

## Safeguarding Policy

- Section 1: Description of New Life Baptist Church
- Section 2: Recognising and responding appropriately to an allegation or suspicion of abuse  
Flow charts for Action: allegations of abuse
- Section 3: Prevention
- Section 4: Pastoral Care
- Section 5: Working in Partnership

### Appendices

1. Leadership Safeguarding Statement
2. Help! How to respond to an allegation of abuse
3. Code of Conduct
4. Online Safety and Use of Photographic Images Policy
5. Equal Opportunities Policy
6. Transport Policy
7. Outings and Residential Trips Policy
8. Forms used to implement policies

### Review Dates

27.3.19 New policy approved by the ACM. Previous policy archived and available from the church office.

27.4.20 Amendment to Section 3 (Prevention) regarding roles requiring DBS checks. Appendix 8 rewritten.

5.5.21 Policy reviewed. No amendments.

27.4.22 Policy reviewed at ACM. Change to Appendix 4: Online Safety/Policy guidelines for church workers/volunteers

23.5.22 Policy reviewed in conjunction with Elders. Amendment to Section 1: Description of work undertaken.

6.10.22 Appendix 2 hyperlink amended

### Key Information

<b>Safeguarding Co-ordinator</b>	Helen Miers	01609 760802
<b>Deputy Safeguarding Co-ordinator</b>	Rachel Webb	01609 774547
<b>Safeguarding Administrator</b>	Lindsay Judd	01609 760184
<b>Social Services (Children &amp; Adults)</b>	01609 780780 (including out of office hours)	
<b>Thirtyone:eight (formerly CCPAS)</b>	0303 003 11 11 (office hours and 24 hour for urgent advice)	

# Safeguarding Policy

## SECTION 1

### New Life Baptist Church, Northallerton

Address:

52 - 54, High Street

Northallerton

North Yorkshire

DL7 8EG

Tel No: 01609 775396

Email address: [info@nlbc.org.uk](mailto:info@nlbc.org.uk) Website: [nlbc.org.uk](http://nlbc.org.uk)

Membership of Denomination/Organisation: Baptist Union of Great Britain

Charity Number: 1134671

Company Number: 071215042

Insurance Company: Baptist Insurance Company (Public Liability Insurance)

#### **Description of the type of work and activities undertaken with children and adults who have care and support needs:**

New Life Baptist Church (NLBC) is a lively evangelical, charismatic church. Children's ministry takes a variety of forms catering for all children aged 0-12 years. There are Sunday and mid-week groups for all the age groups. We encourage the children to learn about Christianity and to develop a faith for themselves. Youth Work @ NLBC is organised into weekly gatherings of young people for Bible study, food, chat, prayer and games. We also have regular socials and residential trips. Young people at NLBC are involved in many areas of church life.

Life groups play a vital role in the life and discipleship of the church for all ages, meeting regularly at days and times to suit the needs of the group. Our vision is for small, accountable, pastoral groups, 'doing life' and following Jesus together, meeting in each other's homes and following five essential principles from the teaching of Jesus: rest, breathe, prepare, pray and go. In addition, Taffy (Thursday Afternoon Fellowship for You) is a daytime group that meets at church for fellowship and friendship and to deepen relationship with God and each other.

Life Support is a ministry of compassion, encouragement and support within the Christian life. It is a broad-based support approach, which goes beyond what some may refer to as "pastoral care". Recognising that people are made up of body, mind and soul, NLBC seeks to provide support for

people in 3 key areas: practical, emotional and spiritual. Please refer to the NLBC Life Support Policy for further details.

The Pastors and Elders of the church also provide pastoral support for people in the church who, through bereavement or other reasons, find themselves in need of encouragement, prayer, and spiritual direction.

### **Our commitment**

As a Leadership, we recognise the need to provide a safe and caring environment for children, young people and adults. We acknowledge that children, young people and adults can be the victims of physical, sexual and emotional abuse, and neglect. We accept the UN Universal Declaration of Human Rights and the International Covenant of Human Rights, which states that everyone is entitled to “all the rights and freedoms set forth therein, without distinction of any kind, such as race, colour, sex, language, religion, political or other opinion, national or social origin, property, birth or other status”. We also concur with the Convention on the Rights of the Child which states that children should be able to develop their full potential, free from hunger and want, neglect and abuse. They have a right to be protected from “all forms of physical or mental violence, injury or abuse, neglect or negligent treatment or exploitation, including sexual abuse, while in the care of parent(s), legal guardian(s), or any other person who has care of the child.” As a Leadership we have therefore adopted the procedures set out in this safeguarding policy in accordance with statutory guidance. We are committed to building constructive links with statutory and voluntary agencies involved in safeguarding.

This policy is based on safeguarding standards published by thirtyone:eight (formerly Churches’ Child Protection Advisory Service).

The Leadership undertakes to:

- endorse and follow all national and local safeguarding legislation and procedures, in addition to the international conventions outlined above.
- provide on-going safeguarding training for all its workers and will regularly review the policies in this document.
- ensure that the premises meet the requirements of the Equality Act 2010 and all other relevant legislation, and that it is welcoming and inclusive
- support the Safeguarding Coordinators in their work and in any action they may need to take in order to protect children and adults with care and support needs.
- the Leadership agrees not to allow this document to be copied by other organisations.

## SECTION 2

### Recognising and responding appropriately to an allegation or suspicion of abuse

#### Understanding abuse and neglect

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

In order to safeguard those in our church, we adhere to the UN Convention on the Rights of the Child and have as our starting point as a definition of abuse, Article 19 which states:

- 1. Parties shall take all appropriate legislative, administrative, social and educational measures to protect the child from all forms of physical or mental violence, injury or abuse, neglect or negligent treatment, maltreatment or exploitation, including sexual abuse, while in the care of parent(s), legal guardian(s) or any other person who has the care of the child.*
- 2. Such protective measures should, as appropriate, include effective procedures for the establishment of social programmes to provide necessary support for the child and for those who have the care of the child, as well as for other forms of prevention and for identification, reporting, referral, investigation, treatment and follow-up of instances of child maltreatment described heretofore, and, as appropriate, for judicial involvement.*

In addition, we adhere to the UN Universal Declaration of Human Rights with particular reference to Article 5, which states: *No one shall be subjected to torture or to cruel, inhuman or degrading treatment or punishment.*

#### Statutory Definitions of Abuse (Children)

Child protection legislation and guidance throughout the UK is based on the United Nations Convention on the Rights of the Child. The four definitions of abuse below operate in England based on the government guidance 'Working Together to Safeguard Children (2015)'.

#### What is abuse and neglect?

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting, by those known to them or, more rarely, by a stranger for example, via the internet. They may be abused by an adult or adults, or another child or children.

## **Physical abuse**

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

## **Emotional abuse**

Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development.

It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyberbullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

## **Sexual abuse**

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

## **Neglect**

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

- provide adequate food, clothing and shelter (including exclusion from home or abandonment), protect a child from physical and emotional harm or danger;
- ensure adequate supervision (including the use of inadequate care-givers);

- ensure access to appropriate medical care or treatment.

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

### **Signs of Possible Abuse (children & young people)**

The following signs could be indicators that abuse has taken place but should be considered in context of the child's whole life.

#### **Physical**

- Injuries not consistent with the explanation given for them
- Injuries that occur in places not normally exposed to falls, rough games, etc
- Injuries that have not received medical attention
- Reluctance to change for, or participate in, games or swimming
- Repeated urinary infections or unexplained tummy pains
- Bruises on babies, bites, burns, fractures etc which do not have an accidental explanation
- Cuts/scratches/substance abuse

#### **Sexual**

- Any allegations made concerning sexual abuse
- Excessive preoccupation with sexual matters and detailed knowledge of adult sexual behaviour
- Age-inappropriate sexual activity through words, play or drawing
- A child who is sexually provocative or seductive with adults
- Inappropriate bed-sharing arrangements at home
- Severe sleep disturbances with fears, phobias, vivid dreams or nightmares, sometimes with overt or veiled sexual connotations
- Eating disorders - anorexia, bulimia
- Female Genital Mutilation

#### **Emotional**

- Changes or regression in mood or behaviour, particularly where a child withdraws or becomes clinging.
- Depression, aggression, extreme anxiety.
- Nervousness, frozen watchfulness
- Obsessions or phobias
- Sudden under-achievement or lack of concentration
- Inappropriate relationships with peers and/or adults
- Attention-seeking behaviour
- Persistent tiredness

- Running away/stealing/lying

### **Neglect**

Under nourishment, failure to grow, constant hunger, stealing or gorging food, untreated illnesses, inadequate care, etc

### **Definitions of Adult Abuse**

The following information relates to the Safeguarding of Adults as defined in the Care Act 2014, Chapter 14: Safeguarding. The Safeguarding duties apply to an adult who;

- has need for care and support (whether or not the local authority is meeting any of those needs) and;
- is experiencing, or at risk of, abuse or neglect; and
- as a result of those care and support needs is unable to protect themselves from either the risk of or the experience of abuse or neglect.

