

Safeguarding Matters at Rugby Baptist Church

1) POLICY STATEMENT ON SAFEGUARDING CHILDREN AND YOUNG PEOPLE in RUGBY BAPTIST CHURCH (referred to as "the church" in the following Policy Statement)

The mission purpose of the church is: To make God's love known to people by **WORSHIPPING, SERVING, GROWING, REACHING OUT AND BELONGING**. In fulfilling its mission purpose the church:

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

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

As members of this church we commit ourselves to the nurturing, protection and safeguarding of all children and young people associated with the church and will pray for them regularly. In pursuit of this we commit ourselves to the following policies and to the development of procedures to ensure their implementation.

Prevention and reporting of abuse

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

Safe recruitment, support and supervision of workers The church will exercise proper care in the selection and appointment of those working with children and young people, whether paid or voluntary.

Respecting children and young people The church trustees (Diaconate) will circulate widely a code of good practice behaviour ("Safeguarding Matters") for all who are appointed to work with children and young people to help ensure that all children and young people are shown the respect and care that is due to them.

Safe working practices The church is committed to providing a safe environment for activities with children and young people and will adopt ways of working with children and young people that promote their safety and well-being. This includes the appropriate use of risk assessment forms for all children's and youth activities and groups, whether meeting on church premises or away from them.

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

Responsible people The church has appointed **LOUISE MORLEY** as the **Safeguarding Trustee** to oversee and monitor implementation of the policy and procedures on behalf of the church's charity trustees

The church has appointed **BARBARA COLEMAN** and **CAREY COWPERTHWAIT** as the **Designated Persons for Safeguarding** to:

- advise the church on any matters related to the safeguarding of children and young people
- take the appropriate action when abuse is disclosed, discovered or suspected.

Policy and procedures

- A copy of this policy statement will be displayed permanently on the noticeboard in the John Lees Hall and the Regent Rooms.
- Each worker with children and young people whether paid or voluntary will be given a copy of the “Safeguarding Matters” booklet and will be required to follow the good practice guidelines it contains.
- A copy of “Safeguarding Matters” will be made available on request to any member of the church, the parents or carers of any child or young person from the church or any other person associated with the church.
- The Church’s safeguarding policy and procedures will be monitored and reviewed at least annually.
- This policy statement will be read at the annual church meeting in November together with a report on safeguarding.

ENDS.

Agreed by the Diaconate and Church Meeting July 2014

2) GOOD PRACTICE SAFEGUARDING GUIDELINES AT RUGBY BAPTIST CHURCH

a) Safeguarding Matters — the way we work.

Don't ignore a problem it will NOT go away....

Workers with children and young people at the Church are expected to:

- Treat all children and young people with respect and dignity.
- Use age appropriate language and tone of voice.
- Listen well.
- Never *assume* they know what a child or young person is thinking or feeling.

Workers with children and young people at the Church are expected to avoid the following:

- invading the privacy of children or young people when they are using the toilet or showering (*)
- rough games involving physical contact between a leader and a child or young person
- sexually provocative games
- making sexually suggestive comments about or to a child or young person, even in 'fun'
- Scapegoating, belittling, ridiculing, or rejecting a child or young person.

Workers with children and young people at the Church will also not :

- respond to excessive attention-seeking from a child or young person e.g behaviour that is overtly sexual or physical in nature.
- Use physical contact of any kind to control and discipline children and /or young people.

(*) Do make sure another adult is present if, for example, a young child has soiled their underclothes and needs to be thoroughly washed.

b) Safeguarding Matters: Recruitment, Training, Support and Supervision.

Recruitment:The Safeguarding Trustee (SG), or a Designated Person asked by the SG to do this, will make time with any new volunteer working with children and young people, to go through this booklet with them and ensure that have signed the declaration at its end. Where judged appropriate by the SG additional references may also be sought.

An enhanced DBS certificate is necessary for all such volunteers /

workers unless the volunteering is very occasional and in a group setting only. These certificates must be renewed at least once every five years.

No appointment should be agreed in advance, or made, without informing and consulting with the Church’s Safeguarding Trustee. Such appointments shall be reported at the next Children’s and Youth Forum. In the event of any uncertainty or disagreement the potential appointment must be referred to the Diaconate. The final authority on any and all church appointments is the Church Meeting.

Training: From time to time training opportunities will be made available to those working with children and young people. All such opportunities will first be reported to, and agreed at the Children’s and Youth Forum. An appropriate amount to cover the costs of such training shall be included in the Church’s annual budget. The purpose of such training is to encourage good practice and to promote the safeguarding of children and young people.

Support and Supervision: In practice most support and supervision will be found within the team of those working together to deliver a particular children’s or youth activity. The Safeguarding Trustee and Designated Persons are, however, also available for conversation and good practice advice about any work undertaken by those working with children and young people.

c) Safeguarding Matters - good practice RATIO guidelines:

A worker should not work alone with a child or young person unless other people are around and they are clearly visible.

Another adult (18+) should always be always present with you if you will otherwise be alone on church premises with a child or with a group of children and young people.

A child or young person should never be invited to your home alone. In a “listening” situation with a young person, where privacy and confidentiality are important, please ensure that another leader knows where and when the interview is taking place and with whom.

Children and young people should not be given access to church premises unless a responsible adult/s are also present.

Leaders should make sure that you have a suitable ratio of staff to children and young people. Recommended ratios are as follows:

Indoor Activities		Outdoor Activities	
Age 0-2 years	1:3	Age 0-2 years	1:3
2-3 years	1:4	2-3 years	1:4
3-8 years	1:8	3-8 years	1:6
8 & over	2:20 (male and female) plus 1 extra adult for every 10 children	8-13 years	2:15 (male and female) plus 1 extra adult for every 8 children
		13 & over	2:20 (male and female) plus 1 extra adult for every 10 young people

Overnight ratios differ. Please check your proposed ratios with one of the Designated Persons or the Safeguarding Trustee in good time.

d) Safeguarding Matters — can I ever make physical contact with a child or young person?

It is hard to conceive how you can be a nurturing, caring worker with children and young people without some physical contact happening at least occasionally. For example, if a child is distressed it is natural to want to put an arm round their shoulder. However, you must be conscious that what to you is an innocent touch may have another, more sinister meaning for children who have experienced abuse.

Please always be aware of your own and other workers' behaviour in terms of touching. If you see another worker acting in ways that might be misconstrued, speak to them or to a leader about your concerns.

Leaders at the church should encourage an atmosphere of mutual support and care which allows all workers to be comfortable enough to discuss what they judge to be inappropriate attitudes or behaviour.

e) Safeguarding Matters — Health and Safety The church has a Health and Safety policy which is available on line, or can be seen upon request from the Church Secretary. Here are some helpful guidelines:

- Furniture Equipment** -consider whether it is safe and an appropriate size
-hazardous tools and fluids should only be used carefully and if necessary, before being stored back in a safe place
- Electrical** -only equipment that has been checked and labelled to that effect should be used.
- Cables / leads** -avoid trailing extension leads or cables where they may present a tripping hazard
- First Aid** -make sure you know where the First Aid boxes and Accident Books are kept: 1 Deacons' Vestry; 2 Red Room;3 Upstairs Hall – Kitchen; 4 John Lees Hall – Kitchen. Please record any incident in the book at once using the guidance notes provided in them.
- Fire equipment Lighting** -make sure you know where this is located.
- ensure sufficient lighting is used especially at room entrance points.
- Travel** - children and young people should only be allowed to travel in MOT'd safe, roadworthy vehicles which are properly insured and ONLY with parents' or carers' permission.
- Security** -always ensure that external doors are not left open and unguarded, to help prevent unexpected or unwanted intrusions.
- Drivers and Passengers** -all drivers must be at least 21 years of age and less than 70 years of age and should have at least 1 year's previous driving experience. Always check current driver age guidelines with your organisation leader. There should be 2 adults in a car with children / young

people unless travelling in convoy. Children / young people should use the back seats. Avoid situations where there might be just one adult and one child/youth in a car unless the parents / guardians agree to this for a short journey.

f) Safeguarding Matters - Social Media on official Rugby Baptist sites /platforms. The safeguarding good practice advice in this document is given to protect children and young people. It is also given to help to protect children's and youth workers, and their families, from the trauma of a false allegation.

- Safeguarding is the responsibility of all of us, not just specialists.
- The defence of "common sense" is not a helpful one – one person's common sense is another's folly!
- When using social media, use only group photos and only then with written permission from the parents or guardians and, above primary school age, the young person.
- Use a dedicated camera rather than a mobile phone where possible. Store photos only if necessary and always with due care. Never retain images on a personal mobile.
- Never take or post photos of any child or young person in foster care
- Never post individual photos of children online for publicity unless specifically agreed by their parents / guardians and, above primary school age, the young person. eg on the church website
- Group photos should never include children or young people whose parents / guardians have indicated that their children / young people should not have their photographs taken.
- Never put personal details online.
- Electronic communication is not appropriate for primary school aged children, aged 11 years and younger.
- Use a group email address wherever practical or alternatively a closed (i.e. non-public) Facebook group.

- Minimise personal messages to children or young people you have responsibility for —group messages are preferable.

g) Safeguarding Matters– guests and visitors at meetings involving children and young people.

Whilst we wish to remain as welcoming as possible to guests and visitors, it is good practice to limit their presence in the meeting to that which is absolutely necessary. There should therefore be nobody in the room(s) or centre where the activities are taking place apart from those actively involved with the meeting or activity. This includes, for example, adults who are on the premises for other reasons (even those well known to the leaders) passing the time of day or using the room as a short cut - this can be distracting for leaders and unsettling for children.

Adults who attend the meeting for a specific purpose (for example taking devotions, assessing badge-work or leading a specialised activity) should only be there for that period of time. If relatives, carers or friends of anyone at the meeting arrive very early to provide lifts etc. they may need to be encouraged to wait outside the meeting room until the session is finished. There needs to be some sensitivity applied, particularly for visitors from outside of the church, but all church members and adherents should be able to answer the question “do I have a valid reason to be here”?

If in your judgment these guidelines are not being kept then please speak or write, in the first instance, to the Church’s Designated Person / s for Safeguarding or to the Safeguarding Trustee or Church Secretary.

h) Safeguarding Matters - What should you do if abuse is suspected or disclosed?

- Discuss your concerns with the leader of your group or directly with one of the designated person(s) for safeguarding
- Make an appropriate record of the disclosures or concerns.

Declaration: having read *Safeguarding Matters*, please now sign, date and return the declaration below to either the Safeguarding Trustee or one of the Designated Persons. Confirmation by email is also acceptable – a copy of this email will be printed out and kept in the Church’s safeguarding files. **Thank you.**

Declaration by a Children’s and/or Youth Worker at Rugby Baptist Church:

I have read, understood and accept the Document “Safeguarding Matters”, including its good practice guidelines.

- I understand that it is my duty to protect children and young people with whom I come into contact.
- I understand the nature of the work I am to do.
- I agree to abide by the policies and procedures agreed by the church for the protection of children and young people.
- I agree to the Church’s Designated Persons holding on file a copy of my current Disclosure and Barring Service (DBS) disclosure form.
- I have never been convicted by the courts or cautioned, reprimanded or given a final warning by the police in any offence concerning children or young people.
- My name is not on any list of persons considered unfit to work with children and / or young people.

Please list here the Group or Groups where you serve as a Children’s and /or Youth Worker at the Church

Name:

Signature:

Date:

Countersigned:

Date:

(Safeguarding Trustee or Safeguarding Designated Person)