.
- When using a building as a residential facility, ensure that the fire alarm is audible throughout the accommodation and that all signs and exits are clearly visible. The building will also need to comply with fire regulations.
- In the case of an emergency, ensure measures are in place to alert children and young people with disabilities (for example, a child who is hard of hearing).

Safety

It is the responsibility of the workers to always know the whereabouts of every child participating in an overnight event, and this may include monitoring access on and off the site.

General safety rules will be applied as appropriate (for example no running around tents due to the risk of injury from tripping over guy lines).

Swimming trips

Recognising that children are likely to be dispersed around the swimming area with additional requirements for oversight as they get changed or visit the toilets there will be an increased adult to child ratio for swimming trips.

Prior to the trip, workers establish the swimming ability of the children attending and obtain specific consent. Workers never change in front of the children.

Named person for safeguarding on the trip

There will be a named person for safeguarding on all outings and residential trips. This person will not necessarily be the Church Designated Person for Safeguarding, but they will be someone trained to Level 3 Excellence in Safeguarding. A discussion with the DPS will be held to identify who this person is and agree how information will be communicated to the DPS if a concern is raised during the event.

3.4.2 Outings and overnight events involving adults at risk

As with outings and events for children, there are additional considerations for a group taking adults with additional needs, such as learning difficulties or mental health needs, on outings or overnight events:

- A risk assessment is carried out at least six weeks beforehand and shared with the safeguarding team.
- Planning for the trip considers specific medical, physical and support needs of each group member, bearing in mind that there may be people in the group who have individual care needs that will have to be met (including personal care).
- Adults at risk are included in the planning of trips and events.
- Parents/carers will be informed in writing of all the arrangements.
- If the activities are adventurous in nature (typically those requiring a specific liability form to be signed by the venue) consent forms will be obtained for the specific activities involved.
- Consent is obtained from parents/carers/persons who need to know, who may choose to sign a generic off site activities form covering all non-adventurous off-site activities rather than being required to give consent for each occasion.
- Consideration is given to the suitability and accessibility of the venue and accommodation, travel time and mode of transport, and the affordability of the event
- Adults at risk are given all the information about the trip beforehand so that they know where they are going, how long it will take to get there and what type of activities they will be taking part in.
- There is a minimum of two leaders with each group; the individual needs of those attending may determine the additional number of people required.
- There will be workers with first aid and food hygiene certificates with the group.

Sleeping arrangements

Consideration is given to the individual needs of those staying overnight. If there is a need for personal care or additional support during the night, it would be better that the person's usual caregiver also attends the event and therefore shares a room with them.

Personal care

It is not appropriate for church workers to perform personal care for adults at risk unless this is their usual task (they have a pre-existing role for the adult at risk.) However, in an emergency situation, for example with an adult who normally deals with their own care, two helpers of the same gender as the person needing help, will be able to assist. Inform the DSP of what has occurred and hand a report to the person who collects/cares for the person concerned.

Activities

Leaders consider the mobility needs of the group when deciding on activities or events. For example, if members of the group have difficulty walking, then including a walking tour around a town may be inaccessible to some who are

attending. If you have members of the group who use wheelchairs, then consideration needs to be given as to whether you have sufficient workers to support those who may need pushing.

Safety

It is the responsibility of the workers to always know the whereabouts of every person in the group; this may include monitoring access on and off the site.

General safety rules will be applied as appropriate, and advice sought from the event organiser / venue about the fire evacuation procedures. A copy of the event / venue risk assessment is included with the group leader's risk assessment.

Consent and medical information

It is important to recognise that adults at risk are mostly able to give consent for their own involvement in activities, inclusion in photographs and medical treatment. However, in some situations the question of capacity may arise. The guidelines clearly state that adults at risk have a say in their care and any arrangements made for them, however, there may be occasions when you need to involve others in decision making. In these situations, involve the DPS for advice.

A medical consent form is completed by each member of the group and held by the leader. This includes any health concerns, emergency contact information and contact details for their GP. This allows emergency medical personnel to have access to information if the need arises.

Holding and dispensing of medication

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

Named person for safeguarding on the trip

As with trips arranged for children there will be a named person for safeguarding for all outings and residential trips involving adults at risk who will be trained to Level 3 Excellence in Safeguarding.

3.5 Safer community

3.5.1 Consent

It is essential that we have important information about all children involved in any activities at the church. The first week someone attends, workers record their name, medical emergency information and a contact name and number and provide a consent form to the parents/carers. The individual brings their completed form back with them the next time they attend an activity. Children aged 14-18 years may provide their own consent for basic personal information to be stored and for online communication, parental consent is gained for all other activities. This information is stored in Church Suite.

Parents need to know what activities their children are involved with, and parental consent is sought before taking children of any age or adults at risk, to off-site activities. Children are not to be relied upon to communicate what is happening to their parents, this is the responsibility of the team leaders.

