

Child Safeguarding Policy and Good Practice Guidelines

Prepared by SKY in consultation with Laura Eades and other church members

June 2012

This document consists of two sections. The first is the Child Safeguarding *Policy* - the system of protective measures that we, Wycliffe Baptist Church, have put in place to reduce the likelihood of harm to any child in our care. It is vital that all staff and volunteers working with children (meaning anyone under the age of 18) adhere to these standards which protect not only the children, but also the adults working with them. The Policy is a dynamic document which is reviewed and revised each year. Any suggestions for changes or alterations should be made to the document editor who will raise them for discussion with the various participants in our Safeguarding process and incorporate them if approved. The relevant forms and agreements that need to be filled in and signed as part of the Policy are attached after it as appendices.

The second section consists of Guidelines for Good Practice in running children's activities. These have been constructed using the StG Manual and the advice of various experienced children's workers and simply prevent us from having to re-invent the wheel each time we run a new activity or encounter a new scenario. Although strict adherence isn't absolutely necessary, there needs to be a good reason if they are not followed and again, suggestions for new ways of doing things are always welcome and can be incorporated into the Guidelines after consultation. Relevant forms and checklists are attached after it as appendices.

Child Safeguarding Policy

What is the Policy for and why do we need it?

The policy shows the actions and procedures which Wycliffe Baptist Church (hence WBC) will follow to provide for the safety and well-being of children (all children and young people under 18) while attending WBC or activities organised by WBC, when the organisers of that activity take responsibility for children from their parents or guardians. (i.e. It does not cover activities such as after the morning service, or socials when children are under parental care.) While not being a legal requirement, every voluntary organisation which has a duty of care to children is strongly advised to produce such a policy.

What does the Policy contain/say?

There are two main sections to the Policy which sets standards for:
 Recruiting suitable and trustworthy children's workers.
 Actions to be taken if physical, sexual or emotional abuse or neglect is suspected.

Does the Policy meet standards set by Government?

This policy is based upon the model policy and guidelines 'Safe to Grow' issued by the Baptist Union (henceforth 'the StG manual') which in turn is based upon the legal framework of the Children's Act 1989 and also incorporates Government guidelines issued in 'Safe from Harm' 1993 & 'Working together to safeguard Children' 2006. This policy shows how the guidelines of the StG manual are being applied in WBC.

Who is responsible for the Policy?

The Lead Pastor for Safeguarding is responsible for ensuring that a policy exists, is regularly updated (at least once a year) and is complied with. In addition, there are some key roles required to ensure the Policy operates effectively:

Lead Pastor for Safeguarding: Graeme Fairbairn.

Responsible Person: Laura Eades. Deputy: Heather Bull.

Children's Advocates: u11 Team Leader and o11 Youth Worker.

Link Elders for youth and children's work: Gloria Small & James Morgan

Recruiter and Operations Manager: Stewart Johnston

CSP administrator and document editor: Sally Hodgson

A more detailed description of each role is on p.3.

How is the Policy kept up to date?

Policy and practice will be monitored and reviewed by SKY (Strategy group for Kids and Youth) during the year and an annual report on safeguarding activity submitted to the Responsible Person each May, alongside a review of the Policy. The Responsible Person will in turn report to the Lead Pastor for Safeguarding and to the Church membership every year. All edits to the Policy approved by SKY in consultation with others during the preceding year will also be incorporated by the CSP administrator at this time so that an annual update is produced.

Wycliffe Baptist Church's Child Safeguarding Policy v2012

Roles and Responsibilities

The icon representing the person whose responsibility it is to complete certain activities is shown in the margin throughout the document and detailed here:

<p>Lead Pastor for Safeguarding</p>	<p>The Lead Pastor for Safeguarding is the person who holds the responsibility for safeguarding practice across the Church. If a statutory agency, such as the Police, needs to make a formal disclosure to the Church regarding child-related convictions of a person associated with the Church, it has to do so to senior person within the organization and there is a need for that person to have an operational role and to be able to share that information as necessary and in a timely way. The Lead Pastor for Safeguarding must also ensure (in consultation with the Responsible Person, SKY and the Children’s Advocates) that:</p> <ul style="list-style-type: none"> - The Church has an effective safeguarding policy and that it is monitored and reviewed and communicated to the church once a year. - The Church has safe recruitment practices. - There is adequate safeguarding training and it is funded. - There are systems in place for storing confidential information. - Safeguarding is discussed at staff meetings. - Pastoral care is provided to anyone working with a safeguarding issue. - Support is provided to the Children’s Advocates
<p>Responsible Person</p>	<p>The Responsible Person is a central contact point for child safeguarding concerns within the Church and also for church members/attenders who have concerns about their own families and communities. This is the person that volunteer leaders, parents, indeed anyone, can turn to if they have any concerns about the safety and well-being of a child or young person known to them, or about the behaviour of any of their fellow workers, church attenders or leaders, where they feel unable to broach this with their Team Leader. The Responsible person provides advice and support on the appropriate and necessary action. She will consult with others as necessary and will seek external professional consultation from another professional or from CCPAS if warranted. The Responsible Person will make or assist others to make a referral to social services and will support others to/or attend any necessary meetings with Police and social services in discussion with the Lead Pastor for Safeguarding. The Responsible Person needs to be visibly accountable to the Church Council.</p>
<p>Team Leaders/Children’s Advocates</p>	<p>The Children’s Advocates are the u11 Team Leader, o11 Youth Worker and the Families Minister: people well-known to the children, young people, parents and leaders, who they can be directed to talk to if they have any concerns about being or keeping safe, for themselves or others. In addition the Children’s Advocates are responsible for:</p>