This section considers the different types and patterns of abuse and neglect and the different circumstances in which they may take place. Incidents of abuse may be one-off or multiple, and affect one person or more.

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

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

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

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

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

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

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

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

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

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

## **Signs of Possible Abuse in Adults**

### **Physical abuse**

History of unexplained falls, fractures, bruises, burns, minor injuries. Signs of under or over use of medication and/or medical problems left unattended.

### **Domestic violence**

Unexplained injuries or 'excuses' for marks or scars. Controlling and/or threatening relationship including psychological, physical, sexual, financial, emotional abuse; so called 'honour' based violence and Female Genital Mutilation.

### **Sexual abuse**

Pregnancy in a woman who is unable to consent to sexual intercourse. Unexplained change in behaviour or sexually explicit behaviour. Torn, stained or bloody underwear and/or unusual difficulty in walking or sitting. Infections or sexually transmitted diseases. Full or partial disclosures or hints of sexual abuse. Self harming.

### **Psychological abuse**

Alteration in psychological state eg. withdrawn, agitated, anxious, tearful. Intimidated or subdued in the presence of a carer. Fearful, flinching or frightened of making choices or expressing wishes. Unexplained paranoia.



**Financial or material abuse**

Disparity between assets and living conditions. Unexplained withdrawals from accounts or disappearance of financial documents. Sudden inability to pay bills. Carers or professionals fail to account for expenses incurred on a person's behalf. Recent changes of deeds or title to property.

**Modern slavery**

Physical appearance; unkempt, inappropriate clothing, malnourished. Movement monitored, rarely alone, travel early or late at night to facilitate working hours. Few personal possessions or ID documents. Fear of seeking help or trusting people.

**Discriminatory abuse**

Inappropriate remarks, comments or lack of respect. Poor quality or avoidance of care.

**Organisational abuse**

No confidence in complaints procedures for staff or service users. Neglectful or poor professional practice.

**Neglect and acts of omission**

Deteriorating despite apparent care. Poor home conditions, clothing or care and support. Lack of medication or medical intervention.

**Self-neglect**

Hoarding inside or outside a property. Neglecting personal hygiene or medical needs

**Spiritual abuse**

Spiritual abuse is a form of emotional and psychological abuse occurring in a religious context. Key elements are manipulation, exploitation, control through the misuse and abuse of scripture, censorship of decision-making, pressure to conform, enforced accountability, requirement of obedience, and isolation. Spiritual abuse can have a deeply damaging impact on those who experience it.

Spiritual abuse may also happen where leaders of churches are harmed by the people they are leading and are manipulated by them and/or are at the receiving end of verbal abuse and gossip.

A significant amount of spiritually abusive behaviour is not intentional, but comes as a result of a failure to self-manage emotions, attitudes and beliefs and their impact upon others in day-to-day interactions and relationships.

(Adapted from *Spiritual Abuse: a position paper*. CCPAS February 2018 )

## Safeguarding awareness

The Leadership is committed to on-going safeguarding training and development opportunities for all workers, developing a culture of awareness of safeguarding issues to help protect everyone. All our workers will receive induction training and must undertake safeguarding update training every two years.

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

## RESPONDING TO ALLEGATIONS OF ABUSE

**See also Appendix 2: Help! How to respond to an allegation of abuse.**

Under no circumstances should a worker carry out their own investigation into an allegation or suspicion of abuse.

- The person in receipt of allegations or suspicions of abuse should report concerns as soon as possible to **Helen Miers** (hereafter the "Safeguarding Co-ordinator") tel no: **01609 760802**, who is nominated by the Leadership to act on their behalf in dealing with the allegation or suspicion of neglect or abuse, including referring the matter on to the statutory authorities.
- In the absence of the Safeguarding Co-ordinator or if the suspicions in any way involve the Safeguarding Co-ordinator, the report should be made to **Rachel Webb** (hereafter the "Deputy ") tel no: **01609 774547**. If the suspicions implicate both the Safeguarding Co-ordinator and the Deputy, then the report should be made in the first instance to thirtyone:eight, PO Box 133, Swanley, Kent, BR8 7UQ, telephone 0845 120 4550. Alternatively Social Services or the police may be contacted.
- Where the concern is about a child, the Safeguarding Co-ordinator should contact Children's Social Services. Where the concern is regarding an adult in need of protection, contact Adult Social Services. Advice may be sought from thirtyone:eight.

### **Children's Social Services:**

**01609 780780 (including out of office hours)**

### **Adult Social Services:**

**01609 780780 (including out of office hours)**

### **thirtyone:eight helpline:**

**0303 003 11 11 (including out of office hours for urgent advice)**

- The Safeguarding Co-ordinator **may** need to inform others depending on the circumstances and/or nature of the concern, for example, the senior pastor, the insurance company to log that there is a possibility of a serious incident concerning safeguarding, or a Designated Officer (formerly LADO) if allegations have been made about a person who has a role with under 18s elsewhere.
- Suspicions will only be discussed on a strictly need to know basis. A written record of the concerns should be made in accordance with these procedures and kept in a secure place.
- Whilst allegations or suspicions of abuse will normally be reported to the Safeguarding Co-ordinator, the absence of the Safeguarding Co-ordinator or Deputy should not delay referral to Social Services, the police or taking advice from thirtyone:eight.
- The Leadership will support the Safeguarding Co-ordinator/Deputy in their role, and accept that any information they may have in their possession will be shared in a strictly limited way on a need to know basis.
- It is, of course, the right of any individual as a citizen to make a direct referral to the safeguarding agencies or seek advice from thirtyone:eight, although the Leadership hope that partners will use the NLBC policy. If, however, the individual with the concern feels that the Safeguarding Co-ordinator/Deputy has not responded appropriately, or where they have a disagreement with the Safeguarding Co-ordinator/Deputy as to the appropriateness of a referral, they are free to contact an outside agency directly. We hope by making this statement that the Leadership demonstrate its commitment to effective safeguarding and the protection of all those who are vulnerable.

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

### **Detailed procedures where there is a concern about a child:**

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

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

- Contact Children's Social Services or thirtyone:eight for advice in cases of deliberate injury, if concerned about a child's safety or if a child is afraid to return home.

- Not tell the parents or carers unless advised to do so, having contacted Children's Social Services.
- Seek medical help if needed urgently, informing the doctor of any suspicions.
- For lesser concerns, (e.g. poor parenting), encourage parent/carer to seek help, but not if this places the child at risk of significant harm.
- Where the parent/carer is unwilling to seek help, offer to accompany them. In cases of real concern, if they still fail to act, contact Children's Social Services direct for advice.
- Seek and follow advice given by thirtyone:eight, who will confirm their advice in writing, if unsure whether or not to refer a case to Children's Social Services.

### **Allegations of sexual abuse**

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

- Contact the Children's Social Services Department Duty Social Worker for Children and Families or Police Child Protection Team direct. They will NOT speak to the parent/carer or anyone else.
- Seek and follow the advice given by thirtyone:eight if, for any reason they are unsure whether or not to contact Children's Social Services/Police. Thirtyone:eight will confirm its advice in writing for future reference.

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

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

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

- contact the Adult Social Care Team which has responsibility under the Care Act 2014 to investigate allegations of abuse. Alternatively thirtyone:eight can be contacted for advice.
- If the adult is in immediate danger or has sustained a serious injury, contact the Emergency Services, informing them of any suspicions.

