



Spurgeon Baptist Church
Guernsey

Child Protection Policy and Procedures

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Telephone 01481 725048

North Clifton,

St. Peter Port,

Guernsey, GY1 1JR

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Contact Details Designated Person for Safeguarding

Name Myra Greenway

Contact Number 07781 405719

Deputy Designated Person for Safeguarding

Name Pastor John Ogier.

Contact Number 07839 178011

Services for Children and Young People (H.S.S.D.)

tel: 01481 723182 (emergency out of hours: 01481 725241)

Regional Minister (Southern Counties Baptist Association)

Name Grenville Overton Contact Number office: 01235 517673, mobile 07875 693835

Organisation Churches Child Protection Advisory Service (CCPAS)

- advice, expertise, resources.

tel: 0845 120 45 50 Membership number: xxxx

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Child Protection Policy

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Policy Statement

Safeguarding Children and Young People at Spurgeon Baptist Church

The vision of Spurgeon Church ("the church") is: **To proclaim the love of Christ and to share His love in all we do.**

In fulfilling this vision the church

- has a programme of activities with children and young people
- welcomes children and young people into the life of our community
- makes our premises available to organisations working with children and young people

The church recognises its responsibilities for the safeguarding of all children and young people under the age of 18 (regardless of gender, ethnicity or ability). The laws governing safeguarding are The Children (Guernsey and Alderney) Law 2008 (known as the Children Law) and The Criminal Justice (Children and Juvenile Court Reform) (Bailiwick of Guernsey) Law 2008 (known as the Criminal Law).

As members of this church we commit ourselves to the nurturing, protection and safeguarding of all children and young people associated with the church and will pray for them regularly.

In pursuit of this we commit ourselves to the following policies and to the development of procedures to ensure their implementation.

Prevention and reporting of abuse and responding to concern

It is the duty of each church member and each member of the wider church family to prevent the physical, sexual and emotional abuse of children and young people and the duty of all to respond to concerns about the well-being of children and young people and to report any child abuse disclosed, discovered or suspected. The church will fully co-operate with any statutory investigation into any suspected abuse linked with the church.

Safe recruitment, support and supervision of workers

The church will exercise proper care in the selection and appointment of those working with children and young people, whether paid or voluntary. All workers will be provided with appropriate training, support and supervision to promote the safeguarding of children.

Safe behaviour: a code of behaviour for workers

The church will adopt a code of behaviour for all who are appointed to work with children and young people so that all children and young people are shown the respect that is due to them.

Safe practice and safe premises

The church is committed to providing a safe environment for activities with children and young people and will adopt ways of working with children and young people that promote their safety and well-being.

A safe community

The church is committed to the prevention of bullying of children and young people. The church will seek to ensure that the behaviour of any who may pose a risk to children and young people in the community of the church is managed appropriately.

Responsible people

The church has appointed **Myra Greenway** as the Designated Person for Safeguarding, and **Pastor John Ogier** as deputy, to:

- advise the church on any matters related to the safeguarding of children and young people
- take the appropriate action when abuse is disclosed, discovered or suspected.

Policy and procedures

A copy of the policy statement will be displayed permanently on the noticeboard in the foyer.

Each worker with children and young people whether paid or voluntary will be given a full copy of the policy and procedures and will be required to follow them.

A full copy of the policy and procedures will be made available on request to any member of the church, the parents or carers of any child or young person from the church or any other person associated with the church.

The policy and procedures will be monitored and reviewed at least annually. The policy statement will be provided at the church annual general meeting.

Signed :

Designated Person for Safeguarding

Pastor (and Deputy for Safeguarding)

Date.

Part 1: Responding to Concern

A. Responding to concern

1) Understanding, Recognising and Responding to Abuse

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. They may be abused by an adult or adults or another child or children.