Consent forms make clear how the personal information we are gathering will be used, stored and shared in a privacy notice.

3.5.2 Health and safety

All activities for children and adults at risk 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.

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.

3.5.3 Fire

It is the responsibility of all team 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 team leaders/responsible persons are familiar with the emergency procedures in the event of a fire. Please see the HBC Emergency Procedures – Fire.

3.5.4 First aid

The church has five first aid kits (one of which is for external events/trips), as well as an incident reporting book, which is completed in the event of any accidents, injuries or incidents

There is an appointed person who ensures that the contents of first aid boxes are checked on a regular basis. This information and the location of the first aid boxes is displayed on the noticeboard in the Chambers Street entrance. This notice also provides information about who will take charge when someone is injured or falls ill, including calling an ambulance if required.

There are a number of people in our church who have first aid training and there is a list showing who they are on the noticeboard in the Chambers Street entrance.

All church groups/ministry carry out routine risk assessments to determine appropriate levels of first aid provision during activities.

Completed accident forms are passed on to a member of the staff team and then stored in the accident folder in the church office.

3.5.6 Food hygiene

The Food Hygiene (England) Regulations 2013 state that anyone who handles food or whose actions could affect its safety follows the regulations in the Health and Safety policy. It is therefore recommended that those with responsibility for food will possess the Basic Food Hygiene Certificate and be aware of food safety (preparation, handling and storage, disposal of waste, and so on).

3.5.5 Supervision of groups

The person responsible for a group/activity signs in at the start and end of that activity so that it is apparent who the 'responsible person' for that activity is – even if they were already in the building or are staying on afterwards. They also make sure that they keep a register so that they know who is on the premises.

The times before and after events, groups and Sunday gatherings, are times for fellowship. During these times, children and young people often mingle with the wider congregation, or take themselves off to play with friends, it is important that everyone is clear when the church takes responsibility for children and when the responsibility is handed back to parents/carers.

Unless children and young people are in a church-organised activity, or in a church group meeting separately from the main service then they remain the responsibility of the parents/carers.

Once a Sunday morning session has finished in the youth lounge, indicated by the leader, the young people can either leave the room, or remain. At this point the room is officially unsupervised. Leaders may remain to tidy up/pack away but will then leave.

3.5.7 Risk assessment

Before undertaking any activity with children or adults at risk, the leader will ensure that a risk assessment is carried out. It is advisable to appoint someone specifically for this task.

For smaller events, the relevant forms are completed and returned to the relevant ministry team leader a minimum of two weeks before the event. Risk assessments for larger events/off site activities are taken to the trustees and safeguarding team and therefore require at least six weeks advance completion.

3.5.8 Insurance

Residential activity organisers will check that there is adequate insurance cover for any activities planned. If the trip is at a centre, it is also important to establish that there is appropriate public liability insurance in place.

3.5.9 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 have gone through the church safer recruitment procedures for workers transport children and adults at risk.
- People with a criminal record that shows a record of driving offences that suggest that the person may not be a safe driver are not permitted to drive others.
- All drivers abide by Safeguarding Policy.
- All drivers complete the HBC Volunteer Car Drivers Agreement form.
- Drivers are aged 21 or over and have held a full driving licence for at least two years.
- Drivers hold fully comprehensive insurance that covers voluntary work or in the case of a paid member of staff, have insurance that covers them for transporting others in the course of their employment.
- Drivers ensure that the vehicle being used is road worthy and has a current MOT.
- Seatbelts are always be worn and the proper child seat/restraints used for young children in accordance with the law.
- All hired minibuses have a small bus permit, the necessary insurance and a driver with a valid driving licence that entitles them to drive a minibus.

When a minibus or coach is being used, the church ensures that seatbelts/restraints are fitted on all seats and are always worn. The church ensures that the number of occupants does not exceed the capacity of the coach or minibus, and all passengers and drivers have an allocated seat and seatbelt.

Our practice specifically for transporting children is as follows:

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

All drivers also follow the HBC transport statement.

3.5.10 Computers

All church computers will have suitable parental controls and blocks put on. Although this is not a failsafe, it will make using the computers for inappropriate behaviour more difficult, whilst also protecting any vulnerable users. We will create a policy specifically for church computer use, including terms and conditions for use as well as what will happen if someone breaches these conditions.

The Church Office system is configured to use standard OpenDNS forwarders that do not edit out sites. Access to this network, though, is restricted to staff members only. All other computers and internet connections will be configured to use OpenDNS "Family" DNS servers, which will refuse to return addresses for sites that are known to be unsuitable. Parents and carers are aware that this is also not an infallible system and cannot guarantee to be 100% secure. When children are using the youth lounge PC, then they will be supervised.

