



SAFE TO GROW POLICY

Declaring **God's Way** - Sharing **His Love**

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1. Introduction

1.1 Children and young people are valued yet vulnerable members of the Christian community who need our special care. Each one is a whole person with qualities, gifts, needs and rights, and should be honoured and respected by us all. At Rushmere Baptist Church we have many children in our care, entrusted to us by their parents, and we take very seriously our responsibility to welcome, nurture and protect them. We will not be satisfied until we are sure that we have done all in our power to protect them from harm of any kind.

1.2 The Children Act, passed in 1989, was a landmark in promoting good, safe practice in long-term child care and was followed in 1993 by the Home Office Code of Practice *Safe from Harm*. This aimed to help volunteer organisations working with children for shorter periods by providing a framework for the promotion of children's welfare and the prevention of abuse. The Baptist Union's response was a document entitled *Safe to Grow*, containing guidelines which can be adapted to individual church situations. As our Church commits itself to the adoption of these guidelines, we are making a positive contribution to the safe growth of children in the life God intends them to enjoy.

1.3 At Rushmere Baptist Church we aim to be a community where:

- children are listened to, given a sense of belonging, nurtured and kept safe;
- parents are supported and encouraged;
- those who work with children and young people are supported and protected.

1.4 As an adjunct to this policy, we have produced the following documentation for use within our youth organisations:

- **Model Job Profile for Youth Workers** (for the use of the Youth Co-ordinator and Principal Leaders when writing youth workers' job profiles). See Appendix 1.
- **Application Form for Voluntary Work with Children and Young People at Rushmere Baptist Church** (to be completed by anyone wishing to work in our youth organisations). See Appendix 2.
- **Information on How to Apply for an Enhanced Certificate from the Disclosure & Barring Service. See Appendix 3.**
- **Criminal Records Declaration. See Appendix 4.**
- **Request for Reference** (a letter to be sent to the referees named by an applicant). See Appendix 5.
- **Reference Form** (to be completed by the referees). See Appendix 6.
- **Youth Worker Agreement** (to be signed by new workers to show that they understand the nature of the work they are about to undertake). See Appendix 7.
- **Registration and Consent Form for Under 18's** (to be signed by parents when their children join one of our youth organisations). See Appendix 8.
- **Event and Activity Checklist for the Use of Youth Leaders** (listing information which should be given to parents by youth leaders before special events, activities or residential holidays take place). See Appendix 9.
- **Parental Consent and Medical Form for Special Events, Activities and Residential Holidays for Under 18's** (to be signed by parents when their children are going to participate in day trips,

dangerous activities or overnight stays). See Appendix 10.

- **Sample Letter and Parental Consent Form for Other Events and Activities for Under 18's** (a guide for youth leaders preparing consent forms for short and non-hazardous activities away from the Church premises or outside the group's normal meeting times). See Appendix 11.
- **Incident Record** (to be completed by any youth worker who observes an incident or obtains information of concern about a child or worker). See Appendix 12.
- **Incident Report Form** (to be used by the Designated Person for Safeguarding as a written record of concerns expressed and any action taken). See Appendix 13.
- **A Policy Statement on Young People and the Church** (See Sect 2: a version adapted specifically for parents is also included in Appendix 14)
- **Useful Contact Numbers**. See Appendix 15.
- **Job Descriptions** (for all roles within our youth organisations). Note where these are held?

1.5 Copies of the Policy Statement can be given to parents when their children start attending a group. The whole Safe to Grow policy, including appendices, is available on the Church Website. Paper copies can be provided on request.

1.6 It is anticipated that this policy will cover most situations which are likely to arise in our church. However, there may be incidents which will fall outside its scope. In these cases, it may be necessary for the Minister, Youth Co-ordinator or Designated Person for Safeguarding to take advice from other agencies or from the Baptist Union.

1.7 The terms "children", "young people" and "youth" in our documentation are interchangeable.

1.8 The use of the term "parent" in our documentation includes carers.

2. A Policy Statement on Young People and the Church

This statement was originally agreed at the Church Meeting held in July 1995 and a number of minor revisions have been agreed since then. The statement is included in the Annual Report each year and will be re-affirmed annually at the January Church Meeting, where progress in carrying it out will be monitored.

- As members of this Church, we commit ourselves to the nurturing, protection and safekeeping of all, especially young people.
- It is the responsibility of each one of us to be alert to the possibility of physical, sexual and emotional abuse and neglect of young people, and to report any abuse discovered or suspected.
- We recognise that our work with young people is the responsibility of the whole Church.
- The Minister and Deacons have responsibility for ensuring safeguarding policy and procedures are implemented. One Deacon takes a lead on this as Safeguarding Deacon. The Designated Person for Safeguarding (not necessarily a Deacon) receives reports on concerns relating to safeguarding of young people and acts on these appropriately.
- We are committed to supporting, resourcing and training those who work with young people and to providing supervision.
- We are committed to following the Home Office Code of Practice *Safe from Harm* and have adopted guidelines and procedures based on those published by the Baptist Union of Great Britain in the most recent edition of its booklet *Safe to Grow*.
- Workers will be committed Christians whose lives bear evidence of their Christian profession, and Principal Leaders and Leaders must be Church Members. However, a young person up to the age of 18 may be taken on as a Trainee with a similar role to that of a Helper and need not necessarily be a committed Christian. There is no automatic promotion from Trainee to Helper or Leader. (The full Safe to Grow policy contains more details on these matters, in section 3.)
- All workers will be asked to read Rushmere Baptist Church's *Safe to Grow* Policy (ie. Sections 1 to 9, available on the Church Website or as a paper copy by request) and must undertake to observe it. They will be asked to sign a Youth Worker Agreement prior to commencing their probationary period.

Children and young people are part of our church today.
They have much to give, as well as to receive.
We will listen to them.
As we nurture them in worship, learning and community life,
we will respect their wishes and feelings.

3. Definition of Terms Used, with Guidance Notes

3.1 The term “**worker**” refers to Principal Leaders, Leaders and Helpers as defined below. Principal Leaders and Leaders must be committed Christians whose lives bear evidence of their profession of faith.

- a) **Principal Leaders** - These are Leaders with overall responsibility for their organisation. They are supervised by the Youth Co-ordinator and must be Church Members.
- b) **Leaders** - These are other workers who are involved in the planning, preparation, organisation and delivery of a programme. They are supervised by their Principal Leaders and must be Church Members.
- c) **Helpers** - These are workers providing practical help and assistance on a regular basis. They are supervised by their Principal Leaders, but are not necessarily Church Members. Where Helpers are Church Members, they may occasionally be involved in the planning, preparation, organisation and delivery of a programme under the supervision of their Principal Leader. People who have not professed their faith may work regularly in groups as helpers, with their role being formally reviewed annually by the Youth Co-ordinator in conjunction with the Principal Leader.

3.2 There are two further categories of people who need not necessarily be committed Christians:

- a) **Trainees** - These are young people up to the age of 18 who fulfil a role similar to that of Helper. They are supervised by their Principal Leaders.
- b) **Volunteers** - These are people who may be used for occasional help, although the Principal Leader of the organisation should be satisfied of their suitability for the work undertaken. Volunteers include parents and other people involved in camps, holiday clubs, etc.

3.3 The appointment of all workers will be subject to a six month probationary period, after which it must be ratified by the Church.

3.4 The term “**Church**” relates specifically to Rushmere Baptist Church.

4. Responsibilities for Safeguarding

Deacons

The deacons have the ultimate responsibility for safeguarding, and are responsible for the implementation of policy and procedures.