	<ul style="list-style-type: none"> - Being champions of the Policy and ensuring compliance amongst Group Leaders and Team Members. - Encouraging all Groups to operate according to the Good Practice Guidelines
<p>CSP Administrator and document editor</p>	<p>The CSP Administrator is a member of SKY and is responsible for:</p> <ul style="list-style-type: none"> - Progressing reference and CRB checks: (section 1.3) - Developing, maintaining and issuing the Monitoring Spreadsheet (Section 1.6) - Updating the Child Safeguarding Policy annually as agreed in consultation with the Responsible Person and SKY.
<p>Recruiter and Operations Manager</p>	<p>The Recruiter and Operations Manager is responsible for:</p> <ul style="list-style-type: none"> - Checking proof of identity and submitting CRB applications - Providing fit for use facilities (Section 3.2) - General advice especially re: Drivers (Section 3.7.2)
<p>Children’s workers: Group Leaders</p>	<p>‘Children’s workers’ encompasses all adults who help either regularly or occasionally with the Children’s and Youth work at WBC. They may be Group Leaders or Team Members/Occasional helpers.</p> <p>Group Leaders (or delegated team member) are responsible for:</p> <ul style="list-style-type: none"> - Risk assessing the Group’s activities (Section 1.1 and 3.2). - Briefing new Team Members & helpers (section 1.2). - Receiving and confirming the details from the Monitoring Spreadsheet (Section 1.6). - Complying with the Good Practice Guidelines - Including discussion of Safeguarding issues at Team meetings to review, brief, improve etc. (Section 1.5).
<p>Children’s workers: Team Members/Occasional Helpers</p>	<p>Team Members/ Occasional Helpers are responsible for:</p> <ul style="list-style-type: none"> - Signing the relevant ‘Agreement’ (Section 1.2). - Progressing Application and CRB forms as appropriate (Section 1.3). - Attending appropriate training (Section 1.4). - Complying with the Good Practice Guidelines.
<p>SKY and Link Elders</p>	<p>The Strategy group for Kids and Youth (with the associated Link Elders who attend) is responsible for:</p> <ul style="list-style-type: none"> - Ensuring the CSP and Good Practice Guidelines reflect and prescribe current practice in the youth and children’s work. - Tackling any area where the CSP and Good Practice Guidelines are not being complied with. - Providing a Safeguarding training event at least twice per year (Section 1.4). - Providing an annual update and review to the Responsible Person. - Communicating with the Eldership about Safeguarding issues and requirements.

1: Recruiting suitable and trustworthy Children’s workers

This section outlines the way in which WBC *recruits* children’s workers that are suitable to work with children. The policy requires that all children’s workers complete some or all of the following checks prior to their appointment:

- self disclosure (by signing an ‘Agreement’) and briefing (see section 1.2)
- two references and CRB disclosure (see section 1.3)

ALL children’s workers are required to read and sign an ‘Agreement’ to show they understand their duty of care towards the children (see Appendices 1 and 2).

1.1 Assessing who needs to complete which level of checks

People who require checks & training are those who have “**regular and unsupervised contact with children.**” (CCPAS guidance.) The matrix shows how to calculate a level of ‘risk’ for your group as a whole and for each of the children’s workers in your group, depending on the frequency of their involvement and the level of supervision they are under. The level of risk will determine who needs to complete which level of checks and training.

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Group Leaders, with the input from their teams, should identify the ‘risk’ their team members/occasional helpers represent in the following ways:

1. All things considered, taking a balanced view, where does the overall Group lie?
2. Plot individual activities; e.g. a Group may mostly work on a many-to-many basis, but then split up for one-to-one work.
3. Plot individual leaders, including those who assist occasionally or for a short period of time.
4. Review your conclusions annually.