The church may choose to provide publicly accessible Wi-Fi connections, including making passwords for such networks available in places where children or adults at risk would be reasonably expected to obtain them. Since it will not be possible to monitor the use of personal internet enabled devices belonging to children or adults at risk, it is the responsibility of parents or carers to ensure that personal devices are equipped with appropriate parental controls.

If children or adults at risk volunteer to assist in other ministries that involve access to computers, parents or carers are made aware.

Use of personal computers

Personal computers can be used in meetings (for example to take notes). However, no personal information or data is stored on personal computers. This is only accessed and stored via Church Suite.

Emails are sent either via Church Suite or will have two leaders included if using a personal email address.

3.5.11 Record keeping

It is good practice to record pastoral visits or meetings, noting the date, time, location, subject and any actions that are to be taken. These meeting records are factual and free of opinion. Any records of safeguarding allegations, concerns or disclosures are passed on to the DPS and stored in a safe and secure manner for at least 75 years. Please refer to Baptist Union of Great Britain [Safeguarding Record Keeping Guide](#) available on their website.

3.6 Bullying

Bullying is another form of abuse, and it can be verbal or physical. 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 always causes 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 are in place:

- The children and young people will be involved in agreeing a code of behaviour for their groups, which makes it clear that bullying is unacceptable.
- Everyone in the church, whether children or adults, is made aware of 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 must be reported and recorded according to the procedure in Section 2.1.2.
- Where an allegation of bullying is made against a church or group leader, advice will be sought from the local regional safeguarding lead.
- 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 work deadlines and activities or taking legitimate disciplinary action.

Online safety –Bullying online and on social media is as serious as physical, in person bullying. In contrast to in person bullying there is often no escape from bullying online. In a world where people, especially young people, are accessing their online world from wherever they are; there is no "safe space" and the emotional impact of online

bullying can be significant as a result. With this in mind the same procedures apply to disclosures of online bullying as in person incidents.

3.7 Working with alleged or known offenders

When it is known that a person who has been convicted of abusing children, young people or adults is attending our church, it is important that their behaviour within the church community is properly managed and that a contract is put in place. There are also times when it will be appropriate to take such measures with a person who has faced allegations of abuse but hasn't been convicted.

In determining the details of the contract:

- The DPS will inform and take advice from the Regional Safeguarding Lead.
- A risk assessment will be undertaken with the help of the Regional Safeguarding Lead, to determine the contents of the Safeguarding Contract using the BUGB safeguarding risk assessment tool.
- There will be a discussion about who needs to 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 are balanced against the need to protect children, young people and adults at risk.
- The members of the church safeguarding team are informed.
- The DPS determines whether the person is subject to supervision or is on the Sex Offenders' Register. If so, the DPS contacts the offender's specialist probation officer (SPO) who will inform the church of any relevant information or restrictions that they are aware of.

An open discussion will be held with the person concerned, which will contribute to the risk assessment and that establishes clear boundaries for their involvement in the life of the church. The decision of the extent of their involvement sits with the minister, who is informed by the considerations of the safeguarding team. A written contract will be drawn up that 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 and considered with the Regional Safeguarding Lead.

3.7.1 Alleged or known offenders who are themselves adults at risk

A risk assessment and 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 through 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. The church will work with the regional safeguarding lead throughout the process.

SECTION 4 - MONITORING AND RECORDS KEEPING

Monitoring

Both the safeguarding policy and procedures are reviewed annually by the safeguarding trustee to ensure that they are kept relevant and up to date.

Completion of safer recruitment requirements, including DBS and training, as laid out in section 2 are monitored on a quarterly basis by the Disclosure and Barring System Coordinator].

Any breaches or deviations to the procedures laid out in this document are reported to the safeguarding team, who keep a record of them and ensure appropriate corrective and preventative actions are put in place.

Records keeping

All records are kept in line with the [BUGB guide to Safeguarding Records Keeping](#).

All reports of concerns, allegations, incidents, disciplinary actions, records of workers, risk assessments, DBS checks and safeguarding contracts are kept for 75 years.

Records of events involving children and adults at risk (such as registers, consent forms, first aid records) where there were no safeguarding concerns are kept for at least 3 years.

SECTION 5 - USEFUL CONTACTS

Local Authority Designated Officer (LADO) Tel: 01992 555420
Police Contact 101, or 999 in an emergency
Adult Social Services Tel: 0300 123 4042 (Anytime) - Concerns regarding an adult
Child Social Services Children's Services Customer Service Centre Tel: 0300 123 4043 (Anytime) – Concerns regarding a child Child Protection School Liaison Officer – Viv Hammond (Tuesday – Thursday) Tel: 01992 588800 Email: viv.hammond@hertfordshire.gov.uk
Local Baptist Association Safeguarding Contact Gillian Jones – Safeguarding@centralba.org.uk Office: 07427 162410

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.
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.
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 also 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 enters into a sexual relationship with someone for whom they have pastoral responsibility or hold a position of trust.
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.