Safeguarding Deacon

This nominated person will take a lead for the Deacons on safeguarding matters, and will ensure that the safeguarding policy is reviewed annually.

Designated Person for Safeguarding

The Designated Person for Safeguarding will receive all reports of concerns relating to the safeguarding of young people, and will act on those concerns appropriately, taking advice as necessary. He/she will be the link between the Church and other agencies on safeguarding matters. (See also Section 5).

Minister

The Minister shares general responsibility for safeguarding matters with the Deacons, and should be made aware of any safeguarding or child protection issues within the church.

During 2014 following advice from the Baptist Union, the role of Child Advocate (or Young Person's Advisor) was removed.

5. The Designated Person for Safeguarding

5.1 Introduction

At Rushmere Baptist Church, one Church Member will be appointed to be the Designated Person for Safeguarding. He or she will be the central point of contact for any child protection concerns raised within the Church. This person will, wherever possible, have had experience of child protection matters in his or her professional life, but will not necessarily be an expert. He or she will be fully conversant with the Rushmere Baptist Church *Safe to Grow* Policy and will know where to go to find advice when needed.

If we are unable to appoint a Church Member from within our Church, we will consider appointing another member of the congregation or approaching other local churches to find a person with suitable experience.

5.2 The Role of the Designated Person for Safeguarding

The Designated Person for Safeguarding will receive reports of concerns relating to the safeguarding of young people, and will act on those concerns appropriately. He/she will be the link between the Church and other agencies on safeguarding matters.

5.3 Person Specification for Appointment

The Designated Person for Safeguarding will demonstrate the following qualities:

- maturity
- ability to keep confidences
- emotional stability
- an interest in and/or knowledge of child protection
- confidence to deal with a situation when it arises
- ability to seek advice and consult agencies
- ability to make an independent decision in the young person's interest
- willingness to undergo training.

5.4 The Appointment

The procedure for the appointment of the Designated Person for Safeguarding will be as follows:

1. A suitable person will be identified by the diaconate, in consultation with the Youth Co-ordinator.
2. He or she will be interviewed by the Minister and Youth Co-ordinator. This interview will involve some discussion of the Church's and the candidate's expectations.
3. Two character references will be sought. If the person has had experience of child protection matters in his or her professional life, one reference will ideally be obtained from someone who knows him or her from this context.
4. The candidate will be asked to apply for an Enhanced DBS (Disclosure and Barring Service) Check (see information given in Appendix 3) and to sign a Criminal Records Declaration (Appendix 4) pending the completion of the DBS Check.
5. A limited term of appointment will be agreed. This will initially be for three years, but will be renewable after this period. (A review meeting will be held by the Minister and Youth Co-ordinator before the end of the period.)
6. The Church Meeting will confirm the appointment.

6. The Youth Co-ordinator

6.1 Introduction

At Rushmere Baptist Church, one Church Member will be appointed to be the Youth Co-ordinator. He or she may or may not be currently involved in the Church's youth work. He or she will be fully conversant with the Rushmere Baptist Church *Safe to Grow* Policy, including the agreed appointment process, and will know where to go to find advice when needed.

6.2 The Role of the Youth Co-ordinator

The Youth Co-ordinator will have three main roles:

a) Co-ordination

-by arranging meetings of youth leaders approximately three times per year and encouraging a united approach to the Church's youth work (eg. through joint events and activities).

b) Liaison

- by acting as a mediator between the youth workers and the Minister, Deacons and/or Church Members (eg. bringing to the attention of the diaconate matters which have arisen during youth leaders' meetings, informing the Church Meeting of staff vacancies in the youth organisations).

c) Administration

- by handling all of the necessary paperwork relating to the appointment process (eg. distributing appropriate forms, checking references, maintaining records of probationary periods, informing the Church Secretary whenever appointments require ratification by the Church Members).

6.3 Person Specification for Appointment

The Youth Co-ordinator will ideally demonstrate the following qualities:

- be respected by the Church leadership and youth workers
- organisational skills
- administration skills
- maturity
- ability to keep confidences
- ability to relate well to people
- ability to consult and seek advice
- ability to make decisions
- willingness to undergo training.

6.4 The Appointment

The procedure for the appointment of the Youth Co-ordinator will be as follows:

1. A suitable person will be identified by the diaconate, possibly in consultation with the Principal Leaders and/or previous Youth Co-ordinator.
2. He or she will be interviewed by the Minister and one other person selected from the Deacons and Principal Leaders. This interview will involve some discussion of the Church's and the candidate's expectations.
3. Two character references will be sought. If the person has had experience of administration in his or her professional life, one reference will ideally be obtained from someone who knows him or her from this context.

4. The candidate will be asked to apply for an Enhanced DBS (Disclosure and Barring Service) Check (see information given in Appendix 3) and to sign a Criminal Records Declaration (Appendix 4) pending the completion of the DBS Check.
5. A limited term of appointment will be agreed. This will initially be for three years, but will be renewable after this period. (A review meeting will be held by the Minister and one other person selected from the Deacons and Principal Leaders before the end of the period.)
6. The Church Meeting will confirm the appointment.

7. "Good Practice" Guidelines for the Prevention of Abuse

7.1 Introduction

As followers of Jesus, we welcome young people into our Church and want to give them time and attention. As valued members of our Church community, they should be treated with respect, listened to and kept safe.

Many people would say that good practice in youth work is just common sense. However, the variation in what is considered to be "common sense" in terms of child care is enormous, so this section of our policy document endeavours to define what we believe to be good practice in our own church situation. Much of what is presented would be good practice irrespective of child protection issues. These are the standards we want to operate because we strive to do the very best for our children and young people.

These good practice measures are first and foremost about protecting young people.
However, they will also help to protect workers from false accusation
or unnecessary and unwarranted suspicion.

7.2 Good practice - Ratios

- a) As far as possible, workers will not be left alone with a young person or young people where their activity cannot be seen. On church premises, this may mean leaving doors open or having two groups working in the same room.
- b) Principal Leaders are responsible for ensuring that there is a suitable ratio of staff to young people. This may depend on the age of the young people concerned and the activities being undertaken, but should also take into account "emergencies" (e.g. having enough staff to cope when a child has an accident and needs immediate medical attention). The gender balance of the workers should also be considered. There must always be at least two staff present, and more staff should be used for outdoor or off-site activities. The Baptist Union recommends the following minimum staffing ratios:

For indoor activities:	Age 0-2 years	1:3
	Age 2-3 years	1:4
	Age 3-8 years	1:8
	Age 8 years and over	2:20 (1 male and 1 female), plus 1 extra adult for every 10 children.

For outdoor activities:	Age 0-2 years	1:3
	Age 2-3 years	1:4
	Age 3-8 years	1:6
	Age 8-13 years	2:15 (1 male and 1 female), plus 1 extra adult for every 8 children
	Age 13 and over	2:20 (1 male and 1 female), plus 1 extra adult for every 10 young people

- c) Young people should not be given access to church premises unless responsible adults are present. For their own safety, unsupervised children under the age of 11 are not permitted in the kitchen at any time.
- d) At no time should one adult be alone on church premises with an individual young person or group. This means that when young people are leaving the premises, at least two adults should remain on site until the last one has departed.

- e) Youth workers should not invite young people into their homes alone. It is acceptable to invite a group if another adult is in the house. Parents should know where their children are and at what time they should return home.
- f) In a counselling situation with a young person, where privacy and confidentiality are important, ensure that another adult knows that the interview is taking place, and with whom. Whenever possible, another adult should be in the building, and the young person should be aware that this person is there. It is good practice to set an agreed time-limit prior to the counselling session and stick to it. If necessary, make another appointment to continue at a later date.

7.3 Good practice - The way we work

Youth workers should treat all young people with respect and dignity.

- a) They should be careful in the use of language and tone of voice, and be aware of their own body language and the effect they are having on the individual young person.
- b) They should listen well and be careful that they do not assume they know what a young person is thinking or feeling.
- c) They should not engage in any of the following:
 - invading the privacy of young people when they are showering or using the toilet;
 - rough, physically or sexually provocative games;
 - making sexually suggestive comments about or to a young person, even in “fun”;
 - inappropriate and intrusive touching of any form;
 - any scapegoating, belittling, ridiculing or rejecting of a young person;
 - allowing young people to involve them in excessive attention-seeking that is overtly sexual or physical in nature.
- d) They should learn to control and discipline young people without using physical punishment. (Occasionally, however, there may be a need to restrain a young person for his own or others’ protection.)
- e) They should make sure another adult is present if, for example, a young child has soiled his underclothes and needs to be thoroughly washed. If possible, the child’s parent/carer should be called in to carry out such a task.

7.4 Good practice - Can I touch a child?

- a) It is hard to conceive how anyone can be a nurturing, caring worker with young people without some physical contact happening at least occasionally! For example, if a young person is distressed, it would be natural to want to put an arm round his or her shoulder. It could even be considered as abusive not to respond by touching a young person in such circumstances. However, workers must be conscious that a touch, which to many people would seem innocent, may be unacceptable for some young people. If a young person appears to be cringing or responding in a negative way to being touched, workers should stop immediately and find an alternative, non-tactile way to convey their concern. They should also avoid touching a young person when no-one else is in the room.
- b) If a worker sees a colleague acting in a way which might be misconstrued, he should be prepared to speak to that person, the Principal Leader or Youth Co-ordinator about his concerns. Leaders should encourage an atmosphere of mutual support and care which allows all workers to be comfortable enough to discuss inappropriate attitudes or behaviour.

7.5 Good practice - Transportation and off-premises activities

- a) Lifts should not be given to young people on their own, other than for short journeys. If they are alone, they must be asked to sit in the rear of the car.
- b) All drivers must have correct insurance cover for transporting young people in their care.
- c) All drivers must be over the age of 21 years and must have held a full driving licence for at least one year.
- d) Parents shall be notified of any intention to take young people off church premises in advance of the day of the event and should give written consent before the event. (See Appendices 10 and 11)
- e) When a minibus is used and people make a contribution towards its cost, the Principal Leader is required to obtain a "Section 19" Small Bus Permit which must be displayed on the vehicle. Contact the Traffic Area Office for the Eastern Area at Terrington House, 13-15 Hills Road, Cambridge CB2 1NP. Tel 01223 358922. (The cost of a permit was £7 in July 2003.)
- f) When using a coach, ensure that the company has full insurance cover. Check on the limit of passenger numbers and do not exceed this figure.
- g) Young people must be required to wear seat-belts at all times when travelling by car, minibus or coach and should remain seated. Until children reach either their 12th birthday or 135 cm in height, they must travel on a correctly fitted booster seat in the rear of the car. Rear-facing baby seats must not be used in a seat protected by a front air-bag, unless the air-bag has been deactivated manually or automatically. For forward-facing travel, the guidance given in the individual car's manual should always be followed, as this may vary from car to car.
- h) On every outing, each adult should be allocated a small group of young people for whom they have responsibility and should be given a written list to minimise the risk of anyone going astray. For the same reason, if travelling in several vehicles, it is good practice to insist that the same group of young people should travel with the same adult on both the outgoing and return journeys.
- i) It is the responsibility of the Principal Leader to ensure that anyone assisting with transport is made aware of these rules.

7.6 Good practice - Sharing information

- a) All young people in our Church groups should be registered and parents/carers asked for details of full name, date of birth, address and contact telephone number(s), as well as consent for emergency medical treatment. A standard registration form is used by all youth organisations in our Church (see Appendix 8). For certain activities, events and residential holidays, it will be necessary to obtain further consent from parents (see Appendices 10 and 11). There should always be a clear understanding of the type of activities in which the young people will be participating.
- b) Workers should be aware that in some families there are legal constraints on contact with children by absent fathers or mothers.
- c) Parents/carers are expected to notify youth leaders if a different adult is going to be collecting their child at the end of the session. Youth workers should not allow any child to leave the premises with another adult unless a prior arrangement has been made. In the event of a child being removed without prior notification or consent, the registered parent/carer should be contacted immediately. Where this proves impossible, 999 will be called.
- d) Parents/carers should be advised of the Church's *Safe to Grow* Policy and should be given the leaders' names and a contact telephone number.

7.7 Good practice - Looking after young people overnight

- a) Workers should not share sleeping accommodation with an individual young person. Males and females should sleep separately.
- b) Before the event, parents/carers should be given written details, including the address and telephone number of the overnight location, a person to contact in case of emergency and brief information about the planned activities. Suggested information to be given to parents is included in the Event and Activity Checklist (see Appendix 9). The parents should also complete a consent form, stating any special dietary requirements and current medication and giving the name and telephone number of their child's doctor (see Appendix 10).
- c) Leaders are responsible for checking that all forms have been returned in advance of the event and are taken to the overnight location, along with a mobile phone for use in emergencies. They should check the insurance cover of any building being used for sleeping and make sure that limits on numbers are not exceeded, rendering the insurance invalid. They should also know the location of the nearest accident and emergency hospital and doctor, and should consider informing the doctor, local police and fire brigade of the overnight event.
- d) All reasonable precautions should be taken to ensure the safety of the young people, including checking that fire exits are clear, knowing where fire extinguishers are, knowing where water, gas and electricity can be turned off, checking that there are always two exits from rooms used for sleeping, etc. It is helpful to establish rules and boundaries with the young people very soon after arrival.
- e) Where outdoor and adventurous activities are concerned, leaders must ensure that all supervisors are appropriately qualified. If an activity is being provided by an outside organisation, they should check that this organisation is registered with the Adventurous Activities Licensing Authority and has appropriate insurance.

7.8 Good practice - Abuse of trust

- a) Relationships between young people and their leaders take many forms, but all of them can be described as "relationships of trust". The leader is someone in whom the young person has placed a degree of trust, perhaps because he or she has an educational role, is a provider of leisure activities or even is a significant adult friend. In every case, however, that relationship is not one of equal partners and there is the potential for the trust to be abused by the leader, who is in a position of power over the young person.
- b) It is always wrong for a leader to enter into a sexual relationship with a young person, neither is it acceptable for a leader to form a romantic relationship with a young person.

7.9 Good practice - Health and safety

- a) At Rushmere Baptist Church, we have a Maintenance Group which is responsible for ensuring that the premises are maintained in a good condition. We also have a Health and Safety Officer whose responsibility it is to check that the buildings and equipment such as furniture and electrical appliances are safe for both adults and children to use. He also ensures that the access points are safe and well lit. A Health and Safety Policy is in place.
- b) All potentially hazardous tools and cleaning fluids are stored in a locked cupboard.
- c) We have a First Aid Officer, an accident book and a first aid box which is regularly checked and well supplied.
- d) A Church Member is responsible for arranging and updating the Church's insurance cover.