FREQUENCY	Daily -	MEDIUM RISK (B)	HIGH RISK (A)
	Weekly -	MEDIUM RISK (B)	HIGH RISK (A)
	Monthly -	LOW RISK (C)	MEDIUM RISK (B)
	Yearly -	LOW RISK (C)	MEDIUM RISK (B)
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		SUPERVISION	

- ‘One-to-One’ and ‘One-to-Few’ refer to situations where a particular activity **cannot** be supervised, e.g. behind closed doors with no glass panels. They do not refer to, for example, praying with a child in a corner of a hall which is full of other people.
- The gradations shown in the boxes are overly simple, the reality is that an activity, for example, which occurs monthly and regular places 2 or 3 leaders in charge of a large number of kids should probably be scored as medium risk – so a degree of discretion/ common sense must be used.

High Risk

Where a whole Group activity is identified as High Risk, then the individuals involved in the ministry **cannot start until** the checks outlined in section 1.3 and training (section 1.4) have been completed. The individuals must have Wycliffe-originated CRB clearance

Where individual activities within a Group are identified as high risk, then the Group Leader should look at alternative arrangements to reduce the risk. For example, one person to circulate across small groups to ensure supervision takes place.

Medium Risk

Activities and individuals scoring medium must conduct the checks outlined in section 1.3, but those individuals can be involved with the group's ministry **while** the process is being completed. Individuals may submit photocopies of CRB certificates originated with another organization (e.g. schools, hospitals, etc.), but Wycliffe-originated CRB clearance is preferable so please apply for this within 6 months.

Low Risk

Where a whole activity has been scored as low risk then individual Group Leaders need to form an opinion as to which checks the leaders need to undertake. (For example, a cook on camp will not have direct one-to-one contact with children, but DOES occupy a position of trust, or an individual may be asked to visit for an afternoon to run a specific activity which will be supervised by other leaders, etc.).

Where individual roles/activities are identified as 'low risk' then they need only to complete the 'Self disclosure and Briefing' part of the process below (Section 1.2).¹

1.2 Self-Disclosure and Briefing

GL Group Leaders must ensure that all their Team Members and Occasional Helpers have completed and understand (via a 10 minute discussion) the appropriate 'Agreement' which will be returned to the Recruiter for recording on the monitoring spreadsheet and filing.

- Occasional helper 'Agreement' for those identified as low risk/ occasional helpers (Appendix 1).
- Team Member 'Agreement' for those identified as medium/high risk or regular helpers (Appendix 2).

Notes:

1. Existing leaders can be briefed collectively in a team meeting.
2. As new people join the team in the future, they should complete the Agreement as soon as possible.
3. The Agreements are attached to this Policy as Appendices, or can be obtained as a hard copy from the Team Leaders or the Office.

1.3 Checks from Referees and CRB disclosures/ ISA Registration

TM The Team Member Agreement prompts the individual to contact the Recruiter or either of the Team Leaders for a 'Job Application' (Appendix 3) and 'CRB Application' forms (only available as hard

¹ To reviewed if/after ISA guidelines published

copy), which should be duly completed by the individual and returned to the Recruiter who will, with the help of the CSP Administrator, take up the references and progress the CRB Enhanced disclosure process.

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1. CRB Enhanced Disclosure certificates issued within the last 2 years from other organisations are acceptable for those working in Medium or Low Risk Groups. Please submit a photocopy to the Recruiter. However those issued by WBC are preferable so within 6 months please apply for one through WBC.
2. CRB Enhanced Disclosure certificates issued by WBC should be renewed every 3 years.
3. Group Leaders will be informed that the reference and CRB checks have been completed via the assurance process in Section 1.6.
4. Where Team Members have been serving in a group for more than a year, they may substitute the requirement for two References with one character reference from someone outside of the church and a 'Group Leader Reference' (Appendix 4).
5. The Recruiter is responsible for ensuring all data is kept and the process conducted as per the Criminal Records Bureau: Code of Practice (section 122 of the Police Act 1997).
6. Team Members under 16 years of age need not apply for a CRB Disclosure but all other requirements remain the same as for adults. Two references should be taken up – one from someone who has experience of their work with children and one from someone who can provide a character reference.

1.4 Training

The Safeguarding Training standards to be implemented at WBC are as follows;

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1. An initial 'briefing' for all Team Members and Occasional Helpers (Section 1.2).
2. ALL children's workers are required to attend the formal Safeguarding training event every 3 years. SKY is responsible for providing at least 2 events per year, on different days/ evenings to enable maximum attendance.

SKY

3. SKY will monitor training attendance via the assurance process (Section 1.6).

1.5 Reviews

It is recommended that Team Leaders meet Group Leaders and Group Leaders meet each Team Member for whom they are responsible on a regular basis to review their work. This could take place at regular team meetings. On each occasion the Group Leader might ask questions about the Team Members' working and personal relationships with the children with whom they come into contact. If any child appears to be receiving exceptional treatment, either being highly favoured or being treated unduly harshly, the Group Leader should explore the relationship further with that particular Team Member individually (i.e. not in a group setting). Group Leaders should also take or create opportunities for observing Team Members whilst they are working with children. There is a proforma that may, if considered useful, be used to record such meetings in Appendix 5.