Type of Abuse	Additional Definitions
Financial	The inappropriate use, misappropriation, embezzlement or theft of money, property or possessions.
Spiritual	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 (for example, minister). The person experiences spiritual abuse as a deeply emotional personal attack.

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 persons aged 16 or above 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, coercive and controlling behaviour where an abuser seeks to exert power over their family member or partner. The Domestic Abuse Act 2021 identifies children who see, hear or experience the effects of domestic abuse as victims in their own right.
Online abuse	The use of information technology (email, mobile phones, websites, social media, instant messaging, chatrooms, and so on) to repeatedly harm or harass other people in a deliberate manner. The Online Safety Bill 2021, introduces new rules for internet search engines and firms who host user-generated content, meaning, those which allow users to post their own content online or interact with each other. Those platforms which fail to comply with the rules could face penalties of up to 10% of their revenue, and in the most serious cases some may even be barred from operating.
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.
Cuckooing	Cuckooing is the term used to describe occasions where the homes of adults at risk are taken over and used to distribute drugs or as a base for gang or criminal activities. The tenant may believe that the people who are in their home are their friends.
Modern slavery	Modern slavery is the practice of treating people as property; it includes bonded labour, child labour, sex slavery and trafficking. In the UK we see examples of this through County Lines, Child Sexual Exploitation and forced labour.
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.
Peer-on-peer abuse	Peer-on-peer abuse is where sexual abuse takes place between children of a similar age or stage of development.
Child on child abuse	Child on Child abuse is when a child abuses another child of any age or stage of development
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.
Grooming	The action of attempting to form a relationship with a child or person, with the intention of sexually assaulting them or inducing them to commit an illegal act such as selling drugs or joining a terrorist organization.

Whilst it is not possible to list all of the signs and symptoms of abuse and neglect, the following list sets out some of the common indicators that 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 (for example, 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.

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 be aware 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 they are not contactable, or they are implicated in the situation, another member of the church safeguarding team is contacted instead.

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

A written record using the standard incident report form is 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:

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

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 do not delay concerns being passed on to the DPS. The worker then records and passes 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 explains 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 reminds 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:

- considers their level of experience and expertise in assessing risk to children or adults at risk.
- considers 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 do 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 is 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 is reported to the Local Authority Designated Officer (LADO) or equivalent. The LADO is located within Children's Services and is 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 is reported to the police or Adult Social Services.

**If a worker has an allegation made against them, they 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 is discussed with the local Regional Safeguarding Lead.'*

- Whenever a formal referral is made to the police, Social Services or LADO, the DPS reports the referral to:
 - The safeguarding trustee
 - The minister
 - Regional safeguarding leadA record is kept of all safeguarding incidents and is considered in the annual review of the church's safeguarding policy. All original reports are retained safely and securely by the DPS and a written record is 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 is 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

HERTFORD BAPTIST CHURCH: Address: 13/15 Chambers Street, Hertford. SG14 1PL Phone number: 01992 582951 Email: theoffice@hertfordbaptist.org.uk
NAME OF DESIGNATED PERSON FOR SAFEGUARDING (DPS): Name: Martin Colligan Email: safeguarding@hertfordbaptist.org.uk
PERSON REPORTING THE INCIDENT OR CONCERN: Name: Address: Phone number: Email: Role in church:
DETAILS OF CHILD / ADULT AT RISK YOU ARE CONCERNED ABOUT: Name: Date of birth / approximate age: Address: Phone number: Email: Do they know that you are sharing concerns about them? If not, please explain why:
IF UNDER 18 PLEASE INCLUDE DETAILS OF THE PARENT OR CARER: Name: Address: Phone number: Email: Relationship to the child/ young person: Do they know that you have concerns that you are sharing? If not, please explain why:
DETAILS OF ALLEGED PERPETRATOR (IF RELEVANT) Name: Address: Phone number: Email: Are they an adult or a child (under 18): Relationship to the child/adult at risk: Does the child / adult at risk live with the alleged perpetrator?

DETAILS OF INCIDENT OR CONCERN:

- Remember to include the 4 W's – Who, What, Where, When.
- Be clear whether this is something you have been told about or something that you have observed directly.
- Include names of anyone else who witnessed the incident or is aware of the concern.
- Refer to the church safeguarding policy if you are unsure what to include.

Please continue on a separate sheet if necessary

HAVE YOU CONTACTED ANYONE ELSE (SOCIAL SERVICES, POLICE, LADO, REGIONAL SAFEGUARDING LEAD, MINISTER)?

Please give details of who and when below:

Organisation:

Name of contact:

Date of contact:

This Incident Form will be passed to the Designated Person for Safeguarding (DPS) within 24 hours of any incident or concern arising. Do not delay reporting your concerns to the DPS because you do not have all the information requested in this form. Where there is an immediate risk of harm, please call the DPS straight away and use this form to follow up on that call. Remember if they are not available call the police or social services, do not wait for the DPS to be available.

