CAMBRAY
BAPTIST CHURCH
CHELTENHAM
LOVE + GROW + GO

SAFEGUARDING POLICY & PROCEDURES

CAMBRAY BAPTIST CHURCH SAFEGUARDING POLICY AND PROCEDURES SEPTEMBER 2026

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INTRODUCTION

This guide to safeguarding policy, procedures and best practice is divided into four sections:

1) **Safeguarding Policy Statement** – this highlights our expectations and aims in safeguarding

2) **Safeguarding Procedures** – these provides a clear outline of the reporting procedures

3) **Best Practice Guidelines** – this is specific guidelines on key areas of safeguarding in church life

4) **Useful Contacts** –key phone numbers and contact points when responding to safeguarding reports

DEFINITIONS OF TERMS

For the purpose of this guide, the term 'child' refers to anyone under the age of 18 years.

There is no standard single definition for an adult at risk, so for our policy we are using the following simple definition taken from Thirtyone:eight:

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

For this guide, the terms Trustees = pastors, deacons, elders, and DSL = Designated Safeguarding Lead.

Other terms used within this document are defined in Appendix 2.

BIBLICAL BASIS

Our approach to safeguarding is rooted in, and is a practical outworking and expression of, our biblically based values and supports and confirms our gospel witness. As Christians we believe that:

- God is holy, loving, merciful and just and he requires his people to live in accordance with his character; acting justly, loving mercy, and living humbly before our God who will ultimately judge all people for the deeds performed in this life;
- The church, as the body of Christ on earth should uphold truth and justice with grace, without fear or favour, prejudice, or privilege;
- Those in authority within the church are accountable to and will be judged by the God who sees all things and judges impartially;
- Every human life, including that of the unborn, is valuable to God and each person bears his image
- We live in a fallen and sinful world, where there are many risks and dangers and we must seek to protect everyone, but particularly the vulnerable in our midst from those dangers;
- Higher standards are expected in scripture of leaders, who will be judged more severely than those who do not teach;
- Leaders are to follow the example of Christ, leading with sacrificial, servant-hearted humility;
- In this present time, the kingdom of God on earth is a spiritual kingdom that resides in the lives of God's people, and it can only be advanced by proclamation and the work of the Holy Spirit in convicting and convincing. The kingdom of God cannot be advanced by coercion or force;
- Sin in the church, should be identified, lovingly challenged, and dealt with through confession and repentance;
- The church is a place of grace, forgiveness and transformation, justice, truth, and holiness;
- The gospel offers forgiveness by grace through faith, but does not negate justice or remove the temporal consequences of the sin that has been forgiven;

- Where sin involves criminal activity, it should be reported to the civil authorities who are appointed by God to uphold justice and order in society;
- We are to honour those that God has set in authority over us and to live as responsible and good citizens in the time and place that God has set us.

The church is not a gathering of sinless and perfect people, but rather a community of grace where we seek to encourage one another to grow in faith and obedience to God. We are called to encourage and challenge each other lovingly and to spur one another on to greater holiness and obedience to God in an attitude of humility, grace, and forgiveness. God cares for the widow, the orphan, and the stranger; He calls us to protect and care for those who are vulnerable in our society and to oppose exploitation, oppression, abuse, and the inflicting of harm due to negligence. Jesus' example was one of valuing and caring for those with whom he came into contact, even when delivering difficult and challenging messages. We are to image Jesus in our thoughts, words and actions, loving those around us as God loves them and to seek to bring healing, restoration, and reconciliation to broken and damaged lives by the manifestation of the love of God through us.

Some bible reference that these principles are based on are as follows: Genesis 1:27, Psalm 139:13-14, Luke 12:6-7, Proverbs 31:8-9, Isaiah 58:6, Matthew 18:5, 10, Romans 3:23, John 3:16, 1 John 1:9, 2 Corinthians 5:17, Romans 13.

SECTION 1 – SAFEGUARDING POLICY STATEMENT

Our Mission and Vision

Our Mission is to proclaim Jesus as Saviour and Lord in Cheltenham, this nation and the world. We will do this as we, in God's strength, live out our Vision: Together proclaiming Jesus: growing daily in love for God, as disciple-making disciples and in bold Gospel witness to impact Cheltenham, this nation and the world for Jesus.

In fulfilling this vision, we:

- Welcome children and adults at risk into the life of our community
- Run activities for children and adults who may be at risk
- Make our premises available to organisations working with children and adults

Our safeguarding responsibilities

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

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

- **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 and adults at risk. Any abuse disclosed, discovered or suspected will be reported in accordance with our procedures. The church will fully co-operate with any statutory investigation into any suspected abuse linked with the church.

- **Safer recruitment, support and supervision of workers**

  The church will exercise proper care in the selection and appointment of those working with children and adults at risk, whether paid or voluntary. All ministry team members will be offered appropriate training, support and supervision to promote the safeguarding of children and adults at risk.

- **Respecting children and adults at risk**

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

- **Safer working practices**

  The church is committed to providing an environment that is as safe as possible for children and adults at risk and will adopt ways of working with them that promote their safety and well-being.

- **A safer community**

  The church is committed to the prevention of bullying. The church 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.

Safeguarding contact points within our church

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

Paul Mongomery, Acting Safeguarding Trustee
01242 861408 mobile: 07528 946940
paul.montgomery@cambray.org

Patricia (Trisha) Courtman, Designated Safeguarding Lead (DSL)
01242 863219 mobile: 07872 509495
safeguarding@cambray.org

Jo Dent, DBS Verifier
01242 467108 mobile: 07722 993088
dbs-registrations@cambray.org

Davy Hambling, Safeguarding Team Member
01242 577061 mobile: 07775 897221

Sam Witek, Safeguarding Team Member
mobile: 07850 447564

Our Pastors are also an important part of the Church Safeguarding Team. Where possible, the Church Safeguarding Team will work together if and when issues arise. However, each person in the church has a responsibility to report allegations of abuse as soon as they are raised.

(Further definitions of these roles can be found in Appendix 4 – Safeguarding Roles and Responsibilities)

Putting our policy into practice

- A copy of the safeguarding policy statement is available permanently in the church office, in the photocopy room (where incident report forms are also available), and is on our church website.
- Each worker with children and/or adults at risk will be given a full copy of the safeguarding policy and procedures and will be asked to sign to confirm that they will follow them.
- A full copy of the policy and procedures will be made available on request to any member of the church or other person associated with the church.
- The policy and procedures will be monitored and reviewed annually, and any necessary revisions adopted into the policy and implemented through our procedures.
- The policy statement review will be adopted annually at a designated Church Members' Meeting, which will normally be the AGM, together with an annual report from the Safeguarding Trustee.

SECTION 2 - SAFEGUARDING PROCEDURES

2.1 PROCEDURE FOR RECOGNISING, RESPONDING TO AND REPORTING ABUSE

2.1.1 What to do if Abuse is Suspected or Disclosed

Abuse and neglect are forms of maltreatment of a child 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 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. For more information, please see Appendix 1.

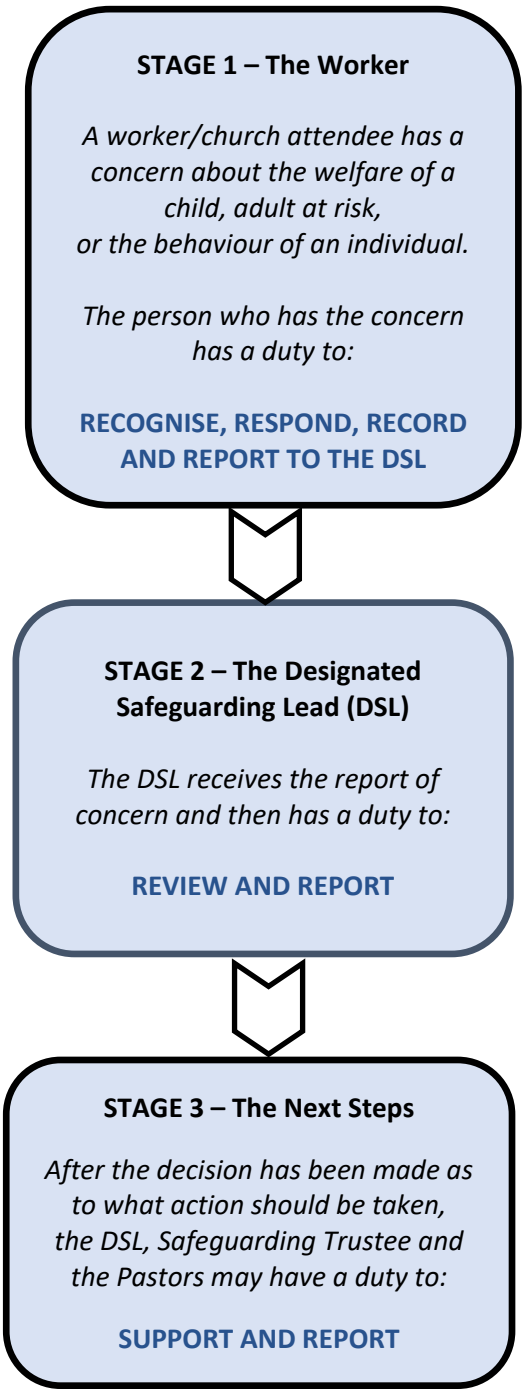
Everyone has their part to play in helping to safeguard children and adults at risk within the life of the church:

- If the behaviour of a child or adult at risk gives any cause for concern
- If an allegation is made in any context about a child or adult at risk being harmed
- If the behaviour of any individual towards children or adults at risk causes concern

WHAT TO DO	WHAT NOT TO DO
• Listen to and acknowledge what is being said. • Try to be reassuring & remain calm. • Explain clearly what you will do and what will happen next. • Try to give them a timescale for when and how you / the DSL will contact them again. • Take action – don't ignore the situation. • Be supportive. • Tell them that: They were right to tell you; You are taking what they have said seriously; That you may need to pass this information on to the appropriate people; • Be open and honest. • Give contact details for them to report any further details or ask any questions that may arise.	• Do not promise confidentiality. • Do not show shock, alarm, disbelief or disapproval. • Do not minimise what is being said. • Do not ask probing or leading questions or push for more information. • Do not offer false reassurance. • Do not delay in contacting the DSL. • Do not contact the alleged abuser. • Do not investigate the incident any further. • Never leave a child or adult at risk waiting to hear from someone without any idea of when or where that may be. • Do not pass on information to those who don't need to know, not even for prayer ministry.

2.1.2 Responding to Concerns

When there are concerns that a child, young person or adult is being abused, the following process must be followed. More detailed information can be found in Appendix 3.



A record must be made of the concern, either handwritten or typed. Use our standard incident report form, or if not available write your notes on any paper or device available to you. Then pass your concerns to the DSL within 24 hours. Do not delay reporting your concerns to the DLS because you do not have an incident form available.

The written record should: be made as soon as possible after the event; be legible; include the name, date of birth and address of the child or adult at risk; include the nature of any concerns and description of any bruising or injuries that have been noticed; include an exact record of what the child or adult at risk has said, using their own words where possible; include any action taken; be signed and dated; be kept secure and confidential (available only to the DSL and others responsible for safeguarding).

