

**Church in Bassett Street  
Safeguarding Policy  
for Children and  
Adults at Risk**

**September 2023**

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## **SECTION 1 – Definitions and Glossary of Terms**

1. **Terminology in this area is complex and changes as services are reshaped. This section sets out some key terms. The definitions below are extracted from Working Together 2018.**

2.

2.1. **Abuse:** A form 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 others (e.g. via the internet). They may be abused by an adult or adults or another child or children.

2.2. **Physical abuse:** A form of abuse which 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.

2.3. **Emotional abuse:** The persistent emotional maltreatment of a child such as to cause severe and adverse effects on the child's emotional development. It may involve conveying to a child 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 a child's developmental capability as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill treatment of another. It may involve serious bullying (including cyber-bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, although it may occur alone.

2.4. **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.

- 2.5. **Neglect:** 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);
- 2.6. **Child:** Anyone who has not yet reached their 18th birthday. The fact that a child has reached 16 years of age, is living independently or is in further education, is a member of the armed forces, is in hospital or in custody in the secure estate, does not change his/her status or entitlements to services or protection.
- 2.7. **Child protection:** Part of safeguarding and promoting welfare. This refers to the activity that is undertaken to protect specific children who are suffering, or are likely to suffer, significant harm.
- 2.8. **Child sexual exploitation (CSE):** Child sexual exploitation is a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology.
- 2.9. **Modern Slavery:** encompasses slavery, human trafficking, forced labour and domestic servitude. Traffickers and slave masters use whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment. **'Honour-based' violence** (including Female Genital Mutilation and Forced Marriage) is abuse committed in the context of preserving "honour".
- 2.10. **Female Genital Mutilation (FGM):** FGM is a procedure where the female genitals are deliberately cut, injured or changed, but where there's no medical reason for this to be done. It is also known as "female circumcision" or "cutting", and by other terms such as sunna, gudniin, halalays, tahur, megrez and khitan, among others. FGM is usually carried out on young girls between infancy and the age of 15, most commonly before puberty starts. It is illegal in the UK and is child abuse.

- 2.11. **Forced Marriage:** forced marriage is a term used to describe a marriage in which one or both of the parties are married without their consent or against their will. A forced marriage differs from an arranged marriage, in which both parties consent to the assistance of a third party in identifying a spouse. The Anti-social Behaviour, Crime and Policing Act 2014 make it a criminal offence to force someone to marry.
- 2.12. **Child on Child Abuse:** There are four key definitions of child-on-child abuse:
- 2.12.1. Definition 1
  - 2.12.2. Definition 2
  - 2.12.3. Definition 3
  - 2.12.4. Definition 4
- 2.13. **Domestic abuse** – young people who experience physical, emotional, sexual and/or financial abuse, and coercive control, in their intimate relationships, as well as family relationships.
- 2.14. **Child sexual exploitation** – those under the age of 18 who are sexually abused in the context of exploitative relationships, contexts and situations, by a person of any age, including another young person.
- 2.15. **Serious youth violence** – any offence of most serious violence or weapon-enabled crime, where the victim is aged 19 or younger, e.g. wounding with intent, rape, murder and grievous bodily harm.
- 2.16. **Harmful sexual behaviour** – young people displaying sexual behaviours that are outside of developmentally ‘normative’ parameters.
- 2.17. **Radicalisation:** the aim of radicalisation is to attract people to their reasoning, inspire new recruits and embed their extreme views and persuade vulnerable individuals of the legitimacy of their cause. This may be direct through a relationship, or through social media.
- 2.18. **Adult at Risk** is a person aged 18 or over who is in need of care and support regardless of whether they are receiving them, and because of those needs are unable to protect themselves against abuse or neglect. In recent years there has been a marked shift away from using the term ‘vulnerable’ to describe adults potentially at risk from harm or abuse.
- 2.19. **Adult Abuse** is a violation of an individual’s human and civil rights by another person or persons.
- 2.20. **Adult** is anyone aged 18 or over.

2.21. **Capacity** refers to the ability to make a decision at a particular time, for example when under considerable stress. The starting assumption must always be that a person has the capacity to make a decision unless it can be established that they lack capacity (Mental Capacity Act 2005).

## **SECTION 2 - Church details, including commitment to safeguarding**

### **3. Church Details**

3.1. Name: The Church in Bassett Street

3.2. Address: 21 Bassett Street, London NW5 4PG

3.3. Meeting at: 21 Bassett Street, London NW5 4PG

3.4. Telephone Number: 07708 549283

3.5. Email address [hello@bassettstreet.church](mailto:hello@bassettstreet.church)

3.6. Membership of Organisation: The Evangelical Alliance

3.7. Charity Number: 1097140

3.8. Insurance Company: Public Liability Insurance with WRS Insurance Brokers

4. The following is a brief description of Bassett Street Church and the type of work and activities we undertake, some of which may include children and/or adults at risk:

4.1. The Sunday morning service is our main event. Looking to cater for all ages, we offer Christian teaching for all age groups of children and youth. The children and teens are cared for by the children's workers in the age-specific children's groups on Sunday mornings. Public prayer meetings are an important part of what we do and are held at 21 Bassett St, London NW5 4PG on Sunday mornings and at other times during the week. There is also a children's and youth prayer meeting on Sunday mornings.

4.2. We also have small group meetings both in homes and on line so that people can be cared for and so new people can grow in their involvement in the Church community. We run Alpha Courses from time to time, which provide a modern and welcoming environment for visitors.

4.3. We organise annual camps for children and young people – to enable them to learn more about the Christian faith in an informal setting. These camps benefit not only members of the Church – but children and young people from outside the Church who come and benefit from the teaching and the opportunity to attend a Christian camp.

4.4. We host a Community Carol Services and carol singing, which are annual events for all those living in the locality. Bassett Street Church works closely with other churches in the local area.

4.5. Bassett Street Church in North London is governed by a charitable trust with a board of trustees, who are appointed by the elders of the Church. There are currently four paid members of staff, one full time and three part-time. One of



whom has responsibility for the children's and youth work, as well as overall responsibility for safeguarding issues within the Church.

## **5. Safeguarding Policy Statement for Bassett Street Church – Our Commitment**

5.1. We recognise our responsibilities to safeguard and promote the welfare of everyone we come into contact with, particularly children and adults at risk, in accordance with the Children's Act 1989 and the Care Act 2014. This policy applies to all our staff, volunteers and congregation.

5.2. It is our aim to make this policy highly visible and accessible to everyone involved with our Church and by making this commitment, we:

5.2.1. Welcome children, young people and adults at risk into the life of our community

5.2.2. Run activities for children, young people and adults at risk

## **6. Our safeguarding responsibilities:**

6.1. The Church recognises its responsibilities in safeguarding all children, young people and adults at risk, regardless of gender, ethnicity or ability.

6.2. As members of this Church we commit ourselves to the nurturing, protection and safekeeping of all associated with the church. In pursuit of this, we commit ourselves to this policy and to the development of sound procedures to ensure we implement our policy well.

## **7. We will do this in the following way:**

7.1. **Prevention and reporting of abuse:** It is the duty of each church member to help prevent the abuse of children and adults at risk, and the duty of each church member to respond to concerns about the well-being of children, young people and adults at risk. Any abuse disclosed, discovered or suspected will be reported in accordance with our procedures to the Local Authority Designated Officer (LADO). The Church will fully co-operate with any statutory investigation into any suspected abuse linked with the church.

7.2. **Safer recruitment, support and supervision of workers:** The Church will exercise proper care in the selection and appointment of those working with children, young people and adults at risk, whether paid or voluntary. All workers will be provided with appropriate training, support and supervision to promote the safekeeping of children, young people and adults at risk.

7.3. **Respecting children and adults at risk:** The Church will value and listen to our children and adults at risk and adopt a code of conduct for all who are appointed to work with children, young people and adults at risk so that everyone is shown the respect that is due to them.

7.4. **Safer working practises:** The Church is committed to recruiting suitable staff and providing an environment that is as safe as possible for children, young people and adults at risk and will adopt ways of working with them that promote their safety and well-being.

7.5. **A safer community:** The Church is committed to the prevention of bullying. It will seek to ensure that the behaviour of any individuals who may pose a risk to children, young people and adults at risk in the community of the church is managed appropriately.

## 8. Safeguarding contact points within our church

8.1. The Church has appointed the following individuals to form part of the church safeguarding team:

### 8.1.1. MRS SARAH ELLIS – Designated Safeguarding Coordinator (DSC)

Email address is: [sarahe@bassettstreet.church](mailto:sarahe@bassettstreet.church)

Nominated by the Trustees to act on their behalf in dealing with the allegation or suspicion of neglect or abuse, including referring the matter on to the statutory authorities.

### 8.1.2. MRS AMY CLARKE – Deputy Designated Safeguarding Coordinator (DDSC)

Email address is: [amyecclarkeuk@gmail.com](mailto:amyecclarkeuk@gmail.com)

Assisting the Designated Safeguarding Coordinator in helping the church on any matters related to the safeguarding of children, young people and adults at risk and take the appropriate action if abuse is disclosed, discovered or suspected.

### 8.1.3. MR Gavin Smith - Safeguarding Trustee

Email address is [gavinsmith@post.com](mailto:gavinsmith@post.com)

To raise the profile of safeguarding within the Church and oversee and monitor the implementation of the safeguarding policy and procedures on behalf of the church trustees.

## 9. Putting our policy into practice.

9.1. A copy of the safeguarding policy statement will be displayed permanently on the church noticeboard and church office and is available on our church website.

9.2. A copy of this Safeguarding policy will be made available to all who work with children, young people or vulnerable adults in the church, to ensure that each worker is aware of the contents of this Safeguarding policy and the procedures that relate to it.

9.3. Details of those involved in co-ordinating the Safeguarding work at the Church will be clearly displayed in the church, particularly in areas that are used for the children's and youth work.

- 9.4. A full copy of the policy and procedures will be made available on request to any member of, or other person associated with the Church.
- 9.5. The policy and procedures will be monitored and reviewed annually, and any necessary revisions adopted into the policy and implemented through our procedures.
- 9.6. The policy statement will be read annually at the Church AGM or Safeguarding Sunday event, when the Church will be reminded of its commitment to Safeguarding.

## **SECTION 3 – Dealing with Abuse**

### **10. PROCEDURE FOR RECOGNISING, RESPONDING TO AND REPORTING ABUSE**

#### **10.1. *What to do if there are allegations against other children (Child on Child abuse):***

10.1.1. If an allegation is made by a child/young person about another child/young person including any abuse in an intimate personal relationship, staff/volunteers must consider whether the disclosure raises safeguarding and child protection concerns. If one learner causes harm to another it may not be abuse. However, children and adults at risk are vulnerable to abuse by their peers. Such abuse will be taken seriously and not dismissed as ‘part of growing up’. Additionally, it will be subject to the same child protection procedures as any other form of abuse. All child on child allegations must be reported to the Safeguarding Coordinator immediately.

#### **10.2. *What to do if abuse is suspected or disclosed:***

10.2.1. Abuse and neglect are forms of maltreatment of a child, young person or adult at risk. Somebody may abuse or neglect a child or adult by inflicting harm, or by failing to act to prevent harm. Children, young people and adults at risk may be abused in a range of settings, by those known to them or, more rarely, by a stranger. There are many ways in which people suffer abuse.

10.2.2. Everyone has their part to play in helping to safeguard children and adults at risk within the life of the church:

10.2.2.1. If the behaviour of a child, young person or adult at risk gives any cause for concern

10.2.2.2. If an allegation is made in the context about a child, young person or adult at risk being harmed

10.2.2.3. If the behaviour of an individual towards children, young people or adults at risk causes concern

10.3. See [Appendix A](#) for a summary of “What to do and what not to do if abuse is suspected or disclosed”.

10.4. Responding to Concerns - Process

10.4.1. See [Appendix B](#) for the process that must be followed when there are concerns that a child, young person or adult is being abused.

10.4.2. If you think that anyone is in imminent danger of harm, a report should be made immediately to the police by calling 999.

10.5. Responding to concerns raised about adults at risk

10.5.1. When a concern is raised about an adult it should be treated in the same way as a concern about a child: the church worker (paid or voluntary) should:

10.5.1.1. **Recognise** that abuse may be taking place;

10.5.1.2. **Respond** to the concern;

10.5.1.3. **Record** all the information they have received;

10.5.1.4. **Report** the concern to the DSC who may, in turn, report it to the statutory authorities.

10.6. It is not your role to decide whether someone has mental capacity and is therefore able to make decisions that impact on their safety and well-being. Decisions on mental capacity are best made by professionals with the relevant background information to hand. Always share your concerns with the DSC even if you do not have the consent of the adult to do so – in this instance, make sure the DSC knows that the person concerned has not given consent for the information to be passed on.

10.7. The Care Act 2014 provides helpful guidance on these situations.

## **11. ANTI-BULLYING**

11.1. We will support children, young people, adults at risk and our staff and volunteers who experience or display bullying behaviour.

11.1.1. All forms of bullying will be acted upon;

11.1.2. Everybody at Bassett Street Church has a responsibility to work together to stop bullying;

11.1.3. Bullying can include online as well as offline behaviour

11.1.4. To be read in conjunction with the Child-on-Child guidance.

11.2. Bullying behaviour can include:

11.2.1. physically pushing, kicking, hitting, pinching, etc;

- 11.2.2. name calling, spreading rumours, persistent teasing and humiliation or the continual ignoring of others;
- 11.2.3. posting of derogatory or abusive comments, videos or images on social media;
- 11.2.4. racial, homophobic, transphobic or sexist comments, taunts or gestures;
- 11.2.5. sexual comments, suggestions or behaviour;
- 11.2.6. unwanted physical contact.

11.3. We will:

- 11.3.1. recognise our duty of care and responsibility to safeguard all children from harm;
- 11.3.2. promote and implement anti-bullying culture making sure that bullying behaviour is not tolerated or condoned;
- 11.3.3. require all staff members and volunteers to sign up this policy;
- 11.3.4. take action to investigate and respond to any reports of bullying from children and young people;
- 11.3.5. encourage and facilitate children, young people, staff and volunteers to play an active part in developing and adopting a code of conduct for behaviour;
- 11.3.6. ensure that children's workers are given access to information, guidance and training on bullying.

