

# Safeguarding Policy

**Working together to safeguard  
children and adults at risk**



**Wheelock Heath Baptist Church**

**2019**

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# Safeguarding Policy Statement

This policy was agreed by the church Elders

- We are committed to supporting our parents and families
- As leaders of the church we are committed to the nurturing, protection and safeguarding of all, especially children and adults at risk
- We recognise that safeguarding is everybody's responsibility and everyone in contact with children and their families have a role to play
- We are committed to following the agreed procedures and statutory guidelines
- This policy will be reviewed annually and after any applicable change in the law.

If you have any concerns for a child, or in relation to any safeguarding matter then feel free to speak to the Safeguarding Lead Named Person or Named Person for this church.

CAROLE SHORT - LEAD NAMED PERSON  
LIZ RICHARDSON - NAMED PERSON  
RUSSELL IKIN - NAMED PERSON

Signed (by the elders)

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**Elder**  
Tim Wilson

Date

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**Elder**  
Peter Butler

Date

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**Elder**  
Simon Phillips

Date

## **OUR MISSION STATEMENT REGARDING CHILDREN & YOUNG PEOPLE:**

- Our work with children and young people is based on biblical principles providing Christian teaching in an atmosphere of safety and enjoyment.
- Children's and Youth Work is of vital importance in the overall life of the church and the welfare of each child is paramount.

Therefore, Wheelock Heath Baptist Church is committed to:

- Listening to, relating effectively with and valuing children and young people whilst ensuring their protection within church activities
- Encouraging and supporting parents/carers
- Ensuring that children's/youth workers are given support and providing training as required
- Having a system for dealing with concerns about possible abuse
- Maintaining awareness of issues related to statutory child care authorities

## Safeguarding Named Persons

This is the name given to those people within the church to whom all issues and incidents connected with safeguarding are referred. The role of the Safeguarding Named Person has four main elements:

- To ensure that the church's Safeguarding Policy is familiar to everyone working with young people & children and that it is being followed
- To be the person to whom any incidents, queries or concerns connected with safeguarding are reported
- To be the church's liaison officer with outside authorities
- To be involved with the church leaders in the decision-making if incidents should arise

Workers within a local church need to be constantly encouraged to report all their concerns and suspicions to the nominated Safeguarding Named Person Lead or Named Persons listed below.

It must be recognised that the person appointed Safeguarding Lead Named Person or either one of the Named Persons could himself/herself be the subject of incidents or allegations. This possibility would exist whoever was appointed to the office. In such circumstances he/she should be relieved from his/her responsibilities and treated in the same way, as would any other church member.

The Safeguarding Lead Named Person is:  
Carole Short

The Male Safeguarding Named Person is:  
Russell Ikin

The Female Safeguarding Named Person is:  
Liz Richardson

## **Part I - Policy Issues**

### **1) Information Held on Children and Young People.**

Children and Young People (YP) may attend the appropriate group without applying beforehand. At their first attendance they will be given a form for General Information and Consent (see relevant form) to be filled in by their parent/guardian. The information that will be kept about them will include:

- full name
- date of birth
- address
- contact telephone number
- alternative contact telephone number
- details of regular medication, medical problem or disability which may affect normal activity including allergies
- permission for child to receive appropriate emergency treatment, (if parent/guardian is not contactable)
- permission for photos to be taken & possibly displayed in Church literature (eg website, noticeboards)
- signature and consent
- parent/guardian responsible for completing form

This information on each child and young person that attends each activity will be kept in the church building and will be available for parents to view their own children's details, if they should so wish.

### **2) General Protocols**

#### **i) Discipline Guidelines**

The aim of discipline within a group of children and young people is to ensure that the behaviour of one or more of that group does not disrupt the enjoyment of the whole group.

Avoid treating children harshly and too severely. Be friendly with them, while maintaining an attitude of respect towards them, and requiring respect from them.

If a child does behave badly, respond in a calm and controlled way. Avoid shouting at children or humiliating children.

Refrain from any physical forms of discipline

Look out for bullying and children being 'picked on'. Act decisively to prevent such behaviour.

When correcting a child, have another volunteer/paid worker with you if possible, and keep a written record of what you said. Challenge the child to better behaviour and encourage any strong points. Any future accusations or criticisms can be more easily dealt with if there is a record of what actually happened. Inform parents/guardian of child's behaviour and actions of volunteer to handle incident.

## ii) Direct Work

A volunteer/paid worker should not be alone with a child. However, in the event of this being necessary or helpful, a volunteer/paid worker should seek to remain visible and/or audible, i.e. leaving doors open, or making use of the glass panelling in doors. Where this is not possible, the volunteer/paid worker should inform other volunteers/paid worker as soon as possible.