The report will be reviewed by the DSL with any other relevant information, and a decision will be taken (often in liaison with others) as to what action should follow. See Appendix 3 for examples of possible actions. Any formal referral to the police or Social Services should normally be made within 24 hours of receiving the report.

Pastoral support will normally be offered to all parties affected by any safeguarding concerns (this could be the church as a whole, but more specifically victims; alleged perpetrators; children; adults at risk; other family members; church workers; the DSL; Pastor(s); members of the leadership team.

Where formal referrals are made, reports may need to be made to the Disclosure and Barring Service (DBS) and the Charity Commission.

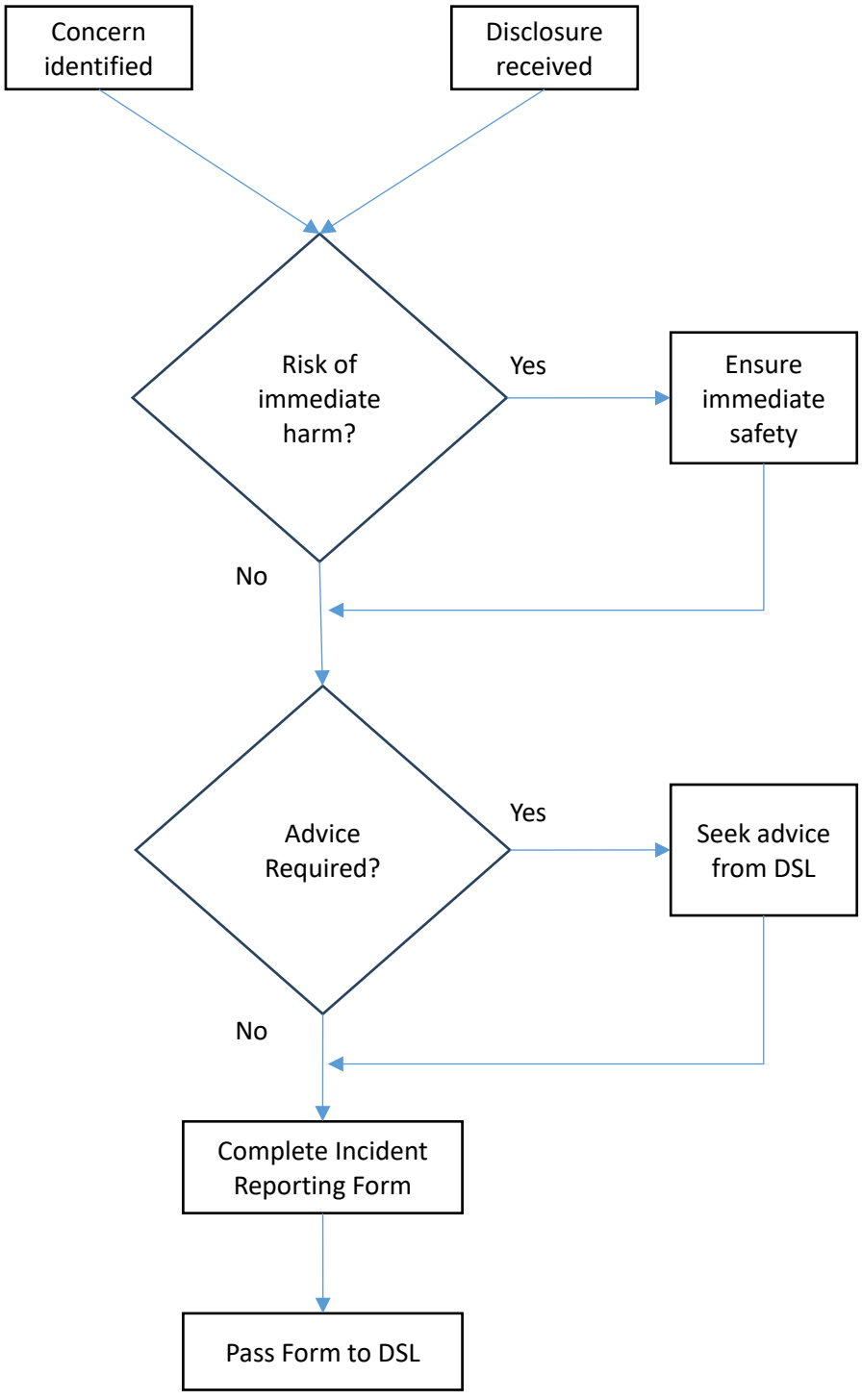
If the DSL is not available, or is implicated in the situation, any reports or concerns should be passed to another member of the church Safeguarding Team.

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

2.1.3 Responding to Concerns Raised about Adults at Risk

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

1) **Recognise** that abuse may be taking place.
2) **Respond** to the concern.
3) **Record** all the information they have received.
4) **Report** the concern to the DSL who may, in turn, report it to the statutory authorities.



The Care Act 2014 provides helpful guidance on these situations:

> *"If the adult has the mental capacity to make informed decisions about their safety and they do not want any action to be taken, this does not preclude the sharing of information with relevant professional colleagues. This is to enable professionals to assess the risk of harm and to be confident that the adult is not being unduly influenced, coerced or intimidated and is aware of all the options. This will also enable professionals to check the safety and validity of decisions made. It is good practice to inform the adult that this action is being taken unless doing so would increase the risk of harm".*

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 DSL even if you do not have the consent of the adult to do so – in this instance, make sure the DSL knows that the person concerned has not given consent for the information to be passed on.

The DSL will consider all the information to hand and decide whether it is appropriate for the information to be reported to the statutory authorities (see Appendix 3 for further information). If there are any concerns about an adult's mental capacity, the DSL will contact the Local Authority Adult Safeguarding Team for advice.

2.1.4 Allegations Against Workers

If you see another worker acting in ways which concerns you or might be misconstrued, speak to the DSL about your concerns as soon as you can. This includes the actions or behaviours of those in leadership positions in the church.

Church workers should encourage an atmosphere of mutual accountability, holding each other to the highest standards of safeguarding practice. The following procedure should be followed:

1) When an allegation of abuse has been made do not approach the alleged perpetrator about it.
2) Follow the usual safeguarding procedure: **Recognise, Respond, Record, Report to the DSL.**
3) Once the allegation has been reported to the DSL they can liaise with the relevant statutory authority and with the church's Safeguarding Agency (ThirtyOne:Eight) if they need further advice.
4) Whilst waiting for an outcome from the statutory authorities, the worker about whom concerns have been raised will be supervised as closely as possible, without raising suspicion.
5) Once the statutory authorities are involved, the church will follow their advice with regard to the next steps to take (for example suspension of worker, putting a contract in place).
6) A written record of all discussions with statutory authorities or other parties should be maintained by the DSL and stored securely and confidentially, where only those directly involved in safeguarding (DSL, Safeguarding Trustee, Pastor) can access them.
7) No information about the allegation will be shared with people in the church other than those directly involved in safeguarding; not even for prayer purposes.

The suspension of a worker following an allegation is, by definition, a neutral act. Our priority as a church is to protect children and adults at risk from possible further abuse or from being influenced in any way by the alleged perpetrator. If the church is considering suspending a paid worker pending an investigation then support should be sought from the church's Safeguarding Agency (ThirtyOne:Eight) in the first instance.

It may be necessary, for the sake of the child / adult at risk or to satisfy the needs of an investigation, for the alleged perpetrator to worship elsewhere. In such cases the DSL at the new church will be informed of the reasons for this happening.

When concerns are expressed about one or more of the Pastors

Any safeguarding concerns involving a Pastor should always be reported immediately to the WEBNET Safeguarding Lead in addition to following the church's usual procedures. Do not tell the Pastor(s) that a concern has been raised about them.

When concerns are expressed about the church DSL / Safeguarding Trustee

Any safeguarding concerns involving the DSL or Safeguarding Trustee should be raised with the Senior Pastor, they in turn should consult the WEBNET Safeguarding Lead. Do not tell the DSL / Safeguarding Trustee that a concern has been raised about them.

2.1.5 Abuse of Trust

Relationships between children and adults at risk and their church workers can be described as 'relationships of trust'. The worker is someone in whom the child or adult at risk has placed a degree of trust. This may be because the worker has an educational role, is a provider of activities, or is even a significant adult friend. It is not acceptable for a church worker to form a romantic relationship with a child or adult at risk with whom they have a relationship of trust.

While by no means restricted to young leaders, those who are in their early adult years will need to be particularly aware of the need not to abuse their position of trust in their relationships with other young people who are not much younger than themselves.

The Police, Crime, Sentencing and Courts Act 2022 expanded the list of roles which are legally considered to be positions of trust to include anyone who is in a teaching, coaching, instructing, training or supervising role within sport or religion. This means that since May 2022 if an adult of any age is in a role where they are working directly with young people aged 16 and 17 and forms a romantic or sexual relationship with them, they could be charged with criminal offences. If you have concerns about a relationship forming between an adult helper and a young person then you should notify the DSL.

2.1.6 Allegations Made Against Children and Adults at Risk

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

When such an instance occurs, they will be reported to be investigated by the statutory authorities in the same way as if an adult were involved, although it is likely that the perpetrator may also be regarded as a victim in their own right, as they may have also been abused.

Allegations against adults at risk will be reported to be investigated by the statutory authorities. If the alleged perpetrator is unable to understand the significance of questions put to them or their replies, they can access support from an 'appropriate' adult whilst they are being questioned. This role can be filled by a range of people, such as a family member, carer, social worker, etc. In court, adults at risk may be allowed to be assisted by an intermediary or give evidence through a live link.

When an allegation is made against a child or adult at risk the following procedure should be followed:

1) Do not approach the person about whom the allegation has been made or their parents / carers.
2) Follow the church's safeguarding procedure: **Recognise, Respond, Record, Report.**
3) Seek advice from the DSL, who will speak to the police or social services about when to inform a parent. The DSL will also seek advice about what steps need to be taken to ensure the needs of both the victim and alleged perpetrator are met; this may include placing the child or adult at risk on a Safeguarding Contract or equivalent (see section 3.4: Safer Community / Working with Alleged or Known Offenders).
4) Make sure there is pastoral support in place for the child or adult at risk throughout the process involved.

2.1.7 Pastoral Care

Following an allegation / suspicion

When an allegation/suspicion arises in the church, a period of investigation will follow, which will be stressful for all involved. The church will ensure that one person is responsible for dealing with the authorities, another offers support to the victim/s and their family, and another gives pastoral care to the alleged perpetrator, without compromising the alleged victims or their families. It may be necessary to appoint other people to support the families involved.

Where a statutory investigation is under way, this support will be provided with the knowledge of the statutory authority involved.

Where the perpetrator accepts some responsibility, they will be encouraged to seek specialised interventions/treatment to reduce the risk of re-offending. This may only be appropriate once the investigation and legal processes have been completed.

Supporting those who have experienced abuse

As a church, we are committed to caring for those who have experienced abuse.

It is important that those who have experienced abuse:

- Realise that, in Christ, they are accepted by God through the reconciliation work of Jesus on the cross.
- Know that, in Christ, God loves them unconditionally, and that nothing can or will change this truth.
- Can be confident that those in the church community who know about the abuse are helping them on their journey – no matter how long or difficult that journey may be.

Where it is necessary individuals should be signposted to specialist support. The Safeguarding Team has a list of relevant local information and contacts who may be able to provide additional help and support.

