

SHOEBURYNESSE & THORPE BAY **BAPTIST CHURCH**

SAFEGUARDING POLICY

Revised February 2023

TABLE OF CONTENTS

		PAGE NO:
1.	INTRODUCTION	3
	1.1. Activities	
	1.2. Our commitment	
	1.3. Safeguarding awareness	
2.	RECOGNISING ABUSE	5
	2.1. Understanding abuse and neglect	
	2.2. Definition of a child	
	2.3. Types of abuse: Children (inc. indicators)	
	2.4. Definition of an ‘adult at risk’	
	2.5. Types of abuse: ‘Adult at risk’ (inc. indicators)	
	2.6. Further types of abuse	
3	RESPONDING TO AN ALLEGATION OR SUSPICION OF ABUSE	15
	1. How to respond to a child/adult at risk wishing to disclose abuse	
	1. Responding to a disclosure of abuse	
	2. Effective listening	
	3. Procedures to follow	
	4. Procedures for a concern about a child	
	5. Procedures for a concern about an adult at risk	
	6. Safeguarding contact information	
4.	PREVENTION	20
	4.1. Safe recruitment	
	4.2. Management of workers – Code of Conduct	
	4.3. Ratios	
	4.4. Peer group activities for young people	
	4.5. Taking care of touching	
	4.6. Mentoring	
	4.7. Children with disabilities and/or special educational needs	
	4.8. Children with no adult supervision	
	4.9. Electronic communication	
	4.10 Taking video and photographs of children	
5.	PASTORAL CARE	26
	5.1. Supporting those affected by abuse	
	5.2 Working with offenders	
6.	PRACTICE GUIDELINES	27
	6.1 Working in partnership	
APPENDICES		
	Appendix 1 Safeguarding Statement	28
	Appendix 2 Safeguarding Contact Information	30
	Appendix 3 Regulated activity flowchart	31
	Appendix 4 Reporting form	32
	Appendix 5 Concern form	36

INTRODUCTION

1.1 Activities

Shoeburyness & Thorpe Bay Baptist Church (STBBC) works with both children and adults at risk. We aim to provide activities that are helpful, enjoyable, challenging, and free from all forms of abuse.

If you would like to find out more about the activities that we offer, please visit www.stbbc.org.uk.

1.2 Our commitment

As a Leadership Team & Trustee Board we recognise the need to provide a safe and caring environment for children and adults at risk. We acknowledge that children and adults at risk can be the victims of physical, sexual or 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 Team & Trustee Board 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.

The policy and attached practice guidelines are based on the ten safeguarding standards published by the Christian Charity Thirtyone:eight and prepared in consultation with Baptist Union Guidelines.

The Trustees undertake to:

- endorse and follow all national and local safeguarding legislation and procedures, in addition to the international conventions outlined above.
- provide on-going safeguarding training for all its workers and will regularly review the operational guidelines attached.
- ensure that the premises meet the requirements of the Equality Act 2010 and all other relevant legislation, and that it is welcoming and inclusive.
- support the Safeguarding Coordinator(s) in their work and in any action they may need to take in order to protect children and adults at risk.

STBBC has Public Liability Cover with 'The Baptist Insurance Company' and our Certificate of Insurance is displayed on a notice board in the main foyer.

1.3 Safeguarding awareness

The Leadership Team & Trustee Board 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 undertake recognised safeguarding training on a regular basis through attending: 'in house' courses, Eastern Baptist Association training and local authority provided courses.

All workers will attend refresher training every three years. The Leadership Team & Trustee Board will also ensure that children and adults at risk 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.

RECOGNISING ABUSE

2.1 Understanding abuse and neglect

Defining child abuse or abuse against an adult at risk 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 the adult at risk.

In order to safeguard those in our places of worship and organisations we adhere to the UN Convention on the Rights of the Child. As a starting point we refer to Article 19 which serves as a definition of abuse:

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.

For adults the UN Universal Declaration of Human Rights with particular reference to Article 5 states:

No one shall be subjected to torture or to cruel, inhuman or degrading treatment or punishment.

2.2 Definition of a child

According to The Children Acts 1989 and 2004 in England and Wales, the Children (Scotland) Act 1995 in Scotland and the Children (Northern Ireland) Order 1995 in Northern Ireland, the legal definition of a child is someone under the age of 18. Although there is some legislation in the UK that allows young people from age 16 to make certain decisions for themselves (e.g. getting married), safeguarding legislation applies to anyone under 18 given that this is the statutory definition of a child.

Throughout this policy and appendices when we refer to a child our meaning (unless otherwise stated) is a person **under the age of 18**.

2.3 Types of abuse: children

Abuse and neglect are both 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. They may be abused by a single adult or child, or by more than one adult or child.

Child protection legislation throughout the UK is based on the United Nations Convention on the Rights of the Child. Each country within the UK has incorporated the convention within its legislation and guidance.

The four definitions of abuse below operate in England based on the government guidance 'Working Together to Safeguard Children (2018)'.

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.

Indicators:

- 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*

*These could indicate the possibility that a child or young person is self-harming.

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 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 cyber bullying) 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. A child witnessing domestic abuse/violence is a form of emotional and psychological abuse.

Indicators:

- Changes or regression in mood/behaviour, particularly where a child withdraws or becomes clingy.
- 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

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. Sexual abuse can take place online, and technology can be used to facilitate offline abuse. Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

Indicators:

- 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

- 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*

*These could indicate the possibility that a child or young person is self-harming.

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 and clothing, shelter including exclusion from home or abandonment, failing to protect a child from physical and emotional harm or danger, failure to ensure adequate supervision including the use of inadequate care-takers, or the failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Indicators:

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

2.4 Definition of an 'adult at risk'

An 'adult at risk' is defined by the Care Act 2014, as a person **aged 18 years or over**, who:

- (a) has needs for care and support (whether or not the authority is meeting any of those needs),
- (b) is experiencing, or is at risk of, abuse or neglect, and
- (c) as a result of those needs is unable to protect himself or herself against the abuse or neglect or the risk of it.

It is important to note that an adult does not need to be in receipt of care or support commissioned by the local authority.

Safeguarding means protecting an adult's right to live in safety, free from abuse and neglect. It is about people and organisations working together to prevent and stop both the risks and experience of abuse or neglect, while at the same time making sure that the adult's wellbeing is promoted including, where appropriate, having regard to their views, wishes, feelings and beliefs in deciding on any action. This must

recognise that adults sometimes have complex interpersonal relationships and may be ambivalent, unclear or unrealistic about their personal circumstances.

Where someone is 18 or over but is still receiving children's services and a safeguarding issue is raised, the matter should be dealt with through adult safeguarding arrangements. Where appropriate, adult safeguarding services should involve the local authority's children's safeguarding colleagues as well as any relevant partners (for example, the Police or NHS) or other persons relevant to the case.

2.5 Types of abuse: adults at risk

Physical abuse

This is the infliction of pain or physical injury, which is either caused deliberately, or through lack of care. It includes assault, hitting, slapping, pushing, kicking, and misuse of medication, restraint, or inappropriate physical sanctions.

Indicators:

- A history of unexplained falls, fractures, bruises, burns, minor injuries
- Signs of under or over use of medication and/or medical problems unattended

Sexual abuse

This is the involvement in sexual activities to which the person has not consented or does not truly comprehend and so cannot give informed consent, or where the other party is in a position of trust, power or authority and uses this to override or overcome lack of consent. It includes 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.

Indicators:

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

Psychological or emotional abuse

Any acts or behaviour, which cause mental distress or anguish or negate the wishes of an individual, behaviour that has a harmful effect on emotional health and development, or any other form of mental cruelty. This includes emotional abuse (e.g. saying something to deliberately make the person feel upset), threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, isolation or unreasonable and unjustified withdrawal of services or supportive networks. Also, acts deemed to be punitive (punishing) and not in line with agreed behaviour guidelines. Withholding aids and equipment.

Indicators:

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

Financial or material abuse

An inappropriate use, misappropriation, embezzlement or theft of money, property or possessions. Includes theft, fraud, internet scamming, coercion in relation to adults' financial affairs or arrangements, including exploitation, pressure in connection with wills, property or inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits. This includes identity theft.

Indicators:

- 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

Neglect or act of omission

The repeated deprivation of assistance that the adult needs for important activities of daily living, including the failure to intervene in behaviour which is dangerous to the vulnerable adult or to others. Includes ignoring medical, emotional or physical care needs, failure to provide access to appropriate health, social care support or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating and withholding aids and equipment.

Indicators:

- Malnutrition, weight loss and/or persistent hunger

- Poor physical condition, poor hygiene, varicose ulcers, pressure sores
- Being left in wet clothing or bedding and/or clothing in a poor condition
- Failure to access appropriate health, educational services or social care
- No callers or visitors

Discriminatory abuse

Inappropriate treatment of an adult because of their age, gender and gender identity, race, religion, cultural background, sexual orientation, disability etc. Discriminatory abuse exists when values, beliefs or culture result in a misuse of power that denies opportunity to some groups or individuals. Discriminatory abuse links to all other forms of abuse. Includes forms of harassment, slurs or similar treatment.

Indicators:

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

Organisational abuse

This is the mistreatment or abuse of an adult at risk by a regime or individuals within an institution (e.g. hospital, agency, care home) or in the community. It can be through repeated acts of poor or inadequate care and neglect or poor professional practice.

Indicators:

- Lack of flexibility or choice over meals, bed times, visitors, phone calls etc
- Inadequate medical care and misuse of medication
- Inappropriate use of restraint
- Sensory deprivation e.g. denial of use of spectacles or hearing aids
- Missing documents and/or absence of individual care plans
- Public discussion of a private matter
- Lack of opportunity for social, educational or recreational activity

Domestic abuse

Domestic violence and abuse includes any incident or pattern of incidents of controlling, coercive or threatening behaviour, violence or abuse between those aged 16 or over who are or have been, intimate partners or family members regardless of gender or sexuality. It also includes so called 'honour'-based violence, female genital mutilation and forced marriage. Coercive or controlling behaviour is a core part of domestic violence.

Indicators:

- Low self-esteem
- Feeling that the abuse is their fault when it is not

- Physical evidence of violence such as bruising, cuts, broken bones
- Verbal abuse and humiliation in front of others
- Fear of outside intervention
- Damage to home or property
- Isolation – not seeing friends and family
- Limited access to money

Modern slavery

Encompasses slavery, human trafficking, sexual exploitation, forced labour, debt bondage 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.

Indicators:

- Signs of physical or emotional abuse
- Appearing to be malnourished, unkempt or withdrawn
- Isolation from the community, seeming under the control or influence of others
- Living in dirty, cramped or overcrowded accommodation and/or living and working at the same address
- Lack of personal effects or identification documents
- Always wearing the same clothes
- Avoidance of eye contact, appearing frightened or hesitant to talk to strangers
- Fear of law enforcers

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.

Indicators:

- Very poor personal hygiene
- Unkempt appearance
- Lack of essential food, clothing or shelter
- Malnutrition and/or dehydration
- Living in squalid or unsanitary conditions
- Neglecting household maintenance
- Collecting a large number of animals in inappropriate conditions
- Non-compliance with health or care services
- Inability or unwillingness to take medication or treat illness or injury

2.6 Further Types of Abuse

Children in whom illness is fabricated or induced

Formally known as 'Munchausen's Syndrome By Proxy', this is a form of child abuse in which the parents or carers give false accounts of symptoms in their children and may fake signs of illness (to draw attention to themselves). They seek repeated medical investigations and needless treatment for their children.

Guidance on this is found in 'Perplexing Presentations (PP) / Fabricated or Induced Illness (FII) in Children RCPCH guidance.' Royal College of Paediatrics and Child Health (2021)

Spiritual abuse

Linked with emotional abuse, spiritual abuse could be defined as an abuse of power, often done in the name of God or religion, which involves manipulating or coercing someone into thinking, saying or doing things without respecting their right to choose for themselves. Some indicators of spiritual abuse might be a leader who is intimidating and imposes his/her will on other people, perhaps threatening dire consequences or the wrath of God if disobeyed. He or she may say that God has revealed certain things to them and so they know what is right. Those under their leadership are fearful to challenge or disagree, believing they will lose the leader's (or more seriously God's) acceptance and approval.

FGM

Female genital mutilation (FGM) is the partial or total removal of external female genitalia or other injury to the female genital organs for non-medical reasons. This includes all other harmful procedures to the female genitalia for non-medical purposes, e.g. pricking, piercing, incising, scraping and cauterizing the genital area. Although religious, social or cultural reasons are sometimes given for FGM, it can cause severe and long-lasting damage to physical and emotional health and is a criminal offence.

Forced marriage

Forced marriage is a human rights abuse and falls within the definition of domestic abuse. A forced marriage is not the same thing as an arranged marriage. In an arranged marriage the families of both spouses take a leading role in arranging the marriage, but the choice of whether or not to accept the arrangement remains with the couple.

A forced marriage is conducted without the valid consent of one or both parties where duress is a factor. Duress may take the form of emotional, financial, physical and sexual threats and abuse. Forced marriage is also viewed by some as falling into the definition of 'honour'-based violence. Early or child marriage refers

to any marriage of a child younger than 18 years old. The UN recognises this as a forced marriage because minors are deemed incapable of giving informed consent. Girls are the majority of the victims and hence are disproportionately affected.

“Marriage should be entered into only with the free and full consent of the intending spouses.” Universal Declaration of Human Rights, Article 16 (2)

Forced marriage occurs within many cultures and classes. A person at risk of a forced marriage may suffer a range of abuses including emotional and physical abuse, unlawful imprisonment, abduction, rape, forced pregnancy or enforced abortion.

Cyber abuse

The use of information technology (email, mobile phones, websites, social media, instant messaging, chatrooms, etc.) to repeatedly harm or harass other people in a deliberate manner.

Self-harm

Self-Harm is the intentional damage or injury to a person's own body. It is used as a way of coping with or expressing overwhelming emotional distress. An individual may also be neglecting themselves, which can result in harm to themselves.

Radicalisation

The radicalisation of individuals is the process by which people come to support any form of extremism and, in some cases, join terrorist groups. Some individuals are more vulnerable to the risk of being groomed into terrorism than others. Concerns should also be reported to ACT (Action for Counter Terrorism) on telephone number 0800 011 3764.

Historic abuse

Historic abuse is the term used to describe disclosures of abuse that were perpetrated in the past. Many people who have experienced abuse do not tell anyone what happened until years later, with around one third of people abused in childhood waiting until adulthood before they share their experience.

Mate crime

‘Mate crime’ is when people (particularly those with learning disabilities) are befriended by members of the community, who go on to exploit and take advantage of them.

RESPONDING TO AN ALLEGATION OR SUSPICION OF ABUSE

3.1 How to respond to a child/adult at risk wishing to disclose abuse

If a child, young person or adult at risk wants to talk:

- Bear in mind, they may not be wanting to talk about abuse
- Suggest where you might meet
- Offer privacy but do this applying good working practice e.g. letting another worker know where you are and what you are doing
- Reassure them you will respect confidentiality as far as you can but if you do need to pass on what they have shared to someone else (for their own or others' safety or well-being) you will discuss this with them and keep them informed
- Issues of touch may arise, particularly if they are upset, so it is important to respect personal boundaries and apply good sense to any physical contact
- Know how to respond should anyone disclose abuse
- Adults retain their right to confidentiality except where others are at risk, particularly a child.

3.2 Responding to a disclosure of abuse

When someone discloses they have been or are in fear of being abused, the first step is to actively listen and then be prepared to take the appropriate action.

In addition to this, it is important:

- To emphasise they have done the right thing in telling you
- To tell them you are treating what they have said to you seriously
- To reassure them that what has happened was not their fault
- Not to push for information because they may have been threatened or bribed not to speak
- Not to promise to keep the information a secret. Explain clearly (and gently!) that you may have to share what they tell you with others, including the person responsible for safeguarding, but this will only be done on a need to know basis.
- To ensure the immediate safety of the person and contact the Safeguarding Co-ordinator or an agency such as Thirtyone:eight for advice. Alternatively go directly to Children's or Adult Social Services/ Police.
- As soon as possible, write down what has been shared. (When hand-written notes are typed up later the original hand-written notes should be retained)

3.3 Effective listening

Ensure the physical environment is welcoming, giving opportunity for the child or adult at risk to talk in private but making sure others are aware the conversation is taking place.

- It is especially important to allow time and space for the person to talk
- Above all else listen without interrupting
- Be attentive and look at them whilst they are speaking
- Show acceptance of what they say (however unlikely the story may sound) by reflecting back words or short phrases they have used
- Try to remain calm, even if on the inside you are feeling something different
- Be honest and don't make promises you can't keep regarding confidentiality
- If they decide not to tell you after all, accept their decision but let them know that you are always ready to listen
- Use language that is age appropriate and, for those with disabilities, ensure there is someone available who understands sign language, Braille etc

Helpful Responses

- You have done the right thing in telling me
- I am glad you have told me
- I will try to help you

Don't Say

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

3.4 Procedures to follow

Under no circumstances should a worker carry out their own investigation into an allegation or suspicion of abuse. The following procedures should be carried out:

- The person in receipt of allegations or suspicions of abuse should report concerns as soon as possible to **Caraline Walker**, (hereafter the "Safeguarding Co-ordinator") who is nominated by the Leadership Team & Trustee Board 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 involve the Safeguarding Co-ordinator, then the report should be made to **Hannah Ashton** (hereafter the "Deputy").
- If the suspicions implicate both the Safeguarding Co-ordinator and Deputy, then the report should be made in the first instance to the **Thirtyone:eight Advisory Service: 0845 120 4550**. Alternatively contact Social Services or the police.
- 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 or take advice from Thirtyone:eight as above.
- Where required the Safeguarding Co-ordinator should then immediately inform the relevant personnel at our Public Liability insurance company, the Baptist Union of Great Britain and the Eastern Baptist Association (EBA).
- Suspicions must not be discussed with anyone other than those nominated above. A written record of the concerns should be made in accordance with these procedures and kept in a secure place.
- 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 Team & Trustee Board 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 also the right of any individual to make a direct referral to the safeguarding agencies or seek advice from Thirtyone: eight, although all members of STBBC are encouraged to use this procedure. If, however, there is a concern that the Safeguarding Co-ordinator/Deputy has not responded appropriately, or where they have a disagreement with the Safeguarding Co-ordinator as to the appropriateness of a referral, the individual is free to contact an outside agency directly or to contact the Leadership Team or Trustee Board to share their concern.

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.

3.5 Procedures for 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.
- 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.
- 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 directly for advice.

Allegation 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 directly. 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.

Allegations of abuse against a person who works with children

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 need to liaise with Children's Social Services in regard to the suspension of the worker, also making a referral to a Safeguarding Adviser (SA) / Local Authority Designated Officer (LADO).

3.6 Procedures for a concern about an adult at risk

Suspicious or allegation of physical or sexual abuse

If a vulnerable adult has a physical injury or symptom of sexual abuse the Safeguarding Co-ordinator/Deputy will:

- Discuss any concerns with the individual themselves giving due regard to their autonomy, privacy and rights to lead an independent life.
- If the adult at risk is in immediate danger or has sustained a serious injury contact the Emergency Services, informing them of any suspicions.
- For advice contact the Adult Social Care Adults at risk Team who have responsibility under Section 47 of the NHS and Community Care Act 1990 and government guidance, 'No Secrets', to investigate allegations of abuse. Alternatively, Thirtyone: eight can be contacted for advice.

3.7 Safeguarding contact information

SAFEGUARDING CONTACT INFORMATION		
Safeguarding Co-ordinator:	Caraline Walker	07776 134611
Deputy Safeguarding Co-ordinator:	Hannah Ashton	07788 421902
Thirtyone: eight [Formerly Churches' Child Protection Advisory Service (CCPAS)]:		
0303 003 11 11		
Local Children's Social Services: 01702 215007 (Office Hours)		
Out of hours emergency: 0345 606 1212		
The Police Child Protection Team: 01268 771919		
NSPCC Child Protection Helpline: 0808 800 5000		
Local Adult Social Services: 01702 215008 (Office hours) <i>option one</i>		
Out of hours emergency: 0345 606 1212		
Elder Abuse Helpline: 0800 032 7644		

PREVENTION

4.1 Safe recruitment

The Leadership Team & Trustee Board will ensure all paid workers and volunteers are appointed, trained, supported and supervised in accordance with government guidance on safe recruitment. This includes ensuring that:

- There is a written job description / person specification for the post
- Those applying have completed an application form and a self declaration form
- Those shortlisted have been interviewed
- Safeguarding has been discussed at interview
- References have been obtained, and followed up where appropriate
- A Disclosure and Barring Service application has been completed, where permitted (we will comply with Code of Practice requirements concerning the fair treatment of applicants and the handling of information)
- Written references and 'fit person' checks will be obtained from the 'home' country of overseas applicants
- Qualifications where relevant have been verified
- A suitable training programme is provided for the successful applicant
- The successful applicant has been given a copy of the organisation's safeguarding policy and knows how to report concerns.

Staff responsible for managing volunteers will be required to ensure volunteers have a good knowledge and understanding of all safeguarding guidelines and procedures. A volunteer pack of relevant guidance and agreements will be issued according to the specific role and responsibly to inform and provide insight.

4.2 Management of workers – codes of conduct

As a Leadership Team & Trustee Board we are committed to supporting all workers and ensuring they receive support and supervision. All workers have been issued with a code of conduct towards children, young people and adults at risk. The Leadership Team & Trustee Board undertakes to follow the principles found within the 'Abuse Of Trust' guidance issued by the Home Office, and it is therefore unacceptable for those in a position of trust to engage in any behaviour, which might allow a sexual relationship to develop for as long as the relationship of trust continues.

4.3 Ratios

When working with children the following recommended minimum ratios of workers to children apply:

Age range	Recommended minimum ratio for INDOOR activities	Recommended minimum ratio for OUTDOOR activities
0 – 2 years	1:3 (minimum 2)	1:3 (minimum 2)
3 years	1:4 (minimum 2)	1:4 (minimum 2)
4 – 7 years	1:8 (minimum 2)	1:6 (minimum 2)
8 – 12 years	2 adults for up to 20 children (preferably one of each gender) with an extra adult for every 10 additional children	2 adults for up to 15 children (preferably one of each gender) with an extra adult for every 8 additional children
13 years and over	2 adults for up to 20 children (preferably one of each gender) with an extra adult for every 10 additional children	2 adults for up to 20 children (preferably one of each gender) with an extra adult for every 10 additional children

Consideration should be given to how many workers should be involved with the group and whether they should be male or female workers, or both. As far as is possible, a married couple, or two members of the same family should be considered to count as only one person when considering the distribution of workers through different groups. If a couple want to work together then it would be best practice to have a third person assigned to that group.

Workers should not give lifts to children or young people on their own. If transporting children as part of their church role, they should ensure they have the correct insurance cover in place as well as parental permission.

4.4 Peer group activities for young people

All group activities will be overseen by named adults who have been selected in accordance with agreed recruitment procedures. It is accepted that groups may benefit from being led and run by peers. In this situation adult leaders will contribute to programme planning and reviews and will always be readily available on the premises when peer-led activities take place. No person under 18 years of age should be left in sole charge of any children of any age. Nor should children or young people attending a group be left alone at any time. A register should also be taken at every youth group meeting/event/activity.

4.5 Taking care of touching

- Keep everything public; a hug in the context of a group is very different from a hug behind closed doors.
- Touch should be related to the child's 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/child.
- Children are entitled to privacy to ensure personal dignity.
- Children have the right to decide how much physical contact they have with others, except in exceptional circumstances when they need medical attention.
- When giving first aid (or applying sun cream etc.), encourage the child to do what they can manage themselves, but consider the child's best interests and give appropriate help where necessary.
- Team members should monitor one another in the area of physical contact. They are free to help each other by constructively challenging anything which could be misunderstood or misconstrued.

4.6 Mentoring

If a worker is working as part of the recognised mentoring programme for the church with a young person:

- The parents of all young people involved in mentoring will sign a letter to say they are aware that the mentoring is happening and who it is with.
- A mentoring meeting should have an agreed start and end time and someone should be aware that you are meeting.
- Keep a basic record of dates of significant meetings, text messages and emails.
- Appropriate boundaries should be put in place, i.e. not phoning during the night, etc.
- A written record should be kept of issues/decisions discussed at meetings.

4.7 Children with disabilities and/or special educational needs

Children and young people who have a disability can be at greater risk of abuse. They will often require more help with personal care, such as washing, dressing, toileting, feeding, mobility etc., may have limited understanding and behave in a non-age appropriate way. It is good practice to speak with the parents of children/young people with special needs and find out from them how best to assist the child or young person.

4.8 Children with no adult supervision

When children arrive and want to join in with church activities without the knowledge of their parents:

- Welcome the child and try to establish their name, age, address and telephone number, and record their visit in a register.
- Ask the child if a parent/carer is aware of where they are.
- Phone and make contact with the parent/carer.

- On leaving, give the child a consent form and explain it needs to be filled in and brought back next time.
- Without interrogating the child, you will need to find out as soon as possible whether they have any special needs (e.g. medication) so that you can respond appropriately in an emergency.

4.9 Electronic communication

Modern technologies and safe communication

A worker's role description will include an acknowledgement and approval of these technologies as a legitimate means of communicating with young people but should also include the expectations of the Church in relation to their use. On the general consent form parents/carers sign to agree that the young person can receive such communications.

It is not appropriate to use these communication methods with primary school children, aged 11 years and younger.

Workers' communication with young people

All young people need to be aware of the protocols that workers follow in relation to email, messenger services, social media and mobile phones including texting. It is important to remember that as well as the parent/carer, young people will have a right to decide whether they want a worker to have their email address or mobile telephone number and will not be pressured into divulging information they would rather keep to themselves.

Email

When email is used by workers to contact young people it is important to use clear and unambiguous language in order to reduce the risk of misinterpretation, and although it should be obvious when an email is ending, workers should never use inappropriate terms such as 'love', 'luv' or 'xo'. When using email to provide information for a particular young person or a group of young people, for example details about an event, gathering or trip, there is no need to bcc or cc in another pastoral staff worker. However, if the email content is of a pastoral nature to either a particular young person or a group of young people another pastoral staff worker must be added as a bcc or cc into the email. This enables both accountability and protection for the worker and young people.

Social Media

Personal social media accounts held by the worker should not be used to communicate with any young person. Workers are also asked not to have young people as their friends or contacts on any personal or private social media accounts. Communication with young people on social media should be done through

groups, pages or public accounts. For example, a WhatsApp group, Facebook group or Instagram account can be created specifically for the youth group that more than one worker should be a part of.

Electronic Communication and Messaging

Particular diligence needs to be applied when communicating with young people and vulnerable adults at risk:

- All communication use will be primarily about information sharing.
- Any communications that raise concerns should be passed on/shown to the worker's supervisor.
- Workers should use clear language, and should not use words such as 'luv' or abbreviations like 'lol' or symbols such as 'xo'.
- Paid youth workers are issued with a mobile phone under a contract that provides itemised billing.

Video calls with individuals

Best practice would be to include two approved workers on a call with an individual young person. If the call is to be recorded, consent or parental consent must be obtained in writing, and the recording must be securely stored. Each individual recording should be password protected, as well as being stored on a computer with password protection. It should not be necessary to record a call with a young person where two approved adult leaders are present. **Ensure a written record is kept of all one-to-one video calls held and the content covered in each call.** If there are no safeguarding issues or concerns raised during the video call, the recording should not be stored but deleted within one week.

Video calls with groups

There should always be an appropriate number of approved workers on a group chat, in line with the policy for off-line work. An organisational account, rather than a personal account, should be used for all calls. Recordings of group calls should not be made unless there is a compelling reason to do so. Wherever possible, video calls should be password-protected in order to prevent uninvited people trying to join. Ensure the call organiser has the ability to mute/block participants in the event they are displaying/sharing anything unsuitable or illegal.

Interactive online broadcasting

Make sure that names and personal details of participants are never shared publicly, e.g. through a live chat function. If the video is to be made publicly available, no specific information about participants should be shared in what is said. Use an account which is accessible to several members of the team in case private messages are received. Written signage is in place to alert visitors that the services are filmed alongside a verbal reference to the live streaming that is taking place during the service itself.

4.10 Taking video and photographs of children

Since the introduction of the Data Protection Act in 2018, churches must be very careful if they use still or moving images of clearly identifiable people. There are several issues to be aware of:

- Permission must be obtained from a parent/guardian/carer, via a consent form, of all children who will appear in a photograph or video before the photograph is taken or footage recorded.
- It must be made clear why that person's image is being used, what you will be using it for, and who might want to look at the pictures.
- If images are being taken at an event attended by large crowds, such as a sports event, this is regarded as a public area and permission from a crowd is not necessary.
- Many uses of photographs are not covered by the Data Protection Act 2018, including all photographs and video recordings for personal use, such as parent/carer taking photographs at school sports days for the family photo album, or videoing a church nativity play.
- Children and young people under the age of 18 should not be identified by surname or other personal details, including e-mail or postal addresses, telephone or fax numbers.
- When using photographs of children and young people it is preferable to use group pictures.
- Special attention is needed when dealing with children in care, photography of such children must be balanced against their need for confidentiality and their current circumstances. Permission may be required from their case worker.

PASTORAL CARE

5.1 Supporting those affected by abuse

The Leadership Team & Trustee Board 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 STBBC. Help can be accessed:

- via a Small Group Leader (if part of a small group)
- from the Leadership team

If for any reason an individual feels unable to approach any of those listed above, any member of the Trustee Board would be willing to listen.

5.2 Working with offenders

When someone attending STBBC is known to have abused children, or is known to be a risk to adults at risk, the Leadership Team & Trustee Board will supervise the individual concerned and offer pastoral care, but in its safeguarding commitment to the protection of children and adults at risk, set boundaries in the form of a written contract for that person which they will be required to keep. This will be done with advice and guidance from the BU Safeguarding Team.

We have a separate Ex-Offenders policy which deals with recruitment of ex-offenders.

PRACTICE GUIDELINES

As a place of worship working with children, young people and adults at risk we wish to operate and promote good working practice. This will enable workers to run activities safely, develop good relationships and minimise the risk of false accusation.

As well as a general code of conduct for workers we also have specific good practice guidelines for every activity we are involved in and these will be developed.

6.1 Working in partnership

The diversity of organisations and settings means there can be great variation in practice when it comes to safeguarding children and adults at risk. This can be for example, because of cultural tradition, belief and religious practice or understanding of what constitutes abuse.

We therefore have clear guidelines in regard 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 and have a partnership agreement for safeguarding. It is also our expectation that any organisation using our premises, as part of the letting agreement will have their own policy that meets Thirtyone: eight safeguarding standards.

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

This Policy will be reviewed annually and agreed by the Trustees. The Safeguarding Statement will be read out annually at a members' meeting.

We recognise the importance of ministry with children and adults at risk in need of protection and our responsibility to protect everyone entrusted to our care. Shoeburyness & Thorpe Bay Baptist Church is committed to the safeguarding of children and adults at risk 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 (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 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, discriminatory, organisational and domestic abuse, and the neglect and self neglect of adults at risk, and to report any such abuse that we discover or suspect.
- We recognise the personal dignity and rights of adults at risk 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 Shoeburyness & Thorpe Bay 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 at risk.

We are committed to:

- Following the requirements for UK legislation and good practice recommendations in relation to safeguarding children and adults at risk.
- 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/s in their work and in any action they may need to take in order to protect children/adults at risk.
- Ensuring that everyone agrees to abide by these recommendations and the guidelines established by Shoeburyness & Thorpe Bay Baptist Church.
- Nurturing, protecting and safeguarding of children and young people

- Supporting, resourcing, training, monitoring and providing supervision to all those who undertake this work.

We recognise:

- Children's Social Services (or equivalent) has lead responsibility for investigating all allegations or suspicions of abuse where there are concerns about a child.
- Adult Social Care (or equivalent) has lead responsibility for investigating all allegations or suspicions of abuse where there are concerns about an adult at risk.
- Where an allegation suggests that a criminal offence may have been committed then the police should be contacted as a matter of urgency.
- When 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 every year. A copy of the full policy and procedures is available from the Church Office and on the STBBC website. **A hard copy is available to view and is located in the Church foyer.**

If you have any concerns for a child or adult at risk, then speak to one of the following who have been approved as safeguarding co-ordinators for this place of worship/organisation.

Caraline Walker - Safeguarding Co-ordinator

Hannah Ashton - Deputy Safeguarding Co-ordinator

Signed on behalf of The Trustee Board:

Signed _____ Name _____

Date _____

APPENDIX 2

SAFEGUARDING CONTACT INFORMATION

Safeguarding Co-ordinator: Caraline Walker 07776 134611

Deputy Safeguarding Co-ordinator: Hannah Ashton 07788 421902

Thirtyone:eight [Formerly Churches' Child Protection Advisory Service (CCPAS)]:

0303 003 11 11

Local Children's Social Services:

Office Hours **01702 215007**

Out of hours emergency: **0345 606 1212**

The Police Child Protection Team:

01268 771919

NSPCC Child Protection Helpline:

0808 800 5000

Local Adult Social Services:

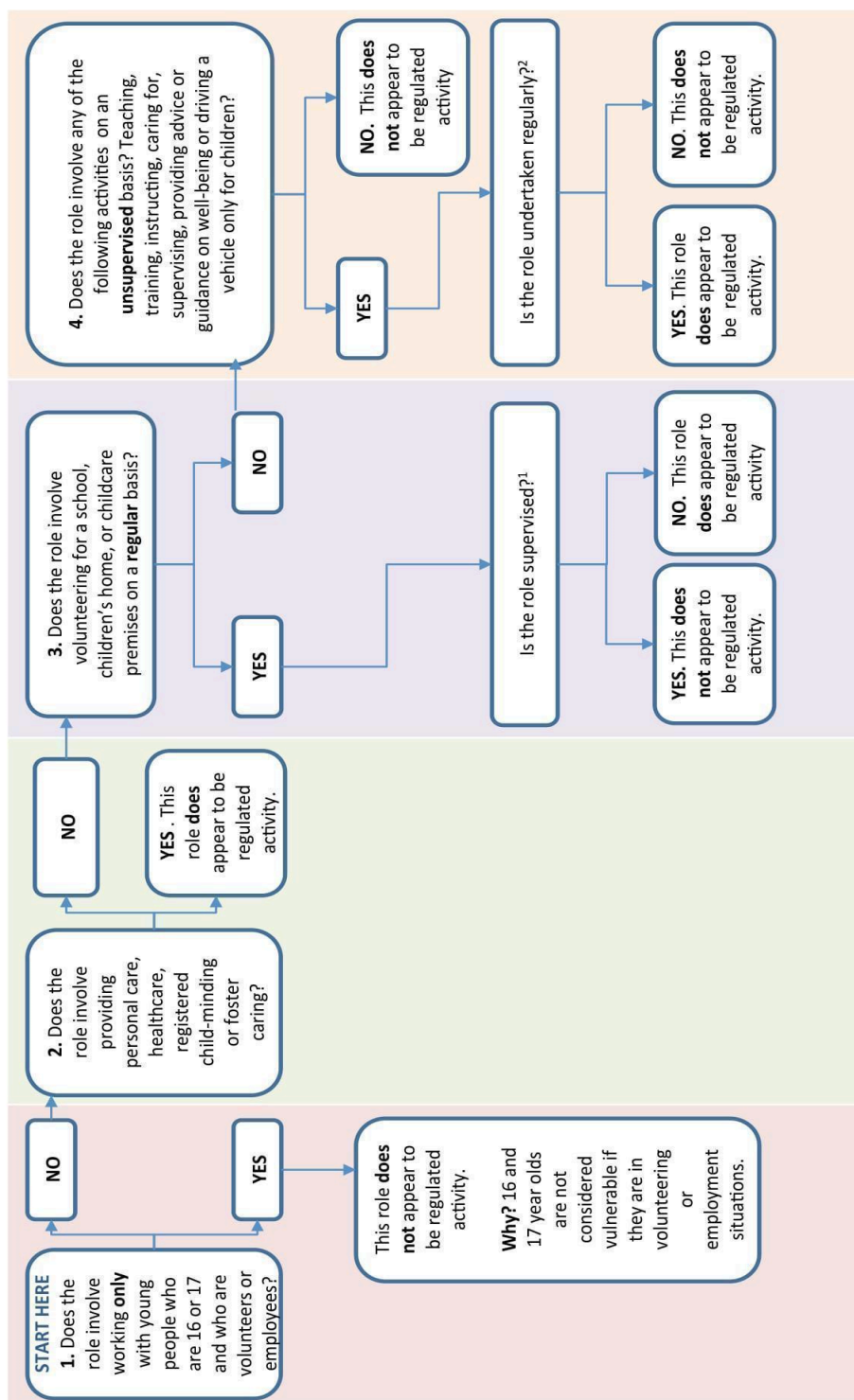
Office hours **01702 215008** *option one* Out of hours emergency: **0345 606 1212**

Elder Abuse Helpline:

0800 032 7644

Regulated Activity relating to children and young people

Important - this chart does not apply to family arrangements and personal non-commercial arrangements (these are not covered by the DBS system) and should be read in conjunction with the full guidance from the Department for Education, available via www.education.gov.uk/childrenandyoungpeople/safeguardingchildren/a00209802/disclosure-barring



¹ Supervised means regular supervision by someone who themselves is in Regulated Activity. See the Department for Education's guidance on supervision, available via www.education.gov.uk/childrenandyoungpeople/safeguardingchildren/a00209802/disclosure-barring

² Regular means carried out by the same person frequently (once a week or more) or on four or more days in a 40-day period (or in some cases overnight).

THE INCIDENT

- What happened? (Nature of concern / disclosure made - use the person's own words if known)
- When did it happen? (date, time)
- Where did it happen? (specific location)
- Who was allegedly involved and in what way? (includes witnesses)

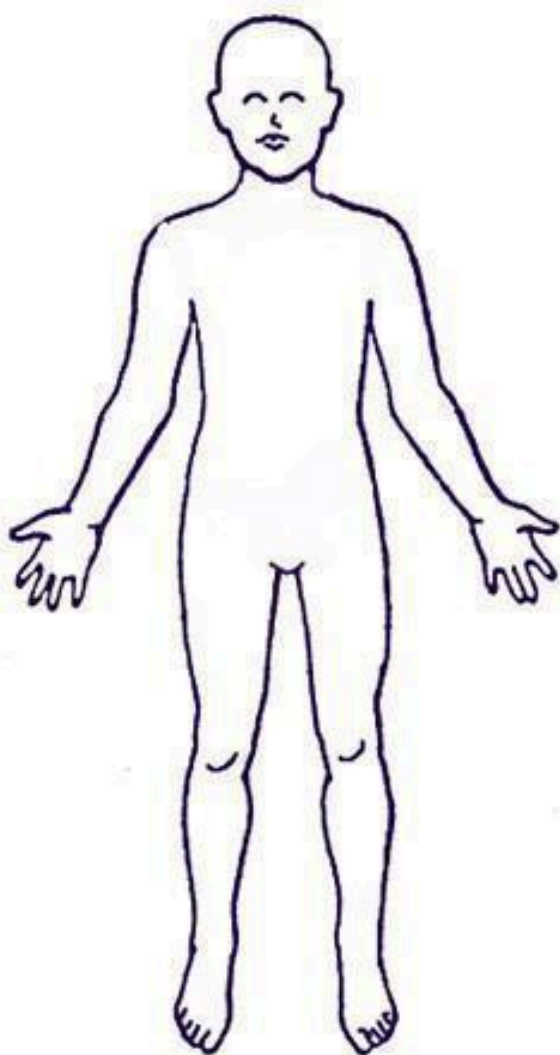
BODY MAP

Name of Individual of Concern _____

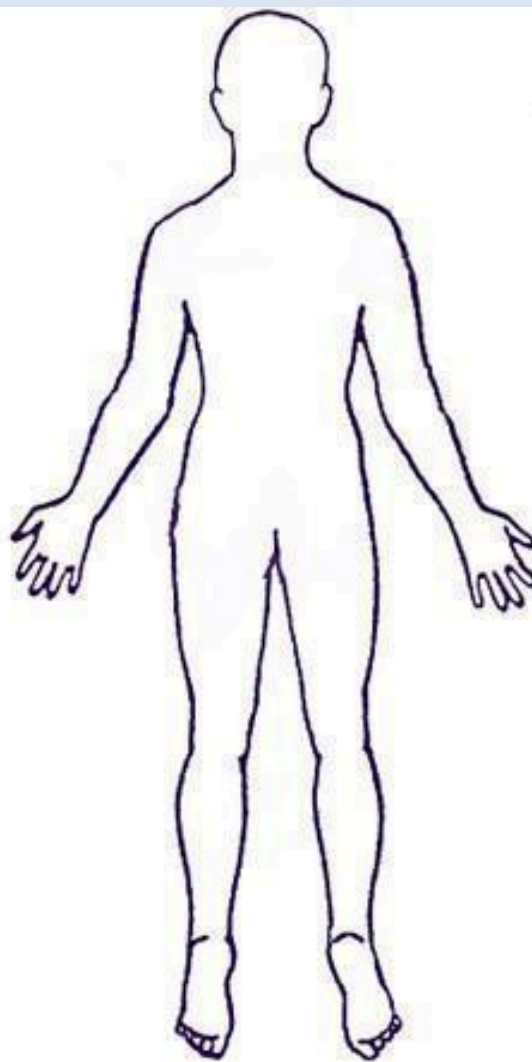
Name of person completing this form _____

These diagrams are designed for the recording of any observable bodily injuries that may appear on the person. Where bruises, burns, cuts, or other injuries occur, shade and label them clearly on the diagram.

Remember it's not your job to investigate or to decide if an injury or mark is non-accidental. Listen, record and pass it on.



Front



Back

Signature _____

Date and time _____

Name of concerned person or to whom disclosure was given	
Contact details of concerned person or whom disclosure was given	

Name of church / organisation	Shoeburyness and Thorpe Bay Baptist Church
Contact details of church / organisation	90 Thorpedene Gardens, Shoeburyness, Essex, SS3 9JD

Name of Designated Person for Safeguarding (DPS)	Caraline Walker
Contact details of Designated Person for Safeguarding	07776 134611

INDIVIDUAL OF CONCERN - CONTACT DETAILS

Name	
Date of birth	
Address	
Phone number / Email address	

ANY ACTION THAT HAS BEEN TAKEN

[To be completed by the Safeguarding Co-ordinator]

Yes		No	
------------	--	-----------	--

- Have the carers or parents / guardians been informed? (Please tick)
If so, when and by whom?

Yes		No	
------------	--	-----------	--

- Have the statutory authorities been informed?
If so, please complete the table:

Example:

Authority	<i>Police</i>				
Name	<i>PC Daniels</i>				
Position	<i>Child abuse officer</i>				
Email contact	<i>daniels@police.co m</i>				
Phone contact	<i>0773476132</i>				
Contacted by	<i>Safeguarding Co-ordinator</i>				
Date & time of contact	<i>10:24am 10/04/17</i>				

- Has the Eastern Baptist Association been informed?
(Please do so if the statutory authorities are involved)
- If so, when and by whom?
- Any other action taken:

FUTURE ACTION TO BE TAKEN

- What action needs to be taken?
- Who is responsible for this?

SIGNATURES

Signature of Safeguarding Co-ordinator		Signature of Pastor	
Date & time		Date & time	

APPENDIX 5

STBBC SAFEGUARDING CONCERN FORM

Use this form to report **any** safeguarding concerns you may have to the Safeguarding Co-ordinators. Please remember that even though there may not have been a safeguarding incident or disclosure, any concern

that you may have, regardless of how small, is important to report as it may form part of a larger picture of behaviour or circumstance.

- **Details of Concern**

- **Reported By**

NAME:

DATE:

CONTACT NO:

EMAIL ADDRESS:

ACTION TAKEN:

TO BE COMPLETED BY SAFEGUARDING CO-ORDINATOR