1.6 Assurance

The CSP Administrator is responsible for:

**CSP
Adm**

1. Developing and maintaining a monitoring spreadsheet (or similar), with suitable data protection protocols, for capturing key information from the checks and training described in Sections 1.2-1.4 for all Groups and individuals. See example format below.

2. Providing an update to each Group Leader each term, asking the Group Leaders to check and confirm information and chase up individuals who are not keeping up with their paperwork.
3. Provide an overall update to SKY termly.

Group Leaders are responsible for:



1. Confirming accuracy of data for their group.
2. Highlighting gaps with individual Team Members as required.

SKY is responsible for:



1. Overall working of the process.
2. Raising any concerns directly with Group Leaders.
3. Providing an annual update to the Responsible Person.

Team Leaders are responsible for;



1. Championing Safeguarding by placing this Child Safeguarding Policy on all agendas with both Groups and individuals.
2. Note: the Group Leaders report directly to SKY for Safeguarding responsibilities. There is no need to go via the Team Leaders.
3. Note, as per Section 1.5 above, it is desirable but not mandatory for Team Leaders to hold reviews with Group Leaders.

Example of the Safeguarding Assurance Monitoring Spreadsheet

Group Name	Type of Helper	Name	Other useful information							
			Signed? Agreement	Ref's complete	CRB Complete	Training Event?	First Aid – 1 day	First Aid – 1 week	Driving	Other
'Doh'	M	Homer Simpson	Date	Date	Date	Date	Date			
	M	Marge Simpson	Date	Date	Date	Date	Date			
	O	Bart Simpson	Date				Date			
	O	Lisa Simpson	Date				Date			
	O	Etc.	Date				Date			
		Group Code of Practice Checklist Received								

2: Actions to be taken if physical, sexual or emotional abuse or neglect is suspected.

2.1 Our mutual responsibility

As members of Wycliffe Baptist Church we need to work in partnership with each other to keep our children safe and although children's workers will be working very hard to ensure their duty of care is not compromised while they have responsibility for children, it is also vital that parents take an active role in the safeguarding of their children at all times and don't delegate it entirely to the children's workers. This means taking an interest in the activities that are planned, discussing the logistics and procedures that will be implemented and reassuring themselves that adequate safeguards are in place for the protection of their children. In return, children's workers commit to listening to concerns that may arise and doing something about them.

Any concerns about the safety and well-being of the children we as a Church are responsible for, should be addressed to the Responsible Person or the Children's Advocates in the first instance. Where you're not certain about the legitimacy of a concern, the Responsible Person is very happy to advise, or alternatively, you can raise it directly (if appropriate) with the relevant Group Leader but remember that confidentiality is important.

2.2 What constitutes abuse and how to recognise it

Abuse is the exploitation and manipulation of power by those in authority. Children are vulnerable due to their dependence on those in authority over them. There are four types of abuse: Physical, Emotional, Sexual and Neglect. They have different effects on the child, but signs that a child *may* have suffered abuse include:

Physical: injuries that cannot be explained, flinching when touched or approached, covering of limbs even in hot weather, fear of carers or going home, mood swings, depression.

Sexual: sudden uncharacteristic changes in behaviour, stomach pains, sexually transmitted diseases or infections without apparent cause, nightmares or bedwetting, self-harming or eating disorders, sexually explicit behaviour (inappropriate to age).

Emotional: sudden speech disorders, delayed development, stress-related illnesses, excessive lack of confidence, persistent low self-esteem, poor peer relationships, excessive need for approval/attention, compulsive nervous behaviour.

Neglect: failure to thrive, cognitive delay, unkempt appearance, dirty clothes, hungry, recurrent/untreated skin conditions, listlessness, frequent injuries, lack of routine.

Clearly, spotting one or some of these signs does NOT necessarily mean abuse is occurring. But children's workers need to be alert to them so that if a pattern seems to be emerging, they can make a sensible judgement about how to address the issue.

2.3 What to do if abuse is suspected, disclosed or discovered

Anyone with responsibility for the safeguarding of children has a duty to report any abuse discovered, disclosed or suspected.

Initially, if possible, talk to the Responsible Person or a Children's Advocate.

Phone nos: Laura Eades (Responsible Person) via the Church Office
Heather Bull (Deputy Responsible Person) via the Church Office
Jane Farnworth (u11 Children's Advocate) 0118 929 9914 (working hours only)
Youth Worker (o11 Children's Advocate) tbc

There is also a dedicated and confidential email address that may be also be used:

Safeguarding@wycliffe-church.org.uk.