Remember: Treat this information confidentially. Do not discuss the contents of this form with anyone other than the DPS, not even for prayer purposes.

Signed

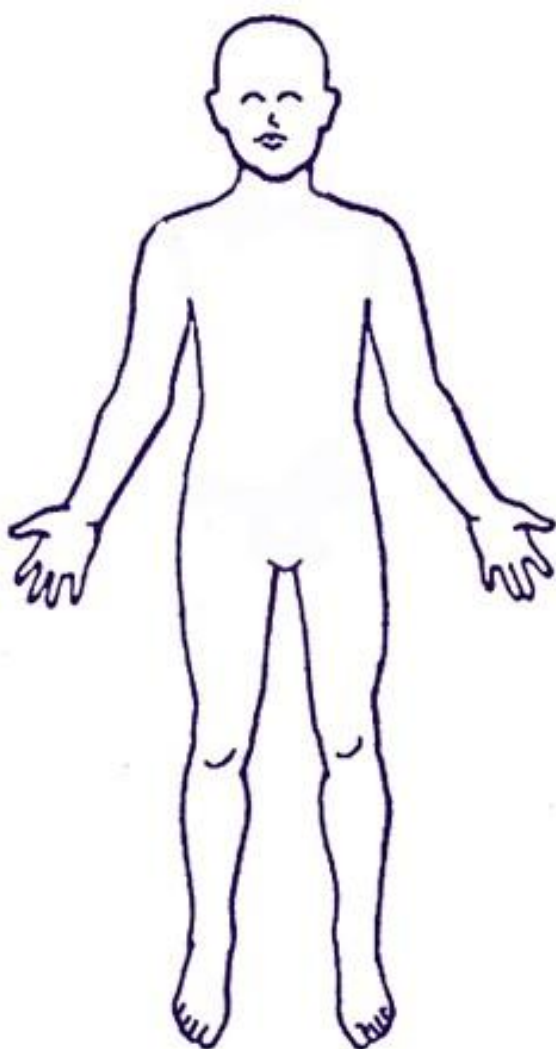
Date

BODY MAP

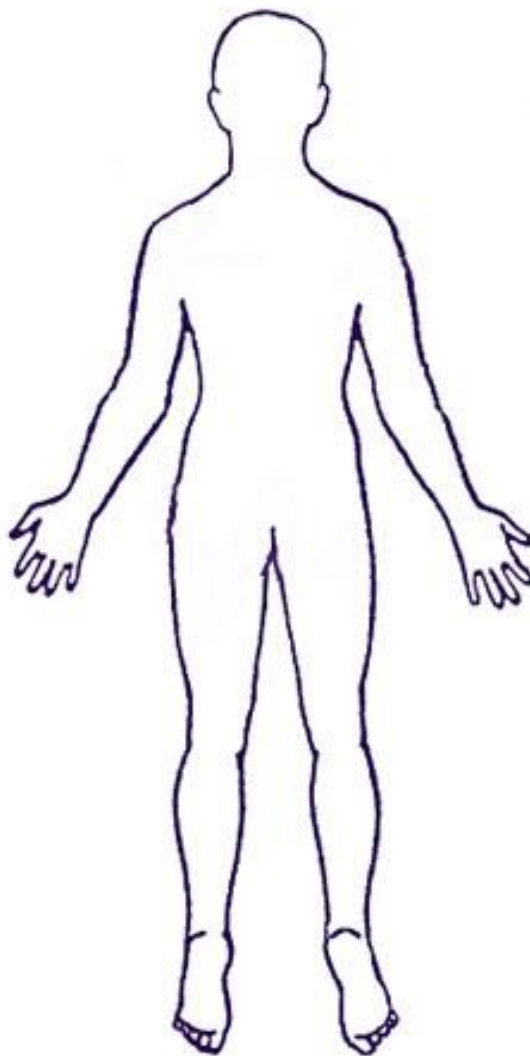
Name of individual of concern _____

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 _____

APPENDIX 4 – CHILDREN AND YOUTH MINISTRY AT HBC

Our Ministry is split into two sections: children's and youth, where each section is led by a team of volunteer workers.

Children's ministry:

Crèche This group takes place during the Sunday morning service in the creche room. Parents can stay to look after their children but are encouraged to return to the service. Creche is for babies from 0 through to when a child turns 3. Creche is play focused with simple Bible story and toys.

Sparklers—This group takes place during the Sunday morning service in room 13 of the church centre. Sparklers is for children aged 3 and 4, with age appropriate Bible stories, crafts and activities.

JC Kids – JC Kids also meet during the Sunday morning service. This group is for children in Reception to Year 5. Children come together in the hall for worship, Bible stories and fun together.

Youth ministry:

Sunday youth sessions

Year 6 to Year 9 meet during the Sunday service and follow the same teaching topics as the main service, but in an age appropriate and accessible format. They also enjoy fun activities, games and refreshments. There are also occasional social get togethers, normally on a termly basis. .

