



NEW LIFE BAPTIST CHURCH
NORTHALLERTON

SAFE TO GROW

POLICY STATEMENT
ON CHILD PROTECTION

New Life Baptist Church

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Children possess qualities that show adults the way to God's Kingdom. (**Mark 10:13-16**)

Children are valued yet vulnerable members of the Christian community who need our special care.

We take seriously the charge given by Jesus to:

- welcome them (**Luke 9:48**);
- protect them (**Matthew 18:6-10**);
- allow them free access to him (**Mark 10:13-16**).

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NEW LIFE BAPTIST CHURCH
POLICY STATEMENT ON SAFEGUARDING

This statement was agreed at the prayer and vision meeting held on 17/4/02.

It will be reviewed annually at the church A.G.M. where progress in carrying it out will be monitored.

REVIEWED ON:

See back page of policy

NOTES

1. Reference in this policy document to :
Child/Children/Young Person means any child under 18 who is not married.
Children's worker means those appointed to work with any age group of children.
Leader means those who have a supervisory, organisational or decision-making role.
Young Helper means any helper in a children's group who is under 18yrs.
2. The following appointments have been made by the church leadership :
Safeguarding Co-ordinator: Helen Miers: Contact through church office
Tel: 01609 775396
Deputy Safeguarding Co-ordinator: Rachel Webb Tel: 01609 774547

Safe to Grow Administrators: Lindsay Judd Tel: 01609 760184
3. Email contact with Safe to Grow team: safetogrow@nlbc.org.uk
4. Key contact numbers :
Social Care Child Protection Referrals: Customer Relations Unit (24 hr) 0845 0349410
Churches Child Protection Advisory Service (CCPAS) Helpline: 0845 120 4550

<p>This document includes material supplied by the Churches Child Protection Advisory Service – a project of PCCA Child Care. A copy of the policy and all amendments will be filed with CCPAS. This Policy must not be copied by other Churches/organisations without the written agreement of CCPAS</p>

PART 1

STATEMENT OF PRINCIPLES

As partners of this church, we commit ourselves to the nurturing, protection and safekeeping of everyone, especially children and young people.

We value the children and young people in our church. We recognise that they have much to give as well as receive. We will make every effort to listen carefully to and respect their wishes, feelings and concerns, and to act appropriately.

We recognise that our work with children and young people is the responsibility of the whole church. Each one of us will endeavour to prevent the physical, sexual and emotional abuse of children and young people, and to report any abuse discovered or suspected.

The best interests of the child or young person will always be the paramount consideration in dealing with allegations of child abuse.

The church is committed to following relevant Government guidance, including 'Working Together to Safeguard Children' (2010).

The church is committed to supporting, resourcing and training those who work with children and young people and to providing supervision.

Every person volunteering to work with children and young people will be assessed and checks made as to their suitability for the work.

Each person appointed to work with children and young people must give a written undertaking to adhere to this policy, the guidelines and the procedures set out, and to undertake appropriate training.

As a church we are committed to supporting victims of abuse, and encouraging them in their faith.

Integration into the church of persons known to have offended against children will be carefully planned. Such offenders will not be considered for any work with children and young people.

The church recognises the responsibility of the statutory services to protect children and will in no way impede their investigations.

Please note

For any issues not covered in this document, please refer to the CCPAS guidance manual 'Safe and Secure'. This can be accessed on line, please contact any of the Safe to Grow team (p3) or the NLBC office for more details.

PART 2

PREVENTION OF ABUSE

APPOINTMENT OF WORKERS (LEADERS & HELPERS)

- 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. Where volunteers are in regular attendance at another church, but wish to help in an activity in NLBC, they must be recommended in writing by their church leader and a self-declaration and DBS check will be required.
- Prospective workers will be allowed to attend the relevant children's / youth group on 2 occasions under close supervision as an "observer", to help them decide if they wish to help. They should not attend regularly or be put on a rota until their application is approved as outlined below.
- 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 (see Form 4 in Appendix 2) should be completed by the appointing leader and signed by the senior (or another) pastor and an appropriate leader/elder who have met the applicant.
- 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 Safe to Grow Welcome Pack (containing application forms and general information on the policy).
- All prospective workers will complete an application form, which is passed to the Safe to Grow Administrator (See Form 1 in Appendix 2).
- At least one formal reference may taken up (see Form 2 in Appendix 2) 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 Safe to Grow team may interview the applicant, assess the application form, references and DBS check and make an assessment of their suitability from a Safeguarding perspective. Providing there are no problems, the application will be approved and the appointing leader informed.
- Workers will be appointed for a probationary period of three months, and they should attend the Safe to Grow Training Course. This is a seminar outlining the contents of this policy using material produced by CCPAS.
- The appointing leader should review their role after 3 months and a decision made as to whether to confirm the appointment. The Safe to Grow Administrator should also be informed. No appointment will be complete until the worker has attended the training course.
- All information obtained in this process will remain confidential and will be seen only on a "need to know" basis by the Safe to Grow team, relevant leaders, the Pastors, Elders and the Church Administrator, unless requested by an appropriate authority.
- Any exceptions to the above procedure will only be made at the discretion of the Safe to Grow team.