2) How to respond when someone wants to talk about harm or abuse

- Listen-and keep listening
- Don't question
- Avoid passing judgement on what you are told
- Never promise confidentiality
- Explain what you intend to do and don't delay in taking action
- Contact the Designated Person for Safeguarding – or in their absence take action yourself
- Write down what is said – details below

3) What to do when a child talks about harm or abuse

You need to make a careful written record of what has been observed as follows:

- Make notes as soon as possible (preferably within one hour of the child talking) including a description of any injury, its size and a drawing of its location and shape on the child's body.
- Write down exactly what the child has said and when she/he said it, what was said in reply and what was happening immediately beforehand (eg. a description of the activity).

- Write down dates and times of these events and when the record was made.
- Write down any action taken and keep all hand written notes even if subsequently typed up. These notes will be passed on to the Designated Person for Safeguarding to assist them should the matter need to be referred to Services for Children and Young People. Any referral to Services for Children and Young People will be confirmed by the referrer in writing within 48 hours. All documents including copies of everything sent to Services for Children and Young People, will be signed by you, dated and kept securely at the Church office.

4) Responding to concerns for a child or an allegation of abuse

Where possible, concerns will be passed to the Designated Person for Safeguarding (or Deputy Designated Person for Safeguarding) but difficulty in contacting these individual(s) should not delay action being taken.

If there is a concern that a child may have been harmed or abused, the Designated Person for Safeguarding will act as follows.

4.i) Where a child has a physical injury or symptom of neglect:

- Contact Services for Children and Young People Team if there are concerns that a child may have been deliberately hurt, there is a risk of 'significant harm' or she/he is afraid to return home. Do not tell the parents, or other people involved.
- If a child needs urgent medical attention an ambulance will be called or they will 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.

4.ii) Where there are allegations or concerns of sexual abuse:

- Contact the Designated Person, or if unavailable go directly to the Assessment and Intervention Team. . DO NOT try to investigate the matter.
- In the case of very severe sexual assault (such as rape), which may have occurred over the last few days, and where it has not been possible to get an immediate response from Services for Children and Young People, contact the police.

- Do not touch or tamper with any evidence, such as stained clothing.
- DO NOT tell other people including the parents / carers; if they could be involved.
- Keep information on a need-to-know basis so that any alleged perpetrator is not 'tipped off'. Should the Designated Person for Safeguarding not feel it necessary to refer the matter to Children's Social Care Team but you (or anyone else) have serious concerns for the child's safety, then you will contact the relevant authorities directly. The safety of the child over-rides all other considerations and it is important to remember that sexual abuse of children is a serious crime. If the allegation is against a Church leader who has responsibility for implementing the Policy, you will refer it directly to Services for Children and Young People or seek appropriate professional advice. The Regional Minister will also be informed.

B. Third Party Allegations and Referrals

Where a third party alleges abuse towards a child, your role is to gather as much information as possible from this person. The third party will be advised that the information they have provided will be shared with the Designated Person for Safeguarding and may result in a referral to the Services for Children and Young People with their details. This is so that Children's Social Care Team can contact them if necessary.

C. Allegations against Workers

- The advice of Services for Children and Young People and the police will be sought when taking any action such as suspension of employment and/or voluntary work.
- During an enquiry, the worker will be supervised as closely as possible without raising suspicion during the period between the matter coming to our attention, the authorities being informed and the appropriate action being taken.
- The suspension of a worker following an allegation is by definition a neutral act but may be necessary because the priority is to protect children from possible further abuse or from being influenced in any way by the alleged perpetrator.
- It may be necessary, for the sake of the child (or to satisfy the needs of an investigation) for the alleged perpetrator to worship somewhere else and in

such cases the new church leaders will be informed of the reasons.

D. Pastoral care

When an allegation/suspicion arises in the Church, a period of investigation will follow, which it is recognized will be stressful for all involved.

- Support will be offered to the suspected perpetrator without compromising the children or their families.
- This is one reason for limiting information in relation to allegations of abuse on a need– to-know basis. In this way leaders not privy to the detail are free to offer support to other parties, including the suspected perpetrator.
- Where an investigation is under way, this support will be provided with the knowledge of the child protection authorities.
- The Church will ensure that one person is responsible for dealing with the authorities, another offers support to the victim and their family, and another gives pastoral care to the alleged perpetrator. It may be necessary to appoint another person to support the perpetrator's family.
- Where the perpetrator accepts some responsibility they will be encouraged to seek specialised interventions/treatment to reduce the risk of re-offending. This may only be appropriate once the investigation and legal processes have been completed.