If you need to contact Children's Social Services or Police immediately:

Local Social Services Access & Assessment Teams:

For children who live in Reading: 0118 937 3641 (working hours)

For children who live in Wokingham District (Earley, Woodley):
0118 973 6000 (working hours)

For children who live in West Berks District (Tilehurst & Calcot):
01635 503 090

The out of hours service covers all of Berkshire: 01344 786 543

Thames Valley Police Child Protection Team: 0845 850 5505

For advice, the following helplines may be useful:

CCPAS (Churches' Child Protection Advisory Service) 24/7 helpline: 0845 120 4550

NSPCC: 0808 800 5000

Childline: 0800 1111 (for children)

Parentline Plus: 0808 800 2222

RBC also operates a service in which a LADO (Local Authority Designated Officer for Allegations Management) provides independent support and advice for any organization that faces a child protection allegation about a member of staff or volunteer. The current LADO is Kate Jahangard and you can ask specifically for her when you contact the Access & Assessment team if necessary.

- If deliberate injury is suspected, there is concern for a child's safety or they are afraid to return home, contact Children's Social Services. Don't discuss with parents/carers.
- Seek medical help if needed urgently, advising doctor of suspicions.
- If sexual abuse is evident, always contact Children's Social Services or the Police immediately. Don't tell parents/carers.

It is also very helpful to the agencies involved if you can make a full written record of the incident/concern and fill out an Incident Report Form as quickly as possible after the event. Copies of the Incident Report Form can be found in the Appendix 6.

Whistle Blowing

Should any parents, members or staff volunteers have any concerns about anyone who is working with the children or young people, they should in the first instance approach their Group Leader or the relevant Children's Advocate to have a discussion about their observations and concerns. If their concerns are in relation to their Group Leader or Team Leader they should approach a Pastor (ideally the Lead Pastor who is responsible for Safeguarding) or the Responsible Person, Laura Eades, or Deputy, Heather Bull. All discussions will be treated with confidentiality and the person reporting their concerns will be advised of any further steps that will be taken.

Following the initial discussion if concerns remain about the behaviour or actions of an individual/s, the situation will need to be investigated and/or addressed. This investigation is likely to be undertaken by the Responsible Person (or Deputy) in consultation with the Children's Advocates and/or Pastors (as appropriate).

Following investigation, the person who reported the incident will be advised of the outcome of the investigation and any further steps to be taken.

Steps which could be taken include (depending on the seriousness of the situation):

- An informal discussion with the individual/s involved
- A formal discussion which is recorded in writing, where the individual/s are advised that their behaviour / actions were inappropriate or unsafe
- The individual/s involved are asked to step down from their involvement with children / young people for a certain length of time or for the foreseeable future
- The Responsible Person has a discussion with the LADO regarding the situation and whether any additional steps need to be taken outside of WBC.
- The Police are contacted (in an emergency or if an offence has been committed)

Allegations towards staff members or volunteers at WBC

Should a child or parent make an allegation towards a member of staff or volunteer, steps should be taken to investigate. This should be done by contacting the relevant Children's Advocate and by obtaining advice if necessary from the Responsible Person or Deputy. It may also be appropriate to contact the LADO service at RBC (see details above).

Investigation into the allegation will then be undertaken, following the steps as outlined above under 'whistle blowing'.

2.4 What happens next?

The Responsible Person or Children's Advocates will make the perpetrator known, if a member of the church community, to the Lead Pastor who will take any required actions. You don't need to do anything further here.

2.5 Support for the victim

WBC provides pastoral support. The Responsible Person or someone delegated by her will be asked to provide counselling and support to any individual – whether child or adult, or a whole family. The StG manual pages 17 – 21 & 74-75 will be consulted and advice followed. In addition, CCPAS may be contacted for additional advice, and sources of support.

2.6 Support for yourself

Should a child make a disclosure or allegation to a staff member or volunteer, they will be offered support and advice following the reporting of this to the appropriate Social Care Team. This may be pastoral or counselling support, or a follow up discussion/s with the Responsible Person or Deputy may be helpful.

Following an individual/s making an allegation or following the whistle blowing procedure, they will be offered pastoral support through WBC. The Responsible Person or someone delegated by her will

be asked to provide counselling and support to the individual/s involved as requested. The identity of the individual/s who made the initial allegation or who whistle-blew will be kept strictly confidential unless there is a legal obligation to make them known.

WBC endorses and seeks to practice the full ‘Good Working Practices’ as outlined in pages 13-19 of the 2009 StG manual. These final sections are a summary of those full instructions. The StG manual can be found in the Church Office. ‘Children’ refers to anyone under the age of 18.

2.7 Guidelines for good Working Practice

- Treat all children with dignity and respect.
- Respect personal privacy.
- Be available, but ready to refer to someone more experienced.
- Be sensitive to the needs of others and their likes/dislikes.
- Avoid questionable activity, e.g. inappropriately violent or sexually provocative games and inappropriate language.
- Follow accepted guidelines relating to contact with children.
- Challenge unacceptable behaviour and report all allegations or suspicions of abuse.
- Never touch a child in a way which may be construed as indecent.
- Be aware that even well-intentioned physical contact may be misconstrued by the child, an observer, or anyone to whom this action is described.
- Always encourage children, where possible, to undertake self-care tasks independently.
- Do not let this stop you giving appropriate physical care or reassurance.