11.4. Each staff member and volunteer will:

- 11.4.1. encourage individuals to speak out about bullying behaviour;
- 11.4.2. respect every child, young person and adult's need for, and right to an environment where safety, security, praise, recognition and opportunity for taking responsibility are available;
- 11.4.3. respect the feelings and views of others;
- 11.4.4. recognise that everyone is important and equal, and that our differences make each of us special and worthy of being valued;
- 11.4.5. show appreciation of others by acknowledging individual qualities, contributions and progress;

11.4.6. ensure safety by having rules and practices carefully explained and displayed for all to see;

11.4.7. report incidents of bullying behaviour they see – by doing nothing you are condoning the behaviour.

11.5. Supporting children, young people and adults at risk of bullying:

11.5.1. We will let children, young people and adults at risk know who will listen to and support them;

11.5.2. We will create an “open door” ethos where they feel confident to talk about bullying behaviour or any other issue that affects them;

11.5.3. Potential barriers to talking (including those associated with disability or impairment) will be acknowledged and addressed at the outset to enable children and young people to speak out;

11.5.4. We will make sure children, young people, adults at risk, staff and volunteers are aware of helpline numbers.

11.5.5. Anyone who reports an incident of bullying will be listened to carefully and reports will be taken seriously;

11.5.6. Any reported experience of bullying behaviour will be investigated and will involve listening carefully to all those involved;

11.5.7. Children, young people, adults at risk, staff and volunteers experiencing bullying behaviour will be supported and helped to uphold their right to work, play and live in a safe environment;

11.5.8. Those who display bullying behaviour will be supported and encouraged to develop better relationships;

11.5.9. We will make sure that sanctions are proportionate and fair.

11.6. Support to the parents/guardians (dependent on age of the learner):

11.6.1. Parents or guardians will be advised on the anti-bullying policy and practice;

11.6.2. Any experience of bullying behaviour will be discussed with the child or young person’s parents or carers;

11.6.3. Parents will be consulted on action to be taken (for both victim and bully) and we will agree on these actions together;

11.6.4. Information and advice on coping with bullying will be made available;

11.6.5. Support will be offered to parents, including information from other agencies or support lines.

## 12. CHILD ON CHILD ABUSE

12.1. As a Church working with children and young people, we recognise the importance of keeping them safe. Child on child abuse, including abuse within intimate relationships can impact on children/young people in a number of different ways including physical injury, compromised sexual health and criminality. We will keep children and young people safe by training our staff to recognise, refer and record any concern in this area. Leaders on residential camps need to be aware of issues around child on child abuse and in particular need to carefully supervise children and teens in their care, in particular being aware that problems can arise when teens and children are in sleeping areas separated from adults. In particular they need to be aware of issues around inappropriate mobile phone use and also to be aware of children and teens with special needs who could act inappropriately towards their peers or indeed be victims of child on child abuse, if not carefully supervised at night time as well as in the day time.

## 13. DUTY TO REPORT A ‘SERIOUS INCIDENT’

13.1. One of the statutory functions of the Charity Commission is to identify and investigate apparent misconduct or mismanagement of the administration of charities. To fulfil this duty, they require any registered charity to report ‘serious incidents’ and specifically suspicions, allegations and incidents of abuse or mistreatment of vulnerable beneficiaries including children.

13.2. Charities must report if any one or more of the following have occurred:

13.2.1. An incident where the beneficiaries of your charity have been or are mistreated whilst under the care of your charity or by someone connected with the charity such as a Trustee, member of staff or volunteer;

13.2.2. An incident where someone has been abused or mistreated and this is connected with the activities of the charity;

13.2.3. Allegations have been made that such an incident may have happened, regardless of when the alleged abuse took place;

13.2.4. You have grounds to suspect that such an incident occurred.

## 14. GANGS, COUNTY LINES, SERIOUS VIOLENCE, CRIME AND EXPLOITATION

14.1. We recognise the impact of gangs, county lines, serious violence, crime and exploitation on our community. The initial response to child victims is important and staff/volunteers should be proactive with an “it could happen here”



approach. They must take any allegation seriously and work in ways that support the victim to stay safe. Staff need to recognise the need to be vigilant for the signs which may include:

- 14.1.1. Unexplained gifts/new possessions – these can indicate learners have been approached by/involved with individuals associated with criminal networks/gangs, this includes children and adults at risk
- 14.1.2. Children and adults at risk who go missing for periods of time or regularly come home late
- 14.1.3. Children and adults at risk who regularly miss training or do not take part in education
- 14.1.4. Change in friendships/relationships with others/groups
- 14.1.5. Children and adults at risk who associate with others involved in exploitation
- 14.1.6. Children and adults at risk who suffer from changes in emotional well-being
- 14.1.7. Signs of self-harm/significant change in wellbeing
- 14.1.8. Signs of assault/unexplained injuries

## **SECTION 4 – Prevention and Safe Recruitment**

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

### **16. For our paid staff working among children, teens and vulnerable adults we will aim to cover the following points:**

- 16.1. There is a written job description/person specification for the post.
- 16.2. Those applying will complete both an application form ([Form 8](#): Paid Workers Application Form) and an appointment form ([Form 10](#): Workers Appointment Form)
- 16.3. Those appointed are interviewed and that safeguarding is discussed at the interview.
- 16.4. Written references have been obtained and followed up where appropriate, using the reference from ([Form 9](#): Reference Request Form).
- 16.5. A social media check has been carried out on the internet using Google or other widely used search engine to confirm no adverse information regarding the applicant's suitability to work with children can be found on the internet.
- 16.6. A DBS check has been completed with additional barred lists checks if the applicant is involved in regulated activity. (We will comply with Code of Practice requirements concerning the fair treatment of applicants and the handling of information.)
- 16.7. Qualifications where relevant have been verified.
- 16.8. The applicant will be trained by Bassett Street Church and will serve a probationary period.
- 16.9. The applicant will be given a copy of the organisation's safeguarding policy and knows how to report concerns.
- 16.10. The applicant will be given a 'Code of Conduct' written by the church for working with Adults at Risk or children/young people (whichever is appropriate to the position) and 'Good Practice Guidelines' covering the running of activities.

### **17. For all our voluntary workers and helpers, we will aim to ensure that:**

- 17.1. Those applying complete our self-declaration Workers Appointment [Form 10](#).
- 17.2. If known to us for less than two years, references will be obtained and followed up where appropriate, using our reference request form (Form 9: Reference request and Form)

- 17.3. A social media check has been carried out on the internet using Google or other widely used search engine to confirm no adverse information regarding the applicant's suitability to work with children can be found on the internet.
- 17.4. A DBS check has been completed with barred lists checks if involved with regulated activities (we will comply with Code of Practice requirements concerning the fair treatment of applicants and the handling of information.)
- 17.5. Informal training alongside a more experienced worker will be given and attendance at our annual training event will be expected.
- 17.6. The applicant will be given a copy of the organisation's safeguarding policy and will know how to report concerns. This document contains our codes of conduct for working with children and vulnerable adults.

## **18. Single Central Record**

- 18.1. A Single Central Record for children's workers and volunteers working with children and vulnerable adults will be established to show that the relevant checks have been carried out and to record attendance for training.

## **19. Note on non-UK workers:**

- 19.1. The above procedures will be carried out for non-UK workers in the exact same way but if the applicant has been in the UK for less than two years 'fit' persons checks will be obtained, otherwise we will carry out the usual DBS checks. If employed as paid workers then the immigration status and right to work in the UK would be checked.

## **20. Management of workers – Codes of Conduct**

- 20.1. As Trustees we are committed to supporting all workers and ensuring they receive support and supervision. The Trustees undertake to follow the principles found within the 'Abuse of Trust' guidance issued by the Home Office and it is therefore unacceptable for those in a position of trust to engage in any behaviour which might allow a sexual relationship to develop for as long as the relationship of trust continues.
- 20.2. For those working with children, please refer to the codes of conduct for safe working practice that are referred to in [Section 6](#) of this document and the relevant appendices.



## **SECTION 5 – Supporting those affected by abuse**

21. The Trustees are committed to offering pastoral care, working with statutory agencies as appropriate, and support to all those who have been affected by abuse, who have contact with or are part of Bassett Street Church, North London. Professional counselling services would be sought if it was felt appropriate by the Trustees.
  
22. Working with offenders: If someone who has either abused children or is known to be a risk to them or to vulnerable adults attends Bassett Street Church, then those running activities that concern children or vulnerable adults would be confidentially alerted to this. Pastoral Care would be offered to such individuals. Such individuals would not be allowed to work with children, young people or vulnerable adults. Clear boundaries and supervision would be given to those individuals via someone in a leadership position within the Church, who would be responsible to ensure that the boundaries were adhered to and that no unsupervised contact was had with children, teens or vulnerable adults.

## **SECTION 6 – Practice Guidelines and codes of conduct.**

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

24. As well as a general code of conduct for workers we also have specific good practice guidelines for every activity we are involved in - these are attached in the following Appendices: -

24.1. [Appendix C](#) - General Code of Conduct for working with children, young people and adults at risk

24.2. [Appendix D](#) - Specific in-depth codes of conduct for dealing with the issue of physical contact with children.

24.3. [Appendix E](#) – Dealing with disruptive or demanding children or teens

24.4. [Appendix F](#) - Specific in-depth code of conduct relating to online safety, social media and use of mobile phones or other digital technology to communicate.

24.5. [Appendix G](#) – Guidelines for specific events

24.6. [Appendix H](#) – Guidelines for Sunday children’s and youth meetings

24.7. [Appendix I](#) – Guidelines for working with children in the community.

24.8. [Appendix J](#) – Guidelines on transporting children

24.9. [Appendix K](#) – Guidelines for One to Ones

24.10. [Appendix L](#) – General Guidelines on events for adults at risk

24.11. [Appendix M](#) – Guidelines on First Aid and HIV

### **25. General comments on guidelines:**

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

25.2. Awareness and promotion: - The Trustees are aware that good communication is essential in promoting safeguarding, both to those we wish to protect, to those involved in working with children and vulnerable adults and to all those

with whom we work in partnership. This safeguarding policy is just one means of promoting safeguarding.

- 25.3. Our Safeguarding Policy will be promoted and talked about at our Safeguarding Sunday or AGM each year, to which most church members come. All our paid workers and voluntary helpers will be made aware of Bassett Street Church's commitment to safeguarding by being given this Safeguarding policy to read and by being made aware of who the Safeguarding Coordinator is and who their deputy is. They will also be made aware of operational guidelines for the policy so that they know how to report abuse or suspected abuse were this to be necessary.
- 25.4. The Trustees are committed to on-going safeguarding training and development opportunities for all paid workers, developing a culture of awareness of safeguarding issues to help protect everyone. The paid workers will also need to undertake recognized safeguarding training on an on-going basis. This will be provided by the Child Protection Company. ([www.childprotectioncompany.com](http://www.childprotectioncompany.com)), or another such provider, and the training will take place in the form of relevant on-line training courses for which certificates of completion will be provided and filed.
- 25.5. The Safeguarding coordinator and her deputy are committed to keeping all the paid workers and voluntary helpers up to date with any changes to the operation guidelines or the actual policy itself.
- 25.6. Our Safeguarding Statement will be prominently displayed on our notice board each week at our Sunday service.

## **SECTION 7 – Forms**

26. A number of forms are used by Bassett Street Church in implementing this policy. They are appended to the Safeguarding Policy at [Appendix N](#) and held by the Safeguarding Co-ordinator or her deputy.

27. The list of forms included in Appendix N is as follows: -

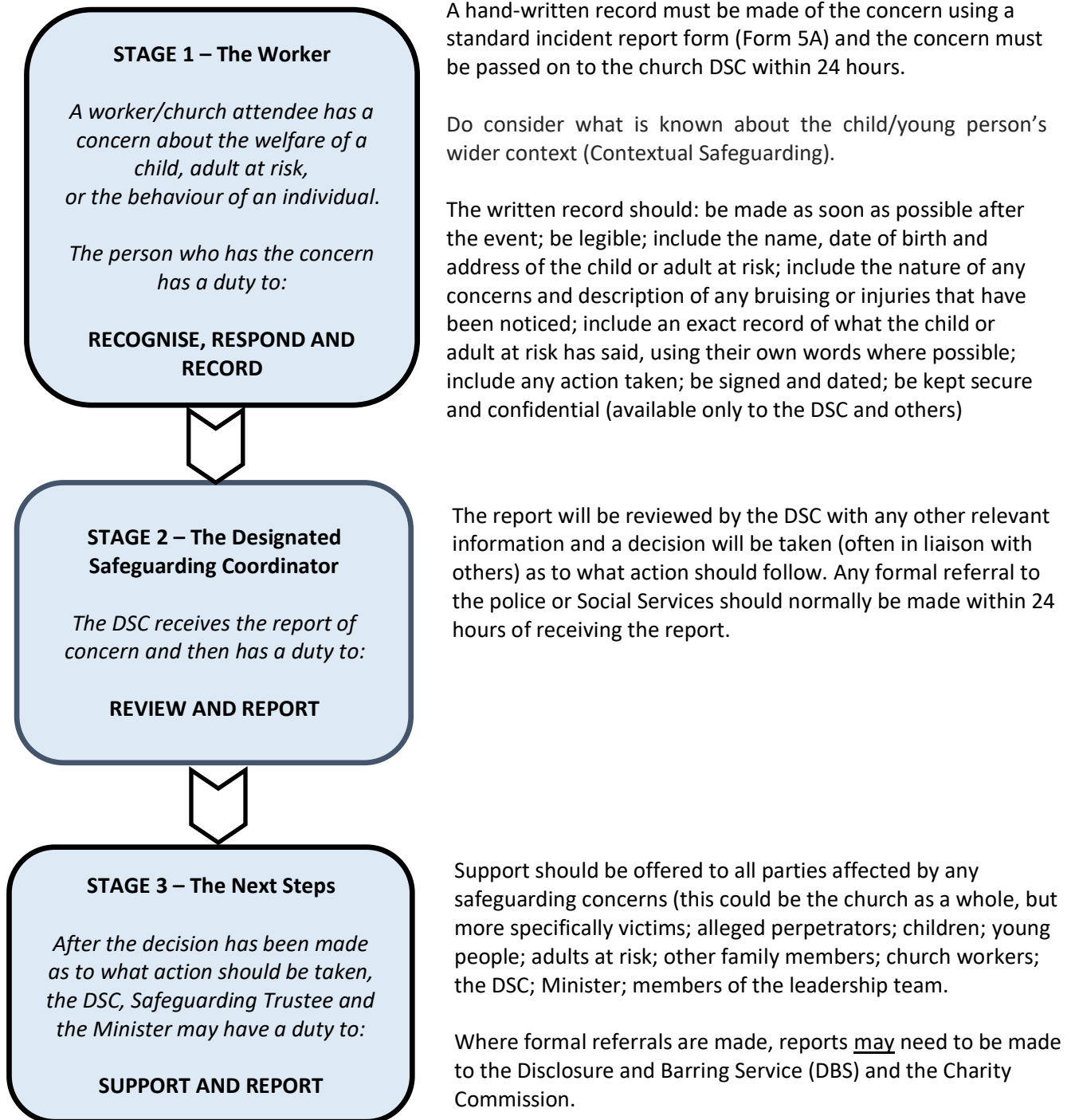
- 27.1. [Form 1](#) **Safeguarding policy statement for parents.** This is to be displayed at Bassett Street Church on Sunday mornings.
- 27.2. [Form 2](#) **Information sheet for parents.** This contains information relevant to Sunday mornings and should be given to all parents.
- 27.3. [Form 3](#) **General Information and Consent.** The carers of all children and young people who regularly attend Bassett Street Church children's groups need to fill in this form as a priority.
- 27.4. [Form 4](#) **Incident and Accident Form.** These are to be used to record any serious incidents, accidents or emergencies that take place in any of the activities covered by this policy.
- 27.5. [Form 5A](#) **Response to allegation of abuse.** These are used to report any allegations of abuse.
- 27.6. [Form 5B](#) **Concern Form.** These are used to report any concerns.
- 27.7. [Form 6](#) **Camps and residential consent form.** These are to be used for camps or any residential activities. NOTE: This form is contained within the annual children's/youth at Carroty Wood in Kent.
- 27.8. [Form 7](#) **Activities and day trips form.** These are to be used for any day trips or other activities.
- 27.9. [Form 8](#) **Application form for paid workers.** This form is to be filled in by one of the leaders if there is a new paid worker joins the Church team.
- 27.10. [Form 9](#) **Request for Reference for volunteer or paid worker.** These are to be used for requesting a reference for a new paid or volunteer worker.
- 27.11. [Form 10](#) **Appointment form for paid or volunteer workers.** This is to be used for the appointment of new workers