2.2 SAFER RECRUITMENT

As a church, we are committed to safer recruitment practices. When recruiting both paid and volunteer church workers, the following process will be applied:

1) We will provide a clear role profile, person specification and application form;
2) When advertising a role which involves working with children or adults at risk we will make it clear that any appointment will be subject to a DBS check at the appropriate level;
3) All applicants will be asked to complete an application form and include the names of two referees;
4) Shortlisting of applicants will be carried out by at least two people, including the line manager or group leader directly overseeing the role being recruited for;
5) Interviews will be carried out by at least two people, including the line manager or group leader;
6) References, a Self-Disclosure Form and an enhanced DBS check must be completed satisfactorily before the appointed person starts in their role.

Note: Under the Criminal Justice and Court Services Act 2000, it is an offence for anyone disqualified from working with children or adults at risk to knowingly apply, accept or offer to work with children or adults at risk. It is also a criminal offence to knowingly offer work with children or adults at risk to an individual who is so disqualified or to knowingly allow such an individual to continue to work with children or adults at risk.

Additional checks for paid workers

In addition to the above checks which should be completed for both paid and volunteer church workers, an applicant's UK residency status and/ or right to work in the UK will be checked when recruiting for a paid role.

References

Formal written references will be requested, ideally in the form of at least one professional and one personal reference. References will not be sought from family members.

Appointment and Supervision

The church's safeguarding policy and procedures will be discussed with the applicant and they will be required to sign their agreement to adhere to them. All staff will have a role description and clear lines of accountability to a line manager, and the Trustees.

Paid workers will also have an assigned supervisor with whom they will meet regularly to discuss work and address any issues or areas of concern. There will be a probationary period of at least six months in the role before any paid appointment is confirmed.

There will also be regular team meetings to review procedures, share concerns and identify other matters that may need clarification and guidance.

Training
It is important that all workers understand our church's agreed safeguarding procedures and attend Safeguarding training at least once every **three** years. Where a worker is successfully recruited but has not yet been able to attend the training, they will normally be asked to complete an online course. Additional specialist training will also be arranged where needed.

Young helpers under 18 years of age
In law, young helpers under the age of 18 are children and cannot be treated as adult members of a team. Training and in-team mentoring will be given to ensure that they are helped to develop and hone their skills, attitudes and experience. Young helpers must always be closely supervised by an adult leader and never given sole responsibility for a group of children. When considering ratios of staff to children, young helpers must be counted as children, not leaders. The safeguarding procedures apply to a young helper just as they do to any other person. Parent / carer permission needs to be sought for young helpers to attend an event or help with a children's group just as you would for any other person under 18 years of age.

2.3 SAFER BEHAVIOUR

The church has a code of behaviour for all those working with children and/or adults at risk so that everyone is shown the respect that is due to them:

- Treat everyone with dignity and respect.
- Think about language and tone of voice that you are using when engaging with children, young people and adults at risk. Be aware of your body language and the effect you are having on the those you are working with. This applies to both in person and online interactions.
- Listen well to everyone. Be careful not to assume you know what a child or adult at risk is thinking or feeling. Listen to what is being spoken and how it is said. At the same time, observe the individual's body language to better understand what is being said.
- Be aware of any physical contact you may have with a child or adult at risk and record it when necessary. For instance, if you need to stop a fight, administer First Aid, give a hug to someone in distress, or protect yourself or others from danger.
- Do not make sexually suggestive comments about or to a child or adult at risk, even in 'fun'.
- Do not scapegoat, belittle, ridicule or reject a child or adult at risk.
- Keep a record of any significant incidents or concerns on a Safeguarding Incident Form (see Appendix 5). Enter the names of all those present and anything of note which you observe, e.g. details of any fights broken up by the workers, allegations made, etc. All workers who witnessed the incident, overheard it or responded in any way should record the details and sign and date the form.

Specific considerations when working with children:

- Do not invade the privacy of children when they are using the toilet or showering.
- The level of assistance with personal care (e.g. toileting) must be appropriate and related to the age of the child, whilst also accepting that some children have special needs.
- Avoid rough games involving physical contact between a worker and a child.
- Avoid sexually provocative games.
- When it is necessary to discipline children, this should be done without using physical punishment. There may, however, on the rare occasion be circumstances where a child needs to be restrained in order to protect them or a third person.
- Only invite children and young people to your home or on trips in groups and always make sure that another worker is present.
- Notify the DSL of any children's trips which take place in the name of the church. Parental

permission must always be sought.

- Do not give lifts to children or young people on your own. Ensure that if transporting children as part of your church role, you have the correct insurance cover in place as well as parental permission (See section 3.3.9 on Transport). No person under 18 years of age should be left in sole charge of any children of any age. Nor should children or young people attending a group be left alone at any time.

No one should normally be left working alone with children, young people or adults at risk, but should instead work as part of a team. If there are insufficient leaders for groups:

- Internal doors should be left open.
- At least two people should be present before external doors are opened for an event.
- Consider whether you could combine groups together or rearrange planned activities.
- Reconsider whether you can run the group safely, carrying out a Risk Assessment to record your findings.

If workers do find themselves on their own with children or adults at risk, they should:

- Assess the risk of sending the child or adult at risk home.
- Phone another team member and let them know the situation.
- Train additional leaders as soon as possible.

If a child or adult at risk wants to talk on a one-to-one basis you should make sure that:

- You try to hold the conversation in a corner of a room where other people are present.
- You leave the door open if you are in a room on your own.
- Another team member knows where you are.
- You do not promise confidentiality.

Consideration should be given to how many workers should be involved with a group and whether they should be male or female workers, or both. See section 3.1.1 for recommended ratios. A couple or immediate family members should be considered to count as only one person when planning events or activities and the distribution of workers through different groups; for example if a couple or immediate family members want to work together then a third person will need to be assigned to that group. Wherever possible couples or people who are related to each other should work with separate groups.

The only adults allowed to participate in children's and adult at risk activities are those safely appointed and appropriately trained. The leader of the activity should be aware of any other adults who are in the building whilst the activity is running.

SECTION 3 - BEST PRACTICE GUIDELINES

The church is in an amazing position in society, with the opportunity to minister to individuals from the whole community, from the very young to the very old. These best practice guidelines are in place to help those working on behalf of the church to do it well, prioritising the safety and well-being of those they are working with. Whilst this section is divided into adults and children, some aspects of good practice will overlap.

3.1 – WORKING WITH CHILDREN

3.1.1 Ratios

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

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

This does not take into account special circumstances such as behavioural issues, developmental issues, disability and so on, which may mean an increase to the recommended ratios. In calculating the ratios of workers to children, young helpers who are under the age of 18 should be counted as one of the children, not one of the workers.

3.1.2 Children with Additional Support Needs

Children and young people who have additional support needs can be at greater risk of abuse. They could require more help with personal care, such as washing, dressing, toileting, feeding, mobility, etc. Some children may have limited understanding and behave in a non-age-appropriate way. Please speak with the parents/carers of children/young people with additional support needs and find out from them how best to assist the child or young person. Older children will have their own views of how they can be best supported.

3.1.3 Visiting Children or Young People at Home

It is unlikely that workers will need to make pastoral visits to children and their families at home on behalf of the church. If a situation occurs where it is needed then it should be done in pairs, and with the prior agreement of the Pastor. As discussed previously, a married couple would normally count as one person.

3.1.4 Children with no adult supervision

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

- Welcome the child and try to establish their name, age, address and telephone number.
- Record their visit in a register.
- Ask the child if a parent/carer is aware of where they are. Where possible, phone and make contact.
- Without interrogating the child, find out as soon as possible whether they have any specific needs (e.g. medication) so that you can respond appropriately in an emergency.
- Give the child a consent form and explain it needs to be filled in and brought back next time.

3.1.5 Mentoring

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

- The parents of all young people involved in mentoring are required to sign a letter to say they are aware that the mentoring is happening and who it is with.
- Mentoring meetings should only be held in agreed places and should be in view of other people.
- A mentoring meeting should have an agreed start and end time, and at least one other worker or the child's parents should be aware that a meeting is taking place and where it is being held.
- A basic record should be kept of dates of significant meetings and any messaging or emails.
- Appropriate boundaries should be put in place in regard to times and demand, i.e. not phoning late at night, etc. A record should be kept of all communications with a young person by the mentor.
- A written record should be kept of issues/decisions discussed at meetings.

3.1.6 Peer Group Activities for Young People

All youth activities will be overseen by named adults who have been selected in accordance with the Safer Recruitment procedures. It is accepted that groups aged 16+ may benefit from being led and run by peers. In this situation, adult leaders will contribute to programme planning and reviews and will always be present to oversee any peer-led activities taking place.

3.1.7 Physical Contact

- Keep everything public. A hug within a group context is very different from one behind closed doors.
- Touch should be related to the child's needs, not the workers.
- Touch should be age-appropriate and generally initiated by the child rather than the worker.
- Workers should avoid any physical activity that is, or may be thought to be, sexually stimulating to the adult or the child.
- Children are entitled to privacy to ensure their personal dignity.
- Children have the right to decide how much physical contact they have with others, except in exceptional circumstances such as when they need medical attention.
- When giving first aid (or applying sun cream, etc), workers should encourage the child to do what they can manage themselves but consider the child's best interests and give appropriate help where necessary.
- Team members should monitor one another in the area of physical contact. They should help each other by constructively challenging anything which could be misunderstood or misconstrued.
- If a team member is unsure about whether the actions of another volunteer or worker constitutes a concern, they should raise this with the Designated Person for Safeguarding.

Whilst this section relates specifically to physical contact with children the same consideration should be given to interactions with adults in the church, especially those who might be considered Adults at Risk. Not everyone is comfortable with physical contact such as a hug and all those working and volunteering in the church should be mindful of this.

3.1.8 Digital Communication with Young People

Safe Communication
A worker's role description will set out the church's expectations about how they are to communicate with young people and how this will be monitored. For example, should the worker be contacting children and young people directly or through parents; Are they allowed to email/text/ call a young person; How will this contact be recorded. It should also include the expectations of the church in relation to their use. On the general consent form, parents/carers sign to agree that the young person can receive such communications and are to always be permitted access to these communications.

Young people also need to be aware of the protocols that workers follow in relation to electronic communications. It is important to remember that as well as the parent/carer, young people have a right to decide whether they want a worker to have their contact details and should not be pressurised otherwise.

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

Email
Email should be limited to sharing generic information, for example, to remind young people about meetings. If email is being used, workers will ensure that they are accountable by copying each message to a designated email address. It is important that workers use clear and unambiguous language to reduce the risk of misinterpretation, for example, avoiding inappropriate terms such as 'love' when ending an email.

Communicating using Instant Messaging
Instant messaging should be kept to an absolute minimum or should be in a group chat with other adult leaders a part of the group. Workers should retain/save all conversations and keep a log stating with whom and when they communicated. This applies to communication both with children, young people and with adults at risk. Instant messaging should not be the primary means of communication between workers and those they are supporting.

Mobile Phones
Workers need to be cautious and careful in using mobile phones to communicate with young people:

- Mobile phone use should primarily be for the purposes of information sharing.
- Workers should keep a log of conversations. Texts should only be used in exceptional circumstances due to their one-to-one nature.
- Any texts or conversations that raise concerns should be passed on to the ministry leader.
- Workers should use clear language and should not use abbreviations like 'lol' which could mean 'laugh out loud' or 'lots of love'.
- Workers should not take photos of children, young people or adults at risk unless permission is sought in advance and should not store such photos on personal phones.