Be good role models – examples for children & young people to follow

2.8 Responding to a child who discloses inappropriate behaviour of an adult

- Listen – and keep on listening.
- Don’t ask leading questions.
- Don’t promise confidentiality.
- Accept what you hear without passing judgement.
- Tell the child what you are going to do.
- Make careful notes (the circumstances, what the child said, what you said, etc.) as soon as possible (preferably within an hour). Include dates and times of incident and recording and keep safely. Fill out an Incident Report Form afterwards.
- **Contact** the Responsible Person or Children’s Advocate or one of the agencies listed in section 2.3.
- Don’t talk to others.

Listen & pass on – do not question or investigate

Appendices for I: Child Safeguarding Policy:

- 1 Occasional Helper Agreement
- 2 Team Member Agreement
- 3 Job Application Form
- 4 Team Leader Reference Form
- 5 Proforma for Annual Reviews
- 6 Incident Report Form

II. Good Practice Guidelines

The StG manual provides a number of pages on best practice for running activities (section 2 of StG). This section of WBC's policy seeks to take that generic guidance, along with the accumulation of years of experience running activities here at Wycliffe, and turn it into specific and achievable instructions for all Group Leaders to follow.

Group Leaders should hold, as a minimum, an annual review of these standards with their teams to ensure the standards are consistently met. The Code of Practice checklists for onsite and offsite activities (Appendices 7&8) should be completed as relevant and returned to the Recruiter. It is also helpful to carry out a review of any new or irregular activities after the event and discuss any aspects you felt may have been risky, proposing ways to address these in future.

Any instructions which are not consistently met should be reported to SKY for advice and support and if necessary revision of the policy.

3.1 Supervision, Ratios & Junior Leaders

WBC aspires to supervise children's workers at all times. In this context 'supervision' means that adults are never in a one-to-one situation with a child but always in view of others and accountable before others in terms of how they work. This is both for the child's and the worker's safety. Groups need to think about the size and spread of the Wycliffe/Warehouse complex and if they break up into smaller groups meeting in various rooms then a leader should be given the task of 'circulating' – this can be done in a non threatening way by delivering squash, asking if leaders need any equipment, etc.

Where a one-to-one situation is inevitable (e.g. Mentoring) all volunteers must first be CRB checked and meetings, where possible, should be conducted in public places.

Under Section 1.1 of the Child Safeguarding Policy, each Group should have already assessed the extent to which their activities are supervised and taken appropriate risk mediation actions.

Ratios

The following adult/children ratios (based upon the BU's Safe to Grow recommendations) will always be met before a children's activity commences at WBC, with the caveat that mixed groups should have both male and female leaders.

NB: there are no legally specified ratios for 8+ but StG has set its own standards.

For every activity, however small the group, there should be at least 2 leaders. However, if necessary (for reasons of group dynamics or shortage of leaders), a single leader may operate as long as there is the possibility of supervision for the leader – i.e. the group is meeting in a partitioned off section of a larger room with other groups nearby, or the group is meeting in a room with a glass sectioned door in full view of a 'floating leader' who is regularly circulating between groups, etc. If a group wishes to make a case for alternative arrangements, the potential risks and scenarios must be fully assessed and talked through with the relevant Group Leader and parents must be informed of the arrangements.

Age	Indoor Activities	Outdoor Activities
0 – 2	1:3	1:3
2 – 3	1:4	1:4
3 – 8	1:8	1:6
8 – 13	2: 20 (male & female* plus 1 extra adult for every additional 10 children).	2:15 (male & female* plus 1 extra adult for every additional 8 children).
13 - 18	2: 20 (male & female* plus 1 extra adult for every additional 10 children).	2: 20 (male & female* plus 1 extra adult for every additional 10 children).

* assumes a mixed group

Junior Leaders

Confusion exists as to whether 16 & 17 year olds are treated as children or adults. At WBC the Child Safeguarding Policy applies to all under 18s. However, 16 and 17 year olds can be Junior Leaders as long as the relevant suitability checks and training are carried out. As noted in Section 1.3, these checks can be made while they are helping and will be advantageous for both the church and the individual as they progress past 18. These ‘Junior Leaders’ require mentoring and support from their Group Leader & team. They should NEVER be left unsupervised. Guidelines for recruiting and supporting Junior Leaders are given in Appendix 9.

3.2 Risk Assessments

WBC’s Operations Manager will be responsible for providing basic facilities – rooms and equipment (tables, chairs, etc.) which are fit for purpose. This includes ensuring that tables and chairs are stacked and stored appropriately at the commencement of the Group’s activity. Any problems should be reported back to the Operations Manager and appropriate action taken.

Every Group Leader & Team Member must make a visible check of the facilities on arrival to ensure that the condition of the facility is safe for the planned activity (e.g. tables have been cleared away before commencing running games. etc.).