E. False Allegations

False allegations are possible: all allegations will be properly investigated in an endeavour to establish the truth.

F. Allegations against children/young people

Children and young people are curious about the opposite sex. However, where a child is in a position of power, has responsibility over another child (as in a babysitting arrangement) and abuses that trust through some sexual activity, then this is abusive. Where one child introduces another child to some age-inappropriate sexual activity or forces themselves onto a child this is abusive. Such situations will be taken as seriously as if an adult were involved, because the effects on the child victim can be as great.

Instances such as these are investigated by the child protection agencies in the same way as if an adult were involved, though it is likely that the perpetrator would also be regarded as a victim in their own right. The possibility is that they have also been abused. Since sexual abuse can be addictive and other children could be victims now or in the future, it is important to take the matter seriously and this will be dealt with this as for any other allegation. It cannot be assumed that young people will grow out of it. Most adult sex offenders started abusing in their teens (or even younger).

Part 2: Safe Recruitment, Support and Supervision

A. Application

A person banned from working with children cannot serve as a leader of the church. Also, at no point should we knowingly offer work - paid or voluntary, ongoing or temporary - with children to an individual who is so disqualified or to knowingly allow such an individual to continue to work with children.

It will be made clear to any person who is invited, volunteers or applies to work with children or young people in the church that they will be asked to agree to an enhanced Police Check (DBS - Data and Barring Service) check being carried out before the position is confirmed. If a person has lived outside the UK (over the age of 16 years), a police check from that country may be required (DBS covers the UK and Northern Ireland only).

1) References

Formal references will be requested for paid roles. Where applicable an applicant's residency status and/or right to work will be checked.

2) Interviews

All prospective workers will have an interview. Paid staff will be interviewed by at least by the pastor and two deacons. Volunteer workers should be interviewed as follows:

- i. Responsible persons/team leaders: Interview to include at least one deacon, even if conducted by a youth/children's worker.
- ii. Helpers: Interview can be held by the activity leader, with a confirmation of the date and outcome of the interview provided to the relevant group leader (eg children's ministry leader) or the church secretary.

Interviews are conducted to establish suitability for the required role, capacity for the work, including any relevant health issues. Mental health issues will be considered as part of this process, particularly for staff positions and team leader/responsible person positions.

B. Appointment and Supervision

The Church's safeguarding policy as well as the practical expectations will be discussed with the applicant. The worker will be required to sign their agreement in acceptance of and agreement to the procedures and a signed copy kept at Spurgeon Church.

Any staff appointee or volunteer responsible person/team leader will have a written agreement which includes a clear role description, lines of accountability to the church leadership with regular opportunities for meetings so that work can be discussed, issues aired and areas of concern dealt with.

There will be regular team meetings to review the ministry, sharing of concerns, update procedures to ensure a common approach and identifying other matters that may need clarification and guidance.

1) Training

It is important that all workers understand the agreed procedures for protecting children. Child protection training must be attended at least once every 3 years. Training for workers in relevant areas will be arranged, eg. first aid.

2) Young People

Young people under 18 may be used as helpers but such helpers will be responsible to a named worker and will never be in a position where they are providing unsupervised care of children. As they will never be in unsupervised care they don't need a DBS.

When a young helper reaches the age of 18 the full recruitment process will be applied.

Part 3: Safe Behaviour; a Code of behaviour for workers

A. Overview/code of behaviour

The aim of these general guidelines is to ensure quality childcare, protect children from possible abuse and workers from false accusation.

- Workers should treat all children /young people with dignity and respect in attitude, language and actions.
- Use age appropriate language and tone of voice.
- Do not engage in any of the following;
 - Invading the privacy of children or young people when they are using the toilet or wash facilities.
 - Rough games including contact between a leader and a child or young person.
 - Sexually provocative games.
 - Making sexually suggestive comments.
 - Scapegoating, ridiculing or rejecting a child or young person.
- When it is necessary to control and discipline children and young people, this should be done without using physical punishment. A situation may arise where a child or young person needs to be restrained in order to protect them or a third person. Where it is necessary for the health and safety of all involved this will be carried out and an “incident” form completed.
- No one should normally be left working alone with children and young people, but will work as part of a team showing mutual responsibility for each team member.
 - If there are insufficient leaders for groups, then internal doors should be left open.
 - At least two people are present before external doors are opened for an event.
- If workers do find themselves on their own they should;

- Assess the risk of sending the child / young person home
- Phone another team member and let them know the situation.
- Get a second trained leader as soon as possible.
- Keep a written record of what happened.

If a child or young person wants to talk on a one-to-one basis you should make sure that:

- You try to hold the conversation in a corner of a room where other people are.
- Or if you are in a room on your own, leave the door open.
- Or you make sure another team member knows.
- 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.
- The parents/carers may or may not attend church and it is important therefore they have been given information about the group including contact telephone numbers. It may also be useful for the church/organisation to issue formal identification.

Below are suggested ratios of adults to children, recommended for all activities with children and young people.

Table of ratio of adult helpers to children.

Age group	Adult Helpers	Number of Children
2 years and under	1	3
3 years	1	4
4 to 7 years	1	8
8 years or older	1	10

- The level of personal care (eg. toileting) must be appropriate and related to the age of the child whilst also accepting that some children have special needs.
- 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.

B. 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 or the 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.

C. 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 in regards to times and demand should be in place, ie. not phoning during the night, etc.
- A written record should be kept of issues/decisions discussed at meetings.

D. Pastoral Care

Children and young people sometimes need to talk about things that are worrying them. When they do, they need a safe place and a trustworthy person to share their problems with. At the same time, care needs to be exercised when supporting young people to avoid inappropriate dependancy on workers. If a child/young person wishes to speak privately with a worker during an activity/programme the worker should let a colleague know where they are and ask to be checked on regularly. Wherever possible, private conversations should be with workers of the same sex and in some cases, the child/young person should be made aware that disclosure might be made to a person in leadership.

It is unlikely that workers will need to make a pastoral visit of children and their families at home on behalf of Spurgeon Church. If a situation occurs where it is needed then it can only be done with agreement of the Pastor or one of the deacons with Pastor being kept informed.

E. Children with Special 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.

F. Children with no adult supervision

When children turn up to and want to join in with church activities without the knowledge of their parents, we will:

- 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.
- 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 (eg. medication) so that you can respond appropriately in an emergency.

G. Peer Group Activities for Young People

All youth activities will be overseen by named adults who have been selected in accordance with agreed recruitment procedures. It is accepted that groups aged 16+ 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.

H. Electronic Communication and Social Media

1) 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.

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

On the general consent form parents/carers sign to agree that the young person can receive such communications.

2) 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 networks 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 pressurised into divulging information they would rather keep to themselves.

3) Email

Email maybe used by workers to remind young people about meetings. If email is being used workers must ensure messages are copied to the person designated for safeguarding and the deputy for safeguarding. It is important workers use clear and unambiguous language 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 'luv' to round things off.

4) Communicating using Instant Messaging (eg. MSN Messenger, AOL AIM, Yahoo Messenger, Facebook)

Instant messenger may be used as a means of promoting events and encouraging attendance, checking practical matters (eg 'do you need a lift') and similar. Other conversations and messages, especially pastoral and personal should be kept to an absolute minimum. Workers should save such conversations as a text and also keep a log of any significant communication stating with whom and when they communicated.

5) Mobile Phones

Particular diligence needs to be applied when workers use mobile phones to communicate with young people:

- All mobile phone use will be primarily about information sharing.
- Workers should keep a log of significant conversations/texts.
- Any texts or conversations that raise concerns should be passed on/shown to the worker's supervisor.
- Workers should use clear language, particularly when texting, and should not use words such as 'luv' or abbreviations like 'lol' which could mean 'laugh out loud' or 'lots of love'.
- Workers should not take photos on their personal equipment.

6) Social Networks

If a worker allows their personal site to be accessed by young people;

- It is essential that all content including photos is suitable.
- Be aware of age limits on social network sites.
- All communication should be kept in the public domain.
- Other workers should be copied into communication if needed to keep transparency. e.g. on Facebook be 'friends' with colleagues and church leaders too.

Children and young people should be encouraged to use social media safely, eg keep private information safe, don't arrange to meet people via Facebook (and other social media sites), to be aware that it is possible for people to masquerade as someone they are not 'on line', not to give out mobile numbers on-line, ensure that anything posted like photos are things that the child/ young person wouldn't mind hearing about or seeing publically (eg in the paper). If they wouldn't want it published elsewhere, don't put it on Facebook (or similar). Encouragement to parents/guardians to help with social media safety can also be given, eg insist that parents are 'friends' on a child's facebook page.

7) Taking Video and Photographs of Children

Since the introduction of the Data Protection (Bailiwick of Guernsey) Law, 2001, the Directive on Privacy and Electronic Communications, The Copyright (Bailiwick of Guernsey) Ordinance 2005 and The Image Rights (Bailiwick of Guernsey) Ordinance 2012, 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, via the 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 1998, including all photographs and video recordings for personal use, such as a 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.
- Spurgeon Church may designate a member of the congregation or employ a parent who is professional photographer who is a parent of some of the children to take pictures of public events or group activities. Such images to be the property of the church and available to the public if kept.
Images (photos/videos) of children will not be stored on personal equipment (computer, phones etc).

I: Record Keeping

It is important to record any incidents that may occur or concerns that you may have that might be needed at a future date. For example, if you feel uncomfortable about something you see or hear, then make a written record at the time. For an incident that occurs, a record should be made at the time and signed by 2 people and given to the church administrator for safekeeping. The record should be accurate, factual and jargon free.

Part 4: Safe practice and safe premises A: Safe practice

1) Consent Forms

It is essential that we have important information about all children and young people involved in any activities at the church. This information is recorded on our consent forms (appendix 1) The first week someone attends we must have name, medical emergency information and a contact name and number. Then they must bring their form back with them.

2) 'Guidelines for Use of Spurgeon Church'

The responsible adult for an activity at the church must be briefed and trained for the use of Spurgeon Church'.

3) Health and Safety

All activities for children and young people will comply with the Church's current health and safety policy and will be conducted in accordance with Guidelines for Users of Spurgeon Church, with particular attention paid to the sections on Fire Action and First Aid.

Buildings being used for children's groups will be properly maintained. A representative from the children's / young people's work teams will take part in the annual health and safety review in order to consider all aspects of safety for all children and young people using the premises.

4) Fire

It is the responsibility of all group leaders/responsible persons within the building to ensure the safety of themselves and those who are in their control. In addition it is a legal requirement that all group leaders/responsible persons are familiar with the emergency procedures in the event of fire. A fire drill will be held at least once a year and a record made of the drill and any points to note for improvement in drill procedure.

5) First Aid

Spurgeon Church have a number of trained First Aiders. There is a list showing who they are on the noticeboard in the main church building. There are first aid kits located in the kitchen (coffee bar area) – as well as an incident reporting file

located in the coffee bar which must be completed in the event of any accidents, injuries or incidents.

The church secretary ensures that the contents of the first aid boxes are checked on a regular basis and the required forms completed. Completed accident forms should be passed on to the church secretary.

6) Supervision of groups

The person responsible for a group/activity must make it clear to the group at the start of the activity that they are responsible for the activity/event. The church secretary should be advised prior to the activity/event as to who is the responsible person. You also need to make sure that you keep a register so that you know who is on the premises or participating in an event.

7) Transporting Children

These guidelines will apply to all drivers involved in the transportation of children and young people, on trips organised by or on behalf of the Church. They do not apply to private arrangements for transportation made, for example, between parties with parental responsibility.

Our practice on transporting children is as follows:

Usually only those who have gone through the Church recruitment procedures for workers will transport children. When this is not possible drivers will pick up and drop off at pre- arranged places. Parents will be informed of the transport arrangements and of the driver responsible for transporting the children.

- All drivers will have read the Church's Child Protection Policy and agree to abide by it. Parental consent will be given for all journeys.
- At collection or dropping off points do not leave a child on their own. Make sure that children are collected by an appropriate adult.
- Drivers will provide written confirmation to the church that they have a valid driving licence, either as part of their recruitment process or separately (appendix 3) if required.
- The driver must ensure that they have adequate insurance cover. The vehicle will need to be road worthy.
- All passengers must wear seat belts as required by The Seat Belts (Amendment) Ordinance 2004 law (currently requiring appropriate seat belts to be worn up to the age of 14 years old). Spurgeon Church recommends that ALL passengers wear seat belts.

- Drivers must only take as many passengers as there are passenger seats.
- Workers may be alone with a child for short periods, for example when dropping off the last child. Consideration needs to be given to dropping off the least vulnerable child last and routes planned accordingly.
- Drivers will not spend unnecessary time alone in a car with a child. Make sure all children and young people are returned to pick up point.
- All hired minibuses used to transport children will have the necessary insurance, a driver with a valid driving licence that entitles them to drive a minibus.
- If parents transport each other's children around other than trips organised by the church, for example to and from activities, such arrangements are the responsibility of the parents involved and not the responsibility of the Church.

8) Risk Assessment

Before undertaking an activity the activity leader will ensure that a risk assessment is carried out and it is advisable to appoint someone specifically for this task.

9) Insurance

Residential activity/camp organisers will ensure with the church manager that there is adequate insurance cover for the event activity. If the trip is at a centre it is also important to establish that there is appropriate public liability insurance.

B. Outings and overnight events

- Before undertaking any outing or overnight activity a special risk assessment must be carried out.
- Parents will be informed in writing of all the arrangements.
- Consent forms will be obtained for each overnight activity.
- There will be leaders with first aid certificates with the group.

1) Sleeping Arrangements (Outings and overnight events)

Arrangements for residential holidays will be considered carefully. Where workers share sleeping accommodation with children/young people the church will ensure there is adequate cover and supervision and will never do so with

fewer than three children. Arrangements will be age-appropriate, provide security for the child/young person and be safe for children/young people and workers. The activity leader will ensure that parents understand what the arrangements will be.

Sleeping arrangements will be organised such that males and females sleep separately.

In all cases, the sleeping arrangements should be made clear in advance of the event to any one or more of the elders.

2) Adventurous Activities (Outings and overnight events)

No child will participate in adventurous activities without the written consent of the parent /carer. The residential activity/camp organisers will ensure that the staff engaged in such activities are properly trained and qualified and that the correct ratio of staff to children is met. At an activity centre or for an organisation whose own staff undertake such activities, if the activities come within the scope of the Adventure Activities Licensing Regulations 1996, the residential activity/camp organisers need to ensure that the premises are licensed.

3) Fire Safety (Outings and overnight events)

The residential activity/camp organisers will have a fire safety procedure, which will include the following:

- Everyone will be warned of the danger of fire. If the residential activity/camp is in a building then everyone must be made aware of the fire exits. A fire drill will be practised on the first day of the residential activity/camp.
- When using a building as a residential facility, ensure that the fire alarm is audible throughout the accommodation and that all signs and exits are clearly visible. It must also comply with fire regulations.
- In the case of an emergency, ensure measures are in place to alert children and young people with disabilities (eg. a child who is hard of hearing).

4) Safety (Outings and overnight events)

At all times, it is the responsibility of the workers to know the whereabouts of every child/young person participating in a residential activity/camp and this may include monitoring access on and off the site.

General safety rules will be applied as appropriate.

5) Water born events and Swimming Trips

There will be an increased adult to child ratio for all water born events and swimming trips. Prior to the trip the swimming ability of a child/young person will be established. A swimming consent for each child (or a copy) will be taken by the group leader on the trip.

Section 5: Safe Community

A: Bullying

Bullying is another way in which children (or adults) abuse other children, and it can be verbal or physical. Bullying includes teasing, making unkind comments about a child, demanding money, "ganging up" on a child or physically assaulting a child. You might see evidence of torn clothes, bruising, burns, or scratches. A child might be afraid to attend school or other activities if they think the bully will be present.

The effect of bullying on the victim can be profound, both emotionally and physically.

Bullying can take many forms including:

- Name-calling, taunting, teasing, mocking
- Kicking, hitting, pushing, intimidating
- Unwanted physical contact of a sexual nature or sexually abusive comments
- Taking belongings
- Inappropriate text-messaging and emailing
- Sending offensive or degrading images by phone or over the internet
- Gossiping, spreading hurtful and untruthful rumours
- Excluding people from groups
- 'Unofficial' activities such as initiation ceremonies or practical jokes which may cause physical or emotional harm.

Bullies will often pick on a particular feature of a person's appearance or character as a supposed 'reason' for bullying:

- Racial difference; disability; sexuality; hair colour; gender

Bullies can be:

- Children or young people bullying others in their peer group, or other children and young people either older or younger
- Adults bullying children and young people
- Children and young people bullying adults.

Bullying will always cause a great deal of pain and harm for those on the receiving end. Many children and young people affected by bullying believe they have nowhere to turn. They are scared to speak out and often blame themselves. They can become fearful and reclusive.

Some signs that can indicate that a child or young person is being bullied are as follows:

- Withdrawal; lack of desire to join activities with certain individuals; drop in school marks; torn clothing; loss of friends; avoidance of church groups and other activities; bruises; need for extra money or supplies.

In order to prevent bullying the following procedures will be adopted:

- The children and young people themselves will be involved in agreeing a code of behaviour which makes it clear that bullying is unacceptable
- Children and young people should know how they can report any incidents of bullying
- All allegations of bullying will be treated seriously
- Details will be checked carefully before action is taken
- The bullying behaviour will be investigated and bullying will be stopped as quickly as possible
- The parents of the bully and of the bullied will be informed
- An attempt will be made to help bullies change their behaviour
- All allegations and incidents of bullying will be recorded, together with actions that are taken.

B: Working with Ex-Offenders

When someone attending the Church is known to have abused children, the Pastor and deacons will decide whether it is appropriate for that person to attend the church where children maybe present and if they attend, will supervise the individual concerned and offer pastoral care. However in its commitment to the protection of children, the church will set boundaries for that person which they shall be expected to keep.

When it is known that a person who has been convicted of sexually abusing children, young people or adults is attending the church, the Pastor and deacons will decide the basis on which that person may attend the church. Where their attendance is permitted it is important that their behaviour within the church community is properly managed and that a contract is put in place. There are also times when it will be appropriate to take such measures with a person who has faced a series of allegations about the sexual abuse of children and young people but has never been convicted (such allegations may be revealed on an Enhanced DBS Disclosure under relevant non-conviction information).

Guernsey does not yet have a Sex Offender's Register, but is working towards implementing one. However, offenders should be known to the authorities and should be monitored by them. We would hope to be informed if a sex offender chooses to come to the church, however this is not yet required by law. It is also possible that people in the community will recognise a sex offender. Allegations must be treated carefully in identifying an offender. In the first instance, it is best to phone the police to check (with a name and hopefully address). This should be done sensitively as we do not want to inflame gossip, yet also want to provide a safe framework. Where someone is properly identified as a sex offender, it is reasonable to ask them to agree to a written contract if the offender wishes to attend a place of worship.

In determining the details of the contract:

- There will be a discussion about who should be informed of the nature of the offence and the details of the contract.
- Account will also be taken of the rights of the offender to re-build their lives without everyone knowing the details of their past offence. In giving permission to attend the church this will be balanced against the need to

protect children/ young people and wider members of the church family.

The Designated Person for Safeguarding, the Pastor and Deacons should always be informed and consent to the contract.

- The Designated Person should determine whether the person is subject to supervision. If so, the Designated Person should make contact with the offender's specialist probation officer (SPO) who will inform the church of any relevant information or restrictions that the church should be aware of.
- The Designated Person and / or Pastor should inform and take advice from the Regional Minister in the local Baptist Association.

An open discussion must be held with the person concerned in which clear boundaries are established for their involvement in the life of the church. A written contract should be drawn up which identifies appropriate behaviour. The person should be required to sign the contract.

The contract:

- Will identify the meetings the person may attend.
- Will specify that they will always sit apart from children and young people.
- May ask that they are always accompanied by a befriender on church premises Will require the person not to attend small group meetings where children or young people are present.
- Will require that the person declines hospitality where there are children or young people.
- Will state that the person will never be alone with children or young people while attending church functions
- Will require the person to stay away from areas of the building where children or young people meet.

The contract will be monitored and enforced. Those who offend against children and young people can often be manipulative. If the contract is broken sanctions will be considered, the person maybe asked not to attend the church and the police / social workers will be informed.

Appendix 1.



Spurgeon Baptist Church Child / Young Person group / activity attendance form.

1. Group / activity attended by child / young person please tick all that apply.

Creche	
Junior church 2 – 11 years	
Youth church 11 years +	
After church activities and visits	

2. Contact details and information.

Name of child	
Date of birth	
Address	
Home phone number	
Mobile number of	

parent / guardian	
Other emergency contact number	
e-mail contact	
School and school year	

3. Medical information: Please provide any details of any medical condition or disability, allergies, dietary needs, special needs.

Medical information	
Doctors name and surgery	

4. Consent.

	Yes	No
Do you consent to photos being taken of your child for use within the church?		
Do you consent to un-named photos being used on the church web-site?		
Do you consent to your children's / young people's work being shared in Church communications?		

For pre school children do you consent to our team members changing nappies or taking your children to the toilet?		
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5. Permissions.

I give my permission for my child / young person to take part in all the activities which are ticked in section 1.
I give my permission for my child to take part in organized trips to activities off-site and to travel with a driver deemed responsible according to the child protection policies (which includes the parent being informed of the transport arrangements and of the nominated driver).
In an emergency, if I cannot be contacted, I give permission for my child to receive first aid or necessary hospital treatment, including anaesthetic.
I give my permission for recognized youth leaders to use electronic forms of communication with my child / young person in accordance with the child protection policies.

Parent / Guardian to sign and print name:

Date:

Appendix 2.



Spurgeon Baptist Church Child / Young Person accident form.

Accident incident:

Accident event	
Persons involved	
Any injuries or trauma affecting those involved	
Time, date and place of accident	
Actions taken	
Persons contacted	

(to include parent / guardian and where appropriate doctor / medical specialists.)	
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Signature of child / young person's leader:

Date and time:

Accident incident review.

Team meeting held to report and review accident incident. To include safety / recovery of those involved in the accident, communications with their parent / guardian.	
Review of risks and safety and protection procedures appropriate to the accident.	
Amendments to safety and protection procedures	
Review by Pastor / deacons for any changes to church safety procedures / facilities and church risk review.	

Agreed sign off of accident incident:

Date:

Appendix 3.



Spurgeon Baptist Church Child / Young Person incident form.

Incident:

Incident event	
Persons involved	
Any risks to physical, emotional, spiritual health and well being to child / young person arising from the incident.	
Any injuries or trauma affecting those involved	

Actions taken at time of incident.	
Persons contacted (to include parent / guardian as in accordance with child protection policy and where appropriate doctor / medical specialists.)	

Signatures of person witnessing the incident and of the child / young person's safeguarder:

Date and time:

Incident review.

Team meeting held to report and review incident. To include safety / recovery of those involved in the accident	
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communications with the affected parties and any relationship to previous incidents or risks associated with persons involved.	
Review of safety and protection procedures appropriate to the incident.	
Amendments to safety and protection procedures	
Review by Pastor / deacons.	
Actions taken	
Amendments to church safety / policy/ procedures.	

Agreed sign off of incident:
(Pastor, safeguarder and Child / Youth Leader)

Date: