

**SAFEGUARDING POLICY**  
**FOR**  
**CHILDREN, YOUNG PEOPLE**  
**AND**  
**ADULTS WITH CARE AND SUPPORT NEEDS**  
**FOR**  
**STREET BAPTIST CHURCH,**  
**GLASTON RD,**  
**STREET. SOMERSET.**

**CONTRIBUTORS TO POLICY:**

**ELDERS AND SAFEGUARDING CO-ORDINATORS OF STREET BAPTIST  
CHURCH, GLASTON RD, STREET. SOMERSET.**

**January 2018.**

**Name of Place of Worship:**

Street Baptist Church,

Glaston Road,

Street.

Somerset.

BA16 0AN.

**[www.streetbaptist.co.uk](http://www.streetbaptist.co.uk)**

Member of the Fellowship of Independent Evangelical Churches.

**Charity Number: 1171397**

## **Contents**

1. Introduction
2. Church Mission Statement
3. Purpose of this Policy
4. Leadership Commitment
5. Safeguarding Awareness
6. Responding to Allegations of Abuse
7. Allegations of Abuse about a worker.
8. Working with Offenders
9. Process for Recruitment and Appointment of Paid Church Workers.
10. Process for Recruitment and Appointment of Unpaid Church Workers.
11. Practise Guidelines including working with other organisations.

## **Appendices**

Appendix 1 – Definitions of Abuse in Children and Young People.

Appendix 2 – Signs and Symptoms of possible Abuse in Children.

Appendix 3 – Definitions of Abuse in Adults.

Appendix 4 – Signs and Symptoms of possible Abuse in Adults.

Appendix 5 – Supervision of Activities with children, young people including boundaries, dealing with disruption and violence.

Appendix 6 – Action sheet for reporting incidences.

Appendix 7 – Application Form for Leaders and Helpers.

Appendix 8 – Basis of Faith.

Appendix 9 – Recruitment of Offenders.

Appendix 10 – Disclosure and Barring process.

Appendix 11 – Equal Opportunities Statement.

Appendix 12 – Consent form for Outings and Residential

Appendix 13 – Consent for taking images of children.

Appendix 14 – Contract for Clients who are a risk.

## **INTRODUCTION**

Street Baptist Church is an independent church affiliated to the Fellowship of Independent Evangelical Churches. (FIEC)

Street Baptist church has a great responsibility in working with children, young people and adults with care and support needs both spiritual and physical wellbeing. The church takes its responsibility to protect and safeguard the welfare of these groups of people seriously and is determined that any work amongst them should be of the highest standard and beyond reproach.

The Charity Commission requires churches to have a written childrens, young people and adults with care and support needs safeguarding policy in place.

The overall aim of this policy is to prevent abuse and safeguard children, young people and adults with care and support needs who have contact with Street Baptist Church in any church activity or support from church members.

The purpose of this policy is to ensure that all people who have contact, work for or attend the church are made aware of the importance of safeguarding children, young people and adults with care and support needs are able to easily access the policy and know what to do and who to contact for safeguarding advice, support or information.

The policy is written with reference to relevant statutory guidance for safeguarding of children, young people and adults with care and support needs i.e Working Together to Safeguard Children 2015, Children's Act 1998 and 2004, Social Care Act 2014 and Mental Capacity 2005.

The policy has been written by the safeguarding co-ordinator and deputy co-ordinator with reference to the guidelines by Churches Child Protection Advisory Service. (CCPAS). It has been agreed by the Pastor, Elders and Deacons ("The Leadership" or "Leaders").

## **THE CHURCH MISSION STATEMENT**

Street Baptist Church seeks to communicate and appropriate the Gospel clearly to all groups of people within the church and into the community. We do this to the glory of God.

In fulfilling this mission Street Baptist Church recognises the need to provide a safe and caring environment for children, young people and adults with care and support needs. We acknowledge that children, young people and vulnerable adults can be the victims of physical, sexual, emotional abuse and neglect and that everyone connected to the church has a responsibility to help prevent abuse, neglect or exploitation of children, young people and adults with care and support needs and to respect each other.

We as a church believe that all children, young people and adults should be valued, safe and happy. We want them to feel empowered to disclose if they are suffering harm.

We accept the UN Universal Declaration of Human Rights and the International Covenant of Human Rights which states that everyone is entitled to “all the rights and freedoms set forth therein, without distinction of any kind, such as race, colour, sex, language, religion, political or other opinion, national or social origin, property, birth or other status.”

Article 5 states - No one shall be subjected to torture or to cruel, inhuman or degrading treatment or punishment.

We also concur with the Convention on the Rights of the Child which states that children should be able to develop their full potential, free from hunger and for adults the UN Universal Declaration of Human Rights with particular reference to Article 5 which states:

Safeguarding means protecting a people’s right to live in safety, free from abuse and neglect. It is about people and organisations working together to prevent and stop both the risks and experience of abuse or neglect, while at the same time making sure that the adult’s wellbeing is promoted including, where appropriate, having regard to their views, wishes, feelings and beliefs in deciding on any action (Care and Support Statutory Guidance DH October 2014).

The policy and attached practice guidelines are based on the ten Safe and Secure safeguarding standards published by the Churches' Child Protection Advisory Service (CCPAS).

## **PURPOSE OF THIS POLICY**

This policy is in place to ensure that all leaders, members of and people attending Street Baptist Church are clear about their duties and their responsibilities to safeguard children, young people and adults with care and support needs from abuse and neglect.

This policy provides detailed guidance on the process for both the identification and the reporting of safeguarding and protection incidents together with robust signposting to Safeguarding Co –ordinator/Deputy or Leaders (if there are concerns about co -ordinators) for advice and support if any concerns are raised. The ultimate aim is to provide safer care for children, young people and adults with care and support needs with clear guidelines in this policy.

This policy provides guidance on what to do if anyone is concerned about the safety and wellbeing of a child, young person or adult with care and support needs, who they should contact for advice and support and how to document concerns.

Street Baptist Church acknowledges and respects the diverse needs of its church community and will respect these at all times when implementing this policy. Co-ordinators and Leaders will at all times be mindful of the person’s protected characteristics and cultural differences which will be taken fully into account when implementing this policy to ensure the described procedure is conducted in as sensitive manner as possible while respecting their privacy and dignity. Any action taken must always act in the best interests of the child whose welfare is paramount.

Everybody within the church has an individual responsibility for the protection and safeguarding of children, young people and adults with care and support needs.

Procedures for ensuring good practise in groups and activities within the church in relation to safeguarding will be found in this policy.

**Anybody with concerns must always act in the best interests of the child whose welfare is paramount. If there are concerns about the safety or welfare of a child, a person must always do something even if that is sharing their concerns with a Leader or Safeguarding Co – ordinator/Deputy who has greater knowledge and experience in relation to safeguarding.**

**DOING NOTHING IS NOT AN OPTION.**

## **LEADERSHIP COMMITMENT**

As a leadership we have adopted the procedures set out in this safeguarding policy in accordance with statutory guidance and are committed to building constructive links with statutory and voluntary agencies involved in safeguarding.