Every Group must review at least annually whether their ‘normal activities’ are conducted in an appropriate manner for the age group they are working with (e.g. are young children using sharp scissors for craft work?).

All Group Leaders & Team Members must conduct a Risk Assessment on all non-regular activities. There are numerous methods for carrying out risk assessments and Group Leaders are encouraged to use the method they find most helpful. The important thing is not the form- filling-in, but the thinking and discussions that go on behind it. Appendices 10 & 11 provide one method which, in an assessment of various alternatives by our Deputy Responsible Person, has been deemed to be easy to use and appropriate for our needs.

Group Leaders responsible for Camps and Offsite Activities in particular need to conduct Risk Assessments on the planned programme and we suggest that a Safety Officer is appointed for camps.

3.3 Consent/ Registration Forms

Every Group should hold a consent/registration form for every child. They should be renewed every year. A consent form for one group/activity can cover others; e.g. the BB forms states that the consent form covers other BB related activities (Kidz Club, evening trips etc.).

Any camp/sleepover activity requires a specific consent form. The Group Leaders should have the consent forms available to them for reference during their normal activities whilst ensuring they are secure from potential loss or theft. All consent forms must contain the details of the relevant Child Advocate, so that parents know who to address concerns to.

Please word consent forms in such a way as to require parents to actively withhold their consent for us to administer appropriate first aid (i.e. tick here if you do NOT want us to administer appropriate first aid). This allows us to take appropriate action quickly in the majority of cases.

And next to the parental signature, please include a tick box asking for confirmation that the signee holds parental responsibility for the child in question. NB - Step parents do *not* hold parental responsibility unless they have been granted it by the Court, therefore best practice would always be to ensure that all forms are signed by the child's birth parent / legal parent (i.e. adoptive parent or legal Guardian).

It is acceptable to transfer the details on a Consent Form to a database to create an accessible contact list, for example, but 1) you must state you are doing this on the consent form*, and 2) you must not share the information outside of the Group Leadership – to comply with data protection rules. Also, **be aware that the information you hold is very sensitive and could endanger children if it falls into the wrong hands** (see Section 3.8.3). Always password protect or encrypt files. Files sent by email or on removable media (such as USB sticks) should also be password protected or encrypted. A guide to encrypting files can be obtained from the Church Office.

There is work in progress on creating a centralized database on which the information is held on a secure, central computer and can be made available to Group Leaders for updating each year. Issues such as confidential storage, access and transfer of information are still being addressed before this can go live.

* Appropriate wording: ‘This Information will be held under the auspices of the Data Protection Act 1988. You are free to view the information at any time. It will be used for the purposes of keeping track of consent details for Wycliffe Baptist Church Groups only and will not be transferred to any third party.’

3.4 First Aid

WBC does not require its children’s workers to be First Aid trained, although WBC will attempt to put as many children’s workers as possible through the one day ‘First Aid at work’ course in which our instructor orients the content towards working with children and young adults (attendance will be recorded on the Monitoring Spreadsheet). Additional thought needs to be given to large events such as Youth Camp; there is no legal obligation to provide qualified First Aiders but it is recommended that First Aid or medically trained volunteers are available for off-site activities.

In the event of minor accident or illness children’s leaders will, having first consulted with the group’s First Aider or the Group Leader, administer simple First Aid – such as the application of a plaster to a minor cut; ointment for nettle rash; paracetamol for headache – without having to gain

the permission of parent/guardian (although we would normally expect to attempt to contact parents of under 11s), **unless the parent has withheld their consent for us to do this.**

The incident should be written into an accident book. The definition of an incident worthy of inclusion in the accident book is one where the child is unable to join in the rest of that group's activities, or blood is drawn. Parents should be informed of the incident when they pick the child up and told what action was taken.

In the event of a major accident or illness, Emergency Services will be contacted in the first instance and the parent in the second. Parents are expected to provide an accurate emergency contact number, together with any medical or dietary needs via the Consent Forms.

WBC's Operations Manager is responsible for ensuring that the site's First Aid kits are checked at the start of every term to ensure supplies are adequate.

3.5 Photos/ Videos

Photos or video may be taken of activities for display to the whole church (e.g. for videoing dramas) without providing notice or gaining consent. Notice will be given when photos/videos are being taken for publicity purposes and we cannot guarantee that any particular child does not appear in a group shot. If inclusion in the photos/videos is not desired, it is the parents' responsibility to stop the child from attending that activity.

No personal details (not even names!) of the children will be given when photos/videos are used for publicity purposes.

3.6 Dropping Off/Picking Up Arrangements

WBC does not provide transport to or from on site activities. It is the parents' responsibility to ensure that any lift-share or picking up arrangements meet their own expectations for safety. (Where Group Leaders get involved in any lift-share arrangements, it is good practice to avoid one-to-one situations and rotate the last child who is dropped off.)

- Do not allow under 14s to pick up under 11s – unless a parent's note authorises this.
- Registration of under 11s groups should include details if a different person is picking up.
- Each Group needs to think through the risks associated with their own situation, e.g. the situation on a Sunday is very different to that of mid-week groups.

3.7 Off Site Activities

3.7.1 Sleeping Arrangements

Where activities require overnight sleeping there will either be no adult or two adults in each dorm/tent – depending upon circumstances.

3.7.2 Transport

Where transport is officially provided, either to/from the activity or for conveyance during a camp, Group Leaders need to:

- Include this specifically on the Consent Forms.
- Ensure ratios are met. The minimum standard for mini buses is 2 leaders (one of whom can be the driver); ideally there should be at least one male and one female leader accompanying a mixed group.
- Conduct the appropriate Child Safeguarding checks on drivers (Section 1.1)
- Only use drivers with the appropriate driving qualification. (NB. This is now complicated for minibus drivers who gained their licence since 1999, check with the Operations Manager for more details.)
- Be aware of and conform to any restrictions imposed by the hire agreement.
- NB. When using private cars it is the responsibility of the driver to ensure that the car is road-worthy, has an up-to-date MOT certificate and tax and that they are covered by their insurance for such purposes. See <http://www.do-it.org.uk/magazine/features/miscellaneous/cars> for more information.

[Volunteers often aren't aware that using their personal vehicles for volunteering isn't automatically covered by their car insurance. Whilst some insurance companies will count volunteering within the "domestic, social and pleasure" category, others require it to be classified under business miles. "Anyone considering using their vehicle in connection with volunteer work should check the position with their motor insurer," says Malcolm Tarling from the [Association of British Insurers](#). "Whether or not the insurer will charge an extra premium, impose any additional terms and conditions, such as a higher policy excess, or require cover to be extended to business use will depend on the exact nature of the activities being undertaken. "Some insurers may be willing to continue cover without any change, providing that it's not being done in connection with a business, and that the policyholder does not make any profit, although receiving money for petrol used is OK." To make it easier, [Volunteering England](#) has created a [form](#) that volunteer drivers can send to their insurance company to make sure they are properly covered. Driving directly between home and a volunteer project wouldn't normally be affected by the rules on insurance. However, as Malcolm says: "The golden rule is to provide your motor insurer with full details for them to assess."]

3.7.3 Walking

Occasionally leaders will organise activities that require walking to or from the church or another meeting point. Walks will be undertaken with the correct ratio of leaders to children, with a leader at both the front and back of the group, and in accordance with the Green Cross code.

3.7.4 Paid Activities

Where activities are organised which include the paid-for services of others (e.g. Swimming, Horse riding, outward bound activities) advance notice will be given to both parents and the activity organisers (e.g. we would let Central Pool know that a group is coming). The activity will then commence under the normal practice guidelines of that facility (e.g. Central Pool provide enough qualified life savers, not WBC). Parents must remind their children that the instructions issued by that facility must be obeyed (e.g. not going out of depth for non swimmers).

3.8 Discipline

3.8.1 Dangerous Substances

WBC has a zero tolerance policy towards alcohol, cigarettes, drugs* and other solvents. It is illegal to confiscate any such substances which are brought onto our premises, so we will simply immediately expel any child found with any of these substances on his or her person. (We will attempt to contact parents but we cannot guarantee that a leader will stay with a child until the parent arrives as this may affect our child to adult ratios.)

* Drugs for medical purposes need to be declared to leaders on arrival.

We are legally obliged to inform the relevant authorities of any individual known to be in possession of drugs.

3.8.2 Unacceptable Behaviour

In the event of a child being disruptive, WBC's workers will ask them to stop, speak to the child to establish the cause(s) of any upset and inform the child that they will be asked to leave if the behaviour continues – which may result in a longer term exclusion from the group. If a child is putting the safety of themselves or others at risk we will warn the child that we will call the Police and in exceptional circumstances, with the assistance of another leader, will restrain the child. The incident must be written up as soon as possible by the worker involved and given to the Group Leader.

Children are expected to abide by Leaders' instructions at all times so they do not put themselves and others at risk. Where this does not happen, parents will be contacted and asked to pick up their children immediately.

3.8.3 Confidentiality

Group Leaders are aware of the need to maintain privacy and confidentiality. Anything confided in a Group Leader or Team Member will be kept as confidential as possible within the constraints of our legal responsibilities to inform others in the case of:

- Child protection issues e.g. abuse, neglect etc. (see Section 2.3)
- If there is a threat to life.
- If there is a risk to yourself or others.
- If there is a threat to national security.
- If a criminal offence has been committed

If the child concerned divulges information about their requirement for medical treatment or access to sexual health services, the Fraser Guidelines http://www.lpc-online.org.uk/bkpage/files/115/les_documents/torbay_ehc/microsoft_word_torbay_fraser_guideline_s.pdf) will be