**Appendix A - What to do and what not to do if abuse is suspected or disclosed.**

| WHAT TO DO   | WHAT NOT TO DO  |
|--|---|
| <ul style="list-style-type: none"> <li>• Listen to and acknowledge what is being said.</li> <li>• Try to be reassuring &amp; remain calm.</li> <li>• Explain clearly what you will do and what will happen next.</li> <li>• Try to give them a timescale for when and how you / the Designated Safeguarding Person (DSC) will contact them again.</li> <li>• Take action – don't ignore the situation.</li> <li>• Be supportive.</li> <li>• Tell them that:<br/>They were right to tell you;<br/>You are taking what they have said seriously;<br/>It was not their fault;<br/>That you would like to pass this information on to the appropriate people, with their permission.</li> <li>• Be open and honest.</li> <li>• Give contact details for them to report any further details or ask any questions that may arise.</li> </ul> | <ul style="list-style-type: none"> <li>• Do not promise confidentiality.</li> <li>• Do not show shock, alarm, disbelief or disapproval.</li> <li>• Do not minimise what is being said.</li> <li>• Do not ask probing or leading questions or push for more information.</li> <li>• Do not offer false reassurance.</li> <li>• Do not delay in contacting the DSC.</li> <li>• Do not contact the alleged abuser.</li> <li>• Do not investigate the incident any further.</li> <li>• Never leave a child or adult at risk waiting to hear from someone without any idea of when or where that may be.</li> <li>• Do not pass on information to those who don't need to know; not even for prayer ministry.</li> </ul> |

## Appendix B - Process to be followed when abuse is suspected or disclosed



**If you think that anyone is in imminent danger of harm, a report should be made immediately to the police by calling 999.**

## **Appendix C – General Code of Conduct for working with children, young people, and adults at risk**

1. Treat all children and vulnerable adults with dignity and respect.
2. Avoid using inappropriate language in front of, about, or to a child or vulnerable adult.
3. Avoid showing favouritism to any individual.
4. Avoid physical contact unless it is justified in the context of the activity, explained to the individual, and with their permission. (See more detailed notes below which relate to contact with children.)
5. Avoid being alone with a child or adult at risk.
6. Avoid doing things of a personal nature that a child or vulnerable adult can do for themselves.
7. Challenge any form of abuse, bullying, discrimination, bad language, violence or any other offensive or inappropriate behaviour. Report any concerns regarding behaviour using the process in this policy.
8. Establish with participants at the start of any session, the behaviour expected of them.
9. Ensure all participants are adequately supervised at all times, in line with recommended supervision ratios for the activity.
10. Maintain a safe environment and have access to a phone and a first aid kit, or a first aid trained person.
11. Be aware of all necessary procedures and information relevant to your position. This will include emergency procedures, risk assessments, registration procedures, medical information, parental consent, guidance on photography and filming etc
12. Conduct all dealings with children in a public environment in full view of others.
13. Do not place yourself in a situation where you may be open to suspicion or allegation, or where your actions may be misinterpreted.
14. Ensure that due care is given to the weather and the environment, with respect of clothing, equipment, health and safety, and activities.
15. Seek guidance if they are unsure of anything relating to their conduct.

### **Notes:**

In some unavoidable situations you may find yourself unable to follow certain of these guidelines. As a rule of thumb: if by following one of these guidelines you are putting an individual at greater risk, then take alternative action. If this is the case then common

sense should dictate your response, with the safety and well-being of the child or vulnerable adult in mind. For example:

16. A distressed child may require physical contact, such as an arm round the shoulders, to comfort or reassure them. Try to ensure you are with, or in sight of, a colleague, and ensure the purpose of your actions is clear.
17. Physical restraint may be needed to manage certain situations, such as if a fight breaks out. Again, ensure the purpose of your actions is clear, and keep any physical intervention to the minimum required to prevent harm to any young people or others.

## **Appendix D - Specific in-depth codes of conduct for dealing with the issue of physical contact with children.**

### **Physical contact with children:**

1. Keep everything public and doors should be kept open.
2. Touch should be related to the child's needs, not the worker's.
3. Touch should be age-appropriate and generally initiated by the child rather than the worker.
4. Avoid any physical contact that is, or may be thought to be, sexually stimulating to the adult or the child.
5. Children have the right to decide how much physical contact they have with others, except in exceptional circumstances when they need medical attention.
6. Team members should monitor one another in the area of physical contact. They should be free to help each other by pointing out anything which could be misunderstood.
7. Concerns about abuse should always be reported.

## **Appendix E – Specific in-depth codes of conduct for dealing with disruptive or demanding children or teens.**

1. Work on each individual child's positives, do not compare them with each other, but encourage and build them up, giving them responsibility for simple tasks.
2. Build healthy relationships with children and be a good role model, setting a good example. You can't expect children to observe ground rules if you break them yourself.

3. Take care to give quieter and well-behaved children attention and don't allow some children to take all your time and energy.
4. Be consistent in what you say and ensure that other team members know what you have said – this avoids manipulation.
5. Look honestly at your programme – if children are bored, they misbehave. Is the programme at fault?
6. NEVER smack or hit a child and don't shout – change voice tone if necessary.
7. Correct children out of care for them NEVER anger. (Call on support from other leaders if you feel you may deal with the situation unwisely in your anger.)
8. Lay down ground rules. For example, no swearing, racism or calling each other names, a respect for property, and make sure the children understand what action will be taken if not kept.
9. Each child is unique, special and individual, and each child needs a different method of being dealt with. We need to ask why any child is misbehaving.
10. Separate children who have a tendency to be disruptive when together. Give them a clear warning and only separate if they are disruptive as a last resort. Have the child sit right in front of you or get a helper to sit next to the child.
11. Be pro-active and encourage helpers to be pro-active and not wait to be told to deal with a situation.
12. Take the child aside and talk to them, challenge them to improve their behaviour, whilst encouraging them on their strengths.
13. Warn a child that you will speak to their parents if they continue to be disruptive and do so if necessary.
14. If a child's behaviour is constantly disruptive, seek advice and guidance from a leader. (See church policy on Safeguarding.)

**Appendix F - Specific in-depth code of conduct relating to online safety, social media and use of mobile phones or other digital technology to communicate.**

1. Workers should be aware of this policy and behave in accordance with it.
2. Workers should seek the advice of the safeguarding co-ordinator if they have any concerns about the use of the internet or social media.
3. Where possible, workers should not communicate with young people via personal accounts or private messages, choosing instead a more formal means of communication, such as face-to-face, in an email or writing, or using an organisational account, profile or website.
4. Where possible, workers should communicate any messages they wish to send out to children and young people to the safeguarding co-ordinator (for example, by copying in the safeguarding co-ordinator on emails).
5. Workers should avoid having children or young people's personal mobile numbers and should instead seek contact through a parent or guardian, or via, for example, a WhatsApp group facility.
6. Workers should seek parental permission on each occasion they need to contact children or young people directly; the purpose for each contact will be clearly identified and agreed upon.
7. Where possible, a method of accountability should be used, such as copies of texts also being sent to the safeguarding coordinator or to parents or by copying in at least one other worker on emails.
8. Emails and texts should be signed off in a professional manner, avoiding the use of emojis or symbols such as kisses ('X's).
9. Workers should not 'friend' or 'follow' children or young people from personal accounts on social media.
10. Workers should make sure any content that they post on social media is accurate and appropriate, as young people may 'follow' them on social media.
11. Workers should avoid communicating with children during unsocial hours
12. Any disclosures of abuse reported through social media should be dealt with in the same way as face-to-face disclosures, according to our reporting procedures.
13. Smartphone users should respect the private lives of others and not take or distribute pictures of other people if it could invade their privacy.
14. Workers must not engage in sharing nude and semi-nude images or videos to anyone that are obscene, indecent or menacing.

15. Texts should be used to communicate information – such as reminding the children about upcoming events, and not to engage in conversation.
16. If a young person misinterprets such communication and tries to engage a worker in conversation, the worker will take the following steps:
17. End the conversation or stop replying
18. Suggest discussing the subject further at the next meeting
19. If concerned about the child or young person, provide contact details for the safeguarding co-ordinator or appropriate agencies
20. The principles in this policy apply no matter which current or future technology is used – including computers, laptops, tablets, web-enabled games consoles and smart TVs – and whether an app, programme or website is used.

## **Appendix G – Guidelines for specific events**

1. **Policy for camps and other residential activities** (A major part of church activity focuses around the annual children's and youth camp at Carroty Wood in Kent.)
2. **Details of The Camp**
  - 2.1. Parents/carers are to be informed of details of the camp - name of the camp, its location, dates of the camp and or Organisation responsible for running the camp.
3. **Risk Assessment**
  - 3.1. A risk assessment will be carried out by the Safeguarding Coordinator prior to any residential activity.
4. **Policy Ownership**
  - 4.1. The Camp Organisers recognise that where workers from other churches/organisations are joining the camp there is a need for clarity with regard to the reporting mechanism and response to allegations of abuse. Many churches / organisations have their own child protection policy and procedures. Therefore, for the benefit of the camp and for clarity, it is expected that all sending churches agree to the following:
    - 4.1.1. All allegations of child abuse will be referred to the Camp Safeguarding Coordinator, (hereafter the "Coordinator") or their deputy. Any allegations which in any way involve both of them would be reported direct to Social Services.
    - 4.1.2. All allegations will be dealt with on a *need to know* basis.
    - 4.1.3. If allegations involve a child or worker from a sending church then the leader of that church or a nominated person (i.e. their safeguarding co-

ordinator) will be informed. It is expected they will keep confidence and not investigate the matter themselves.

- 4.1.4. The Co-ordinator will have the responsibility to action all allegations (unless s/he was involved in the allegation).
- 4.1.5. The Co-ordinator will contact either the home Social Services Department or the SSD/Police local to the Camp.
- 4.1.6. Should some sending churches have reporting mechanisms which involve those other than the minister / Elders and Trustees of the church, this will be discussed and an agreement made between that church and the Camp Organisers (e.g. a church may have a responsibility to inform a bishop or other official).

4.2. It is the expectation that all those at the Camp accept the camp policy and act according to it.

## **5. Responsibility at Camp**

- 5.1. On the first night of the camp it should be announced who the Safe Guarding Co-ordinators are so that all children and teens are aware.
- 5.2. The Camp Child Protection Co-ordinator has responsibility to action all allegations or suspicions of abuse. If the suspicions in any way involve the Co-ordinator then the matter should be reported to the Deputy Co-ordinator.
- 5.3. If the suspicions in any way implicate both the Co-ordinator and the Deputy Co-ordinator, then contact Social Services or the church co-ordinator in accordance with the safeguarding policy. CCPAS can be contacted for advice.

## **6. Appointment of Workers**

- 6.1. Where camps are organised with workers from various churches the procedure can be carried out by the home church and information passed to the Co-ordinator. It is important that all churches / organisations use the same forms and use identical procedures. Children's workers will have opportunity to communicate before the camp to discuss the programme/activities.

## **7. Supervision of Group / Children's Activities at Camp**

- 7.1. Taking care of children who are away from home involves taking responsibility for their well-being at all times, being prepared for every eventuality, and anticipating situations where there is harm and taking steps to minimise the risks.

## **8. Camp Safety**

- 8.1. The children and young people who are on Camp are not permitted to leave the campsite without an adult. Tent leaders are responsible for the whereabouts of children and young people in their tents.

## **9. Parental Consent**

- 9.1. No children should be allowed to participate in any activity without the written consent of the parent/guardian.



## **10. Health Information and Consent Form**

- 10.1. All children on camp should have completed a Health Information and Consent Form - Form 6

## **11. Fire Hazard**

- 11.1. Everyone on camp should be warned of the danger of fire. If the camp is in a building then everyone will be made aware of the fire exits.

## **12. First Aid**

- 12.1. Best practice dictates that there should be at least one worker qualified in first aid (through a course run by St. John Ambulance or similar.)
- 12.2. The First Aider should ensure that on the camp:
  - 12.2.1. First Aid boxes are available and their location known.
  - 12.2.2. That the First Aid kit contains those items recommended by the Red Cross
  - 12.2.3. The First Aider should record all accidents and injuries.
  - 12.2.4. That the location and telephone numbers of the nearest doctor and hospital are readily available.

## **13. Camp Site**

- 13.1. The safety of the building, chalets or tents needs to be considered and rules applied as appropriate (i.e. no running round tents due to the risk of injury from tripping over guy lines). Inspect the condition of fires and electrical appliances.

## **14. Health and Hygiene**

- 14.1. The Food Safety (General Food Hygiene) Regulations 1995 state that anyone who handles food or whose actions could affect its safety must follow the regulations. As technically food is being sold (if food is included and a charge is made for the camp) then best practice dictates that those with responsibility for food should possess the Basic Food Hygiene Certificate and be aware of food safety (preparation, handling and storage, disposal of waste, etc).

## **15. Adventurous Activities**

- 15.1. No adventurous activities will be engaged in without the written consent of the parent/guardian. The 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. If use is made of an Activity Centre or Organisation whose own staff undertake all instructions then the Camp Organisers will ensure that the premises are licensed, if the activities come within the scope of the Adventure Activities Licensing Regulations 1996.
- 15.2. If as a camp or residential activity organiser you wish to check which activities are covered under the Adventure Activities Licensing Regulations you may wish to contact the Adventure Activities Licensing Authority at Tourism Quality

Services Ltd. 17 Lambourne Crescent, Llanishen, Cardiff CF4 5GG.  
Telephone 02920 755 715

15.3. The Department for Education & Skills has issued a Circular (DfES Guidance 22.94 – Safety in Outdoor Activity Centres) which provides guidance on safety when taking children and young people away on trips to Outdoor Activity Centres. A copy can be obtained from HSE Books, P O Box 1999, Sudbury, Suffolk CO10 6FS.

## 16. Mobile Phones

16.1. Parents, carers and children will be advised that a condition of attending the camp is that children will not be permitted to have mobile phones in their possession on the camp except at agreed and limited times to make calls to parents and carers. This is to minimise the risk of unhelpful internet activity and/or child on child abuse using social media during the camp.

## 17. Transportation

17.1. The Camp organisers will ensure that all drivers have adequate car insurance if they are transporting children on a camp and that the Coach Company has all relevant insurance in place.

17.2. Mini-buses:

17.2.1. Any motor vehicle adapted to carry more than eight passengers for hire or reward is regarded in law as a Public Service Vehicle (PSV). A small bus permit is therefore required for all mini buses used to carry between 6 and 16 passengers.

17.2.2. All minibuses used to transport children at the camp should therefore have:

- A small bus permit;
- The necessary insurance;
- A driver with a valid driving license which entitles them to drive a minibus.

## 18. Insurance

18.1. Ascertain the type of insurance you will require such as personal accident (for death, disablement), personal property (items which are lost or stolen), and personal liability. If you are staying at a centre check to see if they have Public Liability Insurance.

## 19. Camp Supervision - Workers

19.1. To ensure a consistent approach to all work on a camp, particularly where a number of individual groups have come together it is essential that there is opportunity for workers to meet together and receive supervision. The codes of conduct attached to this policy will be made available to all workers who attend.

## **20. Sleeping Arrangements**

- 20.1. Specify sleeping arrangements. In shared sleeping areas there should be a minimum of two adults to supervise under 18's at night in each dormitory or tent, where possible with separate sleeping zones/areas. All leaders need to carefully follow the tent leaders guides that are provided prior to the camp and respect children's/teens privacy at all times. See point 20 below.
- 20.2. Sleeping arrangements need to be age-appropriate and provide security for the children as well as the adults.
- 20.3. All safety aspects and access to the camp need to be carefully assessed prior to the camp.
- 20.4. Who the Safeguarding Co-ordinators are should be clearly announced at the start of the camp so that all children and leaders are aware.
- 20.5. Issues currently being looked into:
  - The issue of the use of some pop up inner tents within the large tent sleeping areas is currently being looked into in order to provide more protection from insects etc and in order to potentially separate out sleeping areas within the tents. There is an awareness that this needs to be done with care due to the potential issue of child on child abuse when children or teens are grouped separately from adults.

## **20. Guidelines for tent leaders at Carroty Wood**

### **Tent Leader Duties at Carroty Wood**

It goes without saying that it is a great responsibility to look after the children and teens put in our care. So here are the guidelines for those leading tents.

#### **PLEASE CAN ALL TENT LEADERS READ THIS CAREFULLY**

1. Always know where your tent members are, especially the younger ones.
2. If at any point you feel that any of the children or teens in your care is unwell or hurt in any way, please see Camp Nurses immediately and let Camp leaders know as they have all emergency numbers. There is a full First Aid Box on site.
3. Safeguarding. Make sure that you respect the privacy of the children and teens in your care especially when they are dressing or changing. Make sure you dress or change away from them privately. Safeguarding Co-ordinators will be announced on the first night of the camp and will be available at all times so that all adults and children/teens are aware.
4. Gather up the children/teens in your care up when the whistle is blown and check that they are present at the start of every meeting, remind the younger ones to go to the loo before the meeting if they need to.
5. Make sure you check the washing up rota for kitchen duties for your tent

6. Make sure your tent members hand in at the kitchen the cakes or biscuits that their parents have given them for the camp
7. Tent Inspection - only happening on Saturday morning. Tidy up the tent and try and win some points!
8. Tents with younger ones. Help them with practical stuff eg hang out their wet things after swimming, remind them to go to the loo last thing at night
9. Please try and keep your guys quiet. Night time – aiming for silence by 10.30. And in the morning they must not roam around or leave their tents until 7am, except to go the loo.
10. Creepy crawlies - try and be brave in front of the children/teens and try and rescue them! (the children that is – not the creepy crawlies!)
11. Sunday – after lunch help them to pack up quickly - the tents need to be completely cleared out and swept, with blankets taken (neatly folded) back inside.
12. Clear up litter whenever you see it.
13. Aim to pray with your tent at night before you go to sleep, learn the memory verse together and encourage them to go to the prayer meetings.

## **Appendix H – Guidelines for Sunday children’s and youth meetings**

1. Children are under the care and responsibility of the parent/carer who brought them to the Sunday Church Service – except for the period of approximately one hour when the children’s meetings are held.
2. General
  - 2.1. Parents of regular attendees need to fill in Form 3 - General Information and Consent (see Section 5); they also need to be given forms 1 and 2, the Safeguarding Policy Statement and Information Sheet (see Section 5) once attending regularly.
  - 2.2. Any accident, incident and emergencies needed to be reported to the Safeguarding Coordinator or her deputy and she will report these via form 4 Incident and Accident Form (see Section 5). Any allegations of abuse need to be reported to the Safeguarding Coordinator or her deputy and he/she will report these via form 5A Responding to Abuse (see Section 5) See further details on this in Section 2.
3. **For children up to and including the age of 8:**
  - 3.1. Once the children are sent out from the main church service– children should be brought by carers to the designated classroom for their child’s age group. On the way to the classroom parents and carers need to ensure that their child has the opportunity to use the toilet facilities.
  - 3.2. Pre-school children. At the end of the session, parents of pre-school children need to collect their children from their room

3.3. Primary Age children. At the end of the session, children aged 7 years and younger will be brought back to the main meeting hall, where they will once again become the carers responsibility. Children age 8 and above can make their own way back down to their parents/carers.

#### **4. For children aged 9 and above and for teenagers:**

4.1. Children aged 9 and above and all those of secondary school age can make their own way to and from their sessions, unless the carer chooses to bring and collect them. Children aged 9 and over and teenagers are the carer's responsibility at the end of their session – at approximately 12.15pm. Carers need to arrange to collect their child or instruct their child where and when to meet them.

#### **5. Ratios and ages:**

5.1. The minimum ratios of adults to children/teenagers for the Bassett Street Sunday morning groups are:

|                                     |             |
|-------------------------------------|-------------|
| <b>Sunbeams (pre-school)</b>        | <b>1:3</b>  |
| <b>Flame (Reception – Year 5/6)</b> | <b>1:8</b>  |
| <b>Tribe (Year 6 – 9)</b>           | <b>1:15</b> |
| <b>Ablaze (Year 10 – 13)</b>        | <b>1:15</b> |

6. No children or young people attending a group should be left alone at any time, nor should any person under 18 years of age be left in charge of children of any age.
7. Boundaries, issues of touching are dealt with in Section 5. Reporting of abuse is dealt with in Section 2.
8. Children and youth workers are responsible to ensure that the room/area they use for an activity is safe and that there are no hazards which could endanger the safety of themselves or the children/young people they are responsible for. All facilities should meet adequate safety standards.
9. We encourage teamwork and mutual accountability, and we hold regular workers meetings to review procedures and ensure a common approach, and sharing of any concerns or issues raised.
10. We occasionally have guest speakers come into our children's and youth groups. These visits are logged in our scheduled arrangements, and such visitors are never allowed to work unsupervised or alone with any children or teenagers.

## **Appendix I – Guidelines for working with children in the community.**

### **1. Visiting Children at Home**

- 1.1. Children's workers and leaders will need to visit children and their families at home from time to time.
- 1.2. The parents may or may not be church attendees. Please follow the following guidelines:
  - 1.2.1. Inform your leader/another worker of the proposed visit.
  - 1.2.2. Never go into a child's home if no parent is present.
  - 1.2.3. If the parent/carer is absent when you call, leave some means of identification/ explanation that can be handed to them if the child is at home alone/with other children
  - 1.2.4. Provide information about your group to the parent/carer – to include contact telephone numbers etc.

### **2. Children from The Street**

- 2.1. Sometimes children playing outside or wandering the streets with no adult supervision will join in church organised activities (e.g. children's clubs, Sunday schools) without the knowledge of their parents. We recommend the following:
  - 2.1.1. On arrival, welcome the child/children and attempt to gain some factual information about them, i.e. *name, age, where they live, telephone number*, and record in a register.
  - 2.1.2. Enquire if the child's parents are aware of where they are, and whether they are expected home at any particular time. If they are and this is before the end of your group you would, of course, encourage the child to return home, suggesting that their parent might be willing for them to come to the group the following week (or ring to check with parents that it's OK for them to stay).
  - 2.1.3. Link the child with another child to introduce the visitor to the group and the routines etc.
  - 2.1.4. On leaving, give the child a leaflet about the group with contact telephone numbers etc. with perhaps a standard letter to parents inviting them to make contact if they wish.
  - 2.1.5. Additionally, you will need to consider the following: without quizzing the child, you will need to find out as soon as you can whether the child has any special needs, *e.g. is the child on any medication*, so that you can respond appropriately in any emergency.

## **Appendix J – Guidelines on Transporting Children**

1. Only those who have gone through the Church recruitment procedures for workers should transport children.
2. All drivers should have read the Church safeguarding policy and agree to abide by this.
3. Parental consent should be given and all journeys should be carried out with the knowledge of the Trustees.
4. Seat belts should be worn, the driver should check he/she has adequate insurance and the vehicle should be road worthy.
5. Drivers should not spend unnecessary time alone in a car with a child. If a child wants to talk to a driver about something and has waited till other children have been dropped off, the driver should explain that it isn't convenient to talk and then arrange to meet with the child / young person at a location where there can be other adults around. (Remember a child / young person may want to talk to the driver about an abusive situation).
6. Having checked drivers (application form, interview, references etc.) it is reasonable to expect that they may be alone with a child for short periods e.g. dropping off the last child. Ensure a discussion takes place as to the most suitable child to be dropped off last and plan routes accordingly.
7. At collection or dropping off points do not leave a child on their own. Make sure that an appropriate adult collects children.
8. It may be unwise for a particular driver to transport a child e.g. where they have had a disagreement that evening, where a child / young person has a 'crush' on a driver etc., and arrange for someone else to transport the child / young person.

### **Arrangements when using mini-buses:**

In addition to the above, consider the following:

9. Ensure full compliance with mini-bus regulations  
Ensure that you have adequate supervision. As well as a driver, another responsible adult sitting with the children/ young people will be needed.

## **Appendix K – Guidance for One-to-Ones**

- The only conditions where a one-2-one is to be initiated is the following: A request is made by the parent, with the knowledge of the young person, to the Church Leadership.
- If a young person and a worker would like to meet for the purpose of one-2-one Bible Study, then the times and circumstances for the meetings are to be laid down by the parent
- The supervision of the one-2-one is the responsibility of the parent at all times.

## **Appendix L – General Guidelines on events for adults at risk**

Bassett Street Church does not run any events specifically for adults at risk, however sometimes they may attend church events. The leadership will therefore commit to ensure:

- That all its pastoral leaders are aware of the code of conduct attached to this report. That its paid members of staff are DBS checked (with barred lists checks included in relation to vulnerable adults) as they may possibly be called upon to undertake duties which involve regulated activity. And if in the future any volunteer workers need to undertake any activity which may fall into regulated activity that they too would be subject to DBS checks (to include barred-list checks).

## **Appendix M - Guidelines on First Aid and HIV**

It is our Church Policy to ensure that all premises used by children should have a properly equipped first aid kit. Its contents should be stored in a waterproof container and the designated worker should regularly check contents.

A First Aid kit is kept on-site at the Church in Bassett Street for use on Sunday mornings – contact one of the Church Leaders to find out who the registered First Aider's are. For all other events, workers should find out where the First Aid kit is kept and who the First Aiders are on site.

Good hygiene should always be practiced. Disposable latex gloves and an apron should be used when dealing with broken skin, bodily fluids or faeces.



## **Appendix N – Forms**

### **Form 1 Safeguarding policy statement for parents.**

This is to be displayed at Bassett Street Church on Sunday mornings.

### **Form 2 Information sheet for parents.**

This contains information relevant to Sunday mornings and should be given to all parents.

### **Form 3 General Information and Consent**

The carers of all children and young people who regularly attend Bassett Street Church children's groups need to fill in this form as a priority.

### **Form 4 Incident and Accident Form**

These are to be used to record any serious incidents, accidents or emergencies that take place in any of the activities covered by this policy.

### **Form 5A Response to allegation of abuse**

These are used to report any allegations of abuse.

### **Form 5B Concern Form**

These are used to report any concerns.

### **Form 6 Camps and residential consent form**

These are to be used for camps or any residential activities.

NOTE: This form is contained within the annual children's/youth at Carroty Wood in Kent.

### **Form 7 Activities and day trips form**

These are to be used for any day trips or other activities.

### **Form 8 Application form for paid workers**

This form is to be filled in by one of the leaders if there is a new paid worker joins the Church team.

### **Form 9 Request for Reference for volunteer or paid worker**

These are to be used for requesting a reference for a new paid or volunteer worker.

**Form 10 Appointment form for paid or volunteer workers**

This is to be used for the appointment of new workers

**Form 1**

**CHURCH IN BASSETT STREET SAFEGUARDING POLICY STATEMENT**

- We are committed to supporting our parents and families;
- As leaders of the church we are committed to the nurturing, protection and safeguarding of all, especially the young and vulnerable;
- We recognise that safeguarding is everybody's responsibility;
- We are committed to following the agreed procedures and following statutory, specialist guidelines.
- We review this policy annually at a Trustees meeting.

If you have any concerns for a child or an adult at risk or have concerns regarding any safeguarding matter then speak to one of the following who have been approved as Safeguarding Coordinators for this Church.

Mrs. Joanna West, Safeguarding coordinator

Mrs. Florence Allen, Deputy Safeguarding coordinator

Mrs. Amy Clarke, Deputy Safeguarding coordinator

An information sheet for parents has been prepared and a copy of the full policy can be seen in the church office.

Signed (by Chair of Trustees)

\_\_\_\_\_ Mr. Bob Souster

Date \_\_\_\_\_

## **FORM 2**

### **BASSETT STREET CHURCH INFORMATION FOR PARENTS**

Please find attached the Bassett Street Church Safeguarding Policy Statement.

The safety of your child is very important to us at Bassett Street Church and we would like to take this opportunity to inform you of this priority.

We ask you to take responsibility for your child whilst they are on the School premises on Sunday mornings, before, during and after the Sunday morning Church Service. We will care for your child/young person during their meetings, which last approximately one hour during the second half of the Church service.

For children up to and including the age of 8:

At the point where the notices are finished - at around 11.15am - please bring your child to the designated classroom for your child's age group. On the way to the classroom please ensure your child has the opportunity to use the toilet facilities.

Once at the designated classroom facilities, you may hand over your child to the worker in charge, ensuring the child's name is entered in the register for that session.

At the end of the session, children aged 8 years and younger will be brought back to the main meeting hall, where they will once again be your responsibility.

For children aged 9 and above and for teenagers:

Children aged 9 and above and all those of secondary school age can make their own way to and from their sessions, unless the carer chooses to bring and collect them. Children aged 9 and over are your responsibility at the end of their session - approximately 12.15pm. Please arrange to collect your child or instruct your child where and when to meet you.

A copy of the Church in Bassett Street Safeguarding Policy is available for you to view at any time – contact Mrs Jo West.

**FORM 3**

**BASSETT STREET CHURCH GENERAL INFORMATION AND CONSENT**

Church \_\_\_\_\_ : Bassett Street Church

Full name of child/young person \_\_\_\_\_

Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_

Address \_\_\_\_\_

Child's gender: \_\_\_\_\_ M/F

Details of any regular medication, medical problem (e.g. asthma, epilepsy, diabetes, allergies, dietary needs, etc.) or disability which may affect normal activity:

\_\_\_\_\_

Parent/Guardian Name \_\_\_\_\_

Telephone number:

*I give permission for \_\_\_\_\_ to take part in the normal activities of this group. I understand that separate permission will be sought for certain activities, including swimming, and outings lasting longer than the normal meeting times of the group. I understand that while involved he/she will be under the control and care of the group leader and/or other adults approved by the church leadership and that, while the staff in charge of the group will take all reasonable care of the children, they cannot necessarily be held responsible for any loss, damage or injury suffered by my child during, or as a result of, the activity.*

*In an emergency and/or if I am not contactable, I am willing for my child to receive necessary hospital or dental treatment including an anaesthetic:*

YES NO (Please tick)

Signed (parent/or adult with parental responsibility)

\_\_\_\_\_

**FORM 4**

**BASSETT STREET CHURCH ACCIDENT AND INCIDENT FORM**

*This form should be completed immediately after any accident or significant incident.  
The worker should discuss with a leader what follow up action is necessary*

Day, date and time of the incident \_\_\_\_\_

What are the names, addresses and ages of those involved in the incident?

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Where did this incident take place?

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Name of your group \_\_\_\_\_

Who is normally responsible for group? (Name, address and telephone number)

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Who was responsible for the group at the time of the incident, if different from the above? (Name, address and telephone number)

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Which other workers were supervising the group at the time of the incident? (Names, addresses and telephone numbers)

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Who witnessed the incident? (names, addresses, telephone numbers, and ages if under 16) Normally only two witnesses would be needed.

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Describe the accident/incident (include injuries received and any first aid or medical treatment given)

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Have you retained any defective equipment?  
YES NO NONE INVOLVED (Please tick)

If so, where is it being kept and by whom?

---

What action have you taken to prevent a recurrence of the incident?

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Is the site or premises still safe for your group to use YES NO (Please tick)

Is the equipment still safe for your group to use? YES NO (Please tick)

Who else do you need to inform?

---

Have they been informed? YES NO (Please tick)

If so, when and by whom?

---

Signature of person in charge of group at time of accident/incident

\_\_\_\_\_ Print Name \_\_\_\_\_

Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Form seen by Leader

Signature \_\_\_\_\_

Date \_\_\_\_/\_\_\_\_/\_\_\_\_

**FORM 5A**

**CONFIDENTIAL**

**BASSETT STREET CHURCH RESPONDING TO ABUSE –  
WORKERS’ ACTION SHEET**

Name of Child/Young Person/Adult at Risk: \_\_\_\_\_

Address: \_\_\_\_\_

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

Name of Person Reporting Event \_\_\_\_\_

Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Time \_\_\_\_\_

Sequence of Events/Actual Words Used/Observations:  
*(Use body chart overleaf where appropriate, but do not undress the child/adult!)*

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Action Taken

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Name of Person Contacted:

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Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Time \_\_\_\_\_

Notes:

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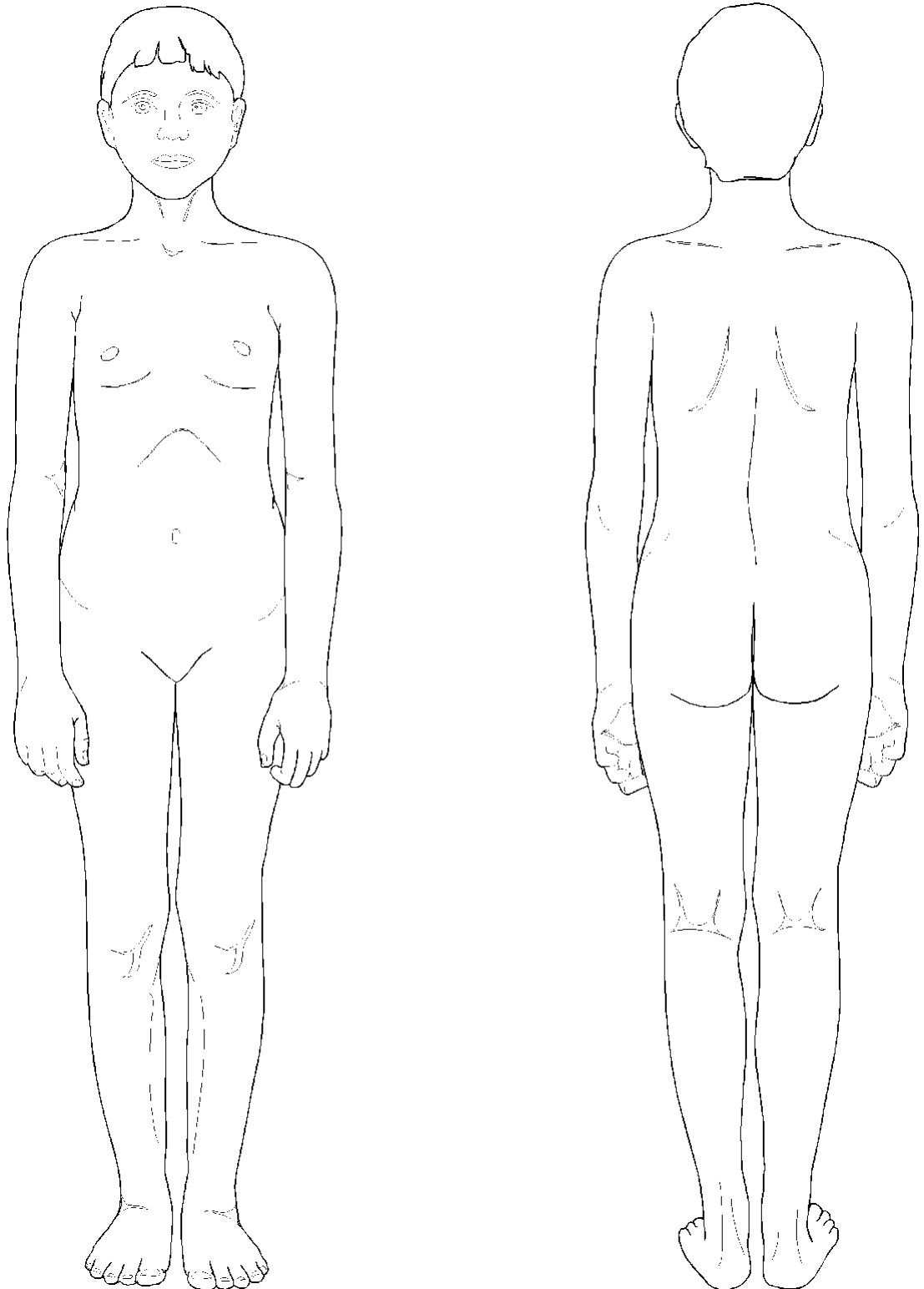
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**BODY CHART**



**FORM 5B**

**CONFIDENTIAL**

**BASSETT STREET CHURCH CONCERN FORM**

Name of Child/Young Person/ Adult at Risk:

\_\_\_\_\_

Name of Person Reporting  
Event \_\_\_\_\_

Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Time \_\_\_\_\_

Details of concern:

Reported to: \_\_\_\_\_

Signed:

Date:

**FORM 6**

**BASSETT STREET CAMPS AND RESIDENTIAL HOLIDAYS HEALTH INFORMATION AND CONSENT FORM**

*To be signed by Parent/Carer*

Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone No  
\_\_\_\_\_

Date of Birth \_\_\_\_\_

Name of Doctor \_\_\_\_\_

Doctors Tel No \_\_\_\_\_

National Health No \_\_\_\_\_

Address where I can be contacted including phone no.  
\_\_\_\_\_

Details of any illness about which the leaders should be aware.  
\_\_\_\_\_

Details of any medication required during the camp (all medication to be labelled correctly and clearly with name and dose needed each day)  
\_\_\_\_\_

Details of any allergies or special diet  
\_\_\_\_\_

Signed  
\_\_\_\_\_

**PARENTAL CONSENT**

*In an emergency and/or if I am not contactable, I am willing for my child to receive necessary hospital or dental treatment including an anaesthetic*  
YES NO (Please tick)

Signed (parent/or adult with parental responsibility)  
\_\_\_\_\_

*NB the information part can be completed by a carer. Only those with parental responsibility (e.g. this does not include a foster carer) can sign the consent.*

**FORM 7**

**BASSETT STREET CHURCH ACTIVITIES AND DAY VISITS**

Proposed Visit or Activity \_\_\_\_\_

*Design your own form to include the following*

- Name of visit or activity
- Date
- Venue/destination
- Departure place and time
- Return place and time
- Cost (inc. cheques payable to)
- Transport arrangements
- Items to be brought (coat, swimming kit, packed lunch, money etc.)
- Date by which reply is to be made, and person to whom it should be sent

*Then include in your form a photocopy of the reply slip below*

**Reply Slip**

**One form per person**

Full name of child/young person \_\_\_\_\_

Address \_\_\_\_\_

Please give details of any medical conditions (e.g. asthma, epilepsy, diabetes, allergies, dietary needs) or disability that may be affected by this activity)

\_\_\_\_\_

Telephone number for emergencies Day: \_\_\_\_\_

Evening: \_\_\_\_\_

*I have read the above information and I give permission for \_\_\_\_\_  
to take part in this activity.*

*I give my consent to any medical treatment that may be necessary in event of an  
emergency*

*I enclose a cheque or cash to the sum of £\_\_\_\_: \_\_\_\_*

Signed (parent/or adult with parental responsibility)

\_\_\_\_\_

Date \_\_\_\_/\_\_\_\_/\_\_\_\_

*This consent form should be taken with the worker on the activity or visit. This sheet should be photocopied.*

**FORM 8**

**BASSETT STREET CHURCH APPLICATION FORM FOR PAID WORK WITH CHILDREN, YOUNG PEOPLE OR ADULTS AT RISK**

**We ask all prospective paid workers with children, young people and adults to complete this form. If there is insufficient room to fully answer any question, please continue on separate sheet. The church will keep the information confidentially, unless requested by an appropriate authority. Applications for voluntary work are not required to complete the employment details.**

**1. Personal Details**

*We may need to see birth/marriage certificates to check names.*

Full Name \_\_\_\_\_

Maiden/All former Name(s) \_\_\_\_\_

Date and place of birth \_\_\_\_/\_\_\_\_/\_\_\_\_ \_\_\_\_\_

Address \_\_\_\_\_

Town \_\_\_\_\_

City/County \_\_\_\_\_

Postal Code \_\_\_\_\_

Daytime Telephone No. \_\_\_\_\_

Evening Telephone No. \_\_\_\_\_

How long have you lived at the above address? \_\_\_\_\_ Years

If less than 3 years, please give previous address(es) with dates

From/To \_\_\_\_/\_\_\_\_/\_\_\_\_ \_\_\_\_/\_\_\_\_/\_\_\_\_

From/To \_\_\_\_/\_\_\_\_/\_\_\_\_ \_\_\_\_/\_\_\_\_/\_\_\_\_

Previous Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Previous Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Town \_\_\_\_\_

Town \_\_\_\_\_

City/County \_\_\_\_\_

City/County \_\_\_\_\_

Postal Code \_\_\_\_\_

Please tell us about your Christian experience (i.e. how long have you been a Christian, which Church(es) have you attended and dates, name of minister/leader, any activities undertaken?)

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Please give details of previous experience of looking after or working with children and/or young people. Please include details of any relevant qualifications or appropriate training either in a paid or voluntary capacity.

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Have you ever had an offer to work with children/young people/adults at risk declined?  
YES NO (Please tick)

If yes, please give details

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Do you suffer, or have you suffered any illness which may directly affect your work with children, young people or adults at risk? YES NO (Please tick)

If yes, please give details.

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## 2. Employment History

Please tell us about your past and current employers in the table below.

| <b>Employers Name &amp; Address</b> | <b>Employed From (Date)</b> | <b>Employed To (Date)</b> | <b>Job Title &amp; Description of Duties</b> | <b>Reason for Leaving</b> |
|-------------------------------------|-----------------------------|---------------------------|--|---------------------------|
|                                     |                             |                           |  |                           |
|                                     |                             |                           |  |                           |

## 3. References

Please give the names, addresses and telephone numbers and role or relationship of two people who know you well and who would be able to give a personal reference. In addition, we reserve the right to take up character references from any other individuals deemed necessary.

|              | 1     | 2     |
|--------------|-------|-------|
| Name         | _____ | _____ |
| Address      | _____ | _____ |
| Town         | _____ | _____ |
| City/County  | _____ | _____ |
| Postal Code  | _____ | _____ |
| Telephone No | _____ | _____ |
| Role         | _____ | _____ |





#### 4. Declaration (see note below\*)

Have you ever been charged with or convicted of a criminal offence; or are you at present the subject of criminal investigations? (NB the disclosure of an offence may not prohibit your appointment.)

YES NO (Please tick)

If yes, please give details including the nature of the offence(s) and dates

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Have you ever been involved in court proceedings concerning a child for whom you have parental responsibility? YES NO (Please tick)

If yes, please give details and dates

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Has there ever been any cause for concern regarding your conduct with children?

YES NO (Please tick)

If yes, please give details

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***To your knowledge have you ever had any allegation made against you which has been reported to, and investigated by, Social Services and/or the Police?***

YES NO (Please tick) If yes, we will need to discuss this with you.

If considered appropriate, do you agree to co-operate in obtaining a formal Disclosure and Barring Services Check carried out by the Criminal Records Bureau? YES NO (Please tick)

*I confirm that the submitted information is correct and complete.*

Signed \_\_\_\_\_

Date \_\_\_\_\_

\*Because of the nature of the work for which you are applying this position is exempt from the provision of section 4(ii) of the Rehabilitation of Offenders Act 1974 (Exemptions Order 1975), and you are therefore not entitled to withhold information about convictions which for other purposes are "spent" under the provisions of the Act and in the event of appointment, any failure to disclose such

convictions could result in the withdrawal of approval to work with children and/or young people within the church.

**FORM 9 (PAGE 1)**

**REQUEST FOR REFERENCE**

**Subject: Worker with children/young people/adults at risk.  
(Circle as applicable)**

Name of Worker:

Dear

The above named person has applied to be a worker with the children/young people/ adults at risk (adjust as appropriate) in Bassett Street Church

As I am sure you are aware, before we can accept anyone to work with our children and young people (or adults at risk), whether on a voluntary or paid basis, we must be sure that they are suitable. This applicant has given your name as a referee.

I would be grateful if you could give your opinion of the person's suitability for the post by completing the enclosed form, which will be treated in the strictest confidence, and return it in the pre-paid envelope as soon as possible. A copy of the job description has been enclosed for your information.

Please note that this position is exempt from Section 4(2) of the Rehabilitation of Offenders Act 1974 (Exemptions Order 1975). It is not, therefore, in any way contrary to the Act to reveal any information you may have concerning the convictions which would otherwise be considered "spent" in relation to this applicant's suitability. Any such information will be kept in strict confidence and used only in consideration of the suitability of the applicant for this position.

May I take this opportunity for thanking you for your help in this matter.

Yours sincerely,

**FORM 9 (PAGE 2)**

**REFERENCE FORM: For Paid and Volunteer Helpers with Children and Young People or Adults at Risk)**

**Private and Confidential.**

**REFERENCE for position of (delete as applicable):**

Children's worker/youth worker/worker with adults at risk:

**YOUR NAME:**

**YOUR POSITION/OCCUPATION:**

**HOW LONG HAVE YOU KNOWN THIS PERSON?**

**IN WHAT CAPACITY?**

**COMMENTS ON SUITABILITY OF WORKER:**

In considering whether the person is fit to work with children and young people or adults at risk please consider the following alongside the job description:

- Previous experience of looking after or working with young children or young people or adults at risk.

- Ability to provide warm and consistent care.
- Commitment to treat all children, young people and adults at risk as individuals and with equal concern.
- Are there any health issues – mental or physical which might affect this person’s ability to work in this capacity?

**FORM 9 (PAGE 3)**

The position for which this person is being considered gives substantial access to children and young people (or adults at risk.) Is there any reason why this person should not be entrusted with care of children and young people (or adults at risk)? If so, please provide details.

**Signed:**

**Date:**

*Please return in the same, enclosed or by email. Thank you*

*for your co-operation.*

**FORM 10**

**APPOINTMENT FORM FOR PAID OR VOLUNTEER WORKERS**

Name of Worker \_\_\_\_\_

Address \_\_\_\_\_

Phone number \_\_\_\_\_

I am helping with:

Children's and Teenagers

Adults at Risk

(Circle which group you are working with)

*I confirm that I have never had allegations made against me or been investigated by the Social Services or Police, that there has never been any cause for concern regarding my conduct with children or adults at risk.*

*I confirm that I have been given the church policy on Safeguarding. I will endeavour to carry out the policy and if there are things I do not understand or if have reason to be concerned about a child or an adult, I will check with the appropriate leaders and I will follow guidelines on safe working practice and the code on discipline.*

*I will endeavour to attend the annual training event provided by the Church.*

*If considered appropriate, I agree to a DBS check (with barred lists checks if involved in regulated activity) being undertaken. I confirm that the submitted information is correct and complete.*

Signed \_\_\_\_\_ Date \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_

(Church Leader/Children's/Youth leader)



## **Safeguarding in Action at the Church in Bassett Street:**

At Bassett Street, it is our aim to demonstrate God's love by placing the highest priority on the safety of those to whom we minister. This guidance sets out what we expect from anyone who ministers in our church, in both paid or voluntary roles, and is one of the ways we ensure high standards of safeguarding in all we do. We require all employees and volunteers to hold up to date DBS certificates and to carry out annual safeguarding training. Our Trustee for Safeguarding is Gavin Smith, our Designated Safeguarding Lead is Sarah Ellis, our Deputy Safeguarding Lead is Amy Clarke.

### **Contents:**

1. General Guiding Principles
2. What to do and what not to do if abuse is suspected or disclosed
3. Process to be followed when abuse is suspected or disclosed
4. Physical Contact
5. Behaviour Management
6. Online safety, Social Media and use of Mobile Phones or other Digital Technology to Communicate
7. Visual Images
8. Sunday Morning Children's and Youth Groups
9. Working with Children and Vulnerable Adults in the Community
10. Transporting Children
11. Mentoring/1:1s
12. Prayer
13. Guidelines for working with Vulnerable Adults
14. First Aid
15. Residential Code of Conduct

## **1. General Guiding Principles:**

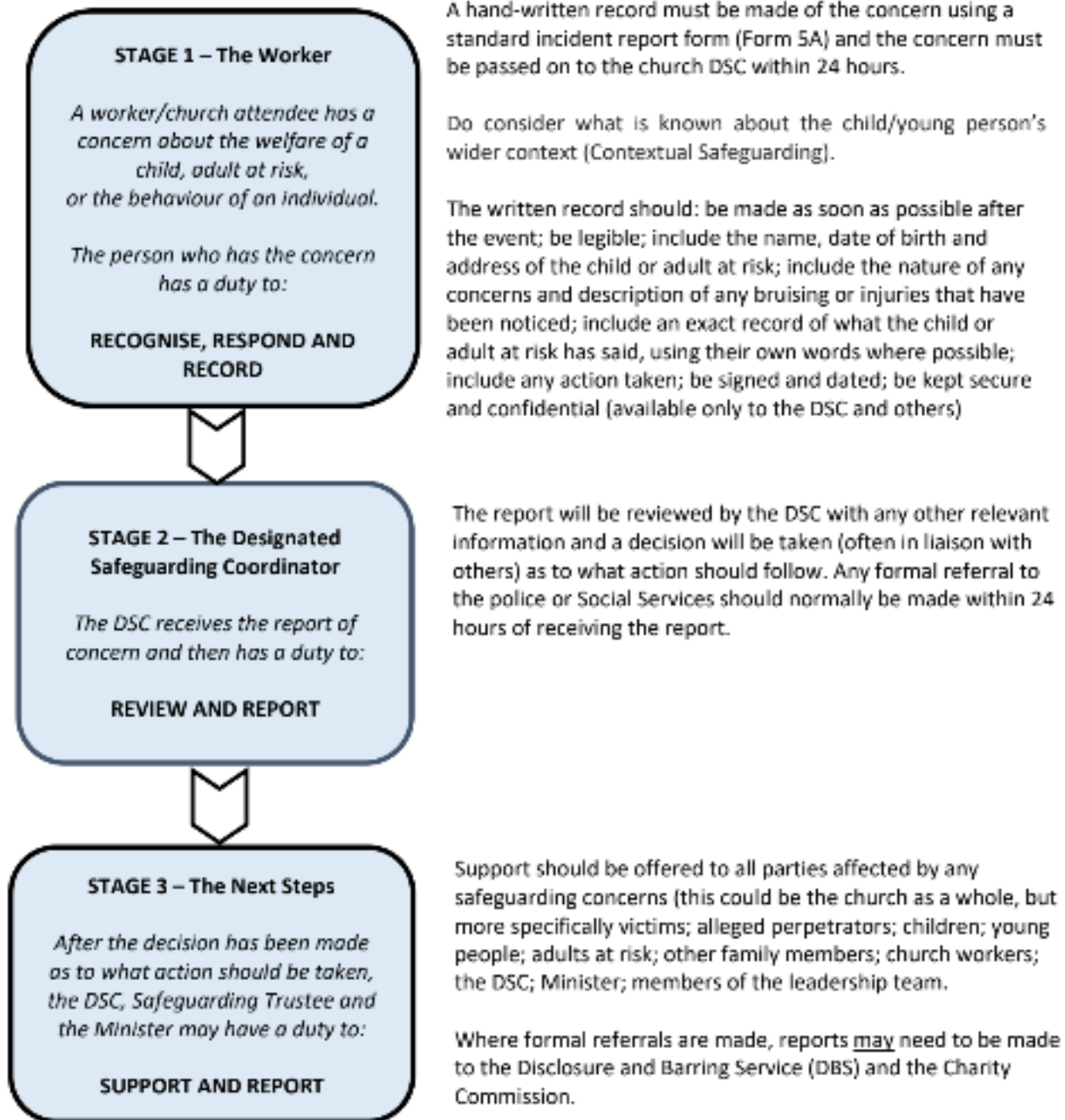
- We treat all children and vulnerable adults with dignity and respect.
- We avoid using inappropriate language in front of, about, or to a child or vulnerable adult.
- We avoid showing favouritism to any individual.
- We avoid physical contact unless it is justified in the context of the activity, explained to the individual, and with their permission. (See more detailed notes below which relate to contact with children.)
- We avoid being alone with a child or adult at risk.
- We avoid doing things of a personal nature that a child or vulnerable adult can do for themselves.
- We challenge any form of abuse, bullying, discrimination, bad language, violence or any other offensive or inappropriate behaviour.
- We report any concerns regarding behaviour using the process in this policy.
- We establish the behaviour expected of children at the start of each session as part of a positive approach to behaviour.
- We ensure all participants are adequately supervised at all times, in line with recommended supervision ratios for the activity.
- We maintain a safe environment and have access to a phone and a first aid kit, or a first aid trained person.
- We are aware of all necessary procedures and information relevant to your position. This will include emergency procedures, risk assessments, registration procedures, medical information, parental consent, guidance on photography and filming etc
- We conduct all dealings with children in a public environment in full view of others.
- We do not place ourselves in a situation where we may be open to suspicion or allegation, or where our actions may be misinterpreted.
- We ensure that due care is given to the weather and the environment, with respect of clothing, equipment, health and safety, and activities.
- We seek guidance if we are unsure of anything relating to our conduct.

*In some unavoidable situations we may find ourselves unable to follow one or more of these guidelines. As a rule of thumb: if by following one of these guidelines we are putting an individual at greater risk, then we should take alternative action. If this is the case then common sense should dictate our response, with the safety and well-being of the child or vulnerable adult in mind.*

**2. What to do and what not to do if abuse is suspected or disclosed:**

| WHAT TO DO   | WHAT NOT TO DO  |
|--|---|
| <ul style="list-style-type: none"> <li>• Listen to and acknowledge what is being said.</li> <li>• Try to be reassuring &amp; remain calm.</li> <li>• Explain clearly what you will do and what will happen next.</li> <li>• Try to give them a timescale for when and how you / the Designated Safeguarding Person (DSC) will contact them again.</li> <li>• Take action – don't ignore the situation.</li> <li>• Be supportive.</li> <li>• Tell them that:<br/>They were right to tell you;<br/>You are taking what they have said seriously;<br/>It was not their fault;<br/>That you would like to pass this information on to the appropriate people, with their permission.</li> <li>• Be open and honest.</li> <li>• Give contact details for them to report any further details or ask any questions that may arise.</li> </ul> | <ul style="list-style-type: none"> <li>• Do not promise confidentiality.</li> <li>• Do not show shock, alarm, disbelief or disapproval.</li> <li>• Do not minimise what is being said.</li> <li>• Do not ask probing or leading questions or push for more information.</li> <li>• Do not offer false reassurance.</li> <li>• Do not delay in contacting the DSC.</li> <li>• Do not contact the alleged abuser.</li> <li>• Do not investigate the incident any further.</li> <li>• Never leave a child or adult at risk waiting to hear from someone without any idea of when or where that may be.</li> <li>• Do not pass on information to those who don't need to know; not even for prayer ministry.</li> </ul> |

### 3. Process to be followed when abuse is suspected or disclosed:



**If you think that anyone is in imminent danger of harm, a report should be made immediately to the police by calling 999.**

#### **4. Physical Contact:**

- Try to ensure that you are always with, or in sight of, a colleague.
- 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.
- A distressed child may require physical contact, such as an arm round the shoulders, to comfort or reassure them. Try to ensure you are with, or in sight of, a colleague, and ensure the purpose of your actions is clear (a hug in the context of a group is very different from a hug behind closed doors).
- Avoid any physical contact that is, or may be thought to be, sexually stimulating to the adult or the child.
- Children have the right to decide how much physical contact they have with others, except in exceptional circumstances when they need medical attention.
- Pre-school age children should be taken to the toilet by their parent/carer.
- Primary-age children should be escorted to the toilet by an adult who should then remain outside the cubicle.
- Ensure another adult is informed if a child needs to be taken to the toilet.
- Physical restraint may be needed to manage certain situations, such as if a fight breaks out. Again, ensure the purpose of your actions is clear, and keep any physical intervention to the minimum required to prevent harm to any young people or others. All incidents where physical restraint has been used must be reported to the Safeguarding Coordinator (Sarah Ellis).
- Team members should monitor one another in the area of physical contact and should be free to help each other by pointing out anything which could be misunderstood.
- Concerns about abuse should always be reported to a member of the Safeguarding Team (Gavin Smith, Sarah Ellis or Amy Clarke).

#### **5. Behaviour Management:**

##### **Age 2-4 (Sunbeams):**

- Build healthy relationships with children and be a good role model, setting a good example. You can't expect children to observe ground rules if you break them yourself.
- Lay down ground rules. For example, we use kind hands, kind feet, kind words and kind voices.
- Use familiar routines to encourage positive behaviour and support children to understand what is going to happen in the group (these are often best supported by visuals).
- Work on each individual child's positives, do not compare them with each other, but encourage and build them up, giving them responsibility for simple tasks.
- Take care to give quieter and well-behaved children attention and don't allow some children to take all your time and energy.
- Each child is unique, special and individual, and each child needs a different method of being dealt with. Behaviour is communication. We need to ask why any child is misbehaving.
- Have the child who is presenting with challenging behaviour sit right in front of you or get a helper to sit next to the child.
- Be proactive and encourage helpers to be proactive and not wait to be told to deal with a situation.
- Look honestly at your programme – if children are bored, they misbehave. Is the programme at fault?

- Never use shaming behaviours such as scapegoating, ridiculing or rejecting an individual or group.
- NEVER use physical punishment and don't shout – change voice tone if necessary.
- Correct children out of care for them NEVER anger (call on support from other leaders if you feel you may deal with the situation unwisely in your anger.)
- If a child's behaviour is constantly disruptive, seek advice and guidance from a leader.

#### **Age 4-11 (Flame):**

- Build healthy relationships with children and be a good role model, setting a good example. You can't expect children to observe ground rules if you break them yourself.
- Lay down ground rules. For example, no swearing, racism or calling each other names, a respect for property, and making sure the children understand what action will be taken if not kept.
- Take time to outline these expectations at the start of the year (and at the start of each session if necessary). Use examples to ensure children really understand.
- Use familiar routines to encourage positive behaviour and support children to understand what is going to happen in the group (these are often best supported by visuals).
- Work on each individual child's positives, do not compare them with each other, but encourage and build them up, giving them responsibility for simple tasks.
- Take care to give quieter and well-behaved children attention and don't allow some children to take all your time and energy.
- Each child is unique, special and individual, and each child needs a different method of being dealt with. Behaviour is communication. We need to ask why any child is misbehaving.
- Have the child who is presenting with challenging behaviour sit right in front of you or get a helper to sit next to the child.
- Be proactive and encourage helpers to be proactive and not wait to be told to deal with a situation.
- Take the child aside and talk to them, challenge them to improve their behaviour, whilst encouraging them on their strengths.
- Look honestly at your programme – if children are bored, they misbehave. Is the programme at fault?
- Never use shaming behaviours such as scapegoating, ridiculing or rejecting an individual or group.
- NEVER use physical punishment and don't shout – change voice tone if necessary.
- Correct children out of care for them NEVER anger (call on support from other leaders if you feel you may deal with the situation unwisely in your anger.)
- Warn a child that you will speak to their parents if they continue to be disruptive and do so if necessary.
- If a child's behaviour is constantly disruptive, seek advice and guidance from a leader.

#### **Age 11-14 (Tribe):**

- Build healthy relationships with children and be a good role model, setting a good example. You can't expect children to observe ground rules if you break them yourself.
- Lay down ground rules. For example, no swearing, racism or calling each other names, a respect for property, and making sure the children understand what action will be taken if not kept.

- Take time to outline these expectations at the start of the year (and at the start of each session if necessary). Use examples to ensure children really understand.
- Use familiar routines to encourage positive behaviour and support children to understand what is going to happen in the group.
- Work on each individual child's positives, do not compare them with each other, but encourage and build them up, giving them responsibility for simple tasks.
- Take care to give quieter and well-behaved children attention and don't allow some children to take all your time and energy.
- Each child is unique, special and individual, and each child needs a different method of being dealt with. Behaviour is communication. We need to ask why any child is misbehaving. Are there any Special Educational Needs that you might not be aware of? If so, ask the parent if there are any strategies that could be put in place. E.g. fiddle toys
- Have the child who is presenting with challenging behaviour sit right in front of you or get a helper to sit next to the child.
- Be proactive and encourage helpers to be proactive and not wait to be told to deal with a situation.
- Take the child aside and talk to them, challenge them to improve their behaviour, whilst encouraging them on their strengths.
- Look honestly at your programme – if children are bored, they misbehave. Is the programme at fault?
- Never use shaming behaviours such as scapegoating, ridiculing or rejecting an individual or group.
- NEVER use physical punishment and don't shout – change voice tone if necessary.
- Correct children out of care for them NEVER anger (call on support from other leaders if you feel you may deal with the situation unwisely in your anger.)
- Warn a child that you will speak to their parents if they continue to be disruptive and do so if necessary.
- If a child's behaviour is constantly disruptive, seek advice and guidance from a leader.

#### **Age 14-18 (Ablaze):**

- Build healthy relationships with children and be a good role model, setting a good example. You can't expect children to observe ground rules if you break them yourself.
- Lay down ground rules. For example, no swearing, racism or calling each other names, a respect for property, and making sure the children understand what action will be taken if not kept.
- Take time to outline these expectations at the start of the year (and at the start of each session if necessary). Use examples to ensure children really understand.
- Use familiar routines to encourage positive behaviour and support children to understand what is going to happen in the group.
- Work on each individual child's positives, do not compare them with each other, but encourage and build them up, giving them responsibility for simple tasks.
- Take care to give quieter and well-behaved children attention and don't allow some children to take all your time and energy.
- Each child is unique, special and individual, and each child needs a different method of being dealt with. Behaviour is communication. We need to ask why any child is misbehaving. Are there any Special Educational Needs that

you might not be aware of? If so, ask the parent if there are any strategies that could be put in place. E.g. fiddle toys

- Have the child who is presenting with challenging behaviour sit right in front of you or get a helper to sit next to the child.
- Be proactive and encourage helpers to be proactive and not wait to be told to deal with a situation.
- Take the child aside and talk to them, challenge them to improve their behaviour, whilst encouraging them on their strengths.
- Look honestly at your programme – if children are bored, they misbehave. Is the programme at fault?
- Never use shaming behaviours such as scapegoating, ridiculing or rejecting an individual or group.
- NEVER use physical punishment and don't shout – change voice tone if necessary.
- Correct children out of care for them NEVER anger (call on support from other leaders if you feel you may deal with the situation unwisely in your anger.)
- Warn a child that you will speak to their parents if they continue to be disruptive and do so if necessary.
- If a child's behaviour is constantly disruptive, seek advice and guidance from a lead



## **6. Online safety, social media and use of mobile phones or other digital technology to communicate:**

### **Social Media:**

- Workers should not accept 'friend requests' or 'follow' children or young people from personal accounts on social media.
- Workers should make sure any content that they post on social media is accurate and appropriate, as young people may be able to see the content you've posted.

### **Communication:**

- Where possible, workers should not communicate with young people via personal accounts or private messages, choosing instead a more formal means of communication, such as face-to-face, in an email, or using a group facility such as Whatsapp.
- For an event: contact young people via a group facility such as Whatsapp and send a duplicate message to parents to keep them informed.
- When contacting a young person directly: where possible, seek permission from a parent or guardian before contacting the young person directly.
- Emails and texts should be signed off in a professional manner, avoiding the use of emojis or symbols such as kisses ('X's).
- Workers should avoid communicating with children during unsocial hours.
- Texts should be used to communicate information – such as reminding the children about upcoming events, and not to engage in conversation.
- If a young person misinterprets such communication and tries to engage a worker in conversation, the worker will take the following steps:
  - End the conversation or stop replying
  - Suggest discussing the subject further at the next meeting
  - If concerned about the child or young person, provide contact details for the safeguarding co-ordinator or appropriate agencies
- Workers should not arrange social occasions with children and young people (other than events which also include family members/carers) outside of organised group occasions. *See Section 11 for information relating to mentoring.*
- Workers must not engage in sharing nude and semi-nude images or videos to anyone that are obscene, indecent or menacing.
- Disclosures of abuse reported through social media should be dealt with in the same way as face-to-face disclosures, according to our reporting procedures.
- The principles in this policy apply no matter which current or future technology is used – including computers, laptops, tablets, web-enabled games consoles and smart TVs – and whether an app, programme or website is used.

## **7. Visual Images:**

### **General Guidance:**

- It is illegal for anyone of any age to create, obtain or share/send indecent images of a child (under-18). It is also an offence for anyone to send indecent images to an under-18.
- We cannot prevent people from taking images of each other or take responsibility for these (in a public or non-public place). However, we would recommend that leaders intervene if

they become aware of inappropriate filming/photo-taking and we also ask that the church community show respect for each other in the taking and sharing of images, particularly where groups contain children or those who cannot give fully-informed consent (such as those with dementia).

- Where possible, church leaders will regularly remind everybody attending to show respect for one another by not taking or sharing pictures of other people without their consent.
- Where appropriate, a worker will take official visual images on a designated device, ensuring the necessary consents to take and/or distribute are in place.

#### **Guidance for Workers:**

- Photographs of children should not be taken without parental permission.
- Photographs of children should never be shared on social media (including Whatsapp) without parental permission.
- Workers should avoid taking photographs or videos on personal phones or cameras.
- Where appropriate, a designated worker will take official visual images on a designated device, ensuring the necessary consents to take and/or distribute are in place.
- Workers should obtain written consent for any photographs or videos to be displayed or stored.

### **8. Sunday children's and youth meetings:**

#### **General:**

- Children are under the care and responsibility of the parent/carer who brought them to the Sunday Church Service – except for the period of approximately one hour when the children's meetings are held.
- Parents of regular attendees need to fill in Form 3; they also need to be given forms 1 and 2, the Safeguarding Policy Statement and Information Sheet (see Section 5) once attending regularly.
- No children or young people attending a group should be left alone at any time, nor should any person under 18 years of age be left in charge of children of any age.
- Children and youth workers are responsible to ensure that the room/area they use for an activity is safe and that there are no hazards which could endanger the safety of themselves or the children/young people they are responsible for. All facilities should meet adequate safety standards.
- We encourage teamwork and mutual accountability, and we hold regular workers meetings to review procedures and ensure a common approach, and sharing of any concerns or issues raised.
- We occasionally have guest speakers come into our children's and youth groups. These visits are logged in our scheduled arrangements, and such visitors are never allowed to work unsupervised or alone with any children or teenagers.

#### **Drop-off & Collection Arrangements:**

- For children up to and including the age of 8: Once the children are sent out from the main church service— children should be brought by carers to the designated classroom for their child's age group. On the way to the classroom parents and carers need to ensure that their child has the opportunity to use the toilet facilities.

- Preschool children. At the end of the session, parents of pre-school children need to collect their children from their room.
- Primary Age children. At the end of the session, children in Reception, Key Stage 1 (Years 1 and 2) and Lower Key Stage 2 (Years 3 and 4) will be brought back to the main meeting hall, where they will once again become the carer's responsibility.
- Children in Upper Key Stage 2 (Years 5 and 6) and above can make their own way back down to their parents/carers.
- For children in Upper Key Stage 2 and above and for teenagers: children in Upper Key Stage 2 and above and all those of secondary school age can make their own way to and from their sessions, unless the carer chooses to bring and collect them. Children in Upper Key Stage 2 and teenagers are the carer's responsibility at the end of their session – at approximately 12.15pm. Carers need to arrange to collect their child or instruct their child where and when to meet them.

#### **Ratios and ages:**

- The minimum ratios of adults to children/teenagers for the Bassett Street Sunday morning groups are:
  - Sunbeams (pre-school) 1:3
  - Flame (Reception – Year 5/6) 1:8
  - Tribe (Year 6 – 9) 1:15
  - Ablaze (Year 10 – 13) 1:15

#### **Process of induction for new children and youth:**

- Group Leaders should seek out parent/carer(s) of new children to obtain the following information:
  - Contact information
  - Medical information including allergies
  - Information relating to any special educational needs
- Parents/Carers should be given Form 2 (information sheet)
- Parents/Carers should be asked to complete Form 3 (Consent Form) in either paper or digital form.
- All the above information should be collated and shared with the relevant Group Leader and all adults working with the child.

#### **Reporting:**

- Any accident, incident and emergencies needed to be reported to the Safeguarding Coordinator or her deputy and she will report these via form 4 Incident and Accident Form (see Section 5)
- Any allegations of abuse need to be reported to the Safeguarding Coordinator or her deputy and he/she will report these via form 5A Responding to Abuse (see Section 5) See further details on this in Section 2.

## **9. Working with Children and Vulnerable Adults in the Community:**

### **Visiting Children from the Community at Home**

- Children’s workers and leaders will need to visit children and their families at home from time to time.
- The parents may or may not be church attendees. Please follow the following guidelines:
  - Inform your leader/another worker of the proposed visit.
  - Never go into a child’s home if no parent is present.
  - If the parent/carer is absent when you call, leave some means of identification/ explanation that can be handed to them if the child is at home alone/with other children.
  - Provide information about your group to the parent/carer – to include contact telephone numbers etc.

**Unsupervised Children from the Community:**

- Sometimes children from the local community with no adult supervision will join in church organised activities (e.g. children’s clubs, Sunday schools) without the knowledge of their parents. We recommend the following:
  - On arrival, welcome the child/children and attempt to gain some factual information about them, i.e. name, age, where they live, telephone number, and record in a register.
  - Enquire if the child’s parents are aware of where they are, and whether they are expected home at any particular time. If they are and this is before the end of your group you would, of course, encourage the child to return home, suggesting that their parent might be willing for them to come to the group the following week (or ring to check with parents that it’s OK for them to stay).
  - Link the child with another child to introduce the visitor to the group and the routines etc.
  - On leaving, give the child a leaflet about the group with contact telephone numbers etc. with perhaps a standard letter to parents inviting them to make contact if they wish.
  - Additionally, you will need to consider the following: without quizzing the child, you will need to find out as soon as you can whether the child has any special needs, e.g. is the child on any medication, so that you can respond appropriately in any emergency.

**Community Events:**

- Where possible, children and youth should be booked into community events either prior or at the start of events to ensure that numbers of people in the building do not exceed the regulation limits.
- All parents/carers should be reminded at the start of every community event that they are responsible for their children for the duration of the event.
- All parents/carers should be reminded at the start of every community event that we are unable to provide accurate information with regards to any food provided (for example, we cannot guarantee that food does not contain nuts or has been prepared in a nut-free environment). Parents/carers of children with allergies should ensure that their children refrain from consuming the food provided.

## **10. Transporting Children**

- Only those workers who are DBS checked should transport children.
- All drivers should have read the Church safeguarding policy and agree to abide by this.
- Parental consent should be given for all journeys and all journeys should be carried out with the knowledge of the Trustees or the elders or a member of the safeguarding team.
- Seatbelts should be worn, the driver should check he/she has adequate insurance and the vehicle should be road worthy.
- Drivers should not spend unnecessary time alone in a car with a child. If a child wants to talk to a driver about something and has waited till other children have been dropped off, the driver should explain that it isn't convenient to talk and then arrange to meet with the child / young person at a location where there can be other adults around (remember a child / young person may want to talk to the driver about an abusive situation).
- Having checked drivers (application form, interview, references etc.) it is reasonable to expect that they may be alone with a child for short periods e.g. dropping off the last child. Ensure a discussion takes place as to the most suitable child (e.g. least vulnerable) to be dropped off last and plan routes accordingly.
- At collection or dropping off points do not leave a child on their own. Make sure that an appropriate adult collects children.
- It may be unwise for a particular driver to transport a child e.g. where they have had a disagreement that evening, where a child / young person has a 'crush' on a driver etc., and arrange for someone else to transport the child / young person.
- Never allow strangers to give lifts to children, young people and adults who may be vulnerable.
- Never give lifts to children you are supervising, on their own or your own (unless there are exceptional circumstances e.g. in an emergency for medical reasons or where parents fail to collect a child and no other arrangements can be made to take a child home. In such situations, the circumstances and your decision must be recorded and shared with the Safeguarding Coordinator at the earliest opportunity).

### **Arrangements when using mini-buses:**

- In addition to the above, consider the following:
- Ensure full compliance with minibus regulations
- Ensure that you have adequate supervision. As well as a driver, another responsible adult sitting with the children/ young people will be needed.

## **11. Mentoring (one-to-one):**

- The only conditions where a one-to-one is to be initiated is the following: A request is made by the parent, with the knowledge of the young person, to the Church Leadership.
- If a young person and a worker would like to meet for the purpose of one-2-one Bible Study, then the times and circumstances for the meetings are to be laid down by the Parent.
- The supervision of the one-2-one is the responsibility of the parent at all times.

## **12. Prayer:**

- Where possible, avoid praying 1:1 with a child (always try to include another adult).
- If the child is smaller than you, make sure you are on their level.

- If a child makes a disclosure, do not promise confidentiality and follow the normal procedure.
- Keep prayers short, simple and clear.

### **13. Guidelines for working with Vulnerable Adults:**

- Bassett Street Church does not run any events specifically for vulnerable adults, however there may be vulnerable adults who are part of the church and/or attend church events. The leadership will therefore commit to ensure:
  - That all its pastoral leaders are aware of the code of conduct attached to this report.
  - That its paid members of staff are DBS checked (with barred lists checks included in relation to vulnerable adults) as they may possibly be called upon to undertake duties which involve regulated activity. And if in the future any volunteer workers need to undertake any activity which may fall into regulated activity that they too would be subject to DBS checks (to include barred-list checks).

### **14. First Aid**

- It is our Church Policy to ensure that all premises used by children should have a properly equipped first aid kit. Its contents should be stored in a waterproof container and the designated worker should regularly check contents.
- A First Aid kit is kept on-site at the Church in Bassett Street for use on Sunday mornings
- Contact one of the Church Leaders to find out who the registered First Aiders are.
- For all other events, workers should find out where the First Aid kit is kept and who the First Aiders are on site.
- Good hygiene should always be practised.
- Disposable latex gloves and an apron should be used when dealing with broken skin, bodily fluids or faeces.

### **15. Residential Code of Conduct:**

#### **Carroty Wood:**

An important part of church activity focuses around the annual children's and youth camp at Carroty Wood in Kent.

#### Information for Parents/Carers:

- Parents/carers are to be informed of details of the camp - name of the camp, its location, dates of the camp and or Organisation responsible for running the camp.
- Parents are to be provided with information about accommodation options ahead of the camp to enable them to make informed choices for their children (and for themselves if attending).

#### Risk Assessment:

- A risk assessment will be carried out by the Safeguarding Coordinator prior to any residential activity.
- All aspects relating to safety, safeguarding and access to the camp need to be carefully assessed prior to the camp.

#### Safeguarding and Reporting:

- All adults attending residential camps will require a DBS check and must attend the relevant safeguarding training as organised by the Safeguarding Coordinator.
- The Camp Organisers recognise that where workers from other churches/organisations are joining the camp there is a need for clarity with regard to the reporting mechanism and response to allegations of abuse. Many churches / organisations have their own child protection policy and procedures. Therefore, for the benefit of the camp and for clarity, it is expected that all sending churches agree to the following:
  - All allegations of child abuse will be referred to the Camp Safeguarding Coordinator or their deputy. Any allegations which in any way involve both of them would be reported directly to Social Services.
  - All allegations will be dealt with on a need to know basis.
  - If allegations involve a child or worker from a sending church then the leader of that church or a nominated person (i.e. their safeguarding coordinator) will be informed. It is expected they will keep confidence and not investigate the matter themselves.
  - The Coordinator will have the responsibility to action all allegations (unless s/he was involved in the allegation).
  - The Coordinator will contact either the home Social Services Department or the SSD/Police local to the Camp.
  - Should some sending churches have reporting mechanisms which involve those other than the minister / Elders and Trustees of the church, this will be discussed and an agreement made between that church and the Camp Organisers (e.g. a church may have a responsibility to inform a bishop or other official).
  - It is the expectation that all those at the Camp accept the camp policy and act according to it.
  - On the first night of the camp it should be announced who the Safeguarding Coordinators are so that all children and teens are aware.
  - The Camp Child Protection Coordinator has responsibility to action all allegations or suspicions of abuse. If the suspicions in any way involve the Co-ordinator then the matter should be reported to the Deputy Coordinator.
  - If the suspicions in any way implicate both the Co-ordinator and the Deputy Coordinator, then Social Services or the church coordinator in accordance with the safeguarding policy should be contacted. Thirtyone: Eight Charity can be contacted for advice.
  - Where camps are organised with workers from various churches the procedure can be carried out by the home church and information passed to the Co-ordinator. It is important that all churches / organisations use the same forms and use identical procedures. Children's workers will have the opportunity to communicate before the camp to discuss the programme/activities.

#### Supervision and Camp Safety:

- Taking care of children who are away from home involves taking responsibility for their well-being at all times, being prepared for every eventuality, and anticipating situations where there is harm and taking steps to minimise the risks.
- The children and young people who are on Camp are not permitted to leave the campsite without an adult. Tent leaders are responsible for the whereabouts of children and young people in their tents.

Parental Consent:

- No children should be allowed to participate in any activity without the written consent of the parent/guardian.

Health Information and Consent:

- All children on camp should have completed a Health Information and Consent Form (Form 6)

Fire Hazard:

- Everyone on camp should be warned of the danger of fire. If the camp is in a building then everyone will be made aware of the fire exits.

First Aid:

- Best practice dictates that there should be at least one worker qualified in first aid (through a course run by St. John Ambulance or similar.)
- The First Aider should ensure that on the camp:
  - First Aid boxes are available and their location known.
  - That the First Aid kit contains those items recommended by the Red Cross.
  - The First Aider should record all accidents and injuries.
  - The location and telephone numbers of the nearest doctor and hospital are readily available.

Camp Site:

- The safety of the building, chalets or tents needs to be considered and rules applied as appropriate (i.e. no running round tents due to the risk of injury from tripping over guy lines).
- The condition of fires and electrical appliances should be inspected.

Health and Hygiene:

- The Food Safety (General Food Hygiene) Regulations 1995 state that anyone who handles food or whose actions could affect its safety must follow the regulations. As technically food is being sold (if food is included and a charge is made for the camp) then best practice dictates that those with responsibility for food should possess the Basic Food Hygiene Certificate and be aware of food safety (preparation, handling and storage, disposal of waste, etc).

Adventurous Activities:

- No adventurous activities will be engaged in without the written consent of the parent/guardian. The 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. If use is made of an Activity Centre or Organisation whose own staff undertake all instructions then the Camp Organisers will ensure that the premises are licensed, if the activities come within the scope of the Adventure Activities Licensing Regulations 1996.
- If as a camp or residential activity organiser you wish to check which activities are covered under the Adventure Activities Licensing Regulations you may wish to contact the Adventure Activities Licensing Authority at Tourism Quality Services Ltd. 17 Lambourne Crescent, Llanishen, Cardiff CF4 5GG. Telephone 02920 755 715
- The Department for Education & Skills has issued a Circular (DfES Guidance 22.94 – Safety in Outdoor Activity Centres) which provides guidance on safety when taking children and young people away on trips to Outdoor Activity Centres. A copy can be obtained from HSE Books, P O Box 1999, Sudbury, Suffolk CO10 6FS.

Mobile Phones:

- Parents, carers and children will be advised that a condition of attending the camp is that children will not be permitted to have mobile phones in their possession on the camp except



at agreed times to make calls to parents and carers. This is to minimise the risk of unhelpful internet activity and/or child on child abuse using social media during the camp.

#### Transport:

- The Camp organisers will ensure that all drivers have adequate car insurance if they are transporting children on a camp and that the Coach Company has all relevant insurance in place.
- Any motor vehicle adapted to carry more than eight passengers for hire or reward is regarded in law as a Public Service Vehicle (PSV). A small bus permit is therefore required for all mini buses used to carry between 6 and 16 passengers.
- All minibuses used to transport children at the camp should therefore have:
  - A small bus permit;
  - The necessary insurance
  - A driver with a valid driving licence which entitles them to drive a minibus.

#### Insurance:

- Ascertain the type of insurance you will require such as personal accident (for death, disablement), personal property (items which are lost or stolen), and personal liability. If you are staying at a centre check to see if they have Public Liability Insurance.
- To ensure a consistent approach to all work on a camp, particularly where a number of individual groups have come together it is essential that there is opportunity for workers to meet together and receive supervision. The codes of conduct attached to this policy will be made available to all workers who attend.

#### Accommodation:

- Sleeping arrangements need to be age-appropriate and provide security for the children as well as the adults.
- Children aged Year 4 and below should be in accommodation with their accompanying parent/carer (either in a tent or dormitory room).
- In shared sleeping areas there should be a minimum of two adults to supervise under 18's at night in each dormitory or tent, with separate sleeping zones/areas where possible (for example, children grouped with other children of a similar age in inner tents and adults sleeping in the communal section of the tent).
- There is an awareness that this needs to be done with careful reflection on the balance of risk between the risk of child on child abuse when children or teens are grouped separately from adults, the risk of abuse of children by adults and the risk of inadequate adult supervision on safety grounds. These risks should be considered as part of the risk assessment.
- All adults need to carefully follow the tent leader guidelines that are provided prior to the camp. Please see guidelines below.

### **Guidelines for Tent Leaders at Carrotty Wood:**

It goes without saying that it is a great responsibility to look after the children in our care. So here are the guidelines for those leading tents:

- Always know where your tent members are, especially the younger ones.
- If at any point you feel that any of the children or teens in your care is unwell or hurt in any way, please see Camp Nurses immediately and let Camp leaders know as they have all emergency numbers.

- There is a full First Aid Box on site.
- Make sure that you respect the privacy of the children and teens in your care especially when they are dressing or changing. Make sure you dress or change away from them privately.
- Safeguarding Coordinators will be announced on the first night of the camp and will be available at all times so that all adults and children/teens are aware.
- Gather up the children/teens in your care when the whistle is blown and check that they are present at the start of every meeting - remind the younger ones to go to the toilet before the meeting if they need to.
- Make sure you check the washing up rota for kitchen duties for your tent.
- Make sure your tent members hand in at the kitchen the cakes or biscuits that their parents have given them for the camp.
- Tent Inspection - tidy up the tent and try and win some points!
- Help younger children with practical tasks such as hanging out their wet things after swimming, and remind them to go to the toilet last thing at night.
- Please try and help children to be quiet after lights out - aiming for silence by 10.30.
- In the morning, children should remain in their tents/dormitories until 7am, except to go to the toilet.
- If a primary age child needs to go to the toilet in the night and their parent/carer is not in the tent to take them then please alert the designated night-shift adult before taking them to the toilet.
- Insects - try and be brave in front of the children and help to evict any insects where necessary.
- Packing up - help children to pack up quickly; the tents need to be completely cleared out and swept, with blankets taken (neatly folded) back inside.
- Clear up litter whenever you see it.
- Aim to pray with your tent at night before you go to sleep, learn the memory verse together and encourage them to go to the prayer meetings.
- Follow the general and residential code of conduct at all times and speak with the camp organiser or designated safeguarding lead if you have any questions or concerns.