

Catshill Baptist Church

Child Safeguarding Policy

**Catshill Baptist Church, Milton Road, Catshill,
Bromsgrove, Worcestershire, B61 0NA**

This document has been prepared with guidance from the Worcestershire Council for Voluntary Youth Services and the Worcestershire Safeguarding Children Board

Reviewed by the Leadership Team: June 2011
Revised following safeguarding training: 16th April 2011

CHILD PROTECTION POLICY – COVER SHEET

KEY CONTACTS WITHIN CATSHILL BAPTIST CHURCH (FEBRUARY 2011)

CHURCH MINISTER

NAME: Rev Neil Bennett

CONTACT NUMBER: **01527 570465 / 01527 576006**

DESIGNATED MEMBER OF TRUSTEES

NAME: Mrs Lisa Peaty

CONTACT NUMBER: **01527 879336**

DESIGNATED CHILD ADVOCATES

NAME: Mr Mike & Mrs Mary Judd

CONTACT NUMBER: **01527 876375**

MINISTRY LEADER: CHILDREN'S MINISTRIES

NAME: Mrs Jayne Markie

CONTACT NUMBER: **01527 832596**

MINISTRY LEADER: YOUTH MINISTRIES

NAME: Mrs Joe Treweeks

CONTACT NUMBER: **01527 570494**

KEY CONTACTS WITHIN THE LOCAL AUTHORITY

THE WORCESTERSHIRE COUNCIL FOR VOLUNTARY YOUTH SERVICES provides help and consultancy

PHONE: **01905 795098**

FAX: **01905 798207**

ADDRESS: **39D Ledwych Road, Droitwich, Worcestershire, WR9 9LA**

EMAIL: **office@wcvys.co.uk - General enquiries**

phil@wcvys.co.uk - Phil Street (Manager)

dave@wcvys.co.uk - Dave Boucker (Children's Officer)
jo.c@wcvys.co.uk - Jo Chester (Youth Officer)
jo@wcvys.co.uk - Jo Banfield (Administrator)

To report a concern about a child or young person, in the first instance either speak to the appropriate Ministry Leader or Child Advocates, who will then telephone the Access Centre. However if neither Ministry Leader nor Child Advocate is available then the telephone number for the Access Centre is:

01905 768054 Monday to Friday 8.30am to 5.00pm

01905 768020 (evenings and weekends)

URGENT REFERRALS

IF YOU HAVE ANY CONCERNS ABOUT A PARTICULAR CHILD AND FEEL THAT THEY MAY BE IN NEED OF PROTECTION OR SAFEGUARDING THEN PLEASE CONTACT CHILDREN'S SOCIAL CARE

Telephone: **0845 607 2000** E-mail: socialcare@worcestershire.gov.uk

WHEN SHOULD I MAKE A REFERRAL? :

1. When you are concerned about a child in need of safeguarding who may be suffering significant harm – **consent is not required for these referrals**
2. To request, on behalf of a child and their family, an assessment for services if the child is in need and their welfare may be significantly impaired without services or they have a disability – **for these referrals it is a legal requirement to have consent from a person with parental responsibility (PR) and/or from the young person themselves**
3. To request advice and guidance, or signposting to other services – this can be requested on an anonymous basis if consent has not yet been obtained or if the referrer is unsure if this is a safeguarding issue

CHILD PROTECTION POLICY CATSHILL BAPTIST CHURCH
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CHILD SAFEGAURDING POLICY FOR CATSHILL BAPTIST CHURCH

1. PURPOSE

For the purpose of this document children are defined as: ***'anyone who has not yet reached their eighteenth birthday'***; and the term safeguarding is defined as: ***'protecting children from maltreatment, preventing impairment of children's development, ensuring that children are growing up in an environment that provides safe and effective care to enable those children to have optimal life chances.'***

1.1 CATSHILL BAPTIST CHURCH takes seriously its responsibility to protect and safeguard the welfare of children and young people in its care.

1.2 This safeguarding policy provides clear direction to church members, volunteers and others about what behaviour is expected when dealing with child safeguarding issues. It makes the church's commitment to the development of good safeguarding practice and procedures explicit. If implemented effectively it will enable:

- Children and young people to be safeguarded when participating in all CBC activities.
- Any safeguarding concerns, referrals, and the monitoring of these to be handled sensitively, professionally, and in ways that support the needs of the child.

2. INTRODUCTION

2.1 There are three main elements to our child safeguarding policy:

- Prevention of harm through the creation of a positive atmosphere within all our Children's and Youth Work, and the pastoral support offered to all children/young people associated with Catshill Baptist Church.
- Protection from harm by following agreed procedures, ensuring volunteers are trained and supported to respond appropriately and sensitively to child safeguarding concerns.
- Support for children / young people who may have been abused, or are at risk of abuse.

2.2 This policy applies to all church members, visitors, children's workers, youth workers, volunteers, and all church leaders at CATSHILL BAPTIST CHURCH.

2.3 This church recognises it is an agent of referral, if necessary, and not of investigation.

3. PRINCIPLES UNDERPINNING THIS POLICY

The Children Act 2004 places a duty on organisations to safeguard and promote the well-being of children and young people. This includes the need to ensure that all adults who work with or on behalf of children and young people in these organisations are competent, confident and safe to do so.