Social Media

- Workers should not send private messages to children on social media.
- Workers should ensure that all communications are kept/saved, are transparent and open to scrutiny. No social media platforms with 'disappearing' images or messages should be used.
- Workers should not accept 'friend' or 'following' requests from children, nor seek to be 'friends' or a 'follower' of any child known to them in a church context.
- All messaging and other contact with children should be through a shared group which includes other adults from the ministry team.

Mobile phone messages from leaders and workers around church should be sent at a reasonable time, and, if possible, not after 9 pm.

Taking Videos and Photographs of Children

Since the introduction of the Data Protection Act in 1998, churches must be very careful if they use still or moving images of clearly identifiable people. Previous legislation was reinforced through the introduction of the General Data Protection Regulation (GDPR) in May 2018. There are several issues to be aware of:

- Permission must be obtained, via the consent form, of all children who will appear in a photograph or video before the photograph is taken or footage recorded.
- It must be made clear why that person's image is being used, what you will be using it for, and who might want to look at the pictures.
- If images are being taken at an event attended by large crowds, such as a sports event, this is regarded as a public area and permission from a crowd is not necessary.
- Children and young people under the age of 18 should not be identified by surname or other personal details, including email, postal address or telephone number.
- When using photographs of children and young people, it is preferable to use group pictures.

Consideration of safeguarding when live streaming church services and events

When a service or event is being live streamed or recorded to be shared online at a later date we will ensure people are aware that they are being recorded and appropriate consent will be sought from those who participate in the service, or who may be visible to the camera.

Where children and young people are participating in services or events, we will ensure that appropriate parent or guardian consent is in place. Where children and young people are unable to be shown on camera consideration will be given to how else they can participate in the service.

3.2 WORKING WITH ADULTS AT RISK

3.2.1 Premises

The church building will be made as accessible as possible to all people. Any restrictions to access, visibility, audibility, toilet facilities, lighting or heating will be addressed wherever possible, and where necessary, aids and adaptations put in place.

3.2.2 Language

Every effort will be taken to use appropriate language and suitable vocabulary, enabling the greatest level of inclusivity and accessibility. We will be mindful of the language used within worship and the language used to describe people (such as derogatory words focusing on aspects of someone's disability, race or sexuality rather than the person themselves).

3.2.3 Worship

In all worship services, we will consider the varied requirements of our congregation and try to be as inclusive as possible, by:

- Providing some copies of large print type for printed materials where feasible
- Speakers always facing the congregation and not covering their mouths when talking, enabling those who rely on lip-reading
- Describing what is being presented on a screen for those who cannot see it clearly
- Using language which doesn't deliberately exclude
- Where resources are available, holding services which specifically cater for certain groups of adults at risk, such as those with learning disabilities, the deaf or the visually impaired.

3.2.4 Insurance

We will take reasonable steps to safeguard adults at risk and will follow any specific safeguarding requirements as laid out by our insurance company.

3.2.5 Financial integrity

Arrangements are in place for dealing with money, financial transactions and gifts, as outlined below. These relate to both paid staff and volunteers:

- Those who work with adults at risk may become involved in some aspects of personal finance - collecting pensions or benefits, shopping or banking, etc. If handling money for someone else, always obtain receipts or other evidence of what has been done.
- Workers should not seek personal financial gain from their position beyond any salary or recognised allowances or pre-authorised work-related expenses.
- Workers should not be influenced by offers of money.
- Any gifts offered to individuals should be reported to the church Trustees, who should decide whether or not the gift can be accepted.
- Any money received by the church will be handled by two unrelated church workers.
- Care will be taken not to canvass for church donations from those adults who may be at risk, such as the recently bereaved.
- Workers (including volunteers) must ensure that church and personal finances are kept apart to avoid any conflict of interest.
- If someone alters their will in favour of an individual known to them because of their church work or pastoral relationship, it must be reported to the Trustees. Workers should not act as sole Executors for someone they know through their work or pastoral role, as this may lead to a conflict of interests.
- Expert legal advice should be sought on matters such as Power of Attorney and Appointeeship to ensure that the situation is clearly understood and is the most appropriate course of action for the adult at risk.

3.2.6 Photographs

Workers should make sure that they have the person's permission to take or retain a picture, and that the subject is happy with the intended use of the pictures. When taking group pictures, workers should remember to get permission from everyone who will be photographed. The church routinely seeks permission from regular attendees and parents when people join the church, and this permission can be viewed on ChurchSuite.

3.2.7 Live Streaming Services

When a service or event is being live streamed or recorded to be shared online at a later date, notices will be displayed at the entrance to the event so that people are aware that they are being recorded.

3.2.8 Computers

No church computers/laptops/tablets/phones will normally be accessible to the general public. If any are made accessible to the general public they must have suitable parental controls and blocks put on to make using them for inappropriate behaviour more difficult, whilst also protecting any vulnerable users. We have policies in place which cover the use of church computers, including terms and conditions for use as well as what will happen if someone breaches these conditions.

3.2.9 Record keeping

It is good practice to record pastoral visits or meetings, noting the date, time, location, subject and any actions which are to be taken. The record of these meetings should stick to facts and try to avoid opinion. Any records of safeguarding allegations, concerns or disclosures should be passed on to the DSL and stored in a safe and secure manner for at least 75 years.

3.2.10 Pastoral Relationships

All those involved in pastoral ministry should work in a way that follows clearly defined procedures, which set out the boundaries to protect those carrying out the pastoral ministry as well as those receiving it:

- Workers should be aware of the innate power imbalance within pastoral relationships and the potential for abuse of trust.
- Behaviour that suggests favouritism or gives the impression of a special relationship, should be avoided.
- Workers should be aware of the dangers of dependency developing within a pastoral relationship.
- Workers should be mindful of any physical contact or greeting they use within a pastoral relationship, seeking consent if physical contact is offered, for example as a means to offer comfort.
- Workers should never take advantage of their role nor engage in sexual activity with someone with whom they have a pastoral relationship.
- All people receiving pastoral ministry should be treated with respect and should be encouraged to make their own decisions about any actions or outcomes.
- Workers should not pastorally minister to anyone whilst under the influence of alcohol or drugs.
- Workers need to recognise the limits of their own abilities and competencies and get further help when working with situations outside of their expertise or role.
- Workers should seek advice from the DSL if they believe that someone they are pastorally supporting is becoming dependent on them or developing an inappropriate emotional attachment.

3.3 HEALTH AND SAFETY – Safer Practice and Safer Premises

3.3.1 Consent forms

Important information about all children and young people involved in any activities at the church is recorded on our consent forms**.** The first week someone attends workers must record their name, medical

emergency information and a contact name and number, and ensures that this information is passed on to be entered into the church database system. Similar details will be gathered for adults at risk.

3.3.2 Health and Safety

All activities for children, young people and adults at risk will comply with the church's current health and safety policies. Particular attention will be paid to the policies on Fire Action, First Aid, PAT testing, Health and Safety and Kitchen and Food Hygiene.

Whenever possible, at events involving food preparation, at least one worker will hold a valid Basic Food Hygiene Certificate.

Buildings being used for children's and adult at risk groups will be properly maintained. A representative from the teams involved will take part in an annual health and safety review in order to consider all aspects of safety for everyone involved in using the premises.

3.3.3 Fire

It is the responsibility of all group leaders/responsible persons within the building to ensure the safety of themselves and those who are in their care. In addition, it is a legal requirement that all group leaders/responsible persons are familiar with the emergency procedures in the event of a fire.

3.3.4 First Aid

Our church has a number of trained First Aiders and there is a list showing who they are on the noticeboard. All church groups will ensure that they have sufficient trained first aiders on their regular team so that there is always a first aider present at events and activities.

We have at least one first aid kit as well as an incident reporting book, which must be completed in the event of any accidents, injuries, or incidents. There is also an additional first aid kit for external events. A nominated individual will ensure that the contents of the first aid kits are checked on a regular basis. Completed accident forms should be passed on to the nominated individual.

3.3.5 Supervision of Groups

The person responsible for a group/activity must be recorded for each activity so that it is apparent who the 'responsible person' for that activity is. All groups with children or vulnerable adults must keep a register of attendance so that it is clear who is in the building for the group activity.

3.3.6 Food Hygiene

The Food Hygiene (England) Regulations 2013 state that anyone who handles food or whose actions could affect its safety must comply with the regulations. It therefore follows that those with responsibility for food will need to possess the Basic Food Hygiene Certificate and be aware of food safety (preparation, handling and storage, disposal of waste, etc).

3.3.7 Risk Assessment

Before undertaking any activity with children or adults at risk, the leader will ensure that a risk assessment is carried out. General activity risk assessments should be available for repeated activities.

3.3.8 Insurance

Residential activity organisers will check that there is adequate insurance cover for any activities planned. If the trip is at a Centre, it is also important to establish that there is appropriate public liability insurance in place.

3.3.9 Transport

These guidelines apply to all drivers involved in the transportation of children, young people and adults at risk on behalf of the church. They do not apply to private arrangements, for example, transport arrangements made between friends.

- Only those who have gone through the church safer recruitment procedures for workers will transport children and adults at risk (within the DBS eligibility criteria).
- All drivers will have read the church's Safeguarding Policy and agree to abide by it.
- Drivers will be aged 21 or over and have held a full driving licence for at least two years.
- Drivers must ensure that they have adequate insurance cover and that the vehicle being used is road worthy.
- All hired minibuses will have a small bus permit, the necessary insurance and a driver with a valid driving licence that entitles them to drive a minibus.

Our practice specifically for transporting children is as follows:

- Parental consent will be given for all journeys.
- All children and young people should be returned to an agreed drop off point. At collection or drop off points, children should never be left on their own; make sure they are collected by an designated adult.
- At least two workers (unrelated to each other) should be present when transporting children as part of a church role.

3.3.10 Outings and Overnight Events involving Children

There are some specific considerations which need to be made for outings and overnight events involving children:

- A risk assessment must be carried out beforehand.
- Parents will be informed in writing of all the arrangements.
- Consent forms will be obtained for the specific activities involved.
- There will be workers with first aid and food hygiene certificates with the group.

Sleeping Arrangements

Sleeping arrangements for overnight events will be carefully considered. It is not acceptable for workers to share sleeping accommodation with young people. Instead, workers should be situated in close proximity and ensure that the young people know where to go if they need help. There should be at least two workers on duty until all young people are asleep.

Where a young person is questioning their gender identity or considering, progressing or has completed gender reassignment we will consult with them and their parents about arrangements for residential trips and sleepovers. If needed the DSL will seek advice from an appropriate Safeguarding authority. Sleeping arrangements agreed will consider the safeguarding and emotional needs of all children on the sleepover and will not be dictated by the felt needs of individuals.

Adventurous Activities

No child will participate in adventurous activities without the written consent of the parent /carer. The activity leader will ensure that the staff engaged in such activities are properly trained and qualified and that the correct ratio of staff to children is met. At an activity centre or for an organisation whose own staff undertake such activities, if the activities come within the scope of the Adventure Activities Licensing Regulations 2004, the activity leader needs to ensure that the premises are licensed.

Fire Safety
The event leader will have a fire safety procedure in place, which will include the following:

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

Safety
It is the responsibility of the workers to always know the whereabouts of every child/young person participating in an overnight event, and this may include monitoring access on and off the site.
General safety rules will be applied as appropriate (e.g. no running around tents due to the risk of injury from tripping over guy lines).

Swimming Trips
Recognising that children are likely to be dispersed around the swimming area with additional requirements for oversight as they get changed or visit the toilets there will be an increased adult to child ratio for swimming trips. Prior to the trip, workers will establish the swimming ability of the children attending and obtain specific consent. Workers should never change in front of the children.

Named person for safeguarding on the trip
There will be a named person for safeguarding on all outings and residential trips. This person will not normally be the Church Designated Safeguarding Lead but they will be someone trained to Level 3 in Safeguarding. A discussion with the DSL will be held to identify who this person is and agree how information will be communicated to the DSL if a concern is raised during the event.

3.3.11 Outings and Overnight Events involving Adults at Risk

As with outings and events for children, there are additional considerations for a group taking adults with additional needs, such as learning difficulties or mental health needs, on outings or overnight events:

- A risk assessment must be carried out beforehand.
- Planning for the trip should consider specific medical, physical and support needs of each group member, bearing in mind that there may be people in the group who have individual care needs that will have to be met (including personal care).
- Adults at risk should be included in the planning of trips and events.
- Consideration should be given to the suitability and accessibility of the venue and accommodation, travel time and mode of transport, and the affordability of the event.

- Adults at risk should be given all the information about the trip beforehand so that they know where they are going, how long it will take to get there and what type of activities they will be taking part in.
- There should be a minimum of two leaders with each group; the individual needs of those attending may determine the additional number of people required.

Sleeping Arrangements
Consideration should be given to the individual needs of those staying overnight. If there is a need for personal care or additional support during the night, it would be better that the person's usual caregiver also attends the event and therefore shares a room with them.

Personal Care
It is not appropriate for church workers to perform personal care for adults at risk unless this is their usual task (i.e. if they have come along to help generally, but also have a caring role for a member of the group, they can provide personal care for that person).

Activities
Leaders should consider the mobility needs of the group when deciding on activities or events. For example, if members of the group have difficulty walking, then including a walking tour around a town may be inaccessible to some who are attending. If you have members of the group who use wheelchairs then consideration needs to be given as to whether you have sufficient workers to support those who may need pushing.

Safety
It is the responsibility of the workers to always know the whereabouts of every person in the group; this may include monitoring access on and off the site.

General safety rules will be applied as appropriate and advice sought from the event organiser / venue about the fire evacuation procedures. A copy of the event / venue risk assessment should be included with the group leader's risk assessment.

Consent and Medical Information
It is important to recognise that adults at risk are mostly able to give consent for their own involvement in activities, inclusion in photographs and medical treatment. However, in some situations the question of capacity may arise. The guidelines clearly state that an adult at risk should have a say in their care and any arrangements made for them, however, there may be occasions when you need to involve others in decision making. In these situations, seek advice from the DSL with regard to who should be involved.

A medical consent form should be completed by each member of the group and held by the leader. This will include any health concerns, emergency contact information and contact details for their GP. This will allow emergency medical personnel to have access to information should the need arise.

Holding and Dispensing of Medication
Church workers should never agree to hold or dispense medication for those on an event. If someone is unable to manage their own medication then consideration should be given as to whether their usual carer could attend with them or whether they will not be able to attend the event.

Named person for safeguarding on the trip
As with trips arranged for Children and young people there will be a named person for safeguarding for all outings and residential trips involving adults at risk. This person will not necessarily be the DSL but they will be someone trained to Level 3 in Safeguarding. A discussion with the DSL will be held to identify who this person is and agree how information will be communicated to the DSL if a concern is raised during the event.

3.3.12 Hiring of Church Premises

Church Premises may not be hired or used without hire for non-Cambray events where contact with children or vulnerable adults within Cambray Baptist Church ministries could result. Such requests to use the premises will always be refused on Safeguarding grounds.

3.4 SAFER COMMUNITY

3.4.1 Bullying

Bullying is another form of abuse, and it can be verbal or physical. Bullying doesn't just happen to children; adults can be victims too. There is no legal definition of bullying, but it is usually defined as a repeated pattern of behaviour intended to cause emotional or physical harm to another person or exert power over them. The effect of bullying on the victim can be profound, both emotionally and physically, regardless of their age, ability or status.

It is important to recognise that bullying happens within churches, and it is not isolated to the children and young people. Anyone in the church can be a victim of bullying, just as anyone in the church can be the bully, including those in leadership.

Some examples of bullying that could arise in the church context are:

- Being verbally or physically abusive towards another person
- Isolating or deliberately ignoring someone, or excluding them from group activities
- Spreading rumours and malicious untruths about another person in the church
- Use of email, phone, messaging or social media to publicly challenge or undermine someone
- Name calling and personal insults
- Making false accusations
- Sending abusive messages or degrading images via phone, email or social media

Bullying will always cause a great deal of pain and harm. Many people affected by bullying, both children and adults, believe they have nowhere to turn. They are scared to speak out and often blame themselves. They can become fearful and reclusive. It is important that churches are able to recognise when bullying is occurring and are prepared to take action to resolve the situation.

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

- Withdrawal from group or church activities; appearing anxious, tearful or more reticent than usual, particularly in a certain context; development of mental health difficulties, such as depression or anxiety disorders; drop in performance relating to any church roles; physical injuries.

In order to help prevent bullying, the following procedures will be adopted within the church:

- The children and young people will be involved in agreeing a code of behaviour for their groups, which makes it clear that bullying is unacceptable. This should then be displayed somewhere visible to the whole church.

- The church will clearly communicate the importance of valuing and respecting each other even in disagreements and this will be practically embedded into the leadership approach to others.
- Everyone in the church, whether children or adults, should know how they can report any incidents of bullying.
- All allegations of bullying will be treated seriously and details will be carefully checked before action is taken.
- The bullying behaviour will be investigated and bullying will be prevented as quickly as possible.
- An attempt will be made to help bullies understand and change their behaviour.
- All allegations and incidents of bullying will be recorded, together with the actions that are taken.
- Where an allegation of bullying is made against a church or group leader, advice will be sought from the safeguarding authority to ensure it is addressed.
- Incidents of bullying may be reported to the statutory authorities in line with the church safeguarding procedures.

It is important to distinguish bullying from other behaviour, such as respectfully challenging or disagreeing with someone else's beliefs or behaviours, setting reasonable expectations with regard to work deadlines and activities or taking legitimate disciplinary action.

Online safety –Bullying online and on social media is as serious as physical, in person bullying. In contrast to in person bullying there is often no escape from bullying online in a world where people, especially young people, are accessing their online world from wherever they are; there is no "safe space" and the emotional impact of online bullying can be significant as a result. With this in mind the same procedures apply to disclosures of online bullying as in person incidents.

3.4.2 Working with Alleged or Known Offenders

When it is known that a person who has been convicted of abusing children, young people or adults is attending our church, it is important that their behaviour within the church community is properly managed and that a contract is put in place. There are also times when it will be appropriate to take such measures with a person who has faced allegations of abuse but hasn't been convicted.

In determining the details of the contract:

- The DSL will inform and take advice from the church's Safeguarding Authority.
- A risk assessment will be undertaken with the help of the Safeguarding Authority to determine the contents of the Safeguarding Contract.
- There will be a discussion about who should be informed about the nature of the offence and the details of the contract.
- The rights of the offender to re-build their life without people knowing the details of their past offence should be balanced against the need to protect children, young people and adults at risk.
- Members of the church Safeguarding Team and the Senior Pastor will always be informed.
- The DSL should determine whether the person is subject to supervision or is on the Sex Offenders' Register. If so, the DSL should contact the offender's specialist probation officer (SPO) who will inform the church of any relevant information or restrictions that they should be aware of.

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

and it will be monitored and enforced. If the contract is broken certain sanctions will be discussed and considered with the Church's Safeguarding Agency (31:8).

3.4.3 Alleged or known offenders who are themselves adults at risk

A risk assessment and formal contract may be quite a daunting process for someone with learning difficulties or a young person yet having safeguards in place is still necessary. Therefore, an alternative may be to arrange a meeting with the individual in question where they can be taken through the main elements of a formal contract in a way that is non-threatening and easy to understand. Notes would be taken and the individual would need to verbally agree to the requirements laid out in the meeting.

Rather than signing a formal 'contract', the individual would instead sign to say that they agree with the minutes or meeting notes, and that they will stick to what has been agreed during the meeting. This will result in the same outcome as a contract but is a more informal and appropriate approach for an adult at risk. The agreed requirements will need to be reviewed regularly to make sure that the individual is complying, exactly as a formal contract would be. The church will work with the Safeguarding Authority throughout this process.

SECTION 4 - USEFUL CONTACTS

Local Authority Designated Officer (LADO)
01452 426994

Allegations against staff or volunteers should be reported to Gloucestershire's LADO, Nigel Hatten
nigel.hatten@gloucestershire.gov.uk
(Please remember that e-mail is NOT secure so confidential or sensitive data should not be included)

Safeguarding Children Partnership
01452 426565
Website: https://www.gloucestershire.gov.uk/gscp
E-mail: *childrenshelpdesk@gloucestershire.gov.uk*

Email: edt@gloucestershire.gov.uk
(Please remember that e-mail is NOT secure so confidential or sensitive data should not be included)

Local interagency referral forms can be found here:
https://children.gloucestershire.gov.uk/web/portal/pages/home

Adult Social Care
01452 426868

E-mail: socialserviceseng@gloucestershire.gov.uk
(Please remember that e-mail is NOT secure so confidential or sensitive data should not be included)

Safeguarding Adults Board
https://www.gloucestershire.gov.uk/gsab/safeguarding-adults-board/

Out of hours service
01452 614194 or 101

Police
Contact 101, or 999 in an emergency.

West of England Baptist Network Safeguarding Contact
Gary Woodall
0117 965 8828 gary.woodall@webnet.org.uk

Safeguarding Authority
thirtyone:eight
0303 003111 info@thirtyoneeight.org www.thirtyoneeight.org

APPENDICIES

APPENDIX 1 - DEFINITIONS OF ABUSE

Understanding, Recognising and Responding to Abuse

Abuse and neglect are forms of maltreatment of a child 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 and adults at risk may be abused in a family, or in an institutional or community setting; by those known to them or, more rarely, by a stranger. They may be abused by an adult or adults or a child or children. There are many different ways in which people suffer abuse. The list below is, sadly, not exhaustive.

Type of abuse	Child	Adult at risk
Physical	Actual or likely physical injury to a child, or failure to prevent physical injury to a child.	To inflict pain, physical injury or suffering to an adult at risk.
Emotional	The persistent, emotional, ill treatment of a child that affects their emotional and behavioural development. It may involve conveying to the child that they are worthless and unloved, inadequate, or that they are given responsibilities beyond their years.	The use of threats, fear or power gained by another adult's position, to invalidate the person's independent wishes. Such behaviour can create very real emotional and psychological distress. All forms of abuse have an emotional component.
Sexual	Involves forcing or enticing a child to take part in sexual activities, whether or not the child is aware of what is happening. This includes non-contact activities, such as involving children in looking at, or in the production of, pornographic material or watching sexual activities, or encouraging children to behave in sexually inappropriate ways.	Any non-consenting sexual act or behaviour. No one should enter into a sexual relationship with someone for whom they have pastoral responsibility or hold a position of trust.
Neglect	Where adults fail to care for children and protect them from danger, seriously impairing health and development.	A person's wellbeing is impaired and their care needs are not met. Neglect can be deliberate or can occur as a result of not understanding what someone's needs are.

Type of Abuse	**Additional Definitions**
Financial	The inappropriate use, misappropriation, embezzlement or theft of money, property or possessions.
Spiritual	The inappropriate use of religious belief or practice; coercion and control of one individual by another in a spiritual context; the abuse of trust by someone in a position of spiritual authority (e.g. a Pastor).

Discrimination	The inappropriate treatment of a person because of their age, gender, race, religion, cultural background, sexuality or disability.
Institutional	The mistreatment or abuse of a person by a regime or individuals within an institution. It can occur through repeated acts of poor or inadequate care and neglect, or poor professional practice or ill-treatment. The church as an institution is not exempt from perpetrating institutional abuse.
Domestic Abuse	Domestic abuse is any threatening behaviour, violence or abuse between persons aged 16 or above who are or have been in a relationship, or between family members. It can affect anybody regardless of their age, gender, sexuality or social status. Domestic abuse can be physical, sexual or psychological, and whatever form it takes, it is rarely a one-off incident. Usually there is a pattern of abusive, coercive and controlling behaviour where an abuser seeks to exert power over their family member or partner. The Domestic Abuse Act 2021 identifies children who see, hear or experience the effects of domestic abuse as victims in their own right.
Online abuse	The use of information technology (email, mobile phones, websites, social media, instant messaging, chatrooms, etc.) to repeatedly harm or harass other people in a deliberate manner. The Online Safety Bill, 2021, introduces additional rules for internet search engines and firms who host user-generated content.
Self-harm	Self-Harm is the intentional damage or injury to a person's own body. It is used as a way of coping with or expressing overwhelming emotional distress. An individual may also be neglecting themselves, which can result in harm to themselves.
Mate crime	'Mate crime' is when people (particularly those with learning disabilities) are befriended by members of the community, who go on to exploit and take advantage of them.
Cuckooing	Cuckooing is the term used to describe occasions where the homes of adults at risk are taken over and used to distribute drugs or as a base for gang or criminal activities. The tenant may believe that the people who are in their home are their friends.
Modern Slavery	Modern slavery is the practice of treating people as property; it includes bonded labour, child labour, sex slavery and trafficking. In the UK we see examples of this through County Lines, Child Sexual Exploitation and forced labour.
Human Trafficking	Human trafficking is when people are bought and sold for financial gain and/or abuse. Men, women and children can be trafficked, both within their own countries and over international borders. The traffickers will trick, coerce, lure or force these vulnerable individuals into sexual exploitation, forced labour, street crime, domestic servitude or even the sale of organs and human sacrifice.
Radicalisation	The radicalisation of individuals is the process by which people come to support any form of extremism and, in some cases, join terrorist groups. Some individuals are more vulnerable to the risk of being groomed into terrorism than others.
Honour / Forced Marriage	An honour marriage / forced marriage is when one or both of the spouses do not, or cannot, consent to the marriage. There may be physical, psychological, financial, sexual and emotional pressure exerted in order to make the marriage go ahead. The motivation may include the desire to control unwanted behaviour or sexuality.
Female Genital Mutilation	Female genital mutilation (FGM) comprises all procedures involving partial or total removal of the female external genitalia or other injury to the female genital organs for non-medical reasons as defined by the World Health Organisation (WHO). FGM is a cultural practice common around the world and is largely performed on girls aged

	between 10 and 18. Performing acts of FGM is illegal in the UK as is arranging for a child to travel abroad for FGM to be carried out.
Peer-on-Peer Abuse	Peer-on-peer abuse is where sexual abuse takes place between children of a similar age or stage of development.
Child on Child Abuse	Child on Child abuse is when a child abuses another child of any age or stage of development
Historic Abuse	Historic abuse is the term used to describe disclosures of abuse that were perpetrated in the past. Many people who have experienced abuse don't tell anyone what happened until years later, with around one third of people abused in childhood waiting until adulthood before they share their experience. It is therefore crucial that, if historic abuse is disclosed, it should be reported to the DSL without delay and recorded. This is for the well-being of the victim and to prevent further abuse by the perpetrator.

Whilst it is not possible to be prescriptive about the signs and symptoms of abuse and neglect, the following list sets out some of the indicators which might be suggestive of abuse:

- unexplained injuries on areas of the body not usually prone to such injuries
- an injury that has not been treated/received medical attention
- an injury for which the explanation seems inconsistent
- a child or adult at risk discloses behaviour that is harmful to them
- unexplained changes in behaviour or mood (e.g. becoming very quiet, withdrawn or displaying sudden bursts of temper)
- inappropriate sexual awareness in children
- signs of neglect, such as under-nourished, untreated illnesses, inadequate care.

It should be recognised that this list is not exhaustive and the presence of one or more indicators is not in itself proof that abuse is actually taking place. It is also important to remember that there might be other reasons why most of the above occur.

APPENDIX 2 – DEFINITION OF TERMS

Additional needs: is a term most often applied to children who require support beyond what we would usually expect to provide to a child of that age or developmental stage.

Adult: a person who is at least 18 years of age

Adult at risk: refers to adults who have care and support needs, are at risk of abuse, and due to their support needs are unable to protect themselves from the abuse.

Adult with care and / or support needs: refers to an adult who requires help with day-to-day tasks that most people would be able to perform for themselves.

Child: A child is a person who has not yet attained their 18th birthday which aligns with the United Nations Convention of the Rights of the Child.

Child in Need: care and support that is offered to a child or family with more complex needs such that if effective support is not provided, the child is unlikely to achieve or maintain a satisfactory level of health, development, or wellbeing.

Deacon(s): refers to those appointed by the church to that office to support the Elders and serve the church in practical and legal matters.

Designated Safeguarding Lead (DSL): is the person, appointed by the Trustees, who, on behalf of the Trustees, takes the lead in the implementation and operation of the Safeguarding policy and procedures in the church, supported by the Safeguarding Team.

Elder(s): refers to those appointed by the church to that office to provide spiritual leadership and instruction. The Elders have the spiritual authority within the church.

Pastor(s): refers to those appointed by the church to that office to provide spiritual direction, leadership and instruction within the church and who are paid a stipend by the church in their role.

Staff: refers to any paid employee or office holder or to the team staffing a ministry, depending on context the term is used.

Statutory threshold: the point at which the church has a duty to report a concern to report a matter to one of the statutory bodies such as the Police, Social Care, or the Charity Commission.

Trustee(s) refers to those who are legally responsible for the governance and oversight of the charity.

Volunteer(s): refers to anyone who is appointed by the church to a role or who performs identified tasks on behalf of the church for which they receive no payment (other than out-of-pocket expenses that are appropriately authorised).

Vulnerable people: In the context of this policy, the term is used in a generic sense to include anyone who has a support or care need or whose ability to protect themselves against abuse is limited. This includes children, young people, adults with support needs and adults at risk of abuse. It also includes those who, due to specific individual circumstances find themselves, either for a short time or over a more extended time, requiring additional care, support, or protection, but who would not otherwise be regarded as needing support.

APPENDIX 3 – DETAILED GUIDANCE ON REPORTING REQUIREMENTS

STAGE 1 – THE WORKER

The duty of the person who receives information or who has a concern about the welfare of a child, young person or adult at risk is to **RECOGNISE** the concerns, make a **RECORD** in writing and **RESPOND** by passing on their concerns to the DSL. If he/she is not contactable, or they are implicated in the situation, another member of the church Safeguarding Team should be contacted instead.

Concerns should be passed on to the DSL within 24 hours of it being raised. If anyone is considered to be in imminent danger of harm, a report should be made immediately to the police by calling 999. If such a report is made without reference to the DSL, they should be informed as soon as possible afterwards.

A written record using the standard incident report form should be made as soon as possible after a child or adult at risk tells you about harmful behaviour, or an incident takes place that gives cause for concern.

The record should:

- be hand-written as soon as possible after the event
- be legible and state the facts accurately (when hand-written notes are typed up later the original hand-written notes should be retained)
- include the child or adult at risk's name, address, date of birth (or age if the date of birth is not known)
- include the nature of the concerns/allegation/disclosure
- include a description of any bruising or other injuries that you may have noticed
- include an exact record of what the child or adult at risk has said, using their own words where possible
- include what was said by the person to whom the concerns were reported
- include any action taken as a result of the concerns
- be signed and dated
- be kept secure and confidential and made available only to the church Safeguarding Team (including the church Senior Pastor), representatives of any statutory authorities involved and the local Baptist association.

If concerns arise in the context of children's or adult at risk work, the worker who has the concern may in the first instance wish to talk it through with their group leader, where appropriate. However, such conversations should not delay concerns being passed on to the DSL. It should be clear that the duty remains with the worker to record and pass on their concerns to the DSL.

If an issue concerns an adult at risk who does not give permission to pass on the information to anyone else, the worker should explain that they will need to speak with the DSL, who will have greater expertise in dealing with the issue at hand.

If a concern is brought to the attention of a group leader by one of the workers, the leader should remind the worker of their duty to record and report, and will also themselves have a duty to pass on the concern to the DSL.

STAGE 2 – THE DESIGNATED SAFEGUARDING LEAD (DSL)

The duty of the DSL on receiving a report is to **REVIEW** the concern that they have received and **REPORT** the concern on to the appropriate people, where necessary.

The duty to REVIEW

In reviewing the report that is received, the DSL:

- should take into account their level of experience and expertise in assessing risk to children or adults at risk.
- must take into account any other reports that have been received concerning the same individual or family.
- may speak with others in the church where appropriate (including the Pastor(s) and church Safeguarding Team, unless allegations involve them) who may have relevant information and knowledge that would impact on any decision being made. Such conversations should not lead to undue delay in taking any necessary action.
- may consult with other agencies to seek guidance and advice in knowing how to respond appropriately to the concerns that have been raised.

The duty to REPORT

The DSL will decide who the report should be referred on to, working in conjunction with the church Safeguarding Team where appropriate. They may:

- refer back to the worker who made the initial report if there is little evidence that a child or adult at risk is being harmed, asking for appropriate continued observation.
- refer the concern to others who work with the child or adult at risk in question, asking for continued observation where appropriate.
- Inform parents / carers under certain circumstances, where doing so would not present any further risk of harm.
- Make a formal referral to the police or local Social Services team. With adults at risk, confidentiality means that someone's personal business is not discussed with others, except with their permission. This is not always possible when considering passing relevant information about abuse or concerns to the statutory authorities, however, it is possible to keep the information confidential to the relevant parties. This means not telling or hinting to others what has been disclosed, not even for prayer ministry purposes. For adults at risk, concerns will only be referred to the police or Social Services without consent where:
    - the person lacks the mental capacity to make such a choice
    - there is a risk of harm to others
    - in order to prevent a crime
- If an allegation is made against someone who works with children* the allegation should be reported to the Local Authority Designated Officer (LADO) or equivalent. The LADO is located within Children's Services and should be alerted to all cases in which it is alleged that a person who works with children has:
    - behaved in a way that has harmed, or may have harmed, a child
    - possibly committed a criminal offence against children, or related to a child
    - behaved towards a child or children in a way that indicates s/he is unsuitable to work with children.

- If an allegation is made against someone who works with adults at risk*, it must be reported to the police or Adult Social Services.

  **** NOTE: If, in the above case, a worker has an allegation made against them, they need to step down from all church duties until the incident has been investigated by the statutory authorities. It may also be appropriate to put a Safeguarding Contract in place; this should be discussed with the Safeguarding Authority.***

- Whenever a formal referral is made to the police, Social Services or LADO, the DSL should report the referral to:
  - The Safeguarding Trustee
  - The Senior Pastor
  - Safeguarding Authority

A record should be kept of all safeguarding incidents and should be considered in the annual review of the church's safeguarding policy. All original reports should be retained safely and securely by the DSL and a written record should be made of the actions taken.

STAGE 3 – THE NEXT STEPS

Responsibilities to **REPORT** and **SUPPORT** in stage 3 of the process are shared by the church Safeguarding Team and the Pastor(s).

The duty to SUPPORT

Once concerns, suspicions and disclosures of abuse have been addressed, the church continues to have a responsibility to offer support to all those who have been affected, including:

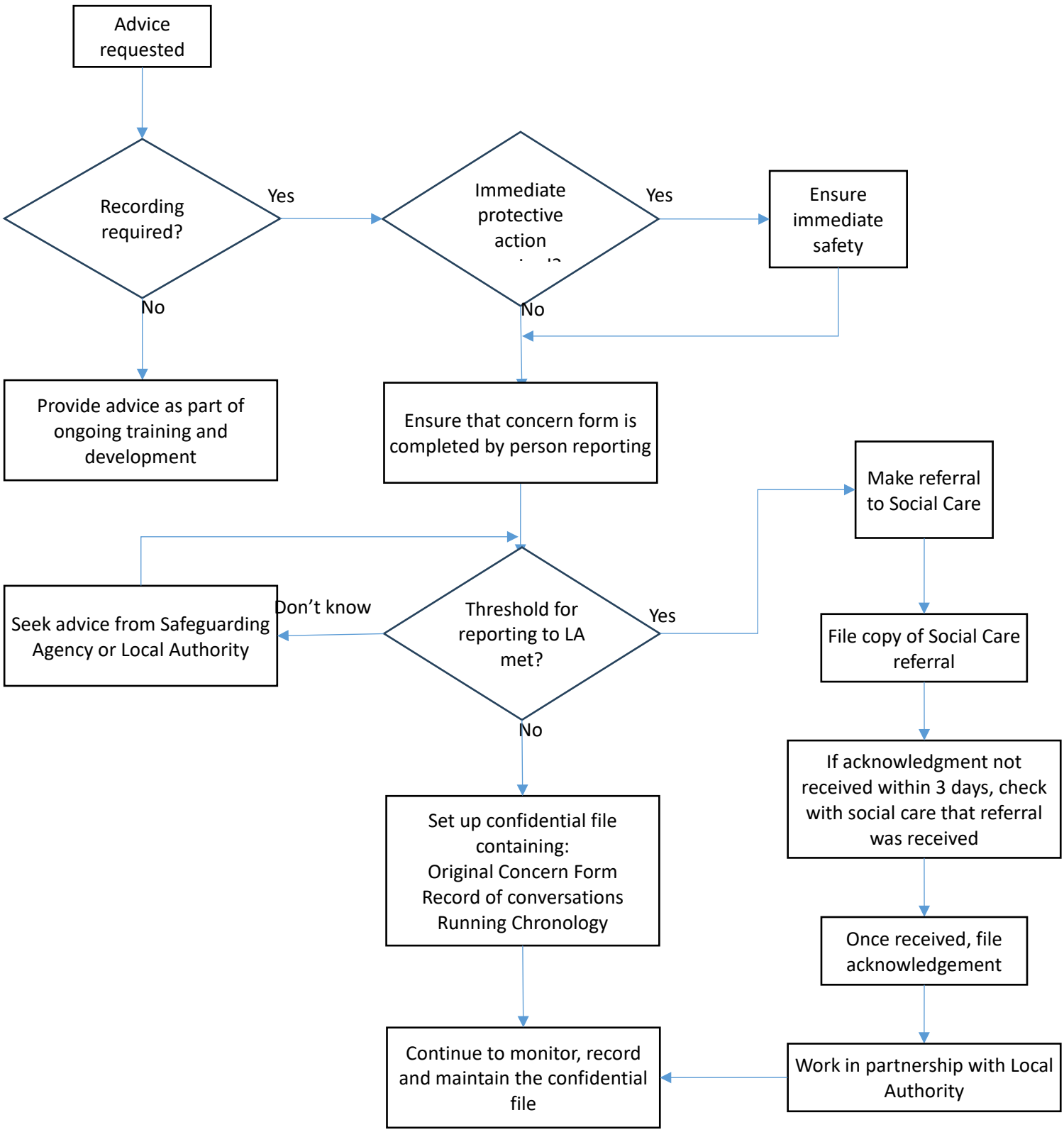
Victims; Alleged perpetrators; Children; Adults at risk; Other family members; Church workers; Church Safeguarding Team; Pastor; Leadership Team.

The duty to REPORT

If a church worker has been accused of causing harm to children, young people or adults at risk this would be classed as a serious incident that should be reported to the Charity Commission by those churches that are registered with the Charity Commission.

If a worker has been removed from their post or would have been removed from their post because of the risk of harm that they pose to children, young people or adults at risk, there is also a statutory duty to report the incident to the Disclosure and Barring Service (DBS).

ROLE OF DSL, RESPONDING TO CONCERNS



APPENDIX 4 - SAFEGUARDING ROLES AND RESPONSIBILITIES

Each church needs to identify and fill several important posts that underpin effective safeguarding in the church. These notes outline the main responsibilities relating to safeguarding connected with key leadership roles.

Trustees

- Ultimately responsible for safeguarding
- Responsible for the implementation of policy and procedures
- Responsible for supporting the church workers
- Responsible for raising awareness about best practice within the church
- Responsible for ensuring that the relevant people have received the appropriate training

Safeguarding Trustee

Not necessarily the person who heads up safeguarding in the church – could be a trustee / deacon with an interest and willingness to learn; They are the link to the Trustees with the Safeguarding Team.

- Takes a lead on safeguarding matters for the trustees / deacons
- Is the point of contact with trustees / deacons for safeguarding issues
- Ensures church policy and procedures are reviewed annually

Designated Safeguarding Lead

- Receives all reports of concerns regarding the safeguarding of children, young people and adults at risk
- Listens, observes and passes on those concerns appropriately, having taken advice from the relevant people
- Acts as a link between the church and other agencies or bodies on safeguarding matters

Disclosure and Barring Service (DBS) Verifier

- Responsible for all aspects of processing DBS checks for church staff and volunteers.

The Senior Pastor

- Shares with the trustees the general responsibility for the adoption and implementation of the church's safeguarding policy
- Takes responsibility for ensuring that the pastoral needs of all are being met
- May need to be made aware of safeguarding issues in line with the guidance above.

APPENDIX 5 –FORMS

SAFEGUARDING INCIDENT REPORT FORM

PERSON REPORTING THE INCIDENT OR CONCERN:

Name:

Address:
Phone number:
Email:
Role in Church:

DETAILS OF CHILD / ADULT AT RISK YOU ARE CONCERNED ABOUT:

Name:

Date of Birth / Approximate Age:
Address:
Phone number:
Email:
Do they know that you are sharing concerns about them?
If not, please explain why:

IF UNDER 18 PLEASE INCLUDE DETAILS OF THE PARENT OR CARER:

Name:

Address:
Phone number:
Email:
Relationship to the child/ young person:
Do they know that you have concerns that you are sharing?
If not, please explain why:

DETAILS OF ALLEGED PERPETRATOR (IF RELEVANT)

Name:

Address:
Phone Number:
Email:

Are they an adult or a child (under 18):
Relationship to the child/adult at risk:
Does the child / adult at risk live with the alleged perpetrator?

DETAILS OF INCIDENT OR CONCERN:

- Remember to include the 4 W's – Who, What, Where, When.
- Be clear whether this is something you have been told about or something that you have observed directly.
- Include names of anyone else who witnessed the incident or is aware of the concern.
- Refer to the church safeguarding policy if you are unsure what to include.

Please continue on a separate sheet if necessary

HAVE YOU CONTACTED ANYONE ELSE (SOCIAL SERVICES, POLICE, LADO, REGIONAL SAFEGUARDING LEAD, PASTOR, THIRTY-ONE-EIGHT)?

Please give details of who and when below:
Organisation:

Name of contact:
Date of contact:

This Incident Form should be passed to the Designated Safeguarding Lead (DSL) within 24 hours of any incident or concern arising. Do not delay reporting your concerns to the DSL because you do not have all the information requested in this form. Where there is an immediate risk of harm, please call the DSL straight away and use this form to follow up on that call. Remember if they are not available call the police or social services, do not wait for the DSL to be available.

Remember: Treat this information confidentially. Do not discuss the contents of this form with anyone other than the DSL, not even for prayer purposes.

Signed …….

Date …….

CAMBRAY BAPTIST CHURCH CHELTENHAM
LOVE + GROW + GO

APPLICATION FORM FOR VOLUNTARY WORKERS WITH CHILDREN, YOUNG PEOPLE OR ADULTS WITH CARE AND SUPPORT NEEDS

Thank you for wanting to help with our Children, Youth and/or Adults ministry at Cambray Baptist Church. Please complete the following application form

Application for the post of:

Applicant Details

Full Name .....

Date of Birth .....

Home Address .....

.....

.....

.....

Home Telephone .....

Mobile Number .....

Email .....

Please tell us how you became a Christian and about your Christian Walk in the last 12 months:

Please tell us why you are applying for this role:

Experience

Please tell us about the churches you have attended over the past 5 years, including dates and any responsibilities / activities undertaken:

Please tell us of your previous experience of looking after or working with children, young people or adults with additional needs. This should include details of any relevant qualifications or appropriate training (either in a paid or voluntary capacity):

(Please continue on a separate sheet if necessary)

References

Please provide two relevant references (over 18 and not a relative). One must be from outside of Cambray Baptist Church.

- If you are currently working, one should be your current employer.
- If you have moved from another church in the past five years, one referee should be a Pastor/Elder in your previous church
- If you have been attending Cambray this could be a youth leader, church leader or member of church staff (but not the Senior Leader of the group to which you are applying)

Please provide at least one means of contacting them (e.g. email address, telephone number).

In addition, we reserve the right to take up character references from any other individual deemed necessary.

Reference 1:

Full Name .....

Relationship to applicant .....

Contact details .....

.....

.....

Reference 2

Full Name .....

Relationship to applicant .....

Contact details .....

.....

.....

Before an appointment can be made, applicants who are over 16 will be required to obtain an enhanced criminal record check from the Disclosure and Barring Service. The existence of a criminal record will not necessarily prevent a person from being appointed – it is only if the nature of any matters revealed may be considered to place a child and / or adult at risk.

Data Protection (and Privacy Notice)

I give permission for my details to be held by Cambray Baptist Church, subject to legal requirements and obligations of the General Data Protection Regulation.

The information given on this form is held confidentially and used to enable Cambray Baptist Church to process your details in relation to safeguarding and also to contact you in relation to the work that you are volunteering for. For example, your email address and phone number will be passed on to the main leader(s) in the team for communication about the group.

It is also held and used for legitimate interests so that the activities, events and operations of Cambray Baptist Church may be planned, run safely and legally, and with appropriate levels of resources and equipment, and monitored for operational and management purposes, or to comply with obligations under employment law, social protection law, or a collective agreement.

The data is also held and used as Cambray Baptist Church is acting as a not-for-profit body with a religious aim with relation to members or former members (or those who have regular contact with it in connection with these purposes) only, and there is no disclosure to a third party without consent.

All consent decisions made on this form can be withdrawn at any time by informing Cambray Baptist Church via the Church Office at: Church Office, Cambray Baptist Church, Cambray Place, Cheltenham, Gloucestershire, GL50 1JS or by emailing to: office@cambray.org, or phoning the church office on: 01242 585672

(For further details, please see our Privacy Notice at www.cambray.org)

Declaration

I declare that all the above information on this application form (and on any attached sheets) is true, accurate and complete to the best of my knowledge. I understand that my email address and mobile number will be passed on to other leaders in the team for communication about the group. I will adhere to the policies and procedures of Cambray Baptist Church.

Signed ..... Full Name .....

DoB ..... Date .....

If you are under 18, please ask your parent/guardian to fill in the section below

I give permission for my child to be a member of a children/youth team at Cambray Baptist Church, and for their contact details to be passed on to other members of their team.

Signed ..... Full Name .....

Relationship ..... Date .....

Please return the completed form in person or by email to:
***Andy Turnbull** – Children, Youth and Families Pastor: andy.turnbull@cambray.org*
*Or **Davy Hambling** – Gateway Fellowship Lead davidhambling@yahoo.com*

Confidential Declaration Section

In order to retain confidentiality, this page should be returned in a separate sealed envelope and addressed to the Safeguarding Administrator, Jo Dent via the Church Office.

This confidential Declaration Section must be completed by all those wishing to work with children, young people or Adults at Risk. Roles working with children, young people or adults at risk are exempt and all criminal information must be declared (Rehabilitation of Offenders Act).

If you answer yes to any question, please give details, on a separate sheet if necessary, giving the number of the question to which you are answering.

1. Have you ever been convicted of, or charged with, a criminal offence or been bound over to keep the peace that has not been filtered in accordance with the DBS filtering rules? (Include both spent and 'unspent convictions) ☐ YES ☐ NO

2. Have you ever received a caution, reprimand or warning from the police that has not been filtered in accordance with the DBS filtering rules? ☐ YES ☐ NO

3. Are you at present (or have you ever been) under investigation by the police or an employer or other organisation for which you worked any offence / misconduct? ☐ YES ☐ NO

4. Are you or have you ever been prohibited and / or barred from work with children, young people and /or Aduts at Risk? ☐ YES ☐ NO

5. Has a family court ever made a finding of fact in relation to you, that you have caused significant harm to a child, young person or Adult at Risk or has any such court made an order against you on the basis of any finding or allegation that any child, young person and / or Adult at Risk was at risk of significant harm from you? ☐ YES ☐ NO

6. Has your conduct ever caused or been likely to cause significant harm to a child, young person and / or Adult at risk, and / or put a child, young person or Adult at risk of significant harm? ☐ YES ☐ NO

7. To your knowledge, has it ever been alleged that your conduct has resulted in any of those things? ☐ YES ☐ NO

If yes, please give details on a separate sheet, including the date(s) and nature of the conduct, or alleged conduct, and whether you were dismissed, disciplined, moved to other work or resigned from any paid or voluntary work as a result.

Note: Declare any complaints or allegations made against you, however long ago, that you have significantly harmed a child or young person. Any allegation or complaint investigated by the police, Children's Services, an employer, voluntary body or other body for which you worked must be declared. Checks will be made with the relevant authorities.

8. Has a child in your care or for whom you have or had parental responsibility ever been removed from your care, been placed on the Child Protection Register or been the subject of child protection planning, a care order, a chid assessment order or an emergency protection order under the Children Act 1989, or a similar order under any other legislation? ☐ YES ☐ NO

Signed ..... Full Name .....

Date

STAFF/VOLUNTEER ROLE DESCRIPTION FORM

STAFF / VOLUNTEER ROLE DESCRIPTION

Role title:	
Responsible to:	
Role purpose	
Role description	
Person specification	
Date last reviewed	Reviewed by

CAMBRAY BAPTIST CHURCH CHELTENHAM
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VOLUNTARY WORKER AGREEMENT

This agreement sets out the basis on which voluntary leaders and workers support Cambray Baptist Church (CBC).

Representing the church: Leaders and workers should always seek to behave in a manner that is honouring to God; they should never do or say anything that could bring the church into disrepute and they should never undermine the church's teaching, leaders or other church members.

Children and vulnerable adults: all leaders and workers should be sensitive to the needs of children and vulnerable adults and MUST comply fully with CBC's safeguarding policy, including having an up-to-date DBS check.

Leaders and workers should always comply with the need to ensure the safety of children and vulnerable adults whilst in our care. They should ensure that there are always sufficient team members present at any activity, that a dated record (register) is kept of all ministry team members and attendees at each event and that any accident or mishap is logged in this register.

Leaders and workers should be alert to the possibility that a child or vulnerable adult could be suffering from emotional, physical or sexual abuse outside the church. They must avoid leading or persistent questioning and MUST record their concerns with as much detail as possible and MUST discuss the matter Designated safeguarding Office or their Deputy.

False accusations: workers should avoid putting themselves in a position where false accusations could be made about their behaviour, even years or decades later.

AGREEMENT

On behalf of Cambray Baptist Church I am pleased that ……..is a leader/worker with

…….

Name: ……. Signed: …….. Date: …….

I have the correct DBS check. I will act with sensitivity when dealing with children and adults in the church and will avoid anything which could be construed as neglectful or abusive. I have received a copy of CBC's best practice guidelines and will abide by them whilst serving as part of the CBC team. I will also avoid situations in which I could be falsely accused of inappropriate behaviour.

Name: ……. Signed: …… Date: ……..

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CONFIDENTIAL FILE CHRONOLOGY FORM

CONFIDENTIAL FILE CHRONOLOGY

Date	Document reference	Document type	Brief summary of content	Entered by

RECORD OF SAFEGUARDING ACTIONS FORM

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RECORD OF SAFEGUARDING CONVERSATIONS AND ACTIONS

Date of action / conversation	Document reference
Description of record	
Information given	
Advice received	
Actions to take	
Outcomes	
Recorded by	Date recorded

RISK ASSESSMENT FORM

CAMBRAY BAPTIST CHURCH CHELTENHAM
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Cambray Place, Cheltenham, GL50 1JS
office@cambray.org
www.cambray.org
01242 584672

CONFIDENTIAL DOCUMENT

Risk assessment form:

Person who poses an actual or potential risk to vulnerable people

About the person being risk assessed			
Name:		Date of birth	Address
Phone:	Mobile	E-mail	
Nature of the risk			
How did we become aware of the risk?			
What is the risk / concern under consideration?			
What immediate action has been taken (if any)?			
External agencies involved or consulted			
Are any external agencies involved?		Yes ☐	No ☐
Organisation / Team:		Contact name:	Contact details:
Information provided			
Organisation / Team:		Contact name:	Contact details:
Information provided			

Organisation / Team:	Contact name:	Contact details:
Information provided		
Risk assessment		
Restrictions imposed or recommended by external agencies:		
What risks have been identified internally? 1.		
How will these risks be managed? 1.		
Summary of discussions with the individual concerned: Support agreed: Restrictions agreed:		
Formal contact required?	Yes ☐	No ☐
Contract signed off	Yes ☐	No ☐
Document control		
Risk assessment completed by: Risk assessment approved by:		
Date risk assessment signed off		

FORMAL CONTRACT PROFORMA

CAMBRAY
BAPTIST CHURCH
CHELTENHAM
LOVE + GROW + GO

Cambray Place, Cheltenham, GL50 1JS
office@cambray.org
www.cambray.org
01242 584672

CONFIDENTIAL DOCUMENT

Formal Contract between Cambray Baptist Church

And [Name]

This formal agreement lays out the terms that have been agreed following the formal risk assessment that has been completed. The purpose of the risk assessment and agreement is to:

1. Ensure clarity about the support that will be provided to [Name] by [the church]
2. Ensure that everyone is protected from harm and how the risks will be managed
3. Ensure that the agreed measures and restrictions are clearly understood
4. Ensure that the consequences of failure to comply with the agreement are clearly understood
5. Ensure clarity about how the agreement will be reviewed and updated

Cambray Baptist Church commits to providing the following support to [Name]:

[Name] commits to adhering to the following measures and restrictions:

If this agreement is accidentally breached, the following steps should be taken:

If this agreement is breached intentionally and / or knowingly, the following steps will be taken:

[Name] can request discussion / clarification of this agreement by contacting:

[Name] has requested / agreed to the following arrangements in relation to the sharing of information with members of the church

This agreement will be reviewed and updated no later than:

By signing this agreement, [Name] provides consent for Cambray Baptist Church to share information with the external organisations outlined in the Risk Assessment in order to ensure that appropriate and proportionate support is provided.

[Name] commits to working openly and transparently with the leaders of Cambray Baptist Church

SAFEGUARDING POSTER TEMPLATE

SAFEGUARDING in CBC

SAFEGUARDING EVERYONE AT OUR CHURCH IS A PRIORITY FOR US - IT'S AN OUTWORKING OF OUR BIBLICAL PRINCIPLES

CHURCH NAME: ***CAMBRAY BAPTIST CHURCH*** *CHARITY NUMBER: 1156858*

Photo

OUR SAFEGUARDING LEAD IS:
NAME: **TRICIA COURTMAN**
CONTACT DETAILS: **01242 863219**

OUR SAFEGUARDING TRUSTEE IS:
NAME: **PAUL MONTGOMERY**
CONTACT DETAILS: **07528 946940**

Jo Dent	**DBS Verifier**
Davy Hambling	**Team Member**

IN AN EMERGENCY CALL YOUR LOCAL AUTHORITY'S
CHILDREN'S SERVICES: 01452 426565
ADULTS' SERVICES: 01452 426868
or the POLICE

For advice, you can also contact the
THIRTYONE:EIGHT ADVICE LINE:
0303 003111
[7 days a week, 24 hrs]
www.thirtyoneeight.org

CAMBRAY BAPTIST CHURCH CHELTENHAM
LOVE + GROW + GO

For more information:

In an emergency:

If you find yourself facing an emergency, where you believe that someone attending your church is being harmed or is at imminent risk of harm, please ring the police on 999 and ask to speak to an officer in the child or adult protection teams. Always keep records and let your DSL know that you have made this call.

This policy has been produced from the Template Safeguarding Policy of the Baptist Union of Great Britain which was last updated: May 2023.

Responsible Trustee	Date policy produced	Name of Policy Writer	Frequency of Review	Date reviewed on / by whom	
Safeguarding Trustee	February 2024	Cambray Governance Team Based on BU Safeguarding Policy Template, May 2023	Annually	July 2024 Sept 2025 July 2026	Safeguarding Team, Governance Team, Trustees