If there is a concern regarding spiritual abuse, the Safeguarding Co-ordinator will:

- Identify support services for the victim i.e. counselling or other pastoral support
- Contact thirtyone:eight and in discussion with them will consider appropriate action with regards to the scale of the concern.

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

If an accusation is made against a worker (whether a volunteer or paid member of staff) whilst following the procedure outlined above, the Safeguarding Co-ordinator, in accordance with Local Safeguarding Children Board (LSCB) procedures will liaise with Children's Social Services in regards to the suspension of the worker, and also make a referral to a Designated Officer (formerly LADO).

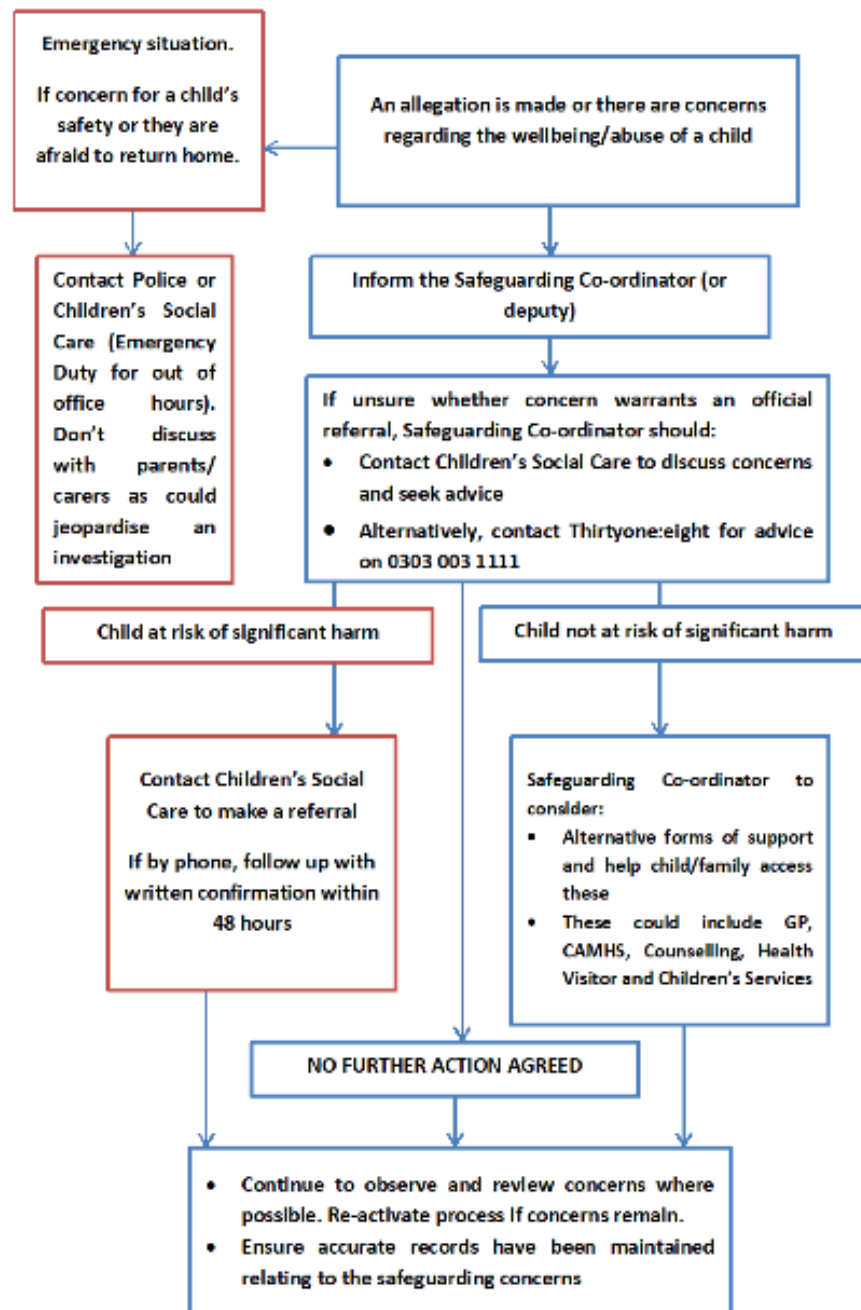
Consideration should be given to whether a referral should be made to the Disclosure and Barring Service which manages the list of those people deemed unsuitable for working with children or adults with care and support needs. Where liaising with a Designated Officer, discussion with them may be held about the need to refer to the DBS. If a Designated Officer is not involved, there may be a need to contact the DBS if the situation is that the nature of concern leads the ending of the employment of the worker or volunteer or would have led to this decision in circumstances where they have left voluntarily.

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

The Care Act places the duty upon Adult Services to investigate situations of harm to adults with care and support needs. This may result in a range of options including action against the person or organisation causing the harm, increasing the support for the carers or no further action if the 'victim' chooses for no further action and they have the capacity to communicate their decision. However, this is a decision for Adult Services, not the church.

## Flowchart for Action (children & young people)

This flowchart provides an overview of action to be taken when concerned about the welfare of a child. It is to be used in conjunction with written procedures.



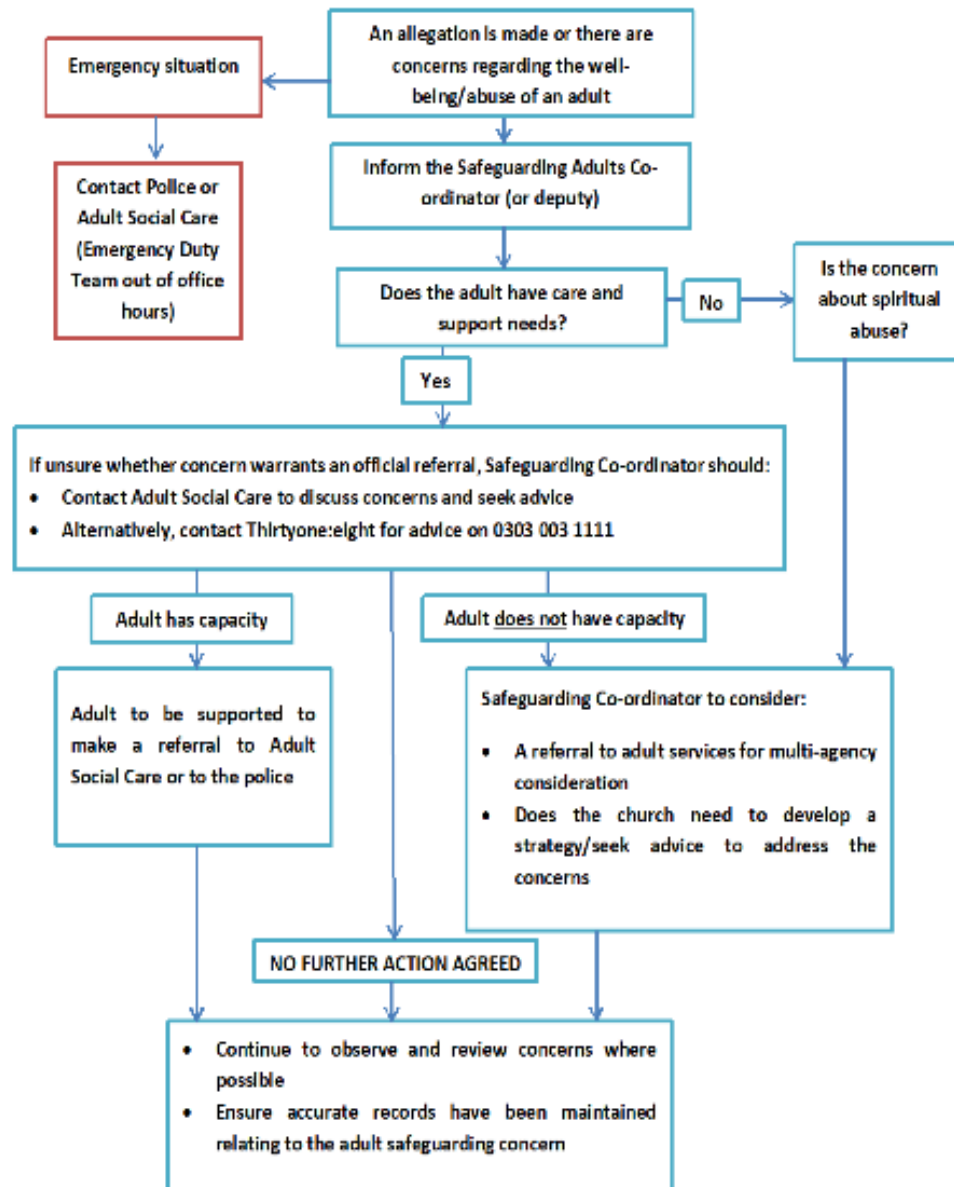
### Working Together to Safeguard Children defines significant harm as:

"... any Physical, Sexual, or Emotional Abuse, Neglect, accident or injury that is sufficiently serious to adversely affect progress and enjoyment of life. Harm is defined as the ill treatment or impairment of health and development."

Flow Chart for Action (Children & Young People) – © Thirtyone:eight August 2018

## Flowchart for Action (Adults at risk)

This flowchart provides an overview of action to be taken when concerned about the welfare of an adult at risk. It is to be used in conjunction with written procedures.



"The legal definition says that someone who lacks capacity cannot, due to an illness or disability such as a mental health problem, dementia or a learning disability, do the following:

- • understand information given to them to make a particular decision
- • retain that information long enough to be able to make the decision
- • use or weigh up the information to make the decision
- • communicate their decision.

## **SECTION 3**

### **Prevention**

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

As a Leadership we are committed to supporting all workers and ensuring they receive support and supervision. All workers have been issued with a Code of Conduct (Appendix 3) towards children, young people and adults with care and support needs.

### **Appointment of Workers with Children, Young People and Adults with Care and Support Needs**

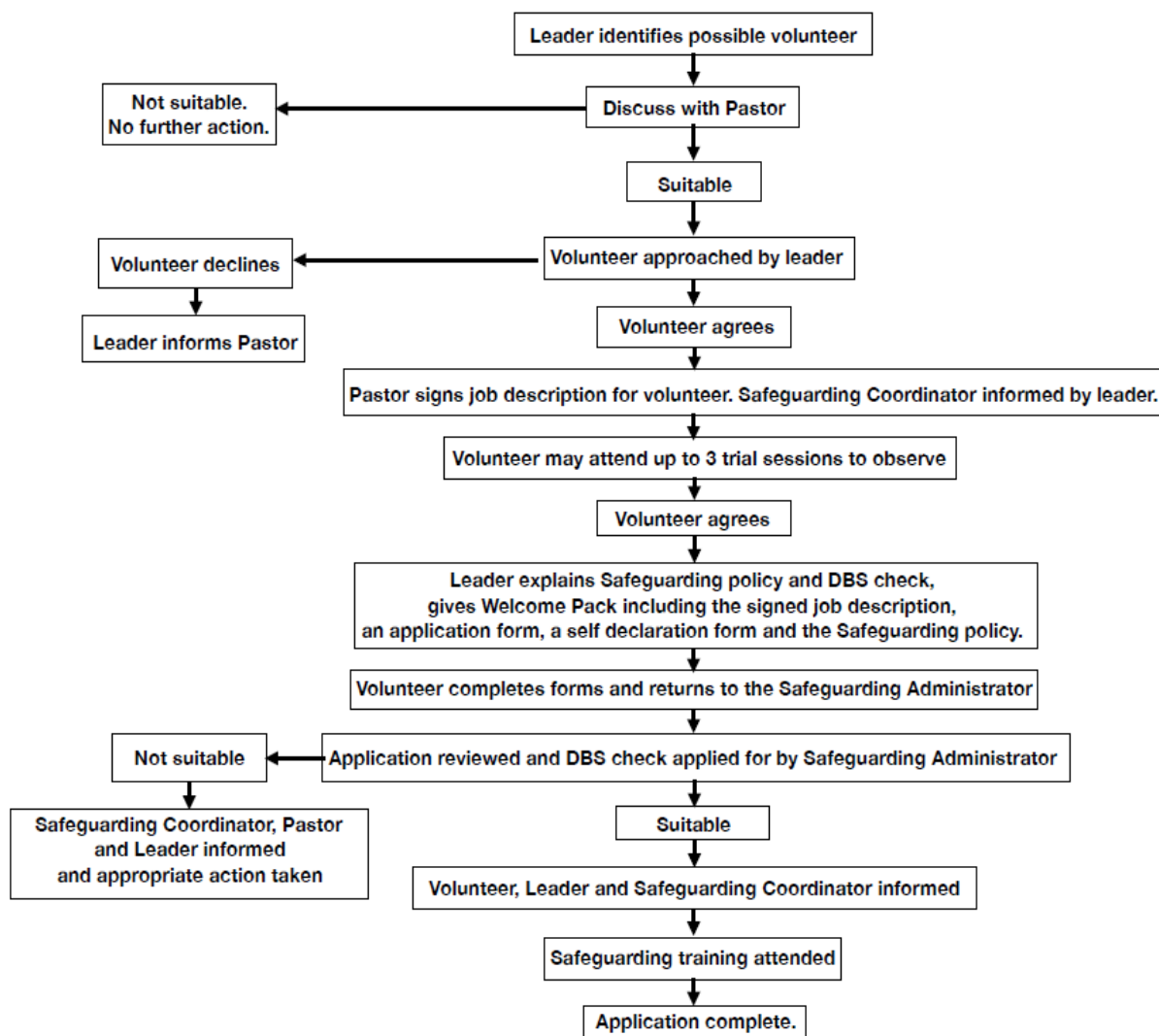
- All prospective workers should be, or be in the process of becoming, Church Partners. We want those teaching our children and youth to share NLBC's aims and beliefs. In exceptional circumstances, where volunteers who are not partners wish to help in an activity run by NLBC, they must be recommended in writing by their church leader and a self-declaration and DBS check will be required.
- DBS checks will be required for those who may work with vulnerable adults in the following roles: pastors, elders, mentors, leaders of groups supporting vulnerable adults, the pastoral support coordinator, and those on the pastoral support team who may visit vulnerable adults at home. Other roles may require a DBS check at the discretion of Safeguarding Coordinator.
- Any leader wishing to appoint a new worker must first assess the applicant's general suitability for the role and discuss this with appropriate church leaders. A job description / person specification should be completed by the appointing leader and signed by the senior (or another) pastor.
- Prospective workers will be allowed to attend the relevant activity on three occasions under close supervision as an observer, to help them decide if they wish to volunteer. They should not attend regularly or be put on a rota until their application is approved as outlined below.
- The appointing leader should explain the policy of the church on making formal checks and the requirement for training. They should give the prospective worker a Safeguarding Welcome Pack (containing application forms and the Safeguarding policy). All prospective workers will complete an application form and a self declaration form, which are passed to the Safeguarding Administrator
- For voluntary posts, at least one formal reference may be taken up. For paid staff, references will always be taken up and qualifications verified. Other information contained in the application form will be followed up as appropriate.



- An appropriate check from Disclosure and Barring must be obtained. This will be renewed every three years.
- The Safeguarding Administrator will assess the application form, references and DBS check and make an assessment of the applicant's suitability from a safeguarding perspective. The Safeguarding team may interview the applicant. Providing there are no problems, the application will be approved and the appointing leader informed.
- No appointment will be complete until the worker has attended the safeguarding training course.
- Suitable training will be provided.
- Paid staff will complete a probationary period with a review at the end of that period. Those taken on for a voluntary position and those appointing them may review the appointment at any point.
- All information obtained in this process will remain confidential and will be seen only on a "need to know" basis by the Safeguarding team, relevant leaders, the Pastors, Elders and the Church Administrator. Data will only be shared with third parties with the consent of the worker or to fulfil a legal requirement.

Any exceptions to the above procedure will only be made at the discretion of the Safeguarding team.

#### Flow Chart for Recruitment of Volunteers



## **Young people aged 18 attending a youth group**

If a young person is attending a youth group in the year they become 18, they may continue to attend events and trips until 1st September in that school year as part of the youth group without requiring any DBS checks. If they are volunteering as a youth worker for a younger age group, the normal procedure for recruitment should take place when they reach 18.

## **The secure storage, handling, use, retention and disposal of disclosure information.**

### **General Principles.**

As an organisation using the Disclosure and Barring Service (DBS) to help assess the suitability of applicants for a position of trust, NLBC complies fully with the DBS Code of Practice regarding the correct handling, use, storage, retention, and disposal of disclosures and disclosure information. The DBS Code of Practice is available upon request from the Safeguarding Administrator. NLBC also complies fully with its obligations under the Data Protection Act, GDPR and other relevant legislation and has a written policy on these matters, which is available on the church website and notice board.

### **Retention.**

Once a recruitment (or other relevant) decision has been made, we do not keep Disclosure information for any longer than is absolutely necessary. This is generally for a period of up to six months, to allow for the consideration and resolution of any disputes or complaints. If, in very exceptional circumstances, it is considered necessary to keep Disclosure information for longer than six months, we will consult thirtyone:eight.

## **Our relationship with thirtyone:eight as an umbrella organisation.**

We accept that as our umbrella organisation, the thirtyone:eight Disclosure Unit has a responsibility to ensure, as far as reasonably practicable, that we comply with all the requirements made upon us in the DBS Code of Practice, this and other policy statements, and in other DBS procedures and processes. We undertake to keep thirtyone:eight informed of any changes in our organisation, personnel or practices that could materially affect our ability to work within these expectations.

## **SECTION 4**

### **Pastoral Care**

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

The Leadership is committed to offering pastoral care and support, working with statutory agencies as appropriate, to all those who have been affected by abuse who have contact with or are part of NLBC. The impact of spiritual abuse must also be recognised by the church when seeking to offer support.

#### **Working with offenders**

When someone attending NLBC is known to have abused children, or is known to be a risk to adults with care and support needs, the Leadership will supervise the individual concerned and offer pastoral care. In its safeguarding commitment to the protection of children and adults with care and support needs, the Leadership will set boundaries for that person, which they will be expected to keep.

## **SECTION 5**

### **Working in Partnership**

The diversity of organisations and settings means there can be great variation in practice when it comes to safeguarding children, young people and adults. This can be because of cultural tradition, belief and religious practice or understanding, for example, of what constitutes abuse. We will therefore develop clear guidelines in regards to our expectations of those with whom we work in partnership, whether in the UK or not. We will discuss with all partners our safeguarding expectations.

Good communication is essential in promoting safeguarding, both to those we wish to protect, to everyone involved in working with children and adults and to all those with whom we work in partnership. This safeguarding policy is just one means of promoting safeguarding.

**Signed by:** \_\_\_\_\_

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

This policy is a 'living' document and will be reviewed every 12 months by the church at a Prayer and Vision meeting or the Annual Church Meeting.

## **APPENDIX 1: Leadership Safeguarding Statement**

The Leadership of New Life Baptist Church recognises the importance of its ministry and work with children and young people and adults in need of protection and its responsibility to protect everyone entrusted to our care.

We are committed to creating and enabling a healthy culture in order to minimise any coercion and control within our church. New Life Baptist Church is committed to the safeguarding of children and adults with care and support needs and ensuring their well-being.

- We recognise that we all have a responsibility to help prevent the physical, sexual, emotional abuse and neglect of children and young people (those under 18 years of age) and to report any such abuse that we discover or suspect.
- We believe every child should be valued, safe and happy. We want to make sure that children we have contact with know this and are empowered to tell us if they are suffering harm.
- All children and young people have the right to be treated with respect, to be listened to and to be protected from all forms of abuse.
- We recognise that we all have a responsibility to help prevent the physical, sexual, psychological, financial and discriminatory abuse and neglect of adults who have care and support needs and to report any such abuse that we discover or suspect.
- We recognise the personal dignity and rights of adults who find themselves victims of forced marriage or modern slavery and will ensure all our policies and procedures reflect this.
- We believe all adults should enjoy and have access to every aspect of the life of New Life Baptist Church unless they pose a risk to the safety of those we serve.
- We undertake to exercise proper care in the appointment and selection of all those who will work with children and adults with care and support needs.
- We believe in the necessity of creating a healthy culture in our church where the value of all people is recognised and challenges are responded to appropriately.

### **We are committed to:**

- Following the requirements for UK legislation in relation to safeguarding children and adults and good practice recommendations.
- Respecting the rights of children as described in the UN Convention on the Rights of the Child.
- Implementing the requirements of legislation in regard to people with disabilities.
- Ensuring that workers adhere to the agreed procedures of our safeguarding policy.

- Keeping up to date with national and local developments relating to safeguarding.
- Following any denominational or organisational guidelines in relation to safeguarding children and adults in need of protection.
- Supporting the Safeguarding Co-ordinator / Deputy in their work and in any action they may need to take in order to protect children/adults with care and support needs.
- Ensuring that everyone agrees to abide by these recommendations and the guidelines established by New Life Baptist Church.
- Supporting parents and families
- Nurturing, protecting and safeguarding of children and young people
- Supporting, resourcing, training, monitoring and providing supervision to all those who undertake this work.
- Supporting all at New Life Baptist Church affected by abuse.
- Adopting and following the 'Safe and Secure' safeguarding standards developed by thirtyone:eight.

#### **We recognise:**

- Children's Social Services has lead responsibility for investigating all allegations or suspicions of abuse where there are concerns about a child. Adult Social Care has lead responsibility for investigating all allegations or suspicions of abuse where there are concerns about an adult with care and support needs.
- Where an allegation suggests that a criminal offence may have been committed then the police should be contacted as a matter of urgency.
- Where working outside of the UK, concerns will be reported to the appropriate agencies in the country in which we operate, and their procedures followed, and in addition we will report concerns to our agency's headquarters.
- Safeguarding is everyone's responsibility.

#### **We will review this statement and our policy and procedures annually.**

If you have any concerns for a child or adult with care and support needs, speak to one of the following who have been approved as Safeguarding Co-ordinators for New Life Baptist Church.

Safeguarding Coordinator:                      Helen Miers                      01609 760802

Deputy Safeguarding Coordinator:      Rachel Webb                      01609 774547

A copy of the full policy and procedures is available from the church office.

Signed \_\_\_\_\_

Position: \_\_\_\_\_

Date \_\_\_\_\_

## **Appendix 2: Help! Allegation of Abuse PDF**

<https://thirtyoneeight.org/help-and-resources/help-guides/how-to-respond-to-an-allegation-of-abuse/>

## **Appendix 3: Code of Conduct**

Good, safe working practice will enable workers to:

- run activities safely
- develop good relationships
- safeguard children and vulnerable adults
- minimise the risk of false or unfounded accusation.

All workers have a duty of care and should treat those they are caring for with respect and dignity, as well as demonstrating competence and integrity. Before individuals start working with children, young people and vulnerable adults, they need to understand and acknowledge the responsibilities and trust inherent in their role.

### **Positions of Trust**

All adults working with children, young people and vulnerable adults are in positions of trust. It is therefore vital workers ensure they do not, even unwittingly, use their position of power and authority inappropriately.

Workers should always maintain professional boundaries and avoid behaviour which might be misinterpreted. Any kind of sexual relationship between an adult worker and a child (under the age of 18) is never acceptable. If concerns arise in this area, these should be recorded and reported to the Safeguarding Coordinator.

The trusting relationship between worker and child, young person or vulnerable adult means the worker should never:

- use their position to gain access to information for their own or others' advantage
- use their position to intimidate, bully, humiliate, threaten, coerce or undermine
- use their status and standing to form or promote relationships that are or may become sexual

### **Safeguarding Principles for Groups and Activities**

- ensure that everyone is treated with dignity and respect in attitude, language and actions.
- give consideration for the number of workers needed to run the group and whether they should be male, female or both.
- have a clear strategy for summoning additional help (if needed) in situations where a worker is working alone with a child, young person or vulnerable adult.
- consider the level of personal care (e.g. toileting) required appropriate to the needs of the individual.

- when working with children avoid questionable activity such as rough or sexually provocative games and comments.
- do not allow anyone under 18 years of age to be left in charge of children of any age or those attending the group to be left unsupervised.
- only workers assigned to the group are allowed to participate in the activity. Other adults should not be allowed free access.

### **Adult to Child Ratios**

A minimum of 2 workers or volunteers should be present at all times. The following ratios apply:

under 2	1:3
age 2	1:4
3 - 4	1:8
5+	1:13

A risk assessment should be carried out for activities and especially where it is:

- outdoors
- high risk or dangerous
- catering for people with disabilities or other needs

The results of the risk assessment may mean ratios need to be increased.

### **Anti-bullying Policy and Practice (Children & Young People)**

There should be a known zero tolerance to bullying, so if it does occur, children and leaders are able to report the matter and it can be dealt with promptly and effectively. There is an expectation that anyone who knows that bullying is happening will report it.

Whilst the person being bullied needs protection, the person doing it needs to address the reasons for their behaviour and to be encouraged to relate to others in more positive ways.

Bullying is the use of aggression with the intention of hurting another person. Children can bully each other, be bullied by adults and can sometimes bully adults. Any form of bullying results in pain and distress to the victim and is unacceptable behaviour. Some common forms of bullying can be:

*Verbal* : name-calling, sarcasm, spreading rumours, teasing including via on line.

*Emotional* : being unfriendly, excluding, tormenting, graffiti, gestures, racial taunts

*Physical* : pushing, kicking, hitting, punching or any use of violence

*Sexual* : sexually abusive comments or gestures

*Racial* : any of the above because of, or focusing on, the issue of racial differences

*Homophobic* : any of the above because of, or focusing on, the issue of sexual orientation



Unofficial activities such as initiation ceremonies and practical jokes may cause physical or emotional harm even though this may not be intended. Online bullying (or Cyber-Bullying) is an increasing issue.

### **Peer-group Activities and Young Leaders / Servants**

All peer-group activities should be overseen by an appropriately trained adult. Adult leaders should always be in the vicinity and should contribute to programme reviews and planning. Peer-group leaders must be trained and supported by at least one adult worker.

No person under the age of 18 should be left with the sole responsibility of caring for or supervising other children or vulnerable adults. Young people (over 16) who assist with caring for other children/young people should have undertaken safeguarding training.

Peer-group leaders should be aware of safeguarding procedures, including reporting concerns (e.g. abuse, bullying) to their supervising adult and that sensitive information should not be shared openly in the group.

### **Risk Assessments**

Taking care of children, young people and vulnerable adults involves taking responsibility for their well-being at all times, being prepared for unforeseen eventualities, anticipating situations where they could be harmed, and taking steps to minimise the risks.

NLBC has a responsibility to assess the risk involved in the activities that are provided. This can include an informal check before the start of an activity that the building is safe and that the planned activities have been assessed for any risks.

It is advisable to nominate an individual for each session specifically to carry out risk assessments. An easy and effective way of doing this is to compile a checklist for the activity, identifying any risks that could be encountered, the action required, and the person responsible to carry this out and when any action has been completed. The following are some areas that should be considered:

- Identification of hazards.
- Consider who might be harmed and how this might happen.
- Assess the risks and take action to remove or reduce them as far as possible.

### **First Aid**

Provision should be made for an appropriately qualified first-aider to be available at all activities together with an adequate first aid kit. Under the Health & Safety (First Aid) regulations it is the duty of every employer to provide at least one first aid container for each work site. Its contents should be stored in a waterproof container and the designated worker should regularly check the contents.

## **Keeping Records**

NLBC needs to keep records of activities for management and accountability purposes. These records should be proportionate and purposeful, and personal data should only be kept when there is a good reason for doing so (see Data Protection policy).

## **Keeping a Register**

When a child becomes a member or becomes involved in an activity run by NLBC, it is important at the outset that a general information and consent form is completed and returned giving contact details of parents/carers, plus medical and other details such as allergies or special dietary requirements. **This form should be renewed annually.**

A register of those attending a club or activity should also be maintained, together with a register of workers.

## **Significant Incidents**

The Safeguarding Coordinator will maintain a log of incidents causing concern. Workers and volunteers are to complete a Significant Incident form and return it to the Safeguarding Coordinator.

## **Accident Book**

All accidents, however minor, should be recorded in an accident book. In the event of an accident, the parent/carer of a child or young person should be asked to read and sign the accident book. Whether an adult with care and support needs can sign the book will depend on the nature and extent of their disability.

If the child, young person or vulnerable adult is not collected at the end of a session, a letter should be sent to the parent or carer explaining what has happened in much the same way a school would respond.

## **Working safely with disabled children, young people and adults**

Workers should be aware that any child, young person or adult with care and support needs attending an activity who has a disability may need extra help in areas such as communication and mobility (e.g. use of sign language). They may behave in a non-age appropriate way.

The church should:

- Ask the child, young person or adult attending the activity, and parents or carers how their needs can be met, ensuring all workers involved with them are aware of their expectations. Listen, and give feedback to the person, family or carer as to what can or can't be achieved and the reasons why.

- Make buildings accessible (e.g. ramps, toilets for the disabled and hearing loop system) and encourage integration within the group.
- Develop appropriate disability awareness including the use of different forms of communication (e.g. sign language) and language etiquette.

### **Unexpected Attendance at Activities**

Sometimes children, young people or vulnerable adults will want to join in with an organisation's activities without the knowledge of parents or carers. In these circumstances it is important to:

- welcome them, but try to establish their name, age (children), address and telephone number.
- record their visit in a register.
- ask if a parent/carer is aware where they are, and what time they are expected home. If this is before the session ends, they should be encouraged to return home, unless the parent/carer can be contacted and they are happy with the arrangement. In the case of children in particular, suggest the child seeks the parent/carer's permission to return the following week.
- link the visiting person with a regular attendee who can introduce them to the group and explain about the activity.

Without interrogation, find out as soon as possible whether they have any additional needs, (e.g. medication), so that you can respond appropriately in an emergency. On leaving, give the person a leaflet about the group with contact telephone numbers etc and perhaps a standard letter to the parent/carer inviting them to make contact.

## **Appendix 4: Online Safety and use of photographic images policy**

**When responding to concerns of abuse, please refer to the Online Safety Flowchart.**

Online safety is the collective term for safeguarding involving the use of electronic devices and applications to communicate and to access the internet. This online safety policy is relevant to all communications between church workers and those under 18 years of age.

### **Policy guidelines for Church Workers/Volunteers**

- Seek to maintain good and open relationships with parents/carers regarding communication with them and their children.
- Use an appropriate tone: friendly, but not over-familiar or personal.
- Be warm and friendly, but do not suggest or offer a special relationship.
- Be clear and explicit about information that you need to share; don't abbreviate or short-cut your communications.
- Be circumspect in your communications with children to avoid any possible misinterpretation of your motives or any behaviour which could be construed as grooming.
- Do not share any personal information with children, or request or respond to any personal information from a child other than that which might be appropriate as part of your role.
- Only personal contact details that are within the public domain of the church should be given to children or young people, including your mobile telephone number.
- If children want you to have their mobile phone numbers, e-mail addresses or similar, and communicate with them this way, make sure that their parents know and have agreed.
- Only make contact with children for reasons related to the work of the church.
- Respect a child's right to confidentiality unless abuse/harm is suspected or disclosed.
- Email should only be used to communicate specific information. (e.g. times and dates of events). It should not be used as a relationship building tool.
- Email history should be dated and kept in accordance with the Retention Schedule (see Data Protection policy).
- Use of text/email/internet for communication with children should usually take place between the hours of 9am-5pm. There should be no communication after 9pm.
- Visual communications via the internet can be used for conference calls and are considered appropriate in a group environment for purposes with clear aims and objectives in mind. Such media should not be used on a 1:1 basis with children and young people.

### **Social Media**

- All social media interaction between workers, paid or voluntary, and children under 18 shall be limited to monitored/administrated groups.

- Text and any other media posted shall be subject to the acceptable use statement (see below).
- Any safeguarding concerns/allegations arising from social media shall be referred to the Safeguarding Co-ordinator.
- All users of social media must be above the minimum age limit eg 13 for Facebook
- Workers should ensure their privacy setting ensure the highest levels of security in order to restrict children being able to see any more than what is relevant to communication within the group
- All social media groups should provide links to statutory authorities such as Child Exploitation and Online Protection command (CEOP), to enable children to report online abuse.

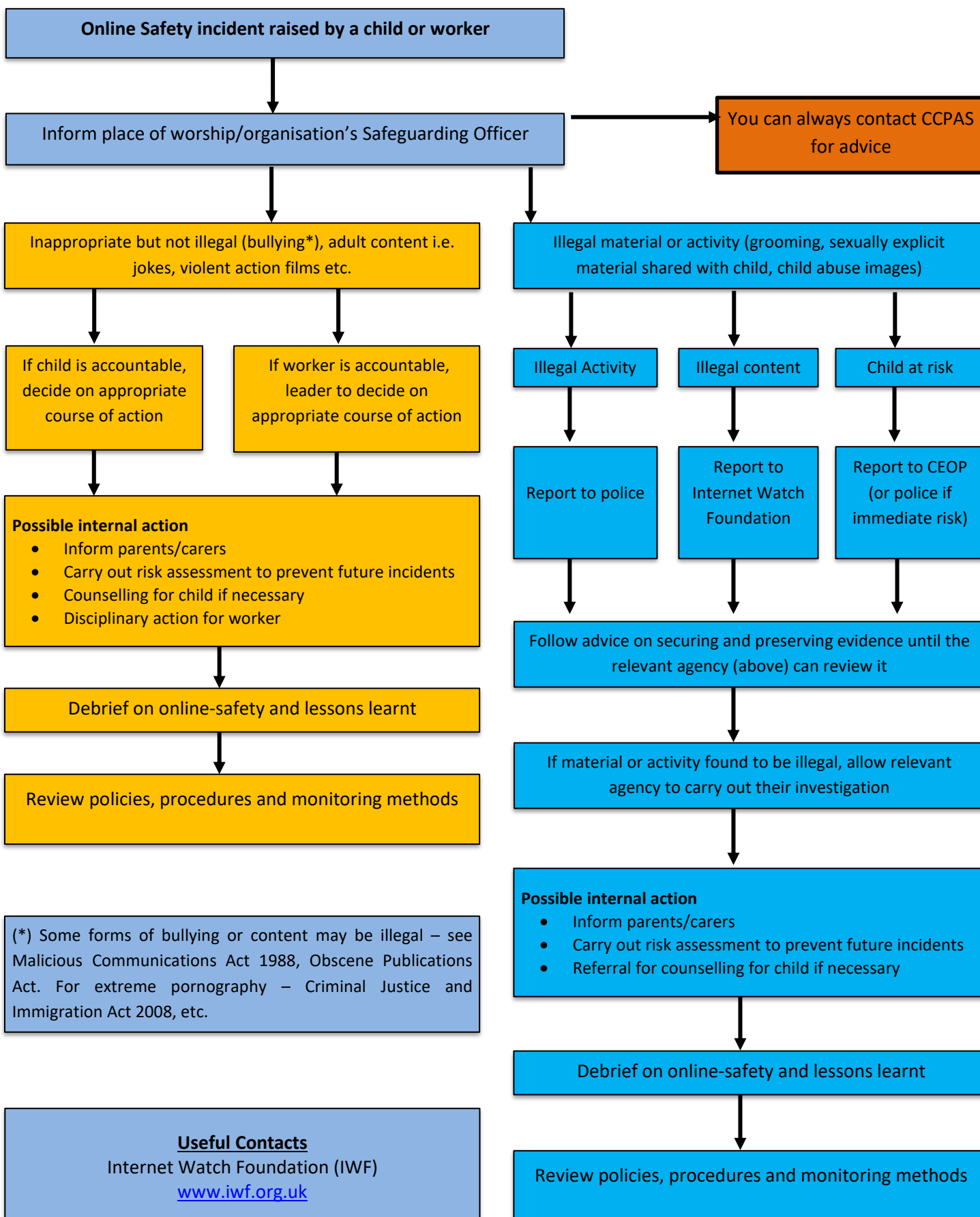
### **Acceptable use**

It is not acceptable to:

- Search for or download illegal, pornographic, racist or hate motivated content.
- Illegally copy or play copyrighted content where permission has not been given.
- Send, request or display offensive messages or pictures.
- Harass, insult or bully others.
- Access the internet using another person's login details.
- Access, download, send or receive any data (including images), which NLBC considers offensive in any way, including sexually explicit, discriminatory, defamatory or libellous material.

### **Consent for photographic images and videos**

- Photographs that include children will be selected carefully and will endeavour to prevent children from being easily identified.
- Children's full names will not be used in association with their photographs.
- Use of images will reflect the diversity of age, ethnicity and gender of the activity.
- Permission will be sought before images are taken or displayed.
- Images will only be used for the specific purpose for which permission was sought. Further permission must be acquired if an image is to be used in a way not originally stated. If the intention is to use an image on the internet this must be clearly stated and specific permission must be sought.
- Up to date records of permission will be kept
- Images and videos will be stored securely.
- Live streaming of events will be clearly advertised in advance and where children are involved permission will be sought in line with the photographic guidelines.



(\*) Some forms of bullying or content may be illegal – see Malicious Communications Act 1988, Obscene Publications Act. For extreme pornography – Criminal Justice and Immigration Act 2008, etc.

**Useful Contacts**

Internet Watch Foundation (IWF)

[www.iwf.org.uk](http://www.iwf.org.uk)

Child Exploitation and Online Protection Centre (CEOP)

[www.ceop.police.uk](http://www.ceop.police.uk)

## Appendix 5: Equal Opportunities Policy

1. New Life Baptist Church is a Christian organisation committed to social justice and resolutely opposed to discrimination in society. We are committed to providing services on a fair and equitable basis, regardless of race, ethnicity, religion, life-style, gender, sexuality, physical disability, mental health, offending background or any other factor. No person requiring services from NLBC will be treated less favourably than any other person on any grounds.
2. In employment, we actively seek to recruit with the right mix of talent, skills and potential, promoting equality for all, and welcome applications from a wide range of candidates. We select all candidates for interview based on their skills, qualifications, experience and commitment to the values and purposes of the church.
3. As an organisation seeking to deliver services within a Christian context, some posts can only be filled by Christians. The nature of these posts or the context in which they are carried out, and their link to the ethos of the organisation, give rise to a genuine occupational requirement (GOR) for the post-holders to be Christians. All staff in these posts are required to demonstrate a clear personal commitment to the Christian faith.
4. As an organisation using the Disclosure and Barring Service (DBS) to assess applicants' suitability for positions of trust, the church undertakes to comply fully with the DBS Code of Practice and to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of disclosure on the basis of conviction or other information revealed.
5. For those positions where a Disclosure is required, all application forms, job adverts and recruitment briefs will contain a statement that a Disclosure will be requested in the event of the individual being offered a position.
6. Where a Disclosure is to form part of a recruitment process, we encourage all applicants to provide details of any criminal record at an early stage in the application process. We request that this information is sent under separate, confidential cover to the recruiter within the organisation and we guarantee that this information will only be seen by those who need to see it as part of a recruitment process.
7. Unless the nature of the position allows NLBC to ask questions about an entire criminal record, we only ask about "unspent" convictions.

8. We ensure that a suitably trained individual is involved in the recruitment process to identify and assess the relevance of circumstances of offences. We will seek guidance from thirtyone:eight where relevant.
9. At interview, or in separate discussion, we will ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is relevant to the position sought could lead to withdrawal of an offer of employment or voluntary work.
10. We undertake to discuss any matter revealed in a disclosure with the person seeking a position before withdrawing a conditional offer of an appointment.
11. Having a criminal record will not necessarily bar a person from working with us. It will depend on the nature of the position and the circumstances and background of the offences.



## **Appendix 6: Transportation of children, young people or adults with care and support needs**

This policy applies to all drivers and journeys carried out on behalf of and with the knowledge of NLBC. This does not apply to private arrangements for transportation made, for example, between adults with parental responsibility.

Driving should be restricted to those who have gone through the organisation's recruitment procedures for workers. All drivers must have read the safeguarding policy of the organisation and agree to abide by it. The driver should hold a full driving licence; the vehicle must be adequately insured and the vehicle road worthy.

Parental/carers consent will be sought on occasions where transport is offered to or from activities.

It is reasonable to expect that drivers may be alone with a child for short periods. Consideration should therefore be given to dropping off the least vulnerable last and plan routes accordingly. Two workers in a vehicle does not in itself guarantee safety - there have been incidents where workers have acted abusively together.

Drivers should not spend unnecessary time alone in the vehicle with someone they are transporting. If, for example, a child wants to talk to a driver about something, the driver should explain that it is not convenient to talk there and then, but arrange to meet them at a location where there are other adults around with the knowledge of the group leader. (Remember they may want to talk to the driver about an abusive situation).

When travelling in groups with more than one vehicle, it is good practice to insist those being transported stay in the same groups on the out-going and return journey. This will avoid anyone, at worst, being left behind.

At collection or dropping off points no child or young person should be on their own and the driver should make sure they are collected by an appropriate adult. This may also apply to an adult with care and support needs, depending on the nature of their vulnerability and/or disability.

It is advisable to be aware of instances where it may be unwise for a particular driver to transport a particular individual e.g. where there has been a disagreement or they have romantic feelings for a driver.

If parents or carers are providing transport, ensure they are made aware that such arrangements are their own responsibility and not that of NLBC.

## **APPENDIX 7: Outings and Residential Trips**

All principles of the Safeguarding policy shall apply during residential trips run by or on behalf of the church.

It is easy to assume that workers automatically know how to organise and run activities, and that children, young people and vulnerable adults have been taught personal safety. This is not necessarily the case so it is doubly important the organisation's expectations are clear and are communicated effectively.

### **Initial Preparations**

The main (or delegated) leader must complete a risk assessment which will be discussed with other leaders and young people prior to leaving on the trip. This risk assessment will cover as a minimum:

- health and safety, including fire
- travel
- catering
- sleeping arrangements
- outdoor pursuits

Buildings should be checked for suitable fire exits and leaders should know where the water, electricity and gas can be turned off and the location of fire extinguishers. For residential trips, a fire briefing should be carried out as soon as possible after entering the premises for the night.

High risk activities such as swimming must be discussed with the Safeguarding Coordinator, thirtyone:eight and insurers prior to the trip.

All leaders must be fully checked and trained by the NLBC Safeguarding team; or have evidence of this provided by their home church and be familiar with the NLBC policy.

All young people must have a completed health information and consent form.

Demarcation of roles and responsibilities between facilities staff and youth group leaders should be clear and understood by youth and leaders.

### **Health**

At least one leader should hold a valid emergency first aid certificate. This leader should carry a first aid kit. A list of current first aiders is held by the church office.

A leader should carry risk assessments and accident/incident forms at all times.

Any young person taking regular medication/inhalers should hand it, labelled with name and when and how it should be taken, to a nominated leader, unless self administration has been consented to on form 12.

The First Aider should ensure that any treatment required on the trip is used appropriately by all young people.

If a young person has a chronic illness or allergy which requires monitoring or specific treatment, the leaders must make themselves aware before departure of how to manage the condition and what to do in an emergency.

### **Accommodation**

The main leader should ensure that accommodation to be used is suitable and safe for the young people.

Males and females should sleep separately. If it is a mixed sex group, female and male leaders will be needed. Appropriate night attire must be brought and worn.

Adults should not sleep in the same room as the children unless it is considered the group needs to be supervised at all times. It may be more appropriate to appoint an adult to conduct random night patrols.

Except in an emergency, youth leaders should only access their own gender's youth bedroom, and if alone must leave the door open. One to one meetings should take place in public.

Changing and showering facilities should be single-sex and separate for children and adults. If there are limited facilities, timetables need to be drawn up.

### **Contact details**

At least two leaders should carry mobile phones and have each others' phone numbers.

Parents/carers should have phone access to the group leader. All contact details should be carried at all times by a leader and copies kept at the base, accessible by all leaders in case of emergency.

In case of emergency the leader should contact the young person's parents/carers as soon as is practicably possible.

### **Safety Issues**

Young people should only partake in activities which are agreed by the leaders of the trip.

A register of those who attended some or part of the trip will be maintained, along with details of any significant events.

## **Additional guidelines for taking young people on trips abroad**

### **Initial Preparations**

Consideration must be given as to whether the country to be visited is safe and suitable for young people. Guidance from the Home Office website should be taken.

The main leader must meet with the NLBC Leadership to gain NLBC support, to discuss the purpose of the trip, and the suitability of participants.

The main (or delegated) leader must complete a risk assessment (form 14) and discuss it with the Safeguarding Co-ordinator. Ideally this would include a visit to the destination beforehand, but if this is not possible, information may be obtained from local contacts and general resources. A more detailed risk assessment should also be made upon arrival, to take account of local conditions, accommodation and any changes in circumstance.

The leaders, in consultation with the NLBC Leadership, will decide the minimum age for young people on the trip. Generally, if the trip is to a developing country, young people should be Year 11 or above.

Ratios of adult leaders to young people will be agreed with the Safeguarding Co-ordinator, bearing in mind that if a young person is ill they may need to be accompanied home early and there should still be an adequate number of leaders on the trip.

All leaders on the trip should have a completed job description.

A meeting should be arranged with interested parents and young people at an early stage, and a subsequent meeting organised prior to the trip. Parents/carers and young people should be made aware of some of the issues the young people might face on the trip.

In planning the itinerary, activities should be carefully paced, with consideration given to climate, culture, times of meals, time zone differences, individual abilities, group mix etc.

Where young people will be involved in working with children during the trip, they should complete the NLBC Safeguarding procedure for young helpers. The leaders should also discuss with them the culture, lifestyles, difficulties, and differences of the children they will be working with.

### **Health**

All team members should have the vaccinations and medications recommended for the country being visited as advised by team members' own General Practitioners.

At least one leader should hold a valid first aid certificate, and acquire knowledge of local illnesses as appropriate. This leader should carry a first aid kit. An emergency medical kit may also be taken if considered appropriate.

The First Aider should ensure that any treatment required on the trip (eg anti malarial drugs, suncream) is used appropriately by all young people.

The leaders should know how to contact local emergency services. Prior to the trip, leaders, parents and young people should be briefed on local health care options, including emergency services.

### **Insurance**

Appropriate travel and health insurance must be purchased by all travellers.

Leaders should make themselves aware of what the insurance companies require them to do in an emergency if hospital treatment or repatriation is required.

### **Contact details**

At least two leaders should carry mobile phones which work in the country being visited, and have each others' phone numbers.

Parents/carers should have phone access to the group leader and a local contact. An email address may also be appropriate.

The main leader should have copies of all young people's passports and tickets.

### **Safety Issues**

Transport arrangements should be made as safe as possible; parents should be made aware that this may not be the standard which they are used to.

Young people should be responsible for their own documents while travelling and during the visit unless their parents have requested that a leader does this on form 12.

The leaders must provide every team member with a card with the address (and phone number) of where they are staying, the phone number of the British Embassy and other useful numbers eg. leaders' mobiles in case of emergency.

No team members should drink alcohol during the trip.

Leaders should be aware of, and make time for young people to talk about any issues which might arise from being in the place visited.

### **Back Home**

Opportunity to debrief should be organised soon after returning home: an informal get together may suffice.

## **APPENDIX 8: FORMS USED TO IMPLEMENT THE POLICY**

### **Children's and Youth Leaders have customised forms for:**

- General Registration and Parental Consent
- Outings and Residential trips
- Risk assessment

### **The Safeguarding Administrator has oversight of forms for:**

- Volunteer application
- Volunteer self disclosure
- Volunteer reference request
- Volunteer job descriptions (to be personalised by appointing leader before each use)

These forms can be found in the Welcome Packs, which are held in the Safeguarding box file in the church office.

### **Concerns /Incidents**

- Accidents are to be reported using the accident book system
- The Safeguarding and Significant Incident form can be found in the Safeguarding box file in the church office. Electronic copies are available for NLBC staff. All forms are to be returned to the Safeguarding Coordinator on completion.