7.10 Good practice in supervision

- a) Supervision and support is not just about seeing what is going on but it can also be about discussing together how work is being done and trying to identify the needs of the young people.
- b) Principal Leaders should watch for any young person receiving exceptional treatment, being highly favoured or treated unduly harshly.
- c) They should meet with workers regularly to review and plan the work. They should ask about working and personal relationships with the young people. They should also take or create opportunities for observing each worker with the young people.
- d) It is very helpful to keep a brief written record of the facts of all meetings, noting anything of importance. (This applies equally to normal meetings of the organisation, planning meetings, prayer meetings, etc.)
- e) If Principal Leaders have any doubts about a worker's relationships, they should explore further by talking with him/her, then confidentially with other workers and with the young person or people concerned. The issue should not be dropped until they are sure that there is no possibility of abuse.

7.11 Photos and Videos

- a) Signed consent should be obtained from parents/carers for photos or digital images to be taken at church activities, primarily for display within the church.
- b) Images of children will not be used on the church website or for other publicity purposes, unless specific permission has been obtained.
- c) If photos or other digital images are to include visiting children for whom written permission does not exist, a verbal consent should be sought by speaking to the parent or carer.
- d) Photos/videos will be taken in public areas and no child will be named, except in the case of historical records.
- e) Workers should not retain images of young people on their mobile phones.
- f) When photos or videos are taken of children, they should be stored securely on computers or as hard copies.
- g) Copies of photographs must not be distributed to other individuals without the permission of a parent/carer. This includes digital images.
- h) When church events are to be recorded or photographed, signs will be displayed saying: *There will be photographs and video recording during the event today. Afterwards, DVDs or copies of photographs may be distributed to those taking part. If you do not wish your child to be part of this, please speak to a steward.*

7.12 Good Practice in Electronic Communication

- a) Electronic communication includes the use of mobile phones, e-mail, and social networking sites. They are an easy way to communicate with young people in particular. However, there are dangers associated with electronic communication that call for vigilance.
- b) Parents or carers and young people themselves have the right to decide if a worker is to have email addresses or mobile phone numbers etc.

- c) Signed consent should be obtained from parents/carers for communicating in these ways.
- d) Direct electronic communication with children of primary school age is inappropriate and should be avoided. Any contact with children of primary school age should be via the parents/carers.
- e) Contact with young people by electronic communication should be at sensible times of day and generally for information-giving purposes only.
- f) Instant messaging should not be used.
- g) Where a young person in need or at a point of crisis uses this way of communicating with a worker then significant conversations should be saved as a text file if possible, and a log kept of when they communicated and who was involved. The worker should seek further guidance. This may be from the Principal Leader, Youth Co-ordinator or Minister.
- h) Workers should be careful in their communications with young people so as to avoid any possible misinterpretation of their motives.
- i) Clear, unambiguous language should be used, avoiding the use of unnecessary abbreviations.

Social Networking Sites (including Facebook)

- j) If workers use their own personal site they should ensure that all of its content is appropriate for young people to see. They should check their privacy settings are appropriate for young people who may access their profile.
- k) If they feel unable to do this then they should not have young people as Facebook friends on their personal site. Instead they could have a site that is solely used for youth work communications.
- l) Workers should wait for a young person to contact them to be their friend rather than the other way around.
- m) Workers should attempt to communicate with young people through a public domain (e.g. facebook wall). If a young person starts a communication via a private message, copies should be retained and where possible other workers should be copied in.
- n) If a worker feels that a communication is developing into a situation that does not fit within the above guidelines, then it should be stopped as soon as possible and further guidance sought, having informed the young person. This may be from the Principal Leader, Youth Co-ordinator or Minister.

8. Procedures if Abuse is Disclosed or Discovered

8.1 Types of abuse

a) **Physical abuse** - where children are physically hurt.

This may involve hitting, shaking, throwing, suffocating or otherwise causing physical harm to a child. 90% of children who are abused have visible injuries. Physical abuse should be suspected when the explanation of the injury does not fit the facts or if the child is reluctant to say how the injury happened. However, it is important to remember that children do sometimes hurt themselves accidentally. It is when the same event seems to occur more than once that you should be wary.

b) **Neglect** - the persistent failure to meet a child's basic physical and/or psychological needs or where a child's basic needs (e.g. food, warmth, clothing, medical care, shelter) are not met.

c) **Emotional abuse** - the persistent adverse effects on the child's emotional development and behaviour, and where a child suffers as a result of a constant lack of affection, verbal attacks, bullying, racial and other harassment which undermine a child's confidence.

d) **Sexual abuse** - where adults (and sometimes other children) use children to satisfy their sexual desires and where children are exploited by others to meet their own sexual needs. This may be sexual intercourse, fondling, masturbation, oral sex and exposure to pornographic material including videos.

8.2 Signs of abuse

Knowing whether a child is being abused or neglected may be difficult to judge. However, those working with young people should be alert to the potential indicators.

a) **Physical abuse**

- repeated injuries;
- unexplained or hidden injuries;
- lack of medical attention;
- injuries for which the explanation seems inconsistent.

b) **Neglect**

- consistently looking uncared for and unhappy;
- being withdrawn or aggressive;
- having lingering injuries or health problems.

c) **Emotional abuse**

- change in behaviour pattern;
- reverting to younger behaviour;
- wetting during the day;
- nervousness;
- sudden under-achievement;
- attention-seeking;
- running away;
- turning to drink or drugs.

d) **Sexual abuse**

- preoccupation with sexual matters evident in work, play and drawings;
- being sexually provocative with adults;
- disturbed sleep;
- nightmares;

- bed-wetting;
- secretive relationships with adults or children;
- tummy pains with no apparent cause;
- lack of confidence and self-esteem.

It should be recognised that this list is not exhaustive and the presence of one or more indicators is not in itself proof that abuse is actually taking place. It is also important to remember that there might be other reasons why most of the above are occurring. It is also important to recognise that young people can be subject to abuse in any and every setting where they have contact with adults.

8.3 What should be done if abuse is suspected or disclosed

a) Individuals should:

- not take responsibility for deciding whether or not child abuse is actually taking place;
- not act alone;
- not take sole responsibility for what has been shared or any concerns they may have;
- not start to investigate.

b) Individuals must:

- discuss concerns without delay with the Designated Person for Safeguarding. In the first instance, it will usually be appropriate to inform their Principal Leader. One of them should then consult with the Designated Person for Safeguarding, the Youth Co-ordinator or the Minister, who will take the appropriate action. Information about abuse may need to be passed to the relevant agencies. Remember that any information given must be regarded as confidential. It must not be discussed in front of young people or parents collecting their children. The nature and severity of concerns that a young person or an adult may share will vary considerably. The response expressed by a young person or worker in the Church will be determined by the seriousness of what has been shared.

c) Recording concerns and disclosures of abuse

When a young person tells you about the abuse, or an incident takes place that gives rise to concern, a written record should be made and forwarded to the Designated Person for Safeguarding immediately.

The record should:

- be legible;
- state the facts accurately;
- be made as soon as possible after the disclosure/incident.

Written record should include:

- the young person's name, address and date of birth;
- the nature of the concern/allegation/disclosure;
- a description of any visible bruising or other injuries;
- an exact record of what the young person has said, using his or her own words. A young person's behaviour and demeanour might also give some indication of what he or she means to say, and these should also be noted.
- what was said by the person to whom the concerns were reported;
- any action taken as a result of the concerns (eg. who was spoken to and resulting action, including any contact with parents or the Designated Person for Safeguarding within the Church.).

Records should be:

- signed and dated;
- kept secure and confidential, and made available only to the Minister and either the Designated Person for Safeguarding or the Youth Co-ordinator, as well as representatives of professional agencies as required by them.

If concerns involve the Minister, the Designated Person for Safeguarding or the Youth Co-ordinator, the deacons should identify another person with whom the concerns can be discussed.

8.4 The role of the Designated Person for Safeguarding if abuse is disclosed or discovered

When there is an incident, it is the role of the Designated Person for Safeguarding to consider how best to respond to the reported concerns. He or she should be aware of limitations in assessing the seriousness of the concern and be ready to consult with people who have greater experience and expertise.

The Designated Person for Safeguarding will need to make decisions about the following:

1. Do I consult with someone outside the Church?

- Unless the Designated Person for Safeguarding is confident that other advice need not be sought in any given instance, the presumption should be to consult.
- At this stage, care should be given not to identify the young person or others involved.
- A Designated Person for Safeguarding who has professional expertise in child protection will be more competent to judge the seriousness of concerns and to act accordingly.

2. Do I inform the parents/carers?

- In situations where abuse from outside the immediate family is suspected, all agencies and organisations working with young people are encouraged to inform parents/carers of actions that are taken or concerns that are raised.
- The Designated Person for Safeguarding should share with the parents/carers if it is his/her intention to consult with or refer to Social Services, unless this puts the young person at further risk. The advice of Social Services should be sought on how best to proceed.
- When it is believed that a parent/carer may be physically or sexually abusing a young person, a referral should always be made to Social Services and the Designated Person for Safeguarding should not inform the parents/carers that the referral has been made.
- After a referral is made to Social Services, the Designated Person for Safeguarding will be advised about what action to take to respond to the concerns.
- When the cause for concern has been dealt with, an Incident Report Form (see Appendix 13) should be completed for the purpose of keeping records.

8.5 How to care for the people involved

Once concerns, suspicions or disclosures of abuse have been addressed appropriately, the Church continues to have a responsibility to offer support to all those who have been affected.

8.6 How to care for an offender in the Church

Those with convictions for harming children or young people should be welcomed into the Church. However, they should not be involved with the youth work or have direct contact with them for any reason.

An open discussion must be held with the person concerned in which clear boundaries are established for their involvement in the life of the Church. A written contract should be drawn up which identifies appropriate behaviour and the person should be asked to sign this (ref. Page 29 section 3.11 of the Baptist Union's *Safe to Grow* book). Consideration should be given as to who is present at such a meeting. It is likely to include a small number from the following: Minister, Designated Person for Safeguarding, an independent person, Deacon(s), Youth Co-ordinator. There may also be someone not included in this list who could lead the meeting and keep everyone in focus.

9. The Appointment Process

9.1 Appointment of a new worker

Before a person is appointed as a worker, the following steps will generally be taken:

Step 1

Initially, the Youth Co-ordinator will discuss with the Minister the suitability of any applicant.

Step 2

The Youth Co-ordinator will be responsible for giving the person a job profile (see Appendix 1) and an application form (Appendix 2), and for meeting with that person to discuss the vacancy and highlight the importance of child protection. The job profile will be prepared by the Youth Co-ordinator and should include the following:

- purpose of job
- specific responsibilities and duties
- details of regular meetings
- the name of the worker's supervisor
- the need to be familiar and comply with the Church's *Safe to Grow* Policy
- a statement that anyone applying for this position will be expected to apply for an Enhanced DBS (Disclosure and Barring Service) Check
- responsibilities for supervising other staff members (eg. safety, finance, planning, teaching, etc.)*
- selection of other staff*
- requirements for reporting (eg. the Church's Annual Report)*
- any other requirements.

(* Principal Leaders only)

The applicant will be advised to begin the process of applying for an Enhanced DBS Check at this point, as it may take some time. (As an organisation using the Disclosure & Barring Service to assess applicants' suitability for positions of trust, Rushmere Baptist Church undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a DBS Check on the basis of conviction or other information received.)

Step 3

The application form will be returned to the Youth Co-ordinator who will make a decision regarding the applicant's suitability, subject to a satisfactory criminal record check, and further the process by writing to the referees. If the person has worked with children in the past or if he or she is employed in a child care situation, ideally a reference will be obtained from someone who knows them from such a context. If the person has moved from another church within the last five years, ideally a reference will be sought from the previous church(es). One reference should always be from someone outside our Church fellowship. We reserve the right to take up further references if appropriate.

Step 4

When satisfactory references have been received, the Youth Co-ordinator will approach the Deacons for initial approval, after which he or she will arrange a meeting with the applicant to discuss the Church's *Safe to Grow* Policy. Candidates will be asked directly if they have been requested to leave any posts working with young people or whether young people have ever been taken from their care.

Step 5

Once a DBS Check has been applied for from the Disclosure & Barring Service, the Youth Co-ordinator will arrange for the Youth Worker Agreement to be signed by the Minister and him/herself. He or she will retain the original and give a copy to the new worker. The six month probationary period will begin at this point.

Step 6

After six months have elapsed AND when a satisfactory DBS Check has been received, the Youth Co-ordinator will consult with the Minister regarding the suitability of the worker. If they wish the appointment to be made permanent, they will ask the Deacons for it to be ratified at a Church Meeting. If, however, they are unhappy for the worker to continue, he or she will be informed and will be asked to stop working in the organisation.

9.2 Change of position within an organisation

If, at any time, it is agreed that a worker's role in an organisation will change (eg. if a Leader has been asked to become Principal Leader or a Helper wishes to become a Leader), a new job profile will be issued and a new Youth Worker Agreement must be completed. The Deacons will be asked to approve the change of position and a Church Meeting will be asked for ratification. Further references will not be required and the worker will not normally have to complete another six month probationary period, although he or she may choose to accept the appointment on a trial basis.

9.3 Transfer between organisations

If, at any time, it is agreed that a worker will transfer to another organisation, either in an equivalent position or changing his or her role (eg. if the Principal Leader in a Sunday group is asked to become Principal Leader of a week-night organisation or if a Helper in one organisation is asked to become a Leader in another), a new job profile will be issued and a new Youth Worker Agreement must be completed. The Deacons will be asked to approve the transfer and/or change of position and a Church Meeting will be asked for ratification. Further references will not be required and the worker will not normally have to complete another six month probationary period, although he or she may choose to accept the appointment on a trial basis.

9.4 Reviewing appointments

After the six month probationary period is completed by a worker, no formal annual reviews of appointments will be held, but each June or July the Youth Co-ordinator will approach all Principal Leaders to confirm that they are happy for their current Leaders and Helpers to continue working in their organisations. If this is not the case, the worker(s) concerned will be invited to meet with the Principal Leader, Youth Co-ordinator and/or Minister to discuss the situation. If problems cannot easily be resolved, the worker(s) will be asked to stop working in the organisation(s).

If the Youth Co-ordinator is concerned about the work of a Principal Leader, he or she will speak to the Minister and they will meet with the Principal Leader to discuss the situation. Again, if problems cannot easily be resolved, the Principal Leader will be asked to stop working in the organisation.

The Deacons will be kept informed of all such situations.

9.5 Appointment of Paid Workers

In the event of the Church appointing a paid youth or children's worker, we will use the application form on Pages 59 to 62 of the Baptist Union's booklet *Safe to Grow*).

9.6 Trainees

Trainees aged 16 and 17 will only be required to apply for an Enhanced DBS Check.

Appendix 1

**Rushmere Baptist Church
Model Job Profile for Youth Workers**

As stated in Section 9 (The Appointment Process), the Youth Co-ordinator is responsible for giving job profiles to all Principal Leaders, Leaders and Helpers. The profiles will vary from group to group, but this model profile may prove helpful and can be adapted as appropriate. (For example, the statements marked with an asterisk are likely to be irrelevant for Helpers.)

Name of group

Job title

Age range of group

Brief job profile.....
.....
.....
.....
.....
.....
.....

Time commitment: Day of week From to
Weekly / Fortnightly / Monthly All year / During school terms

* Planning/preparation will be required and this is likely to take approximately hour(s) per week.

Youth Leaders' Meetings are held about three times a year. You should try to attend as many of these as possible and are also expected to attend the planning meetings for your own group, which are arranged by your Principal Leader. You are expected to undergo appropriate training.

Line management: You are responsible to, who is your supervisor.

* You are responsible for

Additional notes

Other important information about our appointment procedures

- You will be expected to apply for an Enhanced DBS (Disclosure and Barring Service) Check and the Youth Co-ordinator will provide you with information to help you to do this. As this process can take some time, you will be asked to complete a Criminal Record Declaration in the meantime and return it to the Minister in a sealed envelope marked CONFIDENTIAL. This will be kept securely, will remain strictly confidential and will be destroyed on receipt of the DBS Check.
- You will also be expected to read the Church's *Safe to Grow* Policy and to comply with it.
- All appointments are made for an initial probationary period of six months, after which time they are reviewed and either confirmed or terminated.

Please give details of previous experience of looking after or working with children and/or young people. Please include details of any relevant qualifications or appropriate training either in a paid or voluntary capacity:

.....
.....
.....
.....
.....
.....
.....
.....

Do you suffer, or have you suffered, any illness which may directly affect your work with children or young people?

YES  NO  (Please tick)

If yes, please give details:

.....
.....

3. References

Please give the names, addresses and telephone numbers of two people who know you well (excluding family members) and who would be able to give a personal reference and comment on your character and work with the church. At least one of the referees should be external to our Church. If you have experience of working with children and/or young people in the past, or if you are employed in a child care situation, at least one referee should be a person who knows you from such a context. If you have moved from another church in the past five years, one referee should ideally be from your previous church. In addition, we reserve the right to take up character references from any other individuals deemed necessary.

Name	Name
Address	Address
.....
.....
Postcode	Postcode
Telephone number	Telephone number
Connection with you	Connection with you
.....

4. Criminal Records Declaration

Because of the nature of the duties the postholder would be expected to undertake, the successful candidate will be required to make a full declaration of his or her past criminal record prior to obtaining an Enhanced DBS (Disclosure and Barring Service) Check.

If considered suitable for the post, do you agree to make a full declaration of your criminal record and to cooperate in obtaining a DBS Check?*

YES  NO  (Please tick)

* Because of the nature of the work for which you are applying, this position is exempt from the provision of section 4(ii) of the Rehabilitation of Offenders Act 1974 (Exceptions Order 1975), and you are therefore not entitled to withhold information about convictions which for other purposes are “spent” under the provisions of the 1974 Act and in the event of appointment, any failure to disclose such convictions could result in the withdrawal of approval to work with children and/or young people within the Church.

5. Declaration

I confirm that the submitted information is correct and complete.

Signed Date

Appendix 3

Information on How to Apply for an Enhanced DBS (Disclosure and Barring Service) Check

IT IS THE RESPONSIBILITY OF THE CANDIDATE TO APPLY FOR AN ENHANCED DBS CHECK.

The DBS Check Co-ordinator will supply you with the information and support you will need in order to apply for a DBS check via DDC (Due Diligence Checking – the company appointed by the Baptist Union to carry out DBS checks). It is important to read this carefully. In most cases the application process will be online. Applicants will need to show identity documents to the DBS Check Co-ordinator as part of this.

Following the completed DBS Check, applicants will be encouraged to apply for the DBS Update Service, which is free for volunteers. This will mean that the applicant will not need to reapply for a DBS check after five years, as well as making the Check transferable to any other voluntary work that they do.

If the DBS Check raises any issues of concern, DDC will contact the Baptist Union and their Advisory Panel will conduct a risk assessment before making a decision as to whether it is appropriate for you to take up the post in question and they will inform you and the church of their decision. If you wish to appeal against the panel's decision, please write to the DBS Co-ordinator, Ministry Department, Baptist House, PO Box 44, 129 Broadway, Didcot, Oxfordshire OX 11 8RT. They will inform you of the appeal process.

Appendix 4

Criminal Record Declaration

THIS FORM IS BEING USED BY RUSHMERE BAPTIST CHURCH PENDING THE RECEIPT OF THE DBS CHECK.

As stated on the application form, because of the sensitive nature of the duties you will be asked to undertake in this post working with children and/or young people, you are required to disclose details of any criminal record. Only relevant convictions and other information will be taken into account, so disclosure need not necessarily be a bar to obtaining this position.

Have you ever been convicted by the courts or cautioned, reprimanded or given a final warning by the police? (Note that the post you have applied for is excepted from the Rehabilitation of Offenders Act 1974, which means that all convictions, cautions, reprimands and final warnings on your criminal record need to be disclosed, whether spent or unspent.)

YES  NO  (Please tick)

If yes, please give details of offences, penalties and dates:

.....
.....
.....
.....

Is your name on the Department for Education and Skills (DfES) List, the Department of Health (DoH) or National Assembly of Wales Protection of Children Act Lists as being a person considered unfit to work with children and young people?

YES  NO  (Please tick)

If yes, please give details:

.....
.....
.....
.....

I confirm that the information I have given on this form is correct and complete.

Signed Date

This form should be returned to the Minister in a sealed envelope marked CONFIDENTIAL. Please note that the information given on this form will be kept securely, will remain strictly confidential and will be destroyed on receipt of the DBS Check.

Appendix 5

**Request for Reference
Rushmere Baptist Church**

Date

Dear

..... (Name of volunteer/worker)

The person named above has offered to help with our children's/young people's work and has given us your name as someone who can provide a character reference.

In order to act in the best interests of our children and young people, we try to do all we can to ensure that all new volunteers are appropriate people to be in a relationship of trust with those who are under eighteen. Therefore, I would be grateful if you would complete the enclosed questionnaire, which will be treated in the strictest confidence, and return it in the pre-paid envelope as soon as possible.

In commenting, please bear in mind that it is the Church's duty to protect children from harm of a physical, emotional or sexual nature.

With thanks,

Yours sincerely

Youth Co-ordinator

Appendix 6

Reference Form

Private and Confidential

Section 1 (To be completed by the Church)

Name of volunteer has applied to work with children/young people aged in (Name of organisation)

His/Her responsibilities will include

Name of referee

Section 2 (To be completed by the referee)

What is your relationship/connection with the volunteer?

How long have you known the volunteer?

What knowledge or experience do you have of the volunteer's ability to work with or relate to children and/or young people?

.....
.....
.....

What are the gifts and experience the volunteer will bring to the role?

.....
.....
.....

Please comment on the volunteer's honesty and reliability

.....

To your knowledge, is there anything about the volunteer's past behaviour, their character or attitude that gives you any cause for concern about their suitability to work with children and/or young people?

.....
.....

Are there any other comments you would like to make about the volunteer?

.....
.....

(Please continue any of your answers over the page if necessary.)

Signed Date

Appendix 7

**Rushmere Baptist Church
Youth Worker Agreement**

Name of worker

We welcome you as in

You are joining a team which, together with the whole Church, commits itself to the care and nurture of children and young people.

On behalf of the members of this Church, we undertake to support you and your work by prayer, by our interest and by providing resources and training.

The person who will give you primary support is who will act as your supervisor. He/She is there to discuss any matters of concern that you might have, although you may also speak to the Youth Co-ordinator, the Minister or any of the Deacons if appropriate.

The responsibilities of your job are listed on the job profile attached to this Agreement. All appointments are made initially for a probationary period of six months, after which time the appointment will be reviewed and either confirmed or terminated. After this, your role will be reviewed annually.

Working with children and young people is a responsibility, but it also brings great rewards. We hope that you will enjoy your work.

Signed Minister

Signed Youth Co-ordinator

Date

Declaration (To be completed by the worker)

I understand the work that I am to do with (Name of organisation)

I have read the Church's policy statement and guidelines for safeguarding children and young people (which is available on the church website at www.rushmerebaptist.org.uk or as a hard copy by request).

I understand that it is my duty to protect the children and young people with whom I come into contact.

I agree to abide by the policies and procedures agreed by the Church for the protection of children and young people.

Signed Date

One copy of this Agreement should be retained by the worker and one by the Youth Co-ordinator. If the person is appointed to a new role, or if the job profile changes, a new Youth Worker Agreement should be completed.

Appendix 8

Rushmere Baptist Church

Registration and Consent Form for Under 18's

Group attended (see separate letter).....

Full name of child

.....

Name by which child chooses to be known

.....

Address

.....

..... Postcode

Telephone number(s) Date of birth / /

With whom does the child live?

.....

Relationship to child

Who has parental responsibility for the child?

Name Name

Address (if different from above) Address (if different from above)

.....

Postcode Postcode

Telephone no(s) Telephone no(s)

Additional contact: Name

Telephone no(s) Relationship to child

Medical information

Child's registered GP: Name

Address

..... Telephone no

Please state date of last anti-tetanus injection (if known) / /

Whilst in our care, it is important that we know whether your child suffers from any allergies, is on any medication or has any health condition or disability that we should know about. Please give details where appropriate:

Allergies:

.....
.....

Medication:

.....
.....

Health condition or disability:

.....
.....

Photographs and Videos

Due to current guidelines and legislation, we now require a signature from a parent or guardian to enable us to use photographs and video footage (for publicity or training purposes) of a young person under the age of 16. There are times in our youth groups when photos are taken or activities are videoed, primarily for display within the Church, but also used occasionally for publicity materials, historical records or training. These will only be taken in public areas and no child will be named, except in the case of historical records. It is our policy not to display pictures of children on our Church website, unless specific parental permission has been given.

Please tick either Yes or No for each of the following statements and sign in the space provided.

I give permission for my child to appear in photographs which may be used for all of the above purposes. YES _ NO _

I give permission for my child to appear in video footage which may be used for all of the above purposes. YES _ NO _

Signed (parent or adult with parental responsibility) Date / /

Declaration

I give permission for my son/daughter to participate in the normal activities of this group. I understand that separate permission will be sought for activities (including swimming) which take place away from our Church premises and for outings lasting longer than the normal meeting times of the group. In an emergency and/or if I cannot be contacted, I am willing for my child to receive necessary hospital or dental treatment including an anaesthetic.

YES _ NO _ (Please tick)

Signed (parent or adult with parental responsibility) Date / /

Additional Permissions

1) Young people occasionally request a plaster. If you are happy for a leader to administer this to your child please tick and sign below, if not please cross through and do not sign

I give permission for my child to receive a plaster for minor grazes /cuts.....

Signed..... (parent or adult with parental responsibility) Date / / ...

2) Contacting young people

All **primary** children will be contacted outside of the group meeting via their parents.

High school age young people:-

Sometimes leaders may wish to communicate to your child via various means (face to face, post, text, telephone, email, facebook) in order to inform/ remind them of events coming up and to better pastorally care for them. These communications will adhere to our child protection policies. If you are happy for us to communicate with your child in this way please sign below, if not please cross through and do not sign.

Our child protection policies can be found on the Rushmere Baptist Website). If you wish to know more please talk to a Principal leader or Valerie Compton (Children’s and Youth Work Coordinator)

I give permission for my **high school age** child to be contacted directly by Rushmere Baptist Youth Leaders, whilst adhering to the Rushmere Baptist child protection policy.

Signed..... (parent or adult with parental responsibility) Date / /

Appendix 9

Rushmere Baptist Church

Event and Activity Checklist for the Use of Youth Leaders

When arranging a day trip, a special activity or a residential stay (ie. any occasion when the youth group will be meeting away from our Church premises or outside the group's normal meeting times), parents should be given full information prior to the event. This information should include all or most of the following:

- Name of visit or activity
- Date(s)
- Venue/destination
- Name, address and telephone number of leader responsible for the event
- Names of other leaders who will be present
- Contact telephone number of the venue or mobile phone number of leader
- A brief description of the activities/programme

If children/young people are not to be supervised all of the time (eg. during short shopping trips), this should be made clear to parents.

- A statement that suitably qualified staff will be providing tuition or training (eg. if you are taking a group canoeing, sailing or abseiling)
- Place and time of departure and return
- Cost (including to whom cheques should be payable)
- Transport arrangements
- Items to be brought (eg. coat, swimming kit, walking boots, packed lunch, money)
- Date by which reply is to be made and name of person to whom it should be sent.

A parental consent form must be issued in advance. All forms should be returned prior to the event and must be taken on the activity by the Principal Leader or Leader in case of emergency.

For events involving hazardous activities or overnight stays, parents must be given the full medical form to complete (see Appendix 10). A more simple consent form may be issued for other activities away from the Church premises or outside the group's normal meeting times (For a model form, see Appendix 11). However, as this will not include medical details, the file containing the group's Registration Forms (see Appendix 8) must be taken on the activity by the Principal Leader or Leader.

Appendix 10

**Rushmere Baptist Church
Parental Consent and Medical Form
for Special Events, Activities and Residential Holidays
for Under 18's**

Group
Event
Venue Date(s)

This form must be completed by a parent/guardian in order for the child to participate in the event/activity.
It should be signed and returned to:

Name of youth worker by (date)

PLEASE NOTE: IF THIS FORM IS NOT COMPLETED IN FULL AND RETURNED BY THE DATE STATED ABOVE, THE CHILD WILL BE UNABLE TO PARTICIPATE IN THE EVENT/ACTIVITY.

Full name of child Date of birth / /
Address
..... Postcode
Telephone number(s)

The person to contact in case of emergency during this event is

Name
Address
Telephone number(s)
Relationship to child

Should the above person not be available, please contact:

Name
Address
Telephone number(s)
Relationship to child

Child's registered GP: Name
Address
Telephone number(s)
National Health Number

Please state date of last anti-tetanus injection (if known) / /

Does the child suffer from any allergies? (eg. medicine, food, insects) YES NO (Please tick)

If yes, please give details:

.....

Does the child have any medical conditions about which we should be aware? (eg. asthma, fits, migraine, epilepsy) YES NO (Please tick)

If yes, please give details:

.....

Does the child have any disability about which we should be aware? YES NO (Please tick)

If yes, please give details:

.....

Is the child taking any medication? YES NO (Please tick)

If yes, please give details:

.....

May the child be given paracetamol? YES NO (Please tick)

Has the child been in contact with or suffered from any disease which is or may be contagious or infectious in the past four weeks? YES NO (Please tick)

If yes, please give details:

.....

Declaration

- I give permission for [insert name] to take part in the event named above.
- I consider my son/daughter to be medically fit to participate in the activities outlined.
- I do/do not confirm that my son/daughter is able to swim and may/may not participate in water-based activities. He/She can swim unaided for approximately metres in a heated pool.
- I require that my son/daughter should be excluded from the following:
.....
.....

I UNDERTAKE TO INFORM THE LEADER SHOULD ANY OF THE ABOVE INFORMATION CHANGE BY THE DATE OF THE EVENT.

In an emergency and/or if I cannot be contacted, I am willing for my child to receive necessary hospital or dental treatment including an anaesthetic. YES NO (Please tick)

Signed (parent or adult with parental responsibility)

Date / /

Appendix 11

Sample Letter and Parental Consent Form for Other Events and Activities for Under 18's

For events and activities which are non-hazardous and do not involve overnight stays, parents should be given a brief letter containing details of the date, activity, venue, cost, travel arrangements, time and place of departure and arrival, and items to be brought. They should also be asked to complete a simple parental consent form which must include a contact number in case of emergency. (It is not necessary to repeat the Declaration regarding hospital treatment, anaesthetics, etc. as this has already been dealt with on the young person's original Registration Form - see Appendix 8). The letter or the form should state the name of the person to whom the consent form must be returned and the date by which it must be received.

A sample letter and consent form is given below and may be adapted by youth leaders to suit their particular circumstances. Leaders who require assistance with this should consult the Youth Co-ordinator.

Dear Parents

The J Club will be going to play rounders in Green Park on Wednesday 29 June. We will leave Rushmere Baptist Church at 6.00 pm and will return at 9.00 pm. Transport will be provided by the group leaders.

There will be no cost and a cold drink will be provided, but the children might like to bring a small amount of money to purchase an ice-cream during the evening. They should come dressed in suitable clothing and footwear.

While we are at the Park, we can be contacted by mobile phone on 07956 235614 or 07353 975866. Please do not use these numbers except in an emergency.

The consent form below must be completed before the event and should be handed to Mrs Kay by Sunday 26 June at the latest.

Yours sincerely

Principal Leader

Parental Consent Form (to be returned to Mrs Kay by Sunday 26 June)

I give permission for my son/daughter to take part in the trip to Green Park on Wednesday 29 June.

If there is an emergency during this event, we can be contacted on the following phone numbers:

Signed Date / /

Appendix 13

Incident Report Form

to be completed by the Designated Person for Safeguarding

This report form is for the purpose of keeping a record of reports made to the Designated Person for Safeguarding. As well as this report, a full factual written record of any observations and conversations should be made, signed and dated.

Name of worker

Name of organisation

Name of child

Date and time of incident

Nature of concern

.....

.....

.....

.....

.....

Have you made a full written record of the incident/concern? YES NO (Please tick)

Who have you spoken to about your concerns?

Child YES NO (Please tick)

Parent/Carer YES NO (Please tick)

Principal Leader of group YES NO (Please tick) Name

Other YES NO (Please tick) Name

Social Services YES NO (Please tick) Name

What feedback have you received?

.....

.....

.....

How have your concerns been followed up?

.....

.....

Signatures:

Worker Date and time

Designated Person for Safeguarding Date and time

.....

Appendix 14

A Policy Statement on Young People and the Church

This statement was originally agreed at the Church Meeting held in July 1995 and a number of minor revisions have been agreed since then. The statement is included in the Annual Report each year and will be re-affirmed annually at the January Church Meeting, where progress in carrying it out will be monitored.

- As members of this Church, we commit ourselves to the nurturing, protection and safekeeping of all, especially young people.
- It is the responsibility of each one of us to be alert to the possibility of physical, sexual and emotional abuse and neglect of young people, and to report any abuse discovered or suspected.
- We recognise that our work with young people is the responsibility of the whole Church.
- The Minister and Deacons have responsibility for ensuring safeguarding policy and procedures are implemented. One Deacon takes a lead on this as Safeguarding Deacon. The Designated Person for Safeguarding (not necessarily a Deacon) receives reports on concerns relating to safeguarding of young people and acts on these appropriately.
- We are committed to supporting, resourcing and training those who work with young people and to providing supervision.
- We are committed to following the Home Office Code of Practice *Safe from Harm* and have adopted guidelines and procedures based on those published by the Baptist Union of Great Britain in the most recent edition of its booklet *Safe to Grow*.
- Workers will be committed Christians whose lives bear evidence of their Christian profession, and Principal Leaders and Leaders must be Church Members. However, a young person up to the age of 18 may be taken on as a Trainee with a similar role to that of a Helper and need not necessarily be a committed Christian. There is no automatic promotion from Trainee to Helper or Leader. (The full *Safe to Grow* policy contains more details on these matters, in section 3.)
- All workers will be asked to read Rushmere Baptist Church's *Safe to Grow* Policy (ie. Sections 1 to 9, available on the Church Website or as a paper copy by request) and must undertake to observe it. They will be asked to sign a Youth Worker Agreement prior to commencing their probationary period.

Children and young people are part of our church today.
They have much to give, as well as to receive. We will listen to them.
As we nurture them in worship, learning and community life,
we will respect their wishes and feelings.

Please note that the terms "children", "young people" and "youth" in our documentation are interchangeable and relate to all children and young people at Rushmere Baptist Church up to the age of 18, as well as older young people who may still be involved in our youth groups. The term "Church" relates specifically to Rushmere Baptist Church and not necessarily the wider Christian church. The full version of our *Safe to Grow* documentation is available on the church website at www.rushmerebaptist.org.uk or as a hard copy by request.

Appendix 15

Useful Contact Numbers

**Spurgeon's Child Care
Southern Divisional Office**

During office hours (Mon to Fri) ring:
01234 262959

Ask for the **Safe to Grow Advice Line**.

Outside office hours, ring one of the following:

Garry Johnson 01604 830963

Hugh Minty 021 3431 4351

Sandra Rome 01234 781011

Maureen Prince 020 7701 2673

Ask for **Spurgeon's Child Care**.

NSPCC Child Protection Helpline 0808 800 5000
(Advice and referrals 24 hour service)

ChildLine 0800 1111
Website: www.childline.org.uk

Customer First 0808 800 4005
(Social Services 08.30 - 18.00 hrs)

Duty Social worker (Mon-Fri 08.00 – 18.45 hrs) 01473 581580

Duty Social worker (Mon –Fri 18.45 - 08.00 hrs & weekends) 01473 299669
Ask for Duty Social Worker Childcare

Suffolk Police Headquarters 01473 613500

For immediate assistance - Dial 999

Due Diligence Checking (Company appointed by the Baptist Union of Great Britain to do DBS Checks.) ddc.uk.net (there is a 'Baptist' area of their website) 0845 644 3298 or 01162 603055

Eastern Baptist Association
Regional Minister with responsibility for Child Protection Training:
Rev Richard Lewis 01842 754953 E-mail: richard.lewis@easternbaptist.org.uk

Person with responsibility for Safeguarding: Nick Lear nick.lear@easternbaptist.org.uk 07941071965