We recognise that high self-esteem, confidence, supportive friends and clear lines of communication with a trusted adult help to prevent abuse for all our children and young people. All adults who come into contact with children and young people in their work have a duty of care to safeguard and promote their welfare.

Our church recognises that:

- The welfare of the child is paramount.
- It is the responsibility of all adults to safeguard and promote the welfare of children and young people.
- Adults who work with children are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intentions.
- Adults should work, and be seen to work, in an open and transparent way.

The church will therefore:

- Establish and maintain an environment where children/young people feel safe and secure and are encouraged to talk, and are listened to.
- Enable children/young people to know that there are adults within the church who they can approach if they are worried or are in difficulty.
- Endeavour to establish effective working relationships with parents and colleagues from partner agencies where possible.

Whether working in a paid or voluntary capacity, adults have a duty to keep children and young people safe and to protect them from sexual, physical and emotional harm. Children and young people have a right to be treated with respect and dignity. It follows that trusted adults are expected to take reasonable steps to ensure the safety and well-being of children and young people. Failure to do so may be regarded as neglect.

The duty of care is, in part, exercised through the development of respectful and caring relationships between adults and children and young people. It is also exercised through the behaviour of the adult, which at all times should demonstrate integrity, maturity and good judgement.

Everyone expects high standards of behaviour from adults who work with children and young people. When individuals accept such work, they need to understand and acknowledge the responsibilities and trust inherent in that role.

The church also has a duty of care towards its employees and volunteers under the Health and Safety at Work Act 1974, The Human Rights Act 1998, and any other anti-discrimination legislation that does not directly contradict the founding principles and doctrine of the church.

4. ROLES AND RESPONSIBILITIES

4.1 All adults working with or on behalf of children have a responsibility to protect them from harm. There are, however, key people within the church and the Local Authority who have specific responsibilities under safeguarding and child protection procedures. The names of those carrying out these responsibilities for the current year are listed on the cover sheet of this document.

4.2 It is the role of the Minister to:

- Ensure that all of the child protection procedures are followed within the church. If for any reason the Minister (see cover sheet) is unavailable, the Leadership Team (charity trustees) corporately will act in their absence.
- Ensure all Leadership Team members (charity trustees), Ministry Leaders, employed staff and volunteers, parents/carers within the church are aware of the church's procedures, to advise and to offer support to those requiring this.
- Organise safeguarding training for volunteers, as appropriate.

4.3 The church Leadership Team will:

- Act corporately in the absence of the Minister (see 5.2).
- Ensure, as far as possible, that the church follows safe recruitment processes.
- Make sure that the church always has an effective safeguarding children policy that is reviewed annually, updated, and adopted by the church at its AGM.

4.4 The role of the Children's Advocates is to:

Listen to the children in the church and represent them by getting their voices heard. We recognise that children are an important part of the church and we endeavour to empower them to reach their full potential. We want the children at Catshill Baptist Church to know that they are valued, listened to, and that their views and wishes are taken into account. This is a key role of the Children's Advocates.

4.5 The role of the Ministry Leaders for both Children's Ministries and Youth Ministries is to:

- Ensure that the policy is implemented and adhered to.

- Ensure that the WSCB Guidelines are complied with (refer to the website www.worcestershiresafeguarding.org.uk) and to support the church leaders in this aspect.

4.6 The role of all volunteers working with children is to:

- Have a clear understanding about the nature and content of this document.
- Discuss any uncertainties or confusion with the Minister or Ministry Leader.
- Understand what behaviours may call into question their suitability to continue to work with children and young people.
- Implement this guidance in their personal interaction with children/young people.
- Attend safeguarding training as required.

The guidance detailed below is an attempt to identify what behaviours are expected of adults who work with children and young people. Adults whose practice deviates from this may bring into question their suitability to work with children and young people.

5. PROCEDURES

- 5.1 All church children's/young people's workers/volunteers will be kept informed about child protection responsibilities and procedures annually through appropriate training, induction, briefings and awareness training. There may be other adults in the church who rarely work unsupervised, more usually working alongside members of the church staff. However the Ministry Leader will ensure they are aware of the church policy.
- 5.2 Any member of the church, volunteer or visitor to the church who receives a disclosure of abuse, an allegation, or suspects that abuse may have occurred must report it immediately to the Minister (see cover sheet) or in their absence, the Designated Child Advocates (see cover sheet). In the absence of either of the above, the matter should be brought to the attention of any member of the Leadership Team (charity trustees).

6. BACKGROUND TO THE PRACTICAL GUIDANCE

It is important that all adults working with children understand that the nature of their work, and the responsibilities related to it, place them in a position of trust. The vast majority of adults who work with children act professionally and aim to provide a safe and supportive environment which secures the well-being and very best outcomes for children and young people in their care. However, it is recognised that, in this area of work, tensions and misunderstandings can occur such that the behaviour of adults may give rise to allegations of inappropriate conduct being made against them.

Allegations may be malicious or misplaced because they may arise from differing perceptions of the same event but, when they occur, they are inevitably distressing and difficult for all concerned. Equally, it must be recognised that some allegations will be genuine and there are adults who will deliberately seek out, create or exploit opportunities to harm children. It is therefore essential that all possible steps are taken to

safeguard children and young people and ensure that the adults working with them are safe to do so and are also safeguarded themselves when undertaking such activities.

This practical guidance provides clear advice on appropriate and safe behaviours for all adults working with children in paid or unpaid capacities, in all settings and in all contexts. The guidance aims to:

- Keep children safe by clarifying which behaviours constitute safe practice and which behaviours should be avoided.
- Assist adults working with children to do so safely and responsibly and to monitor their own standards and practice.
- Support all those working with children and young people in having clear expectations of behaviour and/or codes of practice relevant to the activities being provided.
- Support all members of the church by giving a clear message that unlawful or unsafe behaviour is unacceptable and that, where appropriate, disciplinary or legal action will be taken.
- Support safer recruitment practice.
- Minimise the risk of misplaced or malicious allegations made against those who work with children and young people.
- Reduce the incidence of positions of trust being abused or misused.

7. PRACTICAL GUIDANCE

7.1 Making a Professional Judgement:

This guidance cannot provide a complete checklist of what is, or is not, appropriate behaviour for adults in all circumstances. There may be occasions and circumstances in which adults have to make decisions or take action in the best interests of the child or young person which could contravene this guidance or where no guidance exists. Individuals are expected to make judgements about their behaviour in order to secure the best interests and welfare of the children in their charge. Such judgements, in these circumstances, should always be recorded and shared with a Ministry Leader.

Adults should always consider whether their actions are warranted, proportionate and safe and applied equitably.

This means that where no specific guidance exists adults should:

- Discuss the circumstances that informed their action, or their proposed action, with a Ministry Leader.
- Report any actions which could be misinterpreted to their Ministry Leader.
- Always discuss any misunderstanding, accidents or threats with a Ministry Leader.
- Always record discussions and reasons why actions were taken.

- Record any areas of disagreement about a course of action taken and if necessary refer it to a member of the Leadership Team or church Minister.

7.2 Propriety and Behaviour:

All adults working with children and young people have a responsibility to maintain public confidence in their ability to safeguard the welfare and best interests of children and young people. It is therefore expected that they will adopt high standards of personal conduct in order to maintain the confidence and respect of the public in general and all those with whom they work.

There may be times, for example, when an adult's behaviour or actions in their personal life come under scrutiny from local communities, the media or public authorities. This could be because their behaviour is considered to compromise their position in their workplace or indicate an unsuitability to work with children or young people. Misuse of drugs, alcohol or acts of violence would be examples of such behaviour.

Adults in contact with children and young people should therefore understand and be aware that safe practice also involves using judgement and integrity about behaviours in places other than the church.

This means that adults should:

- Not behave in a manner which would lead any reasonable person to question their suitability to work with children or act as a role model.
- Be aware that behaviour in their personal lives may impact upon their work with children and young people.
- Follow any codes of conduct deemed appropriate.
- Understand that the behaviour and actions of their partner (or other family members) may raise questions about their suitability to work with children and young people.

7.3 Dress and Appearance:

A person's dress and appearance are matters of personal choice and self-expression. However adults should dress in ways which are appropriate to their role and this may need to be different to how they dress when not undertaking activities on behalf of CBC.

Adults who work with children and young people should ensure they are dressed appropriately for the tasks and the work they undertake. Those who dress in a manner which could be considered inappropriate could render themselves vulnerable to criticism or allegations.

This means that adults should wear clothing which:

- Is appropriate to their role.

- Is not likely to be viewed as offensive, revealing, or sexually provocative.
- Does not distract, cause embarrassment or give rise to misunderstanding.
- Is devoid of any political or otherwise contentious slogans.
- Is not considered to be discriminatory and is culturally sensitive.

If a volunteer should arrive at an activity dressed in what is considered to be inappropriate, the leader of that activity may decide that the volunteer should not be involved in that planned activity unless the issue is addressed.

7.4 Gifts, Rewards and Favouritism:

It is acknowledged that there are specific occasions when adults may wish to give a child or young person a personal gift. This is only acceptable practice where the adult has first discussed the giving of the gift, and the reason for it, with their Ministry Leader and/or parent or carer and the action is recorded. Any gifts should be given openly. Adults need to be aware, however, that the giving of gifts can be misinterpreted by others as a gesture either to bribe or groom a young person.

Adults should exercise care when selecting children and/or young people for specific activities or privileges to avoid perceptions of favouritism or unfairness. Methods and criteria for selection should always be transparent and subject to scrutiny.

Care should also be taken to ensure that adults do not accept any gift that might be construed as a bribe by others, or lead the giver to expect preferential treatment.

There are occasions when children, young people or parents wish to pass small tokens of appreciation to adults, e.g. on special occasions or as a thank-you, and this is acceptable. However, it is unacceptable to receive regular gifts. Should a worker receive a gift of any significant value, an example of which would be an item of jewellery, then that gift should be declared to the Ministry Leader or, in the case of it being the Ministry Leader, the Minister.

7.5 Infatuations:

Occasionally, a child or young person may develop an infatuation with an adult who works with them. These adults should deal with these situations sensitively and appropriately to maintain the dignity and safety of all concerned. They should remain aware, however, that such infatuations carry a high risk of words or actions being misinterpreted and should therefore make every effort to ensure that their own behaviour is above reproach.

An adult who becomes aware that a child or young person is developing an infatuation should discuss this at the earliest opportunity with their Ministry Leader or parent/carer so that appropriate action can be taken to avoid any hurt, distress or embarrassment.

This means that adults should:

- Report and record any incidents or indications (verbal, written or physical) that suggest a child or young person may have developed an infatuation with an adult in the workplace.
- Always acknowledge and maintain professional boundaries.

7.6 Communication with Children and Young People (Including the Use of Technology):

Communication between children and adults, by whatever method, should take place within clear and explicit boundaries. This includes communicating using technology such as mobile phones, text messaging, e-mails, digital cameras, videos, web-cams, websites and blogs.

Adults should not:

- Share any personal information with a child or young person.
- Request, or respond to a request for, any personal information from the child/young person, other than that which might be appropriate as part of their professional role.
- Give their personal contact details to children/young people, including e-mail and home or mobile telephone numbers, unless the need to do so is agreed with their Ministry Leader and parents/carers.
- Use internet or web-based communication channels to send personal messages to a child/young person.

Adults should:

- Only make contact with children for professional reasons relating to CBC activities.
- Ensure that all communications are transparent and open to scrutiny.
- Be circumspect and cautious in their communications with children so as to avoid any possible misinterpretation of their motives or any behaviour which could be construed as grooming.
- Recognise that text messaging is rarely an appropriate response to a child in a crisis situation or at risk of harm. It should only be used as a last resort when other forms of communication are not possible.

7.7 Social Contact:

Adults who work with children and young people should not seek to have social contact with them or their families, unless the reason for this contact has been firmly established and agreed with Ministry Leaders. If a child or parent seeks to establish social contact, or if this occurs coincidentally, the adult should exercise her/his judgement in making a response, but should always discuss the situation with their Ministry Leader or with the

parent of the child or young person. Adults should be aware that social contact in certain situations can be misconstrued as grooming.

Where social contact is an integral part of work duties, e.g. pastoral work in the community, care should be taken to maintain appropriate personal and professional boundaries. This also applies to social contacts made through interests outside of work or through the adult's own family or personal networks.

It is recognised that some adults may support a parent who may be in particular difficulty. Care needs to be exercised in those situations where the parent comes to depend upon the adult for support outside their professional role. This situation should be discussed with their Ministry Leader and where necessary referrals made to the appropriate support agency.

This means that adults should:

- Have no secret social contact with children and young people or their parents.
- Consider the appropriateness of the social contact according to their role and nature of their work.
- Advise their Ministry Leader of any social contact they have with a child or a parent with whom they work, which may give rise to concern.
- Report and record any situation which may place a child at risk or which may compromise the church or their own professional standing.
- Understand that some communications may be called into question and need to be justified.

7.8 Sexual Contact:

All adults should clearly understand the need to maintain appropriate boundaries in their contacts with children and young people. Intimate or sexual relationships between children/young people and the adults who work with them will be regarded as a grave breach of trust and are a criminal offence. Allowing or encouraging a relationship to develop in a way which might lead to a sexual relationship is also unacceptable.

Any sexual activity between an adult and the child or young person with whom they work may be regarded as a criminal offence and will always be a matter for disciplinary action. Children and young people are protected by specific legal provisions regardless of whether the child or young person consents or not. The sexual activity referred to does not just involve physical contact including penetrative and non-penetrative acts. It may also include non-contact activities, such as causing children to engage in or watch sexual activity or the production of pornographic material.

There are occasions when adults embark on a course of behaviour known as 'grooming', where the sole purpose is to gain the trust of a child, and manipulate that relationship so sexual abuse can take place. Adults should be aware that consistently conferring

inappropriate special attention and favour upon a child might be construed as being part of a 'grooming' process and as such will give rise to concerns about their behaviour.

This means that adults should:

- Not have sexual relationships with children and young people or expose them to sexual or pornographic material.
- Not have any form of communication with a child or young person which could be interpreted as sexually suggestive or provocative, e.g. verbal comments, letters, notes, electronic mail, phone calls, texts, physical contact.
- Not make sexual remarks to, or about, a child/young person.
- Not discuss their own sexual relationships with, or in the presence of, children or young people.
- Ensure that their relationships with children and young people clearly take place within the boundaries of a respectful professional relationship.
- Take care that their language or conduct does not give rise to comment or speculation. Attitudes, demeanour and language all require care and thought, particularly when members of staff are dealing with adolescent boys and girls.

7.9 Physical Contact:

Many jobs within children's work, including volunteering, require physical contact with children as part of their role. There are also occasions when it is entirely appropriate for other adults to have some physical contact with the child or young person with whom they are working. However, it is crucial that, in all circumstances, adults should only touch children in ways which are appropriate to their professional or agreed role and responsibilities.

Not all children and young people feel comfortable about physical contact, and adults should not make the assumption that it is acceptable practice to use touch as a means of communication. Permission should be sought from a child or young person before physical contact is made. Where the child is very young, there should be a discussion with the parent or carer about what physical contact is acceptable and/or necessary.

When physical contact is made with a child this should be in response to their needs at the time, of limited duration and appropriate to their age, stage of development, gender, ethnicity and background. It is not possible to be specific about the appropriateness of each physical contact, since an action that is appropriate with one child in one set of circumstances may be inappropriate in another, or with a different child. Adults, nevertheless, should use their professional judgement at all times, observe and take note of the child's reaction or feelings and, so far as is possible, use a level of contact and/or form of communication which is acceptable to the child for the minimum time necessary.