Where confidentiality is important (e.g. counselling) and a young person is being seen on their own, then the volunteer/paid worker must ensure that others know the interview is taking place and that someone else is around in the building.

All personal care (e.g. toileting) must be appropriate and related to the age of the child whilst also accepting that some children have special needs.

Volunteers/paid workers should treat all children/young people with dignity and respect in attitude, language used and actions.

The privacy of children must be respected and questionable activities avoided, e.g. rough/sexually provocative games and comments.

## iii) Guidance on touch

Keep everything public.

Touch should be related to the child's needs, not the worker's.

Touch should be age appropriate and generally initiated by the child rather than the worker.

Avoid any physical activity that is, or may be thought to be, sexually stimulating to the adult or the child.

Children have the right to decide how much physical contact they have with others, except in exceptional circumstances when they need medical attention.

Team members should monitor one another in the area of physical contact. They should be free to help each other by pointing out anything, which could be misunderstood.

#### iv) Guidance on social media

Please refer to the Social Media Policy

#### v) Transport

A volunteer/paid worker must ensure that any arrangements he/she has for transporting children are with the knowledge of the team/leadership and have parental approval.

Where private cars are used to transport children and young people, drivers must ensure that :-

- the vehicles are road worthy
- there is adequate insurance (with written confirmation)
- the maximum capacity is not being exceeded
- seat belts are used at all times & the correct car seats are used for children who require them

Where mini-buses are used to transport children and young people, the above recommendations apply. Drivers must also ensure that luggage is stored safely and securely and that they have undergone relevant driver training. For further information see

[www.rospa.com/rospaweb/docs/advice-services/road-safety/practitioners/minibus-code-of-practice.pdf](http://www.rospa.com/rospaweb/docs/advice-services/road-safety/practitioners/minibus-code-of-practice.pdf)

It is inappropriate for adults to regularly offer lifts to children/young people to and from activities unless agreed with parents

It is better that 2 adults travel with the children where possible

## vi) Working with Offenders

*Please refer to WHBC's Policy of Recruitment of Ex-Offenders for further information*

## vii) Safe Guarding Children

To learn more about Safe Guarding Children and what this means, visit the NSPCC web site and

<https://www.gov.uk/topic/schools-colleges-childrens-services/safeguarding-children>

as a starting point.

## 3) Recruitment and Screening of Volunteers

Volunteers will already be involved in the general life of the Church. Potential volunteers may either be approached or volunteer themselves to work with Children's activities in the Church. All volunteers are approved by the leadership of the Church (either by the Eldership or by the children's Leaders, depending on the volunteer role) and are subject to current legislation, i.e. DBS Checks.

All volunteers will be asked to complete a Volunteer Registration form which requests basic personal information. In addition, an enhanced Disclosure and Barring Service check will be carried out. This is currently re-checked every 5 years. A DBS from another source will be accepted subject to necessary checks.

A designated leader should supervise a new volunteer regularly and give support as required. Any concerns will be discussed with the elders who will make a final decision as to the suitability of a volunteer continuing in a certain activity. If appropriate the church will seek to support volunteers and direct their abilities into other areas of church life.

No person who is known to have previous offences against children will be appointed as a worker with infants, children or young people.

A register of all volunteers in Children's activities will be maintained by the Safeguarding Lead Named Person and stored securely.

## 4) Camps and Other Residential Activities

### i) Church Statement

Wheelock Heath Baptist Church recognises that taking care of children who are away from home involves taking responsibility for their well-being at all times, being prepared for every eventuality, anticipating situations where there is harm and taking steps to minimise risks.

### ii) Safeguarding Issues

These will be referred to the Safeguarding Co-ordinator. The policy for camps and other residential activities remains the same as the policy for the regular activities of the church.

### iii) Appointing Volunteers

Where these are different to the volunteers of the regular church activities, the appointment procedure will be the same as that set out in Section: *Recruitment & Screening of Volunteers*.

Any speakers from outside of Grace Church Sandbach will be asked to send a copy of their current DBS certificate to the church prior to attending the camp. They will also be asked to read and sign a copy of the safeguarding policy in advance.

### iv) Supervision of Group Activities at Camp

- It is the responsibility of all workers to know the whereabouts of all children and young people who are on camp
- Everyone on camp will be warned of the danger of fire. If the camp is in a building then everyone will be made aware of the fire exits.
- The safety of the building, chalets, or tents will be considered and rules applied as appropriate
- Safety with respect to other users of the site and non-residents to the camp will be evaluated

### v) Documentation

- All children must have completed a General Information and Consent Form (see relevant form).
- No child may participate in any extra-ordinary activity without the written consent of the parent/guardian.
- All incidents requiring medical intervention must be recorded together with details of action taken & signed and dated by the Camp Leader.