Years 10-13 – our older youth stay in the main gathering, but once a month they head out during the service for coffee and social time together in a local café

Friday Youth Discipleship – This takes place every Friday of term time in the youth lounge. It is for young people in Years 10-13. There is time for refreshments and connection, as well as reading the Bible together, prayer, worship and creative activities.

Once a year we take our young people in Year 9 to 13 to a residential Christian youth festival during the summer holidays.

Events for families:

During the year, we also run a variety of different events for families, for example craft afternoons. These are all events where parents/carers stay with their children.

Other midweek ministries:

We run three different midweek groups for families:

Tuesday Toddlers – for parents/carers with children aged 0-4

Wednesday Toddlers (HBC 0-3s) – for parents/carers with children aged 0-3

Friday Baby Group – for parents/carers with children aged 0-18months

These groups all meet in the church hall, from 10-11.30am, during term time. The Tuesday group also uses the creche room for singing and story time.

APPENDIX 5 – ADULTS AT RISK AT HBC

We recognise that there may be adults at risk in any of our meetings and gatherings. However, there are some ministries where regular contact with adults at risk occurs, and these are listed below:

Work with adults with learning disabilities:

Cross Links

Cross Links is a group that meets on the first Sunday afternoon of each month between 3 and 5pm, except May and August. It is a group for adults (18 and over) with learning disabilities, who want to have fun, food and friendship and who want to know more about Jesus and God.

Cross Links aims to:

- Provide a social network with a Christian foundation
- Include and involve individuals in worship and fellowship
- Encourage participation in activities of ordinary life within the community
- Support individuals to make an informed choice about Christianity
- Enable individuals to express their spirituality.

Midweek community for adults with learning disabilities meets once a week on a Monday afternoon at the church.

Work with seniors:

Golden Lunch - which meets on the first Thursday of each month between 12 noon and 2.00 pm (except January and August)

Cameo – which meets on the third Thursday of each month between 2.00 pm and 4.00 pm.

Edward House – a team from HBC leads a service of worship on the first Tuesday of every month at 3.30pm. This is followed by tea and cake in the Dining Room of Edward House.

Midweek community at Edward House – meets weekly

Work with other at risk groups:

Refresh – A weekly Sunday afternoon discipleship group for those aged 18-30, attended by a number of young adults with complex emotional and mental health needs, and other neuro-diversities. The group studies the Bible, life and God. A typical session includes games, Bible study, and refreshments. Refresh socials are planned throughout the year.

APPENDIX 6 - HERTFORD BAPTIST CHURCH CARE PLAN

Full name:	
Family members:	
School attends:	
Their likes and favourite things:	
Place:	Toy:
Food:	Day of the week:
TV programme/film:	Person:
Bible story:	Book:
Their talents, gifts and aspirations:	
What do they find difficult?	
From our point of view:	From their point of view:
Why do they find these things difficult? (identified condition? / personality trait? / past experience? Etc.	
What support do they need / what helps them?	
What doesn't help them?	
What you might see when they need support:	
Allergies	
Required medication (indicate if carried with child/young person):	
What can you pray for this child?	
Name of person with parental responsibility:	
Mobile:	
Email:	

Signed (parent/carer) _____ Date _____

Please return this form to the team member that gave it to you. This information given on this form will be shared with all who work alongside the named child and updated annually.



APPENDIX 7 – SAFEGUARDING ROLES AND RESPONSIBILITIES AT HBC

The following briefly describe each of the roles with children, young people and adults at risk at HBC:

Role	Responsibility	Relevant sections
Everyone attending a service, ministry or event at HBC	• Ensure all their conduct is aligned to the Safeguarding policy. • Report safeguarding issues they see or become aware of. • Follow appropriate use of digital communications and church premises.	1, 2.1, 2.3, 3.3
The Minister	• Is responsible for all the work in the church connected with children and adults at risk. They will meet regularly with the Team Leaders to ensure the smooth running of the ministry. • Shares with the trustees the general responsibility for the adoption and implementation of the church's safeguarding policy. • Takes responsibility for ensuring that the pastoral needs of all are being met. • Made aware of safeguarding issues as appropriate. • Receives concerns reported about the DPS or safeguarding trustee. • Makes decisions as to whether those alleged or convicted of abuse may continue to attend church. • Maintains storage of hard copy reports in the church office.	1, 2, 3, 4, Appendix 2
Ministry Team Leader for Families, Young People and Community Outreach	• Responsible for supporting, developing, training, and mentoring those who work with children and young people, both on Sundays and midweek and ensuring they are well versed in this Safeguarding policy and procedure. • Provides a voice for families, children and young people to the wider Church and the Leadership Team. • Works alongside the safeguarding trustee to ensure safeguarding policy and procedures are reviewed, implemented, and shared with those working with children and young people. • Responsible for safer recruitment, people management and ongoing training of children workers.	1, 2, 3, 4, Appendix 2
Ministry Team Leader for Prayer and Pastoral Care	• Leads a team that provides pastoral care and prayer and delivers training and courses to encourage wellbeing and spiritual and emotional maturity for the wider church in a manner aligned with this Safeguarding policy and procedure. • Responsible for supporting, developing, training, and mentoring those who work in our prayer and pastoral ministry teams, both on Sundays and midweek, and ensuring they are well versed in this Safeguarding policy and procedure. • Works alongside the safeguarding trustee to ensure safeguarding policy and procedures are implemented and shared with those working in the prayer and pastoral ministry.	1, 2, 3, 4, Appendix 2