TRAINING AND SUPERVISION

The Church is committed to an on-going training programme for all workers with children and young people.

An opportunity will be provided at Youth Leaders meetings or Children's forums to review guidelines, discuss problems and assess training needs.

Every two years each childrens/youth worker must attend a refresher Safe to Grow training session.

YOUNG HELPERS

Young people under the age of 18yrs may be appointed as Young helpers in order to assist with groups and gain experience. Under this policy they are still considered to be children, and as such should be awarded adequate supervision and protection themselves.

- All young helpers will complete an application form and provide references. They will be asked to sign a voluntary disclosure but a DBS check will not usually be required. They will be given a job description.
- A named leader will be responsible for supervising and encouraging the young helper.
- A young helper will not be left in sole charge of a group of children; an adult worker will always be present in the vicinity.
- Young helpers will be offered modified training in Safeguarding matters, which is appropriate to their level of maturity.

YOUNG PEOPLE AGED 18 ATTENDING A YOUTH GROUP

If a young person is attending a youth group in the year they become 18, the s/he 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 s/he reaches 18.

GOOD PRACTICE GUIDELINES

General

The church will endeavour to ensure that access to the building is safe and well lit and that the church premises and equipment meet current safety standards.

Guidance for Youth Leaders and Children's workers.

Leaders of youth activities are encouraged to keep accurate records to safeguard children and workers. A register should record names of children and adults present. Details of any significant incident should be recorded.

Leaders will endeavour to ensure that, as far as possible, a worker will not be alone with a child where their activity cannot be seen.

In a counselling situation with a young person where privacy and confidentiality are important try to make sure another adult knows the interview is taking place and with whom. If possible another adult should be in the building and the young person should know they are there.

Technology: See Appendix 7

Touching:

Wherever possible keep everything in public – a hug in the context of a group is very different from a hug behind closed doors.

Touch should be age appropriate and generally initiated by the child and not the worker.

Children are entitled to determine the degree of physical contact with others except in exceptional circumstances, such as when they need medical attention, or to protect themselves or others from imminent harm.

Try to ensure another adult is present if close or intimate contact with a child is necessary e.g. a young child has soiled their underclothes and needs to be thoroughly washed.

Do not invite a child or young person to your home alone; invite a group, or ensure that someone else is in the house. Make sure the parents know where the child is.

Do not give lifts to children or young people on their own, without parental approval.

Consider carefully arrangements for residential activities. It is generally unwise for adults to share sleeping accommodation with children. However it may be appropriate, say, with very young children or in a large dormitory situation or on an activity such as youth hostelling where it is the custom.

If you see another worker acting in ways which might be misconstrued be prepared to speak to them or to your supervisor about your concerns. Leaders should encourage an atmosphere of mutual support and care which allows all workers to be comfortable enough to discuss inappropriate attitudes or behaviour.

It is unacceptable for those people in a position of trust in any youth activity to engage in any behaviour which might allow a romantic relationship to develop with a young person in that group, whilst ever the relationship of trust continues.

Guidance for all Partners and other adults using the church premises

Treat all children with dignity and respect in attitude, language used and actions.

Children should be controlled and disciplined without using physical punishment.

DO NOT engage in any of the following:-

- invading the privacy of children when showering or toileting;
- rough, physical or sexually provocative games;
- making sexually suggestive comments about or to a young person, even in “fun”;
- inappropriate and intrusive touching of any form;
- any scapegoating, ridiculing or rejecting a child or young person.

Do not allow youngsters to involve you in excessive attention-seeking that is overtly sexual or physical in nature.

Areas where children's or youth activities are taking place should be respected and only group leaders/helpers and parents/carers should enter them unless there is a valid reason.

PART 3

PROCEDURES WHERE ABUSE IS DISCLOSED OR DISCOVERED

The church and all its appointed children's and youth workers are committed to the protection of children from abuse.

1. Current definitions of abuse:

a) ABUSE OF CHILDREN

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); or
- ^ ensure access to appropriate medical care or treatment.

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

Significant Harm

This relates to the degree of harm that triggers statutory action to protect a child. It is based on the individual child's health or development compared to that which could reasonably be expected of a similar child. e.g. severity of ill treatment, degree and extent of physical harm, duration and frequency of abuse and neglect, premeditation. Department of Health guidance suggests that 'significant' means 'considerable, noteworthy or important.'

A child may suffer more than one category of abuse.

b) ABUSE OF VULNERABLE ADULTS

It is also recognised that vulnerable adults can be abused and that as a church we have a duty to protect them too. Useful government definitions are as follows:

‘Abuse is a violation of an individual's human and civil rights by any other person or persons. In giving substance to that statement, however, consideration needs to be given to a number of factors:

Abuse may consist of a single act or repeated acts. It may be physical, verbal or psychological, it may be an act of neglect or an omission to act, or it may occur when a vulnerable person is persuaded to enter into a financial or sexual transaction to which he or she has not consented, or cannot consent. Abuse can occur in any relationship and may result in significant harm to, or exploitation of, the person subjected to it’.

Physical Abuse

This is the infliction of pain or physical injury, which is either caused deliberately, or through lack of care.

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.

Psychological or Emotional Abuse

These are acts or behaviour, which cause mental distress or anguish or negates the wishes of the vulnerable adult. It is also behaviour that has a harmful effect on the vulnerable adult's emotional health and development or any other form of mental cruelty.

Financial or Material Abuse

This is the inappropriate use, misappropriation, embezzlement or theft of money, property or possessions

Neglect or Act of Omission

This is the repeated deprivation of assistance that the vulnerable 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. A vulnerable person may be suffering from neglect when their general well being or development is impaired

Discriminatory Abuse

This is the inappropriate treatment of a vulnerable adult because of their age, gender, race, religion, cultural background, sexuality, 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.

Institutional Abuse

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

2. What to do if you suspect that abuse may have occurred.

Do not delay. Do not start to investigate. Report your concerns to the leader to whom you are responsible or the Safeguarding Co-ordinator (the Co-ordinator). In the absence of the Co-ordinator, the Deputy Safeguarding Co-ordinator (Deputy Co-ordinator) will act according to the designated procedures.

If the suspicions in any way involve the Co-ordinator then the report should be made to the Deputy Co-ordinator. If the suspicions in any way implicate both the Co-ordinator and the Deputy Co-ordinator, then the report should be made in the first instance to the Churches' Child Protection Advisory Service (CCPAS). Suspicions should not be discussed with anyone in the church other than those nominated.

You are encouraged to follow this procedure as the Co-ordinator and the Deputy Co-ordinators are the persons nominated on behalf of the church, as those with the experience and training to consider appropriate action and to give you the necessary support. However it is the right of any individual as a citizen to seek advice from CCPAS or to make a direct referral to the Safeguarding Agencies.

3. Responding to a child at disclosure

Children will decide with whom they will talk and share. Therefore all appointed children's workers are given the guidance at Appendix 1 as to appropriate responses when a child makes a disclosure.

In particular confidentiality should never be promised to a child. Notes should be made immediately using the 'Suspected Child Abuse Form' (Appendix 2.9) if available and the Co-ordinator informed.

When a child makes a disclosure the Co-ordinator will consider whether immediate action is necessary. When it is deemed that such action is necessary Social Services or the Police will be contacted to discuss whether emergency measures are needed to avoid the child returning home.

4. Procedure in Allegations of Sexual Abuse

If an allegation of sexual abuse is made the Co-ordinator will contact Childrens Social Services or the Police. The Co-ordinator will not speak to the parents. The Pastors and Elders will be informed that a referral has been made.

The Co-ordinator will not carry out any investigation into the allegation of sexual abuse but will collect the details of the disclosure and provide this information to the police or Social Services. Whilst allegations or suspicions of sexual abuse will normally be reported to the Co-ordinator, the absence of the Co-ordinator and the Deputy Co-ordinator should not delay referral to the Social Services.

If the Co-ordinator is unsure whether to follow the above procedure advice from CCPAS will be sought.

If a disagreement arises between the person in receipt of the allegation or suspicion and the Co-ordinator or Deputy Co-ordinator, as to the appropriateness of a referral to the Social Services, that person retains the right as a citizen to report to the Social Services themselves.

The Pastors and Elders will support the Co-ordinators in their roles 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.

5. Procedure in Allegations of Physical Injury/Neglect

Where there is concern that a child may have been deliberately hurt, is at risk of 'significant harm' or is afraid to return home, the Co-ordinator will contact Social Services or the Police. The Co-ordinator will not speak to the parents. The Pastors and Elders will be informed that a referral has been made.

If a child needs urgent medical attention an ambulance should be called or they should be taken to hospital, informing the parents/carers afterwards of the action that was taken. The hospital staff will be informed of any child protection concerns.

In other circumstances the Co-ordinator will speak with the parent and suggest medical attention be sought. The doctor will then initiate further action if necessary

If a parent/carer is unwilling or frightened to seek help, the Co-ordinator will offer to accompany them. If they still fail to acknowledge the need for action CCPAS or Children's Social Services will be contacted for advice.

Older children's wishes will be taken into account when deciding whether to talk to parents/carers unless other children are potentially at risk.

Where the Co-ordinator is unsure whether or not to refer a case to the Social Services advice from CCPAS will be sought.

6. Procedure in Allegations of Emotional Abuse

Emotional abuse is often the most difficult type of abuse to establish any clear facts.

In such situations it is helpful for the worker who has been alerted to note the aspects of behaviour which are of concern. These should be discussed, in confidence, with the Co-ordinator.

The Co-ordinator will consider how the child may best be helped. It is essential to include discussion with the parents, offer support and to suggest seeking help.

Where advice is not acted upon and concerns remain, the Co-ordinator will refer the matter to Social Services for investigation. Parents will be made aware of this and pastoral support will be offered. The Pastors and Elders will be informed that a referral has been made.

7. Response to Known Offenders

It is recognised that there could be persons convicted of Schedule 1 offences against children within the church.

It is important that the minimum number of people are made aware of a person's criminal record but the Pastors and Elders will all be informed and will decide who else should be told to ensure the safety of children.

It will be necessary to establish clear boundaries for both the protection of the young people and to lessen the possibility of the adult being wrongly accused of abuse

Where someone attending the church is known to have abused children, two or three of the Pastors and Elders, along with the Child Protection Coordinator will meet with the individual. Whilst extending love and friendship to the individual, they will set the boundaries that the person will be expected to keep, and the people who will need to be told of the circumstances. After the meeting, the Pastors and Elders who were present, along with the Child Protection Coordinator, will draw up a written contract which will be dated and signed by the offender and the Pastors and Elders. The consequences of failing to abide by the contract will be made clear to the individual and regular reviews of the contract will be set.

APPENDIX 1

How to react when a child wants to talk about abuse

It is not easy to give precise guidelines and there is no substitute for training but the following may be of help:

- Look at the child directly and listen.
- Keep calm.
- **Don't ask questions.**
- **Don't promise confidentiality.**
- Accept what the child says however unlikely it may seem.
- Reassure the child that they are right to tell you and they are not to blame.
- Be aware that the child may have been threatened.
- Tell the child what you are going to do and that you need to tell someone else.
- **Don't act alone.**
- Immediately refer to the leader to whom you are responsible, or the Child Protection Co-ordinator (or in his absence one of the Deputy Co-ordinators).
- Confidentiality is vital. The disclosure must **not** be discussed generally.
- **Make notes as soon as possible afterwards, writing down exactly what the child said. Record dates and times of events and when you made up the record. Sign the notes. Keep the handwritten notes even if subsequently typed up.**

Helpful things to say	Things to Avoid
I believe you	Are you sure this is true?
I'm glad you have told me	Why didn't you tell anyone before?
It's OK to tell	I can't believe it?
I will try to help you	Why?How?When?Who?Where?
It is not your fault	Making false promises
I am sorry this has happened	I am shocked
	Don't tell anyone else

APPENDIX 2

FORMS USED TO IMPLEMENT THE POLICY

- 1 Application form for workers with children and young people.
- 2 Reference request for potential workers.
- 3 Reference form.
- 4 Job description for workers.
- 5 End of probation review.
- 6 General Registration and Parental Consent form
- 7 Accident Form.
- 8 Significant Incident Form.
- 9 Suspected Child Abuse Form.
- 10 Parental Consent form for activity/day visit.
- 11 Parental Consent form for multiple activities/day visits.
- 12 Residential trips Health Information and Consent Form
- 13 Swimming Consent Form
- 14 Risk Assessment Form

APPENDIX 3

POLICIES RELATING TO THE USE OF CRIMINAL RECORDS INFORMATION

On 9th March 2003, in accordance with the Criminal Records Bureau Code of Practice, this church adopted an Equal Opportunities Policy and a Policy on the Secure storage, Handling, Use, Retention and Disposal of Disclosure information as follows:

A. EQUAL OPPORTUNITIES POLICY

1. New Life Baptist church (NLBC) 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, sex, sexuality, physical/mental disability, 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 organisation.
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. This policy is implemented under Employment and Race Directives issued by the government and ACAS guidance.
4. As an organisation using the Criminal Records Bureau (DBS) Disclosure Service 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. A Disclosure is only requested after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a Disclosure is required, all application forms, job adverts and recruitment briefs will contain a statement that a Disclosure will be requested in the event of the individual being offered a position.
6. Where a Disclosure is to form part of a recruitment process, we encourage all applicants 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 your entire criminal record, we only ask about "unspent" convictions as defined in the Rehabilitation of Offenders Act 1974.
8. We ensure that all those in the organisation who are involved in the recruitment process have been suitably trained to identify and assess the relevance of circumstances of offences. We will

also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders e.g. the Rehabilitation of Offenders Act 1974.

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

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

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

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

B. POLICY ON THE SECURE STORAGE, HANDLING, USE, RETENTION AND DISPOSAL OF DISCLOSURE INFORMATION.

1. General Principles.

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

2. Storage and Access.

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

3. Handling.

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

4. Usage.

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

5. 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 the CCPAS Disclosure Unit, who in turn will discuss this with the DBS and will give full consideration to the Data Protection and Human Rights individual subject access requirements before doing so. Throughout this time the usual conditions regarding safe storage and strictly controlled access will prevail.

6. Disposal.

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

7. Our relationship with CCPAS as an umbrella organisation.

We accept that the Churches Child Protection Advisory Service Disclosure Unit as our umbrella organisation 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 CCPAS informed of any changes in our organisation, personnel or practices that could materially affect our ability to work within these expectations.

APPENDIX 4

DISCIPLINE POLICY

PRINCIPLES

In order that we might live in harmony with one another, we must operate within a code of conduct that is agreed and accepted. From the moment we begin to become independent we need to be taught what is and, what is not acceptable behaviour and that if we step over the line, consequences will follow. This is true in all areas of our lives, firstly at home, then at school or work. Church is no exception. Young people need boundaries to feel safe and to thrive. We are all aware that there are those who will cross the boundaries and either be a danger to themselves and others, or spoil a session for the other young people and the leaders. It is important that we have an agreed understanding of the code of conduct and the consequences of breaking it. The church will develop age appropriate behaviour strategies, (i.e. one for children and one for the youth) which will be displayed on the notice board and reviewed regularly at the Children's/Youth leaders meetings.

The Children's and Youth Workers need the support of parents and the wider church. All this will take place with an attitude of Christian love and within the fellowship of the Church.

As a church we believe that good discipline is sound and biblical, and is good practice for both the individual and the church family. [Proverbs 22:6 and Hebrews 12:5-12]

GOOD PRACTICE GUIDELINES

Ask God for wisdom, discernment and understanding

- Get to know the children
- Pray for them and with them
- Pray before your meeting and talk over the session before you leave

Help the children feel valued and appreciated

- Work on each child's positives, do not compare them with each other
- Listen to them, encourage them and build them up
- Involve them, give them responsibility for appropriate tasks
- Show by your preparation that you value them

Have clear expectations

- Discuss the rules and make it clear why good behaviour is important
- Build healthy relationships with children and be a good role model

Look honestly at your programme

- If children are bored they misbehave. Review the content of your meeting regularly
- Plan carefully, be creative and ensure variation

General strategies

- Give lots of verbal praise and positive rewards
- Give well-behaved children attention and don't allow individuals to take all your time
- Encourage leaders to be pro-active and consistent in applying the appropriate behaviour strategy

When discipline becomes a problem

- Remember each child is unique and needs a different method of being dealt with
- Challenge the child to change whilst encouraging them on their strengths
- Separate children who have a tendency to be disruptive when together, if they don't heed warnings
- Discipline out of love, never anger
- Never smack or hit a child. A change of voice tone is more effective than shouting
- If a child's behaviour is constantly disruptive consult a member of the Child Protection Team

Involving parents

- Help them to understand what you are trying to achieve
- Encourage them to reinforce the positive nature of your group.

APPENDIX 5

POLICY ON THE USE OF PHOTOGRAPHIC IMAGES

New Life Baptist Church recognises that parents, friends and members of the church often wish to record memories of church events that involve children and such pictures are a source of great joy to all. As a church we also wish to use images of our children's activities and youth work in church publications, displays, videos and the church website, www.nlbc.org.uk.

Unfortunately, we have to recognise that such images could be open to and we will therefore put the following safeguards in place to protect our children:

- Generally, only group photographs will be used for displays, publications or the website.
- Specific consent will be requested from parents if we do wish to include any close-up shots. Names or any means of identification will not be included unless appropriate and with specific permission.
- Only images of children/young people who are suitably dressed will be taken. E.g. we will not take images of children in swimming costumes.
- Video footage of children's activities will only be shown at children's events unless parental permission is sought for wider use.
- We will ask for an assurance from all parents that any images recorded by them or other family members at church events are for normal personal use only and will not be published in any form. (This consent to be included on reverse of the General Registration and Parental Consent Form).

With these guidelines in place regarding use of photographic images, consent for children to participate in the normal activities of the group will be sought via a consent form on the reverse of the General Registration and Parental Consent Form, which we hope all parents will feel able to sign.

If parents are unable to give such consent, leaders should explain the practical difficulty of extracting a child out of an activity when cameras are in use, but should highlight that child's name on their register and make all leaders and helpers aware. It is then the group leaders responsibility to ensure that any such children are discreetly withdrawn from the activity when cameras or videos are being used. If this is not possible at the time, the group leader must ensure that the child's image is digitally (or manually) removed before any publication.

Personnel placing images on the website or in printed materials are responsible for deciding whether any photographs constitute a "close-up shot", where an individual is easily recognisable and for obtaining specific permission for this from parents.

N.B. If images are being taken at an event attended by large crowds in a public area (such as a Family Fun Day or sporting event), permission from a crowd is not necessary under the Data Protection Act 1998.

APPENDIX 6

GUIDELINES FOR TAKING YOUNG PEOPLE ON TRIPS ABROAD

1. Initial Preparations

- 1.1. Consideration must be given as to whether the country to be visited is safe and suitable to take young people to (eg not a war zone).
- 1.2. The main leader must meet with the Senior and Assistant Pastor (appropriate to the age) to gain NLBC support: to discuss the purpose of the trip, the suitability of leaders and how the young people will be selected.
- 1.3. The main (or delegated) leader must complete a risk assessment (form 14) and discuss it with the Child Protection 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, e.g. the Internet. A more detailed risk assessment should also be made upon arrival, to take account of local conditions, accommodation and any changes in circumstance since the preliminary visit.
- 1.4. The leaders, in consultation with the Senior Pastor will decide what the minimum age is for young people on the trip. (As a rule we would recommend that if the trip is to a third world country young people should be Year 11 or above)
- 1.5. Ratios of adult leaders to young people will be agreed with the Child Protection 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.
- 1.6. All leaders must be fully checked and trained by the New Life Baptist Church Safe to Grow team; or have evidence of this provided by their home Church and be familiar with the NLBC policy. Any other adults on the trip should have an enhanced DBS check. A Child Protection Officer must be assigned for the trip. (guidance notes for this role attached)
- 1.7. At least one leader must hold a valid First Aid certificate.
- 1.8. All leaders on the trip should have a completed job description.
- 1.9. 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/guardians and young people should be made aware of some of the issues the young people might face on the trip.
- 1.10. 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.
- 1.11. Where young people will be involved in working with children during the trip, they should complete the New Life Baptist Church Safe to grow procedure for young helpers. The leaders should also discuss with them the culture / lifestyles / difficulties / differences of the children they will be working with.

2. Health

- 2.1. All young people must have a completed health information and consent form (form 12)
- 2.2. All team members should have a valid European Health Insurance Card if staying in or passing through Europe.

- 2.3. All team members should have the vaccinations recommended for the country being visited.
- 2.4. At least one leader should hold a valid First Aid certificate, and acquire knowledge of local illnesses as appropriate (eg from the internet, speak to a Doctor etc) This leader should carry a First Aid kit. An emergency medical kit may also be taken if considered appropriate.
- 2.5. A leader should carry accident/incident forms at all times.
- 2.6. 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.
- 2.7. The First Aider should ensure that any treatment required on the trip (eg anti malarial drugs, suncream) is used appropriately by all young people.
- 2.8. The leaders should know how to contact local emergency services.
- 2.9. If a young person has a chronic illness or allergy which requires monitoring or specific treatment, the leaders must make themselves aware of how to manage the condition and what to do in an emergency, before departure.

3. Insurance

- 3.1. Appropriate travel insurance must be purchased by all travellers.
- 3.2. Leaders should make themselves aware of what the insurance companies require them to do in an emergency if hospital treatment or repatriation is required.

4. Accommodation

- 4.1. The main leader should ensure that accommodation to be used is suitable and safe for the young people. On arrival, becoming familiar with and ensuring accessibility of emergency exit routes.
- 4.2. It is generally unwise for adults to share sleeping accommodation with children. However it may be appropriate, say, with very young children or in a large dormitory situation or on an activity such as youth hostelling where it is the custom.

5. Contact details

- 5.1. At least two leaders should carry mobile phones which work in the country being visited, and have each others phone numbers.
- 5.2. Parents/guardians should have phone access to the group leader and a local contact. An email address may also be appropriate.
- 5.3. 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.
- 5.4. The main leader should have copies of all young people's passports and tickets.
- 5.5. In case of emergency the leader should contact the young person's parents/guardians as soon as is practicably possible.

6. Safety Issues

- 6.1. Young people should only partake in activities which are agreed by the leaders of the trip.
- 6.2. Young people will only be allowed to swim if their parent/guardian has given permission on the swimming consent form (form 13).

- 6.3. 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.
- 6.4. 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.
- 6.5. 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.
- 6.6. No team members should drink alcohol during the trip.
- 6.7. 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.

7. Back Home

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

Helpful resources

CCPAS Guidance to Churches

CRUSOE Leaders handbook

(copies of these are in the Safe to Grow file in the church office)

APPENDIX 7

USE OF ELECTRONIC MEDIA TO COMMUNICATE WITH YOUNG PEOPLE

Aim

To allow NLBC leadership, staff and youth leaders freedom to use ICT to communicate with children and youth under the age of 18 in a manner which is safe and transparent for the young people and the group leaders.

1 Under 18s will only be communicated with using email, text or social networking sites (SNS) with the signed permission of parent or guardian.

Generally, communication will be via open group, group text or group email.

2 If parents or guardians wish to receive copies of all communications at the time of sending them, with their child, group leaders or church staff will ensure they do so. Records will not routinely be kept.

3 No images will be stored by group leaders or church staff unless parents or guardians give written permission. No Facebook photos will be tagged.

4 Any SNS group set up by the church with members under 18 will be regularly moderated by an adult

5 Inappropriate contact by young people or of young people must be reported to an elder and a record made. If in doubt, discuss with STG team leader.

6 Communication should always be in the context of the work/ministry

- Promoting activities/events
- A tool for youth work – creative expression, engagement, developing skills, etc.
- To enhance face to face involvement
- Pastoral support
- Not to develop a friendship or other personal relationship

7 All staff & volunteers should have access to training on how to use SNS appropriately. This should include:

Consideration of personal/professional boundaries.

Checking privacy settings – are children able to see content on your profile that is inappropriate? (If this is the case, does your lifestyle mean you might not be the right person to be working with children?)

8 Consideration should be given to providing a church mobile to members of staff.

APPENDIX 8
RESIDENTIAL TRIPS FOR UNDER 18s

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

1. Initial Preparations

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

Health and Safety
Travel
Fire
Catering
Sleeping arrangements
Outdoor pursuits

- 1.2.** All leaders must be fully checked and trained by the New Life Baptist Church Safe to Grow team; or have evidence of this provided by their home Church and be familiar with the NLBC policy. At least one leader must hold a valid First Aid certificate.
- 1.3.** Demarkation of roles and responsibilities between facilities staff and youth group leaders should be clear and understood by youth and leaders.

2. Health

- 2.1.** All young people must have a completed health information and consent form.
- 2.2.** At least one leader should hold a valid First Aid certificate. This leader should carry a First Aid kit.
- 2.3.** A leader should carry accident/incident forms at all times.
- 2.4.** 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.
- 2.5.** The First Aider should ensure that any treatment required on the trip is used appropriately by all young people.
- 2.6.** If a young person has a chronic illness or allergy which requires monitoring or specific treatment, the leaders must make themselves aware of how to manage the condition and what to do in an emergency, before departure.

3. Accommodation

- 3.1.** The main leader should ensure that accommodation to be used is suitable and safe for the young people.
- 3.2.** Separate rooms should be provided for each gender to sleep in and no member of the youth group may access the other gender's room. 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, as in the general policy, should take place in public.

- 3.3. If available, separate bathrooms are to be designated for youth and leaders. If unavailable, then specific time slots for youth and adults should be considered, and detailed in the risk assessment.

4. Contact details

- 1.1. At least two leaders should carry mobile phones and have each others phone numbers.
- 1.2. Parents/guardians 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.
- 1.3. In case of emergency the leader should contact the young person's parents/guardians as soon as is practicably possible.

5. Safety Issues

- 5.1. Young people should only partake in activities which are agreed by the leaders of the trip.
- 5.2. A register of those who attended some or part of the trip will be maintained, along with details of any significant events.

APPENDIX 9

VULNERABLE ADULTS

Definition of a Vulnerable Adult: ‘Any adult aged 18 or over who, due to disability, mental function, age, or illness or traumatic circumstances, may not be able to take care or protect themselves against the risk of significant harm, abuse, bullying, harassment, mistreatment or exploitation.’

We are committed to safeguarding vulnerable adults and ensuring their well-being.

- We recognise that we all have a responsibility to help prevent the physical, sexual, psychological, spiritual, financial and discriminatory abuse and neglect of vulnerable adults and to report any such abuse that we discover or suspect
- We recognise the personal dignity and rights of vulnerable adults and will ensure all our policies and procedures and practice reflect this
- We believe all adults should enjoy and have access to every aspect of the life of this place of worship
- We undertake to exercise proper care in the appointment and selection of those who will work with vulnerable adults, or who will be in positions of trust. We will promote safer practice and support, resource and train and regularly review those who undertake this work
- We will keep up to date with national and local developments relating to safeguarding. We will follow statutory, denominational and specialist guidelines in relation to safeguarding adults and we will ensure that all workers will work within the agreed procedure of our safeguarding policy
- We will implement the requirements of the Disability Discrimination Acts 1995 and 2005 and all other relevant legislation
- We will support everyone in the place of worship/organisation who may be affected by abuse of any kind

We recognise that:

- Adult Social Care has the lead responsibility for investigating all allegations or suspicions of abuse where there are concerns about a vulnerable adult
- Where an allegation suggests that a criminal offence may have been committed, the police should be contacted as a matter of urgency
- Safeguarding is everyone’s responsibility

Helpful resource

CCPAS ‘Help....I want to protect Vulnerable Adults’ booklet

REVIEW DATES:

29 Safe to grow NLBC 2017

9/3/03 (Extraordinary Church Meeting) – addition of “Policies relating to the use of Criminal Records Information” (Appendix 3).
2/4/03 (AGM) – addition of “Discipline Policy” (Appendix 4).
31/3/04 (AGM) – additions regarding Young Helpers (p4) and some minor alterations.
22/6/05 (Prayer & Vision Meeting) – addition of photographic policy.
29/3/06 (AGM) – update of policy on appointment of workers (p4).
25/4/07 (AGM) – reviewed and agreed, no changes
23/4/2008 (AGM) – Addition of note on matters not covered in the policy (p4). Update on DBS checks (p5). Addition of Appendix 6 “Guidelines for taking Young People on Trips Abroad”.
Addition of forms 12-14 in Appendix 2.
25/3/2009 – reviewed and agree, no changes
21/4/2010 – reviewed and agreed, no changes
25/4/2012 - revised and updated in line with latest Government and CCPAS guidance, agreed. New technology section to be written by September 2012.
17/04/13 (ACM) -:addition of contents page, appendix 7 on use of electronic communications, changes in personnel, changes in probationary period and review for newly appointed leaders and helpers, and changes in consent form to include specific consent for use of electronic media.
References to DBS updated to take account of current governmental organisation.
16/03/16 (ACM) – addition of appendices 8 and 9: residential policy for trips for age 11-18 and vulnerable adults policy
29/03/2017 – amendments to Appointment of Workers (Leaders and Helpers), amendment to Appendix 5 Policy on the use of Photographic Images.
21/03/18 (ACM) – no changes, ratified.