## **Part 2 - Safeguarding Issues**

All leaders within Children & YP activities at WHBC should be aware of the following:

- be alert to the potential of abuse
- be aware of the signs & symptoms of abuse, both physical symptoms and behavioural symptoms
- be alert to sexual or other behaviour or knowledge that is inappropriate to age
- listen to children and young people when they talk to you and to others
- do not ask leading questions but pick up on and ask about physical or behavioural signs eg “Those cuts look painful. How did they happen?” or “You’re quiet tonight. Is everything Ok?”
- If you receive a disclosure through being proactive (eg saying to a child that those bruises look painful, asking how he got them and him then disclosing that his father hit him with his belt again) stop your questions at the disclosure. Be there for the child if they want to talk about it, but do not probe any deeper. It could cause distress and/or confusion for the child. Pass the information on to the Safeguarding Lead Named Person or Named Person.

Even if you only suspect abuse, pass the information to the Safeguarding Lead Named Person.

### **1) The Church’s Commitment**

As members of this church we commit ourselves to the nurturing, protection and, to ensure as far as possible, the well-being and safekeeping of all children and young people who attend the church.

It is the responsibility of each of us to prevent the physical, sexual and mental abuse of children and young people and to report any abuse discovered or suspected.

We recognise that the protection of children is the responsibility of the whole church.

The church will be responsible for supporting, resourcing and training those who volunteer with children and young people and for providing supervision.

Each volunteer and paid worker shall be given a copy of the agreed Safeguarding policy, either by email or a paper copy. Having read the policy, all volunteers must sign and agree to adhere to the requirements.

It is the responsibility of the group leader (see page 19) to inform Safeguarding Lead Named Person of prospective new volunteers to allow a DBS to be completed prior to them starting to volunteer.

It is the responsibility of the group leader (see page 19) to ensure that all volunteers they are responsible for are given a copy of this policy, that the registration form on page 20 is completed, signed and returned to the safe guarding lead named person.

One Safeguarding Lead Named Person is appointed, supported by two Named Persons (one for each gender). See Page 5 for details.

All confidential correspondence of a delicate nature will be dealt with by the Elders and the Safeguarding Lead Named Person or Named Persons.

## 2) Definitions of abuse

The definitions of child abuse recommended as criteria for registration by the Department of Health, Working Together under the Children Act 2004 are as follows:

### *Types of abuse*

- **Physical:** actual or likely physical injury to a child, or failure to prevent physical injury (or suffering) to a child.
- **Emotional:** actual or likely severe adverse effect on the emotional and behavioural development of a child caused by persistent or severe emotional ill treatment or rejection. All abuse involves some emotional ill treatment. This category is used where it is the main or sole form of abuse.
- **Sexual:** actual or likely sexual exploitation of a child or adolescent. The child may be dependent and/or developmentally immature. Sexual exploitation represents the involvement of dependent, developmentally immature children and adolescents in sexual activities they do not truly comprehend, to which they are unable to give informed consent or that violate social taboos or family roles.
- **Neglect:** the persistent or severe neglect of a child or the failure to protect a child from exposure to any kind of danger, including cold and starvation or extreme failure to carry out important aspects of care, resulting in the significant impairment of the child's health or development, including non-organic failure to thrive.

Additionally a guide published in July 2018 “Working together to safeguard children” gives the below definitions of safeguarding.

Safeguarding and promoting welfare of children is defined as

- Protecting children from maltreatment
- Preventing impairment of children’s health or development
- Ensuring that children grow up in circumstances consistent with provision of safe and effective care
- Taking action to enable all children to have the best outcomes

### **3) Responding to Abuse**

What to do if you suspect that abuse may have occurred:

Report any concerns as soon as possible to one of the Safeguarding Named Persons (contact details on Page 5).

These people have been nominated by the church to act on its behalf and will refer allegations or suspicions or neglect or abuse to the statutory authorities. In most cases, if the case involves a female, contact the female Named Person/s and if it involves a male, contact the male Person/s.

If the suspicions in any way involve the Safeguarding Named Persons then the report should be made to the Elders.

In all cases the Elders of the Church will be informed about suspicions and allegations. Should an Elder himself be implicated, the fellow elders will be informed.

Suspicions will not be discussed with anyone other than those nominated above.

Our procedures do not, of course, deny the right of any individual as a citizen to make direct referrals to the safeguarding agencies.

The safeguarding Named Persons and Elders will co-operate with any safe guarding partners in the area if requested.

### **4) How to Respond to a Child Wanting to Talk About Abuse**

It is not easy to give precise guidance, but the following may help:

General points:

- show acceptance of what the child says (however unlikely the story may sound)
- keep calm
- try to look at the child directly
- be honest

- tell the child you will need to let someone else know – don't promise confidentiality
- even when a child has broken a rule, they are not to blame for the abuse
- be aware that the child may have been threatened or bribed not to tell
- never push for information. If the child decides not to tell you after all, then accept that and let them know that you are always ready to listen.