	Responsible for safer recruitment, people management and ongoing training prayer and pastoral volunteers.	
Trustees	- Ultimately responsible for safeguarding. - Responsible for the implementation of this Safeguarding policy and procedures. - Responsible for supporting the church workers in complying with this policy and procedure. - Responsible for raising awareness about best practice within the wider church. - Responsible for ensuring that the relevant people have received the appropriate training. - Review and approve risk assessments as needed.	1, 2, 3.3, 3.5
Safeguarding Trustee	- To ensure on behalf of the trustees that there is a proper process in place to write and update the safeguarding policy and procedure. - To monitor the implementation of the policy and procedures on behalf of the trustees. - To ensure that the policy and procedures are reviewed annually and to present the report of the annual review to the trustees. - To receive reports from the Designated Person for Safeguarding regarding any safeguarding incidents in the life of the church and to be responsible for keeping the trustees informed as appropriate. - Works alongside the ministry team members to ensure safeguarding policy and procedures are implemented and shared with workers.	4
Safeguarding team	- Manage the safeguarding email inbox. - Approve extension requests to training competition timeframes. - Approve and record home visits. - Approve new WhatsApp groups and new social media channels/forms of digital communication. - Review and approve risk assessments for offsite activities. - Receive and store all reports and allegations made. - Review allegations annually.	1, 2, 3, 4
Designated Person for Safeguarding	- Responsible for helping the church respond appropriately to any concerns raised about the safety or wellbeing of children, young people and adults at risk. - Receives all reports of concerns regarding the safeguarding of children, young people and adults at risk. - Listens, observes and passes on those concerns appropriately having taken advice from the relevant people. - Undertakes risk assessments on safeguarding matters. - Acts as a link between the church and other agencies or bodies on safeguarding matters. - Decides when it is appropriate for the information to be reported to the statutory authorities.	1, 2, 3, 4, Appendix 2

	- Alongside the safeguarding team and minister, writes contracts for alleged and known offenders wishing to attend the church. - Maintains and stores written records of all discussions with statutory authorities or other parties. - Helps to identify who will be responsible for safeguarding on offsite trips and agree how information will be communicated to if a concern is raised during the event. - Advises on situations not specifically covered in these procedures. - Determines whether a person is subject to supervision or is on the Sex Offenders' Register and contacts the offender's SPO.	
Deputy Designated Persons for Safeguarding	Assists and shares responsibility with the Designated Person for Safeguarding.	1, 2, 3, 4, Appendix 2
Disclosure and Barring System (DBS) Co-ordinator	Person responsible for overseeing and administering applications for disclosures from the Independent Safeguarding Authority (ISA) through Due Diligence Checking Ltd (DDC).	2
All workers involved with children and adults at risk	- Ensures they have completed the required training - Follow this Safeguarding policy and procedure. - Provide a voice for those they are working with to the wider church and trustees.	1, 2, 3
Team leaders	- Responsible for following the safer recruitment procedures when recruiting people to their teams. - Ensure that all members of their team are briefed aware of procedures before starting work. - Ensure that all members of their team have completed the required training within three months of joining the team.	1, 2, 3
The Cross Links Coordinator	- Leads a team who facilitate the work with adults with learning disabilities encouraging them to have fun, make friends, share food, and explore faith. - Responsible for supporting, developing, training, and mentoring those who work with adults with learning disabilities. - Provides a voice for adults with learning disabilities to the wider church and the Leadership Team. - Works alongside the Safeguarding Trustee to ensure safeguarding policy and procedures are reviewed, implemented, and shared with those working with adults with learning disabilities. - Responsible for safer recruitment, people management and ongoing training of volunteers who work with adults with learning disabilities.	1,2,3
Named person responsible for first aid	Ensures that all first aid boxes on church premises and for offsite activities are properly maintained.	3

APPENDIX 8 – DATA PROTECTION

Hertford Baptist Church has a general Privacy Policy which is referred to in partnership with this appendix 7. Copies of Hertford Baptist Church 'Data Protection Policy' and 'Privacy Statement' are available upon request from the Church Office.

Personal data held either on a computer or in a paper-based filing system is subject to the rules set out in the Data Protection Act. Each individual has the right to know what data is being held about them and to check its accuracy. Personal data held is used only for the specific purposes for which it is held and not disclosed to those not authorised to have it.

The Church is registered with the Information Commissioner's Office, registration number ZA359361.

There are eight data protection principles:

Personal data will be

1. fairly and lawfully processed
2. processed for one or more specified purposes
3. adequate, relevant and not excessive
4. accurate and up to date
5. kept for no longer than is necessary
6. processed in line with the data subjects' rights
7. kept secure
8. is not transferred to other countries without adequate protection

Privacy notice

Hertford Baptist Church will treat all your personal information as private and confidential and will not disclose any personal data about you to anyone other than the leadership and ministry overseers/co-ordinators of the church in order to facilitate the administration and day-to-day ministry of the church. All staff and office volunteers who have access to Personal Data will be required to agree to sign a Data Processor Agreement and a Data Protection Policy when these documents are available in due course.

The purposes for collecting personal data are:

- the day-to-day administration of the church; for example, Preparation of ministry rotas, maintaining financial records of giving for tax and audit purposes.
- contacting members to keep them informed of church activities and events.
- safeguarding those in our care personal data will not be sold to third party or used for any marketing purposes outside of the normal activities of the church.

Processing any type of data

Although it is not always necessary to obtain consent to process personal data which is used for the ordinary purposes of the church, obtaining consent is often the simplest and safest way to achieve lawful processing.

Processing sensitive personal data

Special conditions apply in the case of sensitive personal data which is processed as part of the church's legitimate activities. Again, obtaining the explicit consent of the data subject is often the safest way to achieve lawful processing.

Circulating contact details

Those whose names and contact details are on any sort of published list, even if this is only circulated to church members, give explicit permission for their contact details to be included on the list. If someone asks to have any or all of their contact details removed from such a list, then you will need to comply with their request as soon as possible.

Keep the information up to date

The personal data is regularly checked and updated to ensure that out of date or irrelevant information is not being held.

Keep the information secure

Ensure that any personal data held is processed in a sufficiently secure manner, whether in paper or electronic form:

- store paper based information in secure, lockable cupboards
- use password protection (and encryption of particularly sensitive electronic documents)
- restrict access of data to those necessary for it to be processed
- ensure information is not leaked through eavesdropping
- ensure personal data is transmitted securely so that it cannot be intercepted by unintended recipients

Data subject's access to their own personal data – Subject Access Request

Data subjects have the right to access their own personal data and in most situations any request can be handled informally and without difficulty.

This right, however, is subject to certain exemptions: Personal information may be withheld if the information relates to another individual.

Any person who wishes to exercise this right makes the request in writing to the data controller, the trustees of Hertford Baptist Church. The Church reserve the right to charge the maximum fee payable for each subject request. This is a maximum of £10. If personal details are inaccurate, they can be amended upon request.

The church aims to comply with requests for access to personal information as quickly as possible but will ensure that it is provided within 40 days of receipt of a written request, proof of identification and applicable fee unless there is good reason for delay. In such cases, the reason for the delay will be explained in writing to the individual making the request.

Manual filing systems

The Data Protection Act applies to personal data kept on a manual system as well as a computerised system, provided the manual data is organised into a system where the content is so arranged as to allow the searcher to go straight to the correct category without a manual search of the file or if the file itself is so indexed as to allow a searcher to go directly to the relevant information.

Publishing information on the Internet

It is essential to obtain each person's explicit permission and informed consent before publishing their personal information on the Internet. This includes photographs and special care is taken with photographs especially of children and young people, who are never be identified by name.

Copies of Hertford Baptist Church 'Data Protection Policy' and 'Privacy Statement' are available upon request from the Church Office.

Definitions of terms used:

- Data subject: the individual whose personal data is held
- Personal data: information relating to an individual who can be identified from that data
- Sensitive personal data: information concerning, for example, the individual's racial or ethnic origin, religious beliefs, physical or mental health condition, commission or alleged commission of any offence, or a record of any sentence of proceedings.
- Data classes: the type of personal data that is being processed
- Data controller: the person or persons who determine the purpose and the manner by which personal data is processed (in our case, the Leadership Team/Trustees).

- Data processor: the person who actually processes the personal data. This will include those handling data for specific groups within the church.

For more information:

Please see www.baptist.org.uk for more information about safeguarding in Baptist churches, including a range of specialist guides and a library of free downloadable resources.

BUGB Excellence in Safeguarding training for your church:

Information and booking arrangements for the BUGB Levels 2 and Level 3 Excellence in Safeguarding training can be made through your local Baptist association team. Please see their website for details of nearby courses or the opportunity to host safeguarding training at your church.

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.



**This policy has been adapted from the Baptist Union of Great Britain Safeguarding Model Policy
September 2024**