Physical contact which occurs regularly with an individual child or young person is likely to raise questions unless there is explicit agreement on the need for, and nature of, that

contact. This would then be part of a formally agreed plan or within the parameters of established, agreed and legal professional protocols on physical contact, e.g. sports activities or medical procedures. Any such arrangements should be understood and agreed by all concerned, justified in terms of the child's needs, consistently applied and open to scrutiny.

Physical contact should never be secretive, or for the gratification of the adult, or represent a misuse of authority. If an adult believes that their action could be misinterpreted, or if an action is observed by another as being inappropriate or possibly abusive, the incident and circumstances should be reported to the person leading the activity at the time the incident occurred, or to the Minister, as outlined in the procedures for handling allegations, and an appropriate record made. Parents/carers should also be informed in such circumstances.

Where a child seeks or initiates inappropriate physical contact with an adult, the situation should be handled sensitively and care taken to ensure that contact is not exploited in any way. Careful consideration must be given to the needs of the child and advice and support given to the adult concerned.

It is recognised that some children who have experienced abuse may seek inappropriate physical contact. Adults should be particularly aware of this when it is known that a child has suffered previous abuse or neglect. In the child's view, physical contact might be associated with such experiences and lead to some actions being misinterpreted. In all circumstances where a child or young person initiates inappropriate physical contact, it is the responsibility of the adult to sensitively deter the child and help them understand the importance of personal boundaries. Such circumstances must always be reported and discussed with a Ministry Leader and the parent/carer.

This means that adults should:

- Be aware that even well intentioned physical contact may be misconstrued by the child, an observer or by anyone to whom this action is described.
- Never touch a child, or let a child touch them, in a way which may be considered indecent.
- Always be prepared to report and explain actions and accept that all physical contact be open to scrutiny.
- Avoid indulging in horseplay, e.g. shoulder rides or tag games.
- Always encourage children, where possible, to undertake self-care tasks independently.
- Work within Health and Safety regulations.
- Be aware of cultural or religious views about touching and always be sensitive to issues of gender.
- Understand that physical contact can easily be misinterpreted.

7.10 Other Activities that Require Physical Contact:

Adults who work in certain settings, e.g. sports, drama, or outdoor activities, or when administering first aid, will have to initiate some physical contact with children, e.g. to demonstrate technique in the use of a particular piece of equipment, adjust posture, or perhaps to support a child so they can perform an activity safely or prevent injury.

Physical contact should take place only when it is necessary in relation to a particular activity and with the consent of the child. It should take place in a safe and open environment, i.e. one easily observed by others, and last for the minimum time necessary. The extent of the contact should be made clear to the parent/carer and once agreed, should be undertaken with the permission of the child/young person. Contact should be relevant to their age or understanding and adults should remain sensitive to any discomfort expressed verbally or non-verbally by the child.

Guidance and protocols around safe and appropriate physical contact are provided by national organisations, for example sports governing bodies or major arts organisations, and should be understood and applied consistently. Any incidents of physical contact that cause concern or fall outside of these protocols and guidance should be reported to the person leading the activity or the Minister, and parent/carer.

It is good practice if all parties clearly understand at the outset what physical contact is necessary and appropriate in undertaking specific activities. Keeping parents/carers, children and young people informed of the extent and nature of any physical contact may also prevent allegations of misconduct or abuse arising.

This means that adults should:

- Treat children with dignity and respect and avoid contact with intimate parts of the body.
- Always explain to a child the reason why contact is necessary and what form that contact will take and check that this is acceptable to them.
- Seek the consent of parents where a child or young person is unable to give it because of a disability.
- Consider alternatives, where it is anticipated that a child might misinterpret any such contact.
- Be familiar with and follow recommended guidance and protocols.
- Conduct activities where they can be seen by others.
- Be aware of gender, cultural or religious issues that may need to be considered prior to initiating physical contact.

7.11 Behaviour Management:

All children and young people have a right to be treated with respect and dignity even in those circumstances where they display difficult or challenging behaviour.

Adults should not use any form of degrading treatment to punish a child. The use of sarcasm, or demeaning or insensitive comments, towards children and young people is not acceptable in any situation. Any sanctions or rewards used should be part of a behaviour management policy which is widely publicised and regularly reviewed.

The use of corporal punishment is not acceptable and whilst there may be a legal defence for parents who physically chastise their children, this does not extend, in any circumstances, to those adults who work with or on behalf of children and young people.

The use of physical intervention can only be justified in exceptional circumstances and must be used as a last resort when other behaviour management strategies have failed.

This means that adults should:

- Not use force as a form of punishment.
- Try to defuse situations before they escalate.
- Inform parents of any behaviour management techniques used.
- Adhere to the church's behaviour management policy.
- Be mindful of factors which may impact upon a child's or young person's behaviour, e.g. bullying or abuse, and where necessary take appropriate action.
- Change voice tone, but try not to shout!
- Separate children who have a tendency to be disruptive when together. These children are often friends, give them a chance. Perhaps warn them and only separate if they are disruptive.
- Have the child sit right in front of you.
- Be pro-active and encourage volunteers to be pro-active and not wait to be told to deal with a situation.
- Encourage good/positive behavior.

7.12 Children and Young People in Distress:

There will be occasions when a distressed child needs comfort and reassurance and this may involve physical contact. Young children, in particular, may need immediate physical comfort, e.g. after a fall, separation from parent, etc. Adults should use their professional judgement to comfort or reassure a child in an age-appropriate way whilst maintaining clear professional boundaries.

Where an adult has a particular concern about the need to provide this type of care and reassurance, or is concerned that an action may be misinterpreted, this should be reported and discussed with the person leading the activity, the Minister, and parents/carers.

This means the adult should:

- Consider the way in which they offer comfort and reassurance to a distressed child and do it in an age-appropriate way.
- Be circumspect in offering reassurance in one to one situations, but always record such actions in these circumstances.
- Follow professional guidance or code of practice where available.
- Never touch a child in a way which may be considered indecent.
- Record and report situations which may give rise to concern from either party.
- Not assume that all children seek physical comfort if they are distressed.

7.13 Intimate Care:

All children have a right to safety, privacy and dignity when contact of a physical or intimate nature is required and depending on their abilities, age and maturity should be encouraged to act as independently as possible. However, sometimes it may be necessary to have intimate physical contact with children on a regular basis, e.g. assisting young children with toileting, providing intimate care for children with disabilities or in the provision of medical care.

The nature, circumstances and context of such contact should comply with professional codes of practice or guidance and be agreed with the parents/carers. The additional vulnerabilities that may arise from a physical or learning disability should be taken into account and be recorded as part of an agreed care plan. The emotional responses of any child to intimate care should be carefully and sensitively observed and, where necessary, any concerns passed to the person leading the activity, the Minister, and/or parents/carers.

The views of the child should be actively sought, wherever possible, when drawing up and reviewing formal arrangements. As with all individual arrangements for intimate care needs, agreements between the child, parents/carers and the organisation must be negotiated and recorded.

This means that adults should:

- Make other adults aware of the task being undertaken.
- Explain to the child what is happening.
- Consult with the person leading the activity and parents/carers where any variation from agreed procedure/care plan is necessary.
- Record the justification for any variations to the agreed procedure/care plan and share this information with parents/carers.
- Ensure that any changes to the agreed care plan are discussed, agreed and recorded.

7.14 First Aid and Administration of Medication:

It is expected that adults working with children and young people should be aware of basic first aid techniques. It is not, however, a requirement for volunteering for children's/youth work at CBC. Whilst adults may volunteer to undertake such tasks, they should be suitably trained and qualified before administering first aid and/or any agreed medication.

When administering first aid, wherever possible, adults should ensure that another adult is aware of the action being taken. Parents/carers should always be informed of when and what first aid has been administered.

In circumstances where children need medication regularly a health care plan should have been established to ensure the safety and protection of the children and the adults who are working with them. Depending upon the age and understanding of the child, they should, where appropriate, be encouraged to self-administer medication or treatment including, for example, any ointment or the use of inhalers.

This means that adults should:

- Make other adults aware of the task being undertaken.
- Explain to the child what is happening.
- Always act, and be seen to act, in the child's best interests.
- Report and record any administration of first aid or medication.
- Have regard to any health plan which is in place.
- Always ensure that an appropriate health/risk assessment is undertaken prior to undertaking certain activities.

7.15 Transporting Children and Young People:

There will be occasions when adults are expected or asked to transport children as part of their duties. Adults who are expected to use their own vehicles for transporting children should ensure that the vehicle is roadworthy, appropriately insured and that the maximum capacity is not exceeded.

It is a legal requirement that all passengers should wear seat belts and it is the responsibility of the driver to ensure that this requirement is met. Adults should also be aware of current legislation and adhere to the use of car seats for younger children. Where adults transport children in a vehicle which requires a specialist licence/insurance, e.g. PCV or LGV, staff should ensure that they have the appropriate licence/insurance to drive such a vehicle.

It is inappropriate for adults to offer lifts to a child or young person outside their normal volunteering duties, unless this has been brought to the attention of the Ministry Leader and has been agreed with the parents/carers.

There may be occasions where the child or young person requires transport in an emergency situation or where not to give a lift may place a child at risk. Such circumstances must always be recorded and reported to the Ministry Leader and parents/carers.

This means that adults should:

- Ensure they are fit to drive and are free from any drugs, alcohol or medicine, and are not tired to a level that would impair judgement and/or ability to drive.
- Be aware that the safety and welfare of the child is their responsibility until they are safely passed over to a parent/carer.
- record details of the journey in accordance with agreed procedures.
- Ensure that their behaviour is appropriate at all times.
- Ensure that there are proper arrangements in place to ensure vehicle, passenger and driver safety. This includes having proper and appropriate insurance for the type of vehicle being driven.
- Ensure that any impromptu or emergency arrangements of lifts are recorded and can be justified if questioned.

It is recommended that no child is transported in the front seat of a car if that child is the only child being transported. However, if a volunteer is transporting their own child they are free to make their own decision. In all situations both driver and all passengers are to wear their safety belts and children who are under the age of 12 years or a height of 135 cm must use an appropriate child seat and restraint.

7.16 Trips and Outings:

Adults should take particular care when supervising children and young people on trips and outings, where the setting is less formal than usual. Adults remain in a position of trust and need to ensure that their behaviour remains professional at all times and stays within clearly defined professional boundaries.

Where activities include overnight stays, careful consideration needs to be given to sleeping arrangements. Children/young people, adults and parents/carers should be informed of these prior to the start of the trip. In all circumstances, those organising trips and outings must pay careful attention to ensuring safe adult/child ratios and to the gender mix of staff especially on overnight stays.

Health and Safety arrangements require members of staff to keep colleagues/employers aware of their whereabouts, especially when involved in activities outside the usual workplace.

This means that adults should:

- Always have another adult present in activities that take place outside of CBC buildings unless otherwise agreed with their Ministry Leader.
- Undertake risk assessments where applicable.
- Have parental consent to the activity.
- Ensure that their behaviour remains professional at all times.
- Never share beds with a child/children or young people.
- Not share bedrooms unless it involves a dormitory situation and the arrangements have been previously discussed with their Ministry Leader, parents/carers and children/young people.

Swimming will not be an activity that will ever be organised by Catshill Baptist Church. Other water-based activities will be considered as an activity provided that:

- The activity is provided by a professional organisation.
- A Group Leader has visited the professional organisation prior to the planned activity taking place, to ensure that the staff involved have:
 - the appropriate qualifications and certificates;
 - adequate liability insurance;
 - the correct staff to child ratios; and
 - the appropriate safety equipment.

The Group Leader will need to be assured that the organization providing the activity will provide a professional and safe service.

7.17 Photography and Videos:

Working with children and young people may involve the taking or recording of images. Any such work should take place with due regard to the law and the need to safeguard the privacy, dignity, safety and well-being of children and young people. Informed written consent from parents or carers and agreement, where possible, from the child or young person, should always be sought before an image is taken for any purpose.

Careful consideration should be given as to how activities involving the taking of images are organised and undertaken. Care should be taken to ensure that all parties understand the implications of the image being taken especially if it is to be used for any publicity purposes or published in the media or on the internet. There also needs to be an agreement as to whether the images will be destroyed or retained for further use, where these will be stored and who will have access to them.

Adults need to remain sensitive to any children who appear uncomfortable, for whatever reason, and should recognise the potential for such activities to raise concerns or lead to misunderstandings.

It is not appropriate for adults to take photographs of children for their personal use.

This means that adults should:

- Be clear about the purpose of the activity and about what will happen to the images when the activity is concluded.
- Be able to justify images of children in their possession.
- Avoid making images in one-to-one situations or which show a single child with no surrounding context.
- Ensure the child/young person understands why the images are being taken and has agreed to the activity and that they are appropriately dressed.
- Only use equipment provided or authorised by the organisation.
- Report any concerns about any inappropriate or intrusive photographs found.
- Always ensure they have written parental/carer permission to take and/or display photographs.
- Not display or distribute images of children unless they have consent to do so from parents/carers.
- Never use images which may cause distress.
- Not use mobile telephones to take images of children.
- Not take images 'in secret', or in situations that may be construed as being secretive.

7.18 Sharing Concerns and Recording Incidents:

Individuals should be aware of the church's child protection procedures, including procedures for dealing with allegations against adults. All allegations must be taken seriously and properly investigated in accordance with local procedures and statutory guidance.

In the event of any allegation being made to someone other than a Ministry Leader, information should be clearly and promptly recorded and reported to a Ministry Leader without delay.

Adults should always feel able to discuss with their Ministry Leader any difficulties or problems that may affect their relationship with children/young people so that appropriate support can be provided or action can be taken.

It is essential that accurate and comprehensive records are maintained wherever concerns are raised about the conduct or actions of adults working with or on behalf of children or young people.

This means that adults:

- Should be familiar with the church's system for recording concerns.

- Should take responsibility for recording any incident, and passing on that information, where they have concerns about any matter pertaining to the welfare of an individual.

8 PROFESSIONAL CONFIDENTIALITY

Adults may have access to confidential information about children/young people in order to undertake their responsibilities. In some circumstances they may have access to or be given highly sensitive or private information. These details must be kept confidential at all times and only shared when it is in the interests of the child to do so, e.g. where it places a child at greater risk of harm if the information is not shared. Such information must not be used to intimidate, humiliate, or embarrass the child or young person concerned.

If an adult who works with children is in any doubt about whether to share information or keep it confidential he or she should seek guidance from the Minister or Child Advocates.

The storing and processing of personal information about children and young people is governed by the Data Protection Act 1998. The church provides clear advice to adults about their responsibilities under this legislation.

Whilst adults need to be aware of the need to listen and support children and young people, they must also understand the importance of not promising to keep secrets. Neither should they request this of a child young person under any circumstances.

Additionally, concerns and allegations about adults should be treated as confidential and passed to the appropriate Ministry Leader without delay, unless such concerns relate to the Ministry Leader, in which case they should be passed to the Minister.

Confidentiality is an issue which needs to be discussed and fully understood by all those working with children, particularly in the context of child protection. The only purpose of confidentiality in this respect is to protect the child. A member of staff must never guarantee confidentiality to a child/young person, nor should they agree with a child/young person to keep a secret, as where there is a child protection concern this must be reported to the Minister and may require further investigation by appropriate authorities.