#### Helpful things that may be said or shown:

- I believe you (or showing acceptance of what the child says)
- Thank you for telling me
- It's not your fault
- I will help you

#### Things which should not be said:

- Why didn't you tell anyone before?
- I can't believe it!
- Are you sure this is true?
- Why? How? When? Who? Where?
- False promises
- Statements such as "I am shocked, don't tell anyone else."

#### How to conclude:

- Again reassure the child that they were right to tell you and show acceptance
- Let the child know what you are going to do next and that you will let them know what happens (the Safe Guarding Lead Named Person may have to consider referring to Social Services or the Police to prevent a child or young person returning home if they consider them to be seriously at risk of further abuse). Ask for consent if possible.
- Contact the Safe Guarding Named Person
- Consider your own feelings and seek pastoral support if needed
- Remember confidentiality and do not discuss the allegations outside of those concerned.

## **5) What To Do Once A Child Has Talked To You About Abuse**

- Make notes as soon as possible (preferably within an hour of being told), writing down exactly what the child said, write what you said in reply to the child, when he/she said it and what was happening immediately beforehand (e.g. description of activity). Record dates and times of these events and when you made the record. Keep all hand written notes securely, even if these have been typed subsequently. Use the Responding to Abuse Worker's Actions Sheet (see relevant form).
- Report your discussion as soon as possible to one of the Safe Guarding Named Persons. If you can not make contact, please go directly to one of the Elders.
- You should not discuss your suspicions or allegations with anyone other than those nominated in the above point.

- Once a child has talked about abuse the volunteer/Safe Guarding Named Person should consider whether or not it is safe for the child to return home to a potentially abusive situation. On rare occasions it might be necessary to take immediate action to contact Social Care and/or police to discuss putting into effect safety measures for the child so that they do not return home.

For your information, a copy of the Responding to Abuse form is included at the end of this document.

# Adults at risk policy

## Definition

Adults at risk is defined by the Charities Commission (December 2017) as those over the age of 18 who:

- Have need for care and support
- Experiencing or is at risk of abuse or neglect
- Are unable to protect themselves
- Have an illness affecting their mental and physical health
- Have a learning disability
- have drug or alcohol related problems
- Are frail

## Responsibility

It is the responsibility of everyone to prevent physical, emotional and spiritual abuse or exploitation of adults at risk and to report any such abuse that we discover or suspect.

## Reporting

The reporting procedure is the same as documented in the Safeguarding Policy, a copy of which is available on the church website or a paper copy can be requested.

## Further Information

Please use the below link:

<https://www.gov.uk/government/publications/care-act-statutory-guidance>



**Responding to Abuse – Volunteers Action Sheet**  
**ONCE COMPLETED a copy of this form MUST BE handed to the church**  
**Safeguarding Lead Named Person.**

**Name of Child/Young Person:**.....

**Address:**.....

.....

**Date of Birth:**.....

**Name of Person Reporting Event:**.....

**Date:**..... **Time:**.....

**Sequence of Events/Actual Words Used/Observations**

**Action Taken:**

**Name of Person Contacted:**.....

**Date:**..... **Time:**.....

**Notes:**

**Signed:**.....

**Print Name:**.....

Continuation Sheet if necessary.....

## **Leaders & Groups**

Little Fishes, Parents & Tots - Jenny Roberts

YP - Wednesday & Sunday - Russ Ikin

YP- Thursday Explorers - David Ainscough

YP- Friday Wheelers - Liz Richardson

YP- Friday night - Peter Duncalfe

Holiday Bible Club (HBC)- Liz Richardson

YP Camps - Peter Duncalfe

Creche - Natalie Wilson

Sunday school - Russ Ikin

## **Important contact numbers outside of the church:**

Local Social Care office telephone numbers:

### **Cheshire East Children's Consultation Service (CHECS)**

0300 123 5012

Out of hours

0300 123 5022

### **Adult Social Care**

0300 123 5010

Out of hours

0300 123 5022

# REGISTRATION FORM

## TO BE COMPLETED BY VOLUNTEER WORKER

I, ..... have received and read a copy of **Wheelock Heath Baptist Church's** Safeguarding Policy and agree to follow its recommendations.

.....  
Signed

.....  
Print Name

.....  
Date

### Contact Details

Address.....  
.....  
.....

Telephone number.....

Elder Signature.....

**Please complete this form and return to the Safeguarding Lead Named Person for safe keeping.**

### For Church Use only

DBS Certificate Number.....Date issued.....  
Copy of Safe Guarding Training Certificate seen: Yes/No Date.....  
Any relevant training eg First Aid .....