The Leadership undertakes to:

- Endorse and follow all national and local safeguarding legislation and procedures, in addition to the international conventions outlined above.
- Provide on-going safeguarding training for all its workers and will regularly review the operational guidelines attached.
- Ensure that the premises meet the requirements of the Equality Act 2010 and all other relevant legislation, and that it is welcoming and inclusive.
- We believe that all children, young people and adults with care and support needs should be valued, safe and happy within the church so they may feel empowered to tell someone if they are suffering harm.
- We respect families and support carers and parents.
- We will support all who have been abused if that is their wish.
- Have recruitment policies and procedures and take due care in appointment and selection of adults working with children, young people and adults with care and support needs so they are not at risk by the workers appointed.
- If a person wishes fellowship with the church but poses a risk to other people the leaders with the co-ordinators will take advice about the situation.
- Support the Safeguarding Coordinator/Deputy in their work and in any action they may need to take in order to protect children and adults with care and support needs.

### **We recognise**

- Children's social care has lead responsibility for investigating all allegations or suspicions of abuse where there are concerns about a child.
- Adult social care has a lead responsibility for investigating all allegations or suspicions of abuse where there are concerns about an adult with care and support needs.
- Where an allegation suggests that a criminal offence may have been committed then the police should be contacted as a matter of urgency.
- If working outside of the UK, concerns will be reported to the appropriate agencies in the country where we are working. We will report any concerns to UK agency headquarters in addition.
- We recognise that safeguarding is everybody's responsibilities.
- As leaders of the church we are committed to the nurturing, protection and safeguarding of children, young people adults with care and support needs.

- We are committed to following the agreed procedures and following statutory, denominational and specialists guidelines.
- We will review this policy every 3yrs or before if new government legislation is brought into statute with the safeguarding co ordinator and deputy.

Signed (by leaders)

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Date \_\_\_\_\_

## **SAFEGUARDING AWARENESS**

The Leadership is committed to on-going safeguarding training and development opportunities for all workers, developing a culture of awareness of safeguarding issues to help protect everyone.

They will appoint a safeguarding co-ordinator and deputy to oversee the implementation of the policy and any concerns or incidents within the church and groups allied to the church.

All our workers will receive induction training and undertake recognised safeguarding training on a yearly basis by Jon Dolman and Pauline Elliott, Safeguarding Co-ordinator and Deputy appointed by the Elders. Jon and Pauline have mandatory training yearly in safeguarding children and adults in their professional roles in the local Health Trust.

They will arrange training sessions yearly for all people in the church involved in work with children, young people and adults with care and support needs and any other people in the church who express an interest in the training.

The Co-ordinators will have direct responsibility for the administration and implementation of the policy in conjunction with all leaders of the church's children and adult activities and any administrative support deemed appropriate.

All new workers will have training in safeguarding within 2 months of their appointment.

The Leadership will also ensure that children and adults with care and support needs are provided with information on where to get help and advice in relation to abuse, discrimination, bullying or any other matter where they have a concern.

The training will follow guidelines and content recommended by CCPAS.

Street Baptist Church will assure all workers or members of the congregation that it will fully support anyone who reports his/her concerns that a colleague is or may be abusing a child, young person or adult with care and support needs.

## **RESPONDING TO ALLEGATIONS OF ABUSE**

Under no circumstances should a worker carry out their own investigation into an allegation or suspicion of abuse. It is not the responsibility of a worker to decide whether or not any abuse has taken place. However they do have a responsibility to act on any concerns by contacting the Safeguarding Co-ordinator or Deputy as soon as possible for advice.

**All allegations of abuse must always be taken seriously.** False allegations are rare. Any concerns or allegations of abuse must be acted on the same day. The Co-ordinator/Deputy must be consulted first if there is uncertainty what to do.

The Co-ordinator/ Deputy is responsible after contact for the safety of the child, young person or adult with care and support needs. The Co –ordinator/Deputy is responsible to ensure that the appropriate agencies are contacted. The Co-ordinator/Deputy is to document and safe storage of any documentation.

The Co-ordinator/Deputy will offer support to the worker involved.

### **DOING NOTHING IS NOT AN OPTION.**

1. Report concerns or suspicions as soon as possible to
  - **Jon Dolman – Safeguarding Co-ordinator, 8, Silver Road, Street. BA16 0JP  
Tel: 07976737461/01458 898254.**
  - **Pauline Elliott – Deputy Safeguarding Co-ordinator. 51, Bishop Crescent, Shepton Mallet. BA4 5XX.  
Tel: 07946519384/01749 595042.**

**If above are unavailable advice can be sought from**

- **Churches Child Protection Advisory Service (CCPAS)  
PO Box 133, Swanley, Kent BR8 7UQ.  
Tel: 0845 120 4550/01322 517817.**

The Co – ordinator/Deputy are nominated by the Leadership to act in dealing with the allegation or suspicion of neglect or abuse including referring the matter to the statutory agencies.

2. If the suspicions in any way involve the Safeguarding Co-ordinator then the report should be made to Pauline Elliott, Deputy Safeguarding Co-ordinator. If both Safeguarding Co-ordinators are implicated then the Churches Child Protection Advisory Service(CCPAS) PO Box 133, Swanley, Kent BR8 7UQ. Telephone 0845 120 4550/01322 517817. Alternatively contact Social Services or Police.
3. Where the concern is about a child the Safeguarding Co-ordinator/Deputy should contact Children’s Social Services. Where the concern is regarding an adult in need of protection, contact Adult Social Services or take advice from CCPAS as above.

- **Children’s Social Care office telephone number (office hours)**  
**0300 123 2224. Opening hours Mon – Fri 8am – 6pm.**
  - **Out of hours emergency number – 0300 123 23 27**
  
  - **Adult Social Services office telephone number (office hours)**  
**0300 123 2224. Opening hours Mon – Fri**
4. **Suspicious must not be discussed with anyone other than those nominated above.**  
A written record of the concerns should be made in accordance with these procedures and kept in a secure place by the Co-ordinator/Deputy.

**Sharing concerns with parents**

- Where there are concerns that the parents may be responsible for or have knowledge of the abuse, sharing concerns with the parents may place the child at further risk.
- Advice must be sought from the Co – ordinator/Deputy or police or social care.

**N.B. Whilst allegations or suspicions of abuse will normally be reported to the Safeguarding Co-ordinator/Deputy. Absence of the Safeguarding Co-ordinator/Deputy should not delay taking advice from CCPAS, contact with Social Services or the Police.**

The Leadership will support the Safeguarding Co-ordinator/Deputy in their role, and accept that any information they may have in their possession will be shared in a strictly limited way on a need to know basis.

It is, of course, the right of any individual as a citizen to make a direct referral to the safeguarding agencies or seek advice from CCPAS, although the Leadership hope that members of the church will use this procedure. If, however, the individual with the concern feels that the Safeguarding Co-ordinator/Deputy has not responded appropriately, or where they have a disagreement with the Safeguarding Co-ordinator/Deputy as to the appropriateness of a referral they are free to contact an outside agency directly.

The role of the safeguarding Co-ordinator/ Deputy is to collate and clarify the precise details of the allegation or suspicion and pass this information on to statutory agencies that have a legal duty to investigate.

**Procedure to be taken by Safeguarding Co-ordinator/Deputy where there is a concern about a child**

**Allegations of physical injury, neglect or emotional abuse**

If a child has a physical injury, a symptom of neglect or where there are concerns about emotional abuse the Safeguarding Co –ordinator/Deputy will:

- Contact Children’s Social Services or CCPAS for advice in cases of deliberate injury, if concerned about a child’s safety or the child is afraid to return home.
- Do not tell the parents or carers unless advised to do so after having contacted Children’s Social Services.
- Seek medical help if needed urgently, informing the doctor of any suspicions.
- For lesser concerns e.g poor parenting, encourage the parent/carer to seek help but not if this places the child at risk of significant harm.
- Where the parent/carer is unwilling to seek help offer to accompany them. In cases of real concern if they still fail to act, contact Children’s social Services direct for advice.
- If unsure whether or not to refer a case to Children’s social Services seek and follow advice given by CCPAS who will confirm their advice by email.
- Document a written record of all concerns and allegations using the action sheet. Store securely.

**Allegations of sexual abuse**

In the event of allegations or suspicions of sexual abuse, the safeguarding Co –ordinator/Deputy will:

- Contact the Children’s Social Services Department Duty Social Worker or Police immediately concerns are raised.
- Seek and follow the advice given by CCPAS if they are unsure whether or not to contact Children’s Social Services/Police. CCPAS will confirm its advice by email.
- Document a record of all concerns and allegations using the action sheet and store securely.

### **Allegations of abuse against a person who works with children or young people**

If an accusation is made against a worker (whether a volunteer or a paid member of staff) whilst following the procedure outlined. The Safeguarding Co –ordinator/Deputy in accordance with Local Safeguarding Children Board (LSCB) procedures will need to liaise with Children’s Social Services with regard to the suspension of the worker also making a referral to a designated officer.

Local Designated Officers role is to handle all allegations against adults who work with children and young people whether in a paid or voluntary capacity.

In addition to this whether or not there are such mechanisms in operation, consideration should be given to whether a referral should be made to the Disclosure and Barring Service (DBS) which manages the list of those people deemed unsuitable for working with children or refer to the DBS.

If a designated officer is not involved, the church need to contact the DBS if the situation is that the nature of concerns leads the church to end the employment of the worker or if the worker leaves voluntarily because the church would have made the decision for dismissal anyway.

Document a record of the allegation and concern and store securely.

## **Procedure to be taken by the Safeguarding Co – ordinator/Deputy**

### **where there is a concern that an adult is in need of protection**

Suspicious or allegations of abuse or harm including: physical, sexual, organisational, financial, discriminatory, neglect, self-neglect, forced marriage, modern slavery or domestic abuse.

If there is a concern about any of the above the Safeguarding Co – ordinator/Deputy will:

- Contact the Adult Social Care Team who have responsibility under the Care Act 2014 to investigate allegations of abuse. Alternatively CCPAS can be contacted for advice.
- If the adult is in immediate danger or has sustained a serious injury contact the Emergency Services informing them of any suspicions.
- Discuss any concerns with the individual giving due regard to their autonomy, privacy and right to lead an independent life.
- Document a record of all concerns and allegations and store securely.

### **Allegations of abuse against a person who works with adults with care and support needs.**

The Care Act places the duty upon Adult Services to investigate situations of harm to adults with care and support needs. This may result in a range of options including action against the person or organisation causing the harm, increasing the support for the carers or no further action if the individual has the capacity under the Mental Capacity Act 2005 to communicate this decision.

However this is a decision for the Adult Social Care Team to decide not the church.

Document a record of all allegations or concerns and store securely.

### **Supporting those affected by abuse**

The leadership is committed to offering pastoral care, working with statutory agencies as appropriate and support all those who have been affected by abuse who have contact with or are part of the church.

## Working with Offenders

Street Baptist Church recognises its need to reach out to all groups of people. This will inevitably lead to those who are offenders coming in to the church. It is vital that the church protects both the offender and other members of the congregation especially children, young people and adults with care and support needs.

When someone attending the church is known to have abused children or is known to be a risk to adults the Leadership will supervise the individual concerned and offer pastoral care but to fulfil its safeguarding commitment to the protection of everyone who may be at risk of harm, will draw up a contract to set boundaries for that person which they will be expected to keep.

The contract will be signed, dated and a copy kept by the Safeguarding co-ordinator/Deputy securely.

The contract will ensure clear boundaries which offer protection to both the offender and children, young people and adults with care and support needs involved in the church or its activities. It will recognise the need for pastoral support.

The church leadership must decide on a case by case basis whether to inform the congregation if an offender is attending the church. Many people are uncomfortable knowing that offenders are in the church with reactions ranging from fear to anger. Christians can be angry at sin but Paul says 'in your anger do not sin' (Ephesians 4 v 26). We should not condone sin but that does not mean that we cannot forgive.

### **Process for Recruitment and Appointment of Paid Church Workers**

The leadership will ensure all paid church workers will be appointed, trained, supported and supervised in accordance with government guidance on safe recruitment.

This includes ensuring that:

- There is a written job description/person specification for the post.
- Those applying have completed an application form and a self -declaration form.
- Those short listed have been interviewed.
- Safeguarding is discussed at the interview.
- Written references have been obtained and followed up where appropriate.
- A DBS check has been completed.(we will comply with Code of Practice requirements concerning the fair treatment of applicants and the handling of information).
- Qualifications where relevant have been verified.
- A suitable training programme/induction is provided for the successful applicant.
- The applicant has completed a probationary period.
- The applicant is asked to confirm their agreement to the basis of faith.
- The applicant has been made aware of the safeguarding policy, where to access it and how to report concerns.

## Process for Recruitment and retention of unpaid church workers

### Definition of worker's roles.

**Liaison Leader** - appointed by the leadership

**Youth Leader** – is responsible for planning and executing the programme of activities who will be adults, normally church members.

**Team Leaders** – Youth leaders with overall responsibility for a youth group.

**Helpers** – people who participate in a more limited way by assisting in running some aspects of the activities under supervision of a youth leader. They may give occasional help or assistance or practical matters i.e door keeping or refreshments. They are not involved in planning of activities.

**Additional helpers** – people over the age of 16yrs old who are involved with other churches that may be involved with an activity.

**Junior helpers** – people aged 16-17yrs old.

### Recruitment and retention

- All leaders, helpers and junior helpers should be Christians and in regular attendance at Street Baptist Church.
- All new leaders and helpers will be asked to complete a form with brief details on it and will be asked to confirm their agreement with the basis of faith.
- Junior helpers will be required to complete a form with their details but must not be left alone supervising any activities. There must always be another leader present.
- A DBS check must be completed ( we will comply with the Code of Practice requirements concerning the fair treatment of applicants and the handling of information)
- A character reference may be requested especially if the person has been at the church less than a year.
- All new leaders, helpers and junior helpers will have a brief informal interview with a team leader/liaison leader.
- All new leaders, who should be church members, will be appointed by the liaison leader in consultation with the leadership.
- Team leaders will recruit and appoint new leaders and helpers for their teams in consultation with the liaison leader and the leadership.
- All new leaders, helpers and junior helpers will have a probationary period of 3mths. The team leader will review the new leader at the end of the probationary period.
- All leaders will be made aware of the safeguarding policy at their interview.
- All new leaders, helpers and junior helpers will attend safeguarding training within the probationary period and agree to attend annually for an update.

- All details of leaders and helpers will be retained by the person responsible for the DBS checks. This will be a permanent record of all leaders working within the church's youth activities with dates of service.
- They will be kept securely and under the strictest confidence.
- Working with children, young people and adults with care and support needs is a demanding role and the church would not expect anyone to carry on with this indefinitely. The church recommends that each leader/helper prayerfully reviews their role in this ministry each year.

Team leaders should make themselves available to assist their team members in this. Should a leader/helper decide to stand down it is asked that they provide as much notice to the relevant team leader as possible in order that a suitable replacement may be recruited.

## **Practice Guidelines**

As a church working with children, young people and adults with care and support needs we wish to operate and promote good working practise. This will enable workers to run activities safely, develop good relationships and minimise the risk of false or unfounded accusation.

As well as a general code of conduct for workers we also have specific good practice guidelines for every activity we are involved in by recording within 24hrs of the activity the names of all adults involved, the activity, where it was held and time of activity.

### **Working in partnership with other Organisations and settings**

Due to diversity of organisations and settings there can be great variation in practise when it comes to safeguarding children, young people and adults with care and support needs. This can be due to cultural tradition, belief and religious practise or understanding of what constitutes abuse.

We have clear guidelines in this policy and our expectation of others with whom we work in partnership will have knowledge of our policy and agree to uphold our standards required to safeguard children, young people and adults with care and support needs.

It is also expected that any organisation using our premises as part of the letting agreement will have their own policy that meets the CCPAS safeguarding standards.

Good communication is essential in promoting safeguarding both to protect children, young people and adults with care and support needs but also to maintain appropriate practise from all involved in the work with these groups and in partnership.

When working with other local churches we may use some of their workers in group activities. These workers will be described as additional workers and must be at least 16yrs old. They are to be responsible to a youth leader and not be permitted to work unsupervised providing care or supervision of activities. They are not to be counted in the ratio numbers. The full recruitment procedure is not applied but basic information of the individual (including personal references) must be sought.

The role of the additional helper is an exception to the rule and this process must never be used to avoid the proper recruitment process.

## **APPENDIX 1**

### **DEFINITIONS OF ABUSE IN CHILDREN AND YOUNG PEOPLE**

**Defining child abuse or abuse against an adult is a difficult and complex issue. A person may abuse by inflicting harm, or failing to prevent harm. Children and adults in need of protection may be abused within a family, an institution or a community setting. Very often the abuser is known or in a trusted relationship with the child or adult.**

**Physical abuse** happens when a child is deliberately hurt, causing injuries such as cuts, bruises and broken bones. It can involve hitting, shaking, throwing, poisoning, burning, slapping or suffocating. It is also physical abuse when a parent or carer fabricates, or induces, the symptoms of an illness in a child.

**Sexual abuse** involves forcing or enticing a child or young person to take part in sexual activities. It does not necessarily involve violence and the child may or may not be aware of what is happening. Sexual abuse includes: grooming a child with the intention of sexually abusing them; all forms of penetrative and non-penetrative sex; sexually exploiting a child in return for gifts, money or affection; and making, looking at and distributing indecent images of a child.

**Child Sexual Exploitation** is a type of sexual abuse in which children are sexually exploited for money, power or status. They may be tricked into believing they are in a loving consensual relationship. They may be invited to parties, given drugs and alcohol or groomed online. They may be trafficked into or within the UK for sexual exploitation.

**Neglect** is persistently failing to meet a child's basic physical and/or psychological needs resulting in serious damage to their health and development. Neglect is difficult to define as it is hard to describe the absence of something such as love or attention (Daniel et al, 2011). In practical terms, neglect may involve a parent's or carer's failure to:

- provide adequate food, clothing and shelter
- protect the child from physical and emotional harm or danger
- supervise the child properly
- make sure the child receives appropriate medical care or treatment.
- Neglect often happens at the same time as other types of abuse (Daniel et al, 2011; Rees et al, 2011).

**Emotional abuse** is persistent and, over time, it severely damages a child's emotional development. Active emotional abuse involves an adult deliberately trying to scare, humiliate or verbally abuse a child. Passive emotional abuse happens when a parent or carer denies the child the love and care they need in order to be healthy and happy. Such adults might be emotionally unavailable; fail to offer their child praise and encouragement; interact with them in an age-inappropriate way; be over-protective, limiting their

opportunities to explore, learn and make friends; or expect the child to meet the parent's own emotional needs.

## **APPENDIX 2**

### **SIGNS AND SYMPTOMS OF POSSIBLE ABUSE** **IN A CHILD OR YOUNG PERSON**

A child who's being abused may feel guilty, ashamed or confused. He or she may be afraid to tell anyone about the abuse, especially if the abuser is a parent, other relative or family friend. In fact, the child may have an apparent fear of parents, adult caregivers or family friends. That's why it's vital to watch for red flags, such as:

- Withdrawal from friends or usual activities
- Changes in behaviour — such as aggression, anger, hostility or hyperactivity — or changes in school performance
- Depression, anxiety or unusual fears or a sudden loss of self-confidence
- An apparent lack of supervision
- Frequent absences from school or reluctance to ride the school bus
- Reluctance to leave school activities, as if he or she doesn't want to go home
- Attempts at running away
- Rebellious or defiant behaviour
- Attempts at suicide

Specific signs and symptoms depend on the type of abuse and can vary. Keep in mind that warning signs are just that — warning signs. The presence of warning signs doesn't necessarily mean that a child is being abused.

#### **Physical signs and symptoms**

- Unexplained injuries, such as bruises, fractures or burns
- Injuries that don't match the given explanation
- Untreated medical or dental problems

#### **Sexual abuse signs and symptoms**

- Sexual behaviour or knowledge that's inappropriate for the child's age
- Pregnancy or a sexually transmitted infection
- Blood in the child's underwear
- Statements that he or she was sexually abused
- Trouble walking or sitting or complaints of genital pain

- Abuse of other children sexually

### **Emotional abuse signs and symptoms**

- Delayed or inappropriate emotional development
- Loss of self-confidence or self-esteem
- Social withdrawal or a loss of interest or enthusiasm
- Depression
- Headaches or stomach aches with no medical cause
- Avoidance of certain situations, such as refusing to go to school or ride the bus
- Desperately seeks affection
- A decrease in school performance or loss of interest in school
- Loss of previously acquired developmental skills

### **Neglect signs and symptoms**

- Poor growth or weight gain
- Poor hygiene
- Lack of clothing or supplies to meet physical needs
- Taking food or money without permission
- Eating a lot in one sitting or hiding food for later
- Poor record of school attendance
- Lack of appropriate attention for medical, dental or psychological problems or lack of necessary follow-up care
- Emotional swings that are inappropriate or out of context to the situation
- Indifference

### **Parental behaviour**

Sometimes a parent's demeanour or behaviour sends red flags about child abuse. Warning signs include a parent who:

- Shows little concern for the child
- Appears unable to recognize physical or emotional distress in the child
- Denies that any problems exist at home or school, or blames the child for the problems
- Consistently blames, belittles or berates the child and describes the child with negative terms, such as "worthless" or "evil"

- Expects the child to provide him or her with attention and care and seems jealous of other family members getting attention from the child
- Uses harsh physical discipline or asks teachers to do so
- Demands an inappropriate level of physical or academic performance
- Severely limits the child's contact with others
- Offers conflicting or unconvincing explanations for a child's injuries or no explanation at all

## **APPENDIX 3**

### **DEFINITIONS OF ABUSE IN ADULTS WITH CARE AND SUPPORT NEEDS**

**Defining child abuse or abuse against an adult is a difficult and complex issue. A person may abuse by inflicting harm, or failing to prevent harm. Children and adults in need of protection may be abused within a family, an institution or a community setting. Very often the abuser is known or in a trusted relationship with the child or adult.**

**Physical abuse** – including assault, hitting, slapping, pushing, misuse of medication restraint or inappropriate physical sanctions.

**Domestic violence** – including psychological, physical, sexual, financial emotional abuse; so called ‘honour’ based violence.

**Sexual abuse** – including rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography, subjection to pornography or witnessing sexual acts, indecent exposure and sexual assault or sexual acts to which the adult has not consented or was pressured into consenting.

**Psychological abuse** – including emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, cyber bullying, isolation or unreasonable and unjustified withdrawal of services or supportive networks.

**Financial or material abuse** – including theft, fraud, internet scamming, coercion in relation to an adult’s financial affairs or arrangements, including in connection with wills, property, inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits.

**Modern slavery** - encompasses slavery, human trafficking, forced labour and domestic servitude. Traffickers and slave masters use whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment.

**Discriminatory abuse** – including forms of harassment, slurs or similar treatment; because of race, gender and gender identity, age, disability, sexual orientation or religion.

**Organisational abuse** – including neglect and poor care practice within an institution or specific care setting such as a hospital or care home, for example, or in relation to care provided in one’s own home. This may range from one off incidents to on-going ill-treatment. It can be through neglect or poor professional practice as a result of the structure, policies, processes and practices within an organisation.

**Neglect and acts of omission** – including ignoring medical, emotional or physical needs, failure to provide access to appropriate health, care and support or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating.

**Self-neglect** – this covers a wide range of behaviour, neglecting to care for one’s personal hygiene, health or surroundings and includes behaviour such as hoarding.

## **APPENDIX 4**

### **SIGNS AND SYMPTOMS OF POSSIBLE ABUSE IN AN ADULT**

#### **WITH CARE AND SUPPORT NEEDS**

An adult who's being abused may feel guilty, ashamed or confused. He or she may be afraid to tell anyone about the abuse, especially if the abuser is a relative or family friend. In fact, the adult may have an apparent fear of adult caregivers or family friends.

#### **Physical Abuse signs and symptoms**

Multiple bruising

Fractures

Burns

Bed sores

Fear

Depression

Unexplained weight loss

Assault (can be intentional or reckless)

#### **Neglect signs and symptoms**

Malnutrition

Untreated medical problems

Bed sores

Confusion

Over-sedation

Deprivation of meals may constitute "wilful neglect"

#### **Psychological and Emotional Abuse signs and symptoms**

Fear

Depression

Confusion

Loss of sleep

Unexpected or unexplained change in behaviour

Deprivation of liberty could be false imprisonment. Aggressive shouting causing fear of violence in a public place may be an offence against Public Order Act 1986, or harassment under the Protection from Harassment Act 1997

### **Signs and Symptoms of Sexual Abuse**

Loss of sleep

Unexpected or unexplained change in behaviour

Bruising

Soreness around the genitals

Torn, stained or bloody underwear

A preoccupation with anything sexual

Sexually transmitted diseases

Pregnancy

Rape

Indecent Assault

### **Signs and Symptoms of financial or material abuse**

Unexplained withdrawals from the bank

Unusual activity in the bank accounts

Unpaid bills

Unexplained shortage of money

Reluctance on the part of the person with responsibility for the funds to provide basic food and clothes etc.

Fraud

Theft

### **Signs and Symptoms of Organisational Abuse**

Inflexible and non-negotiable systems and routines

Lack of consideration of dietary requirements

Name calling; inappropriate ways of addressing people

Lack of adequate physical care – an unkempt appearance

## APPENDIX 5

### Supervision of Activities

There are legal requirements for certain activities involving children aged 8 or under. The ratios set out below apply to groups that run for two or more hours a day on 6 days or more a year.

**0 – 2yrs** 1 adult to 3 children.

**2 – 3 yrs** 1 adult to 4 children.

**3 – 8 yrs** 1 adult to 8 children.

- Even when activities do not run for the periods outlined above Street Baptist Church accepts these ratios to be a helpful guideline in terms of managing any group of children in each age group. There are no legal requirements for older groups however the church accepts it is good practice to continue the 1 adult to 8 children ratio and will endeavour to achieve this where possible.
- With groups of both sexes, where possible the supervising youth workers should include male and female workers. If changing clothes is any part of any activity i.e swimming mixed groups **must** have male and female workers.
- A youth worker should not be alone with a child. Where there are circumstances when this might happen briefly sensible precautions of leaving a door open should be practised.
- If a child wishes for a confidential meeting the worker should attempt to get the child to agree to another person being present. If this is not possible and it is assessed as essential to proceed with the meeting alone with the child it should be ensured that others know the interview is taking place and that someone else is around in the building.
- No person under the age of 18yrs should be left in charge of any children of any age for any amount of time.
- Children or young people should not be left alone during group activities for safeguarding and health and safety reasons.

## Boundaries when supervising activities

### Guidance on discipline

There should always be adequate supervision of activities including discipline to reduce the risk of harm to children or workers.

Discipline is the education of a person's character. It includes nurturing, training, instruction, chastisement, verbal rebuke, teaching and encouragement. It brings security, produces character, prepares for life and is an expression of God's love for an individual. (Hebrews 12 v 5-12 & Proverbs 22 v 6)

This guidance can apply to children, young people and adult with care and support needs who exhibit challenging behaviour.

- Ask God for wisdom, discernment and understanding for the people in your care.
- Work on each individual child's positives, do not compare a child with another but encouraged and affirm them, giving them responsibility for simple tasks.
- Build healthy relationships with children and be a good role model by setting an example. You can't expect children to observe the ground rules if you break them yourself.
- Take care to give quieter and well behaved children attention and resist allowing demanding children taking all of your time and energy.
- Be consistent in what you say and ensure that other team members know what you have said. This avoids manipulation.
- If children are bored they often misbehave so review your programme regularly.
- **NEVER** smack or hit a child and don't shout. Change the tone of your voice if necessary.
- Discipline out of love, NEVER in anger. Call on support from other leaders if you feel so angry you may deal with the situation unwisely.
- Compile a list of expectations of the children e.g. no swearing, racism or calling each other names, respect for property. Make sure that it is clear what action will be taken if these are not respected.
- Every child is unique and will respond in different ways to different forms of discipline. So each child should be dealt with on an individual basis.

### Guidance on Disruptive Children

Some children are disruptive in a group. Give them a chance, warn them and only separate them if they persist as a last resort.

- Pray with other workers before the session and take time to debrief before you leave.
- Ask them to stop.
- Understand what is the cause of the upset.
- Move other children away from the disturbance to keep them safe if the behaviour continues to escalate.
- Involve another leader and decide if further action is needed.
- Inform the child that if the behaviour does not stop will be asked to leave.
- If this does not stop the behaviour phone the parents and ask them to collect their child from the activity. If this is not possible 2 leaders to take the child home (having first ensured that the parents are home).
- If a child is sent home for unacceptable behaviour inform them that they will not be able to come the next week but can come the following week.
- DO NOT RESTRAIN ANY CHILD OR YOUNG PERSON. If the situation is escalating then isolate the person by removing everybody else from the area. If there are concerns about harm to the person or anyone else in the area do not hesitate to call the Police on 999.
- Be pro-active and encourage helpers to be pro –active rather than waiting to be told to deal with a situation. Ensure that other children in the group are safe and if necessary move them away from the disruption.

IT IS THE RESPONSIBILITY OF EVERYONE AT ANY GROUP TO ENSURE THE SAFETY OF THE PEOPLE ATTENDING.

## Guidance on Touch

When supervising children, young people and adults with care and support needs we recognise that physical contact can be quite healthy and acceptable at certain times.

However there are circumstances when it should be avoided.

- Keep everything public. A hug in the context of a group is very different from a hug behind closed doors.
- Touch should be related to the child's, young persons or adult with care and support needs not the worker's needs.
- Touch should be age appropriate and generally initiated by the child, young person or adult with care and support needs not the worker.
- Avoid any physical activity that is or may be thought to be sexually stimulating to the adult or child, young person or adult with care and support needs.
- Children, young people and adults with care and support needs have the right to decide how much physical contact they have with others except in exceptional circumstances when they need medical attention.
- When giving first aid or applying sun cream etc, encourage the child, young person or adult with care and support needs to do what they can manage themselves but consider their best interests and give appropriate help where necessary.
- Team members should monitor one another in the area of physical contact. They should be free to help each other by constructively challenging anything which could be misconstrued or misunderstood.



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Action Taken

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Signed \_\_\_\_\_

Date \_\_\_\_\_

**APPENDIX 7**

**LEADERS AND HELPERS FORM FOR WORK WITH CHILDREN AND YOUNG  
PEOPLE/VULNERABLE ADULTS**

You will understand the great responsibility involved in working with children and young people, and the need to ensure their safety. We therefore ask all prospective leaders in children, young people or vulnerable adults work to complete this form. The information will be kept confidential by the Church, unless requested by an appropriate authority.

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone No:Daytime : \_\_\_\_\_

Evening: \_\_\_\_\_

If you have attended this Church for less than 12 months then please give the name of your previous Church:

\_\_\_\_\_

Do you have any relevant interests or skills, and do you have any previous experience of dealing with children/young people/vulnerable adults (only applies to area of prospective service within the church):

\_\_\_\_\_  
\_\_\_\_\_

Have you any relevant qualifications or appropriate training:

\_\_\_\_\_  
\_\_\_\_\_

Do you suffer, or have you suffered, any illness which may directly affect your work with children and young people (or vulnerable adults)? YES/NO (delete as appropriate) If YES then please give details:

\_\_\_\_\_  
\_\_\_\_\_

Have you ever been convicted of a criminal offence, or are you at present the subject of criminal charges? YES/NO (delete as appropriate).

(Please note, the disclosure of an offence may not be a bar to an appointment, however all convictions must be disclosed as the provisions of the Rehabilitation of Offenders Act 1974 does not apply to this situation.)

If YES, what was the nature of the offenses?

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Has there ever been any cause for concern regarding your conduct with children/vulnerable adults? (including police investigations not leading to conviction, allegations made against you reported to/investigated by social services/child services, court proceedings involving children/vulnerable adults under your care) YES/NO (delete as appropriate).

If yes, what were the details?

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**DECLARATION**

To help us ensure that we are complying with safeguarding laws, please read the accompanying notes and complete the following declaration.

I (full name)\_\_\_\_\_ of (address)\_\_\_\_\_

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confirm that the information given above is accurate and correct and I am not subject to any of the disqualifications set out in the Protection of Children Act 1999.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Applicant

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Team Leader/Safeguarding Co –ordinator.

Informal Interview Date: \_\_\_\_\_

Informal interviewer \_\_\_\_\_

## **APPENDIX 8**

### **BASIS OF FAITH**

#### **1. GOD**

There is one God, who exists eternally in three distinct but equal persons: the Father, the Son, and the Holy Spirit. God is unchangeable in his holiness, justice, wisdom and love. He is the almighty Creator; Saviour and Judge who sustains and governs all things according to his sovereign will for his own glory.

#### **2. THE BIBLE**

God has revealed himself in the Bible, which consists of the Old and New Testaments alone. Every word was inspired by God through human authors, so that the Bible as originally given is in its entirety the Word of God, without error and fully reliable in fact and doctrine. The Bible alone speaks with final authority and is always sufficient for all matters of belief and practice.

#### **3. THE HUMAN RACE**

All men and women, being created in the image of God, have inherent and equal dignity and worth. Their greatest purpose is to obey, worship and love God. As a result of the fall of our first parents, every aspect of human nature has been corrupted and all men and women are without spiritual life, guilty sinners and hostile to God. Every person is therefore under the just condemnation of God and needs to be born again, forgiven and reconciled to God in order to know and please him.

#### **4. THE LORD JESUS CHRIST**

The Lord Jesus Christ is fully God and fully man. He was conceived by the Holy Spirit, born of a virgin, and lived a sinless life in obedience to the Father. He taught with authority and all his words are true. On the cross he died in the place of sinners, bearing God's punishment for their sin, redeeming them by his blood. He rose from the dead and in his resurrection body ascended into heaven where he is exalted as Lord of all. He intercedes for his people in the presence of the Father.

#### **5. SALVATION**

Salvation is entirely a work of God's grace and cannot be earned or deserved. It has been accomplished by the Lord Jesus Christ and is offered to all in the gospel. God in his love forgives sinners whom he calls, granting them repentance and faith. All who believe in Christ are justified by faith alone, adopted into the family of God and receive eternal life.

#### **6. THE HOLY SPIRIT**

The Holy Spirit has been sent from heaven to glorify Christ and to apply his work of salvation. He convicts sinners, imparts spiritual life and gives a true understanding of the Scriptures. He indwells all believers, brings assurance of salvation and produces increasing

likeness to Christ. He builds up the Church and empowers its members for worship, service and mission.

## 7. THE CHURCH

The universal Church is the body of which Christ is the head and to which all who are saved belong. It is made visible in local churches, which are congregations of believers who are committed to each other for the worship of God, the preaching of the Word, the administering of Baptism and the Lord's Supper; for pastoral care and discipline, and for evangelism. The unity of the body of Christ is expressed within and between churches by mutual love, care and encouragement. True fellowship between churches by mutual love, care and encouragement. True fellowship between churches exists only where they are faithful to the gospel.

## 8. BAPTISM AND THE LORD'S SUPPER

Baptism and the Lord's Supper have been given to the churches by Christ as visible signs of the gospel. Baptism is a symbol of union with Christ and entry into his Church but does not impart spiritual life. The Lord's Supper is a commemoration of Christ's sacrifice offered once for all and involves no change in the bread and wine. All its blessings are received by faith.

## 9. THE FUTURE

The Lord Jesus Christ will return in glory. He will raise the dead and judge the world in righteousness. The wicked will be sent to eternal punishment and the righteous will be welcomed into a life of eternal joy in fellowship with God. God will make all things new and will be glorified forever.

## **APPENDIX 9**

### **Policy Statement on the recruitment of ex-offenders**

1. As an organisation using the DBS to assess applicants' suitability for positions of trust, Street Baptist Church complies fully with the DBS Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed.
2. Street Baptist Church is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, responsibilities for dependants, age, physical/mental disability or offending background.
3. We have a written policy on the recruitment of ex-offenders that is made available to all Disclosure applicants at the outset of the recruitment process.
4. We actively promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records. We select all candidates for interview based on their skills, qualifications and experience.
5. A Disclosure is only requested after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned.

For those positions where a Disclosure is required, all application forms and recruitment briefs will contain a statement that a Disclosure will be requested in the event of the individual being offered the position

Where a Disclosure is to form part of the recruitment process, we encourage all applicants called for interview to provide details of their criminal record at an early stage in the application process. We request that this information is sent under separate, confidential cover, to a designated person within Street Baptist Church and we guarantee that this information is only to be seen by those who need to see it as part of the recruitment process.

7. Unless the nature of the position allows Street Baptist Church to ask questions about your entire criminal record, we only ask about "unspent" convictions as defined in the Rehabilitation of Offenders Act 1974.
8. We ensure that all those in the organisation who are involved in the recruitment process have been suitably trained to identify and assess the relevance of circumstances of offences. We will also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders e.g. the Rehabilitation of Offenders Act 1974.
9. At interview, or in separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is relevant to the position sought could lead to withdrawal of an offer of employment or voluntary work.

10. We make every subject of a DBS Disclosure aware of the existence of the Code of Practice and make a copy available on request.

11. We undertake to discuss any matter revealed in a disclosure with the person seeking a position before withdrawing a conditional offer of employment.

Having a criminal record will not necessarily bar you from working with us. It will depend on the nature of the position and the circumstances and background of your offences.

## **APPENDIX 10**

### **Policy Statement on the secure storage, handling, use, retention and disposal of Disclosure and Barring information**

#### **General Principles**

As an organisation using the Disclosure and Barring Service (DBS) to assess applicants' suitability for positions of trust, Street Baptist Church complies fully with the DBS Code of Practice regarding the correct handling, use, storage, retention and disposal of Disclosures and Disclosure information. It also complies fully with its obligations under the Data Protection Act and other relevant legislation pertaining to the safe handling, use, storage, retention and disposal of Disclosure information and has a written policy on these matters, which is available to those who wish to see it on request.

#### **Storage and Access**

Disclosure information is never kept on an applicant's personnel file, and is always kept separately and securely in non-portable storage containers, with access strictly controlled and limited to those who are entitled to see it as part of their duties.

#### **Handling**

In accordance with section 124 of the Police Act 1997, Disclosure information is only passed to those who are authorized to receive it in the course of their duties. We maintain a record of those to whom Disclosures or Disclosure information has been revealed and we recognise that it is a criminal offence to pass this information to anyone who is not entitled to receive it.

#### **Usage**

Disclosure information is only used for the specific purpose for which it was requested and for which the applicant's full consent has been given.

#### **Retention**

Once a recruitment (or other relevant) decision has been made, we do not keep Disclosure information for any longer than is absolutely necessary. This is generally for a period of up to 6 months, to allow for the consideration and resolution of any disputes or complaints. If, in very exceptional circumstances, it is considered necessary to keep Disclosure information for longer than 6 months, we will consult the DBS about this and will give full consideration to the Data Protection and Human Rights of the individual subject before doing so.

Throughout this time, the usual conditions regarding safe storage and strictly controlled access will prevail.

### **Disposal**

Once the retention period has elapsed, we will ensure that any Disclosure information is immediately destroyed by secure means, i.e. by shredding, pulping or burning. While awaiting destruction, Disclosure information will not be kept in any insecure receptacle (e.g. waste bin or confidential waste sack). We will not keep any photocopy or other image of the Disclosure, or any copy or representation of the contents of the Disclosure. However, notwithstanding the above, we may keep a record of the date of issue of a Disclosure, the name of the subject, the type of Disclosure requested, the position for which the Disclosure was requested, the unique reference number of the Disclosure and the details of the recruitment decision taken.

### **Acting as an Umbrella Body**

Before acting as an Umbrella Body (one which countersigns applications and receives Disclosure information on behalf of other employers or recruiting organisations), we will take all reasonable steps to ensure that they can comply fully with the DBS Code of Practice. We will also take all reasonable steps to satisfy ourselves that they will handle, use, store, retain and dispose of Disclosure information in full compliance with the DBS Code and in full accordance with this policy. We will also ensure that anybody or individual, at whose request applications for Disclosure are countersigned, has such a written policy and, if necessary, will provide a model policy for that body or individual to use or adapt for this purpose.

## APPENDIX 11

### Equal Opportunities statement

1. Street Baptist Church is a Christian organisation committed to social justice and resolutely opposed to discrimination in society. We are committed to providing services on a fair and equitable basis, regardless of race, ethnicity, religion, life-style, gender, sexuality, physical/mental disability, offending background or any other factor. No person requiring services from Street Baptist Church will be treated less favourably than any other person on any grounds.

2. In employment we actively seek to recruit with the right mix of talent, skills and potential, promoting equality for all, and welcome applications from a wide range of candidates. We select all candidates for interview based on their skills, qualifications, experience and commitment to the values and purposes of the organisation.

3. As an organisation seeking to deliver services within a Christian context, posts can only be filled by Christians. Please refer to the Church Rules and Basis of Faith for details on beliefs of the church to which post holders must adhere. The nature of these posts or the context in which they are carried out, and their link to the ethos of the organisation, give rise to a genuine occupational requirement (GOR) for the post-holders to be Christians. All those in post are required to demonstrate a clear personal commitment to the Christian faith. This policy is implemented under Employment and Race Directives issued by the government and ACAS guidance.

4. As an organisation using the Disclosure and Barring Service (DBS) to assess applicants' suitability for positions of trust, Street Baptist Church undertakes to comply fully with the DBS Code of Practice and to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of disclosure on the basis of conviction or other information revealed.

5. A Disclosure is only requested after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a Disclosure is required, all application forms, job adverts and recruitment briefs will contain a statement that a Disclosure will be requested in the event of the individual being offered a position.

6. Where a Disclosure is to form part of a recruitment process, we encourage all applicants called for interview to provide details of any criminal record at an early stage in the application process. We request that this information is sent under separate, confidential cover to the recruiter within the organisation and we guarantee that this information will only be seen by those who need to see it as part of a recruitment process.

7. Unless the nature of the position allows Street Baptist Church to ask questions about your entire criminal record, we only ask about “unspent” convictions as defined in the Rehabilitation of Offenders Act 1974.

8. We ensure that all those in the organisation who are involved in the recruitment process have been suitably trained to identify and assess the relevance of circumstances of offences. We will also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders e.g. the Rehabilitation of Offenders Act 1974.

9. At interview, or in separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is relevant to the position sought could lead to withdrawal of an offer of employment or voluntary work.

10. We make every subject of a DBS Disclosure aware of the existence of the Code of Practice and make a copy available on request.

11. We undertake to discuss any matter revealed in a disclosure with the person seeking a position before withdrawing a conditional offer of employment.

Having a criminal record will not necessarily bar you from working with us. It will depend on the nature of the position and the circumstances and background of your offences.

**APPENDIX 12**

**Consent Form for Visits, Day Trips and  
Residential Trip**

**A. Details of Event**

Name of Group \_\_\_\_\_

Event \_\_\_\_\_

Mode of transport \_\_\_\_\_

Date/Time from \_\_\_\_\_ to \_\_\_\_\_

Estimated cost \_\_\_\_\_

Activities \_\_\_\_\_

Leader(s) in charge and contact details \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**B. Details of Young Person**

Full name \_\_\_\_\_

Home Address \_\_\_\_\_

\_\_\_\_\_

Telephone \_\_\_\_\_ Date of Birth \_\_\_\_\_

**C. Medical Details of Young Person\***

Doctor \_\_\_\_\_

Address \_\_\_\_\_

Telephone No \_\_\_\_\_ National Health Number \_\_\_\_\_

Date of last anti-tetanus injection (if known) \_\_\_\_\_

1. Does s/he have any medical conditions or recurrent illness e.g.

asthma, hay fever, migraine, fits/ faints or any disability etc?      Yes • No •

Details:

2. Is s/he taking any medicine or undergoing any treatment etc.      Yes • No •

that needs to be continued during the event?

Details:

3. Is s/he known to be allergic or sensitive to anything      Yes • No •

(e.g. penicillin, aspirin other medicines, food etc.)?

Details:

5. Does s/he have any specific dietary requirements?      Yes • No •

Details:

\* Section C required only if not completed in the past year for this child or if medical care and/or condition has changed since last completed

**D. Parental Consent and authorisation**

I give consent for \_\_\_\_\_ to participate in the above-mentioned trip and, having read the information sheet, agree to her/his participation in any or all of the activities described. I acknowledge the need for acceptable responsible behaviour on her/his part.

I understand that while involved s/he will be under the control and care of the group leader and/or other adults approved by the organisation and that, while the staff in charge of the group will take all reasonable care of the children, they cannot necessarily be held responsible for any loss, damage or injury suffered by him/her during, or as a result of, the activity.

I understand that should my child require emergency treatment owing to illness or injury and I am not available to give my consent, the doctor or surgeon concerned can decide on appropriate treatment, if my child's health or safety is at risk.

In the event of illness or accident requiring emergency hospital treatment, I authorise the Leader(s) named on part A of this form to sign on behalf any written form of consent requiring by hospital authorities, if the delay to obtain my own signature is considered inadvisable by the doctor or surgeon concerned.<sup>1</sup>

Signed \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_ Parent/Guardian

Please return this form to \_\_\_\_\_ By \_\_\_\_\_

**Emergency Contacts**

Parent/Guardian Name:

Home Tel: Mobile Tel:

Work Tel: Relationship:

Additional Contact Name:

Home Tel:

Relationship:

**APPENDIX 13**

**Consent for Using Images of Children**

To: \_\_\_\_\_

Name of parent/carer\* (\*person with parental responsibility)

Name of child: \_\_\_\_\_

Group child attends: \_\_\_\_\_

From time to time Street Baptist Church like to take photographs / make videos which show some of the ongoing work within the church. These may also include photos / recordings of groups at which your child attends, and therefore include photos / recordings of your child.

These images may appear in both our printed publications and our website.

To comply with the Data Protection Act 1998, permission must be granted by the parent/carer before any images of your child/children are taken and used. Please answer questions 1 and 2 below, then sign and date the form where shown. Please return the completed form to:

\_\_\_\_\_

To the parent (Delete as appropriate):

1. May we use your child's image in our printed promotional publications?

YES/NO

2. May we use your child's image on our website?

YES/NO

Signed: (parent/adult with parental responsibility)

Date: / /

To the Youth/Children's Leader

I have checked which parents are happy for their child/ren's images to be used in the Street Baptist Church printed publications or on its website or both.

YES/NO

Please note that websites can be seen throughout the world, and not just in the United Kingdom, where UK law applies.

I have read and understood the conditions for using these images as detailed below.

Signed (Youth/Children's leader) \_\_\_\_\_

Date: \_\_\_\_\_

Print name: \_\_\_\_\_

#### Conditions of use

1. This form is valid for 1 year from the date of signing2. Your consent will automatically expire after this time.
2. We will not re-use any images after 1 year1.
3. We will not include details or full names (which means first name and surname) of any person in an image on website, or in printed publications, without good reason and only with your express consent.
4. We will not include personal e-mail or postal addresses, or telephone or fax numbers on our website or in printed publications.
5. We may use group images with very general labels, such as "youth enjoying sport" or "making Christmas decorations".
6. We will only use images of pupils who are suitably dressed. This is to reduce the risk of such images being used inappropriately e.g. we will not publish material from the youth group's swimming activity.

**APPENDIX 14**

**Contract for Clients**

Name

Date of birth:

Address:

In attending Street Baptist Church I promise that:

I will never allow myself to be in a situation where I am alone with children/young people

I will attend meetings/house groups as directed by the church leaders

I will sit where directed in the church and will not place myself in the vicinity of children and young people

I will not enter certain parts of the building designated by the church leaders, nor any area where children's activities are in progress

I will decline invitations of hospitality where there are children in the home

I accept that ..... and ..... will sit with me during church activities, accompanying me when I need to use other facilities. They will

know that I am a Schedule 1 offender/registered with the police under the terms of the Sex Offenders Act

I accept that ..... will provide me with pastoral care

I accept that there are certain people who will need to be told of my circumstances in order for them to protect the children/young people for whom they care

I accept that contact will need to be made with my probation officer, who will meet with designated members of the church leaders as and when necessary

I understand that if I do not keep to these conditions, then I may be banned

from attending the church, and in such circumstances the church leaders may choose to inform the statutory agencies (e.g. probation and social services) and any other relevant organisation, and the church congregation

I understand that any other concerns will be taken seriously and reported

I understand that this contract will be reviewed regularly every \_\_\_\_\_ month and will remain for an indefinite period.

BLOCK CAPITALS (Client)

(Client): Signature

Date:

BLOCK CAPITALS (Co-ordinator):

Signature (Safeguarding Co-ordinator):

Date:

## **REFERENCES**

Care and Support Statutory Guide DH October 2014

Charity Commission for England and Wales

Children's Act 1998

Children's Act 2004

Churches Child Protection Advisory Service (CCPAS)

United Nations Convention on the Rights of the Child (UNCRC) 1990.

Data Protection Act 1998

Equality Act 2010

International Convention of Human Rights. 1950

Mental Capacity Act 2005

Rehabilitation of Offenders Act 1974

Health and Social Care Act 2014

United Nations Universal Declaration of Human Rights 1948 (UDHR)

Working Together to Safeguard Children 2015 with 2017 amendment for child sexual exploitation