9 RECORDS AND MONITORING

- 9.1** Well-kept records are essential to good safeguarding practice. Our church is clear about the need to record any concern held about a child or children within our church.
- 9.2** Any member of staff receiving a disclosure of abuse, or noticing signs or indicators of abuse, must make an accurate record as soon as possible noting what was said or seen,

putting the event in context, and giving the date, time and location. All records will be dated and signed and will include the action taken.

- 9.3** These file notes are kept in a confidential file, which is separate to other files, and stored in a secure place (CHURCH OFFICE LOCKED IN THE SAFE). In the same way, notes must be kept of any child/young person who is being monitored for child protection reasons.

10 SUPPORTING CHILDREN/YOUNG PEOPLE AT RISK

10.1 Our church recognises that children who are abused, harmed or neglected, or who witness violence, may find it difficult to develop a sense of self-worth or view the world as a positive place.

10.2 This church may be the only stable, secure and predictable element in the lives of children at risk. Nevertheless, whilst at church, their behaviour may still be challenging and defiant or they may be withdrawn.

10.3 This church will endeavour to support at risk children/young people through:

- Encouraging self-esteem and self-motivation.
- The church ethos which promotes a positive, supportive and secure environment and which gives all children/young people and adults a sense of being respected and valued.
- A commitment to develop productive, supportive relationships with parents, whenever it is in the child's best interest to do so.
- Recognition that statistically children with behavioural difficulties and/or disabilities are most vulnerable to abuse so volunteers who work in any capacity with children with profound and multiple disabilities, sensory impairment and/or emotional and behavioural problems will need to be particularly aware of signs of possible abuse.
- Recognition that in a home environment where there is domestic violence, drug or alcohol abuse, or parental mental health issues, children may also be vulnerable and in need of support or protection.

11 SAFE CHURCH, SAFE VOLUNTEERS

11.1 It is essential that the high standards of concern and professional responsibility adopted with regard to alleged child abuse by parents are similarly displayed when church members or volunteers are accused of abuse.

11.2 Only authorised agencies may investigate child abuse allegations (Social Care Services, the Police or in some areas, the NSPCC). Whilst it is permissible to ask the child/ren simple, non-leading questions to ascertain the facts of the allegation, formal interviews and the taking of statements are not permissible.

11.3 The procedure to be followed in the event of an allegation being made against a member of the church, a visitor or a volunteer is as follows:

- Make notes of your discussion with the child/the disclosure as soon as possible. Ensure that a copy is given to the Minister and that he is fully informed of the situation. The Minister will ensure that a copy is kept in the Child Protection folder in the church office.
- Report your discussions/the disclosure to your Ministry Leader, if the latter is implicated report to the Minister, if both are implicated report to any member of the Leadership Team.
- Once a child/young person has spoken about abuse, the volunteer may have to make a judgement call as to whether it will be safe for the child/young person to return home. It may be necessary to contact the Police or Social Services. Advice should always be sought in such instances, firstly from the Ministry Leader and then the Minister.
- It is very important that you do not discuss your suspicions or any allegations with anyone other than those mentioned above, and continue to retain such confidentiality after discussions have taken place.

12 WHISTLEBLOWING

12.1 We recognise that children cannot be expected to raise concerns in an environment where church members and volunteers are afraid to do so.

12.2 All members and volunteers should be aware of their duty to raise concerns about the attitude or actions of other volunteers or members. If necessary they should speak to the Minister in the first instance. When an issue is reported to the Minister it will be his responsibility to act in accordance with the procedures set out in this policy and adhere to any statutory regulations concerning his responsibility to report allegations to the proper authority.

Catshill Baptist Church is absolutely committed to promoting an ethos of zero tolerance in relation to abuse of any kind. The Minister will be expected to take any allegations seriously and act accordingly.

13 POLICY REVIEW

The Leadership Team (charity trustees) will be responsible for ensuring:

- The annual review of this policy.
- That the list of key contacts on the cover sheet is kept up to date.
- The annual re-adoption of the policy at the church AGM.
- That this policy is adhered to.

14 GLOSSARY

Children and Young People: Throughout this guidance references are made to 'children and young people'. These terms are interchangeable and refer to children who have not yet reached their 18th birthday. This guidance, however also has value for those working with vulnerable adults.

Adults: References to 'adults' or 'volunteers' refer to any adult who is employed, commissioned, contracted, or volunteers to work with or on behalf of, children and young people, in either a paid or unpaid capacity.

Ministry Leaders: The term 'Ministry Leaders' refers to those adults who have responsibility for overseeing particular ministry areas in the life of the church, including the supervision of employees and/or volunteers at any level.

Safeguarding: The process of protecting children from abuse or neglect, preventing impairment of their health and development, and ensuring they are growing up in circumstances consistent with the provision of safe and effective care that enables children to have optimum life chances and enter adulthood successfully.

Duty of Care: The duty which rests upon an individual or organisation to ensure that all reasonable steps are taken to ensure the safety of a child or young person involved in any activity or interaction for which that individual or organisation is responsible. Any person in charge of, or working with, children and young people in any capacity is considered, both legally and morally, to owe them a duty of care.

Child Protection: A part of safeguarding which refers to the activity undertaken to protect specific children who are suffering or are likely to suffer significant harm.

Sexual Abuse: 'Working Together to Safeguard Children' defines sexual abuse as "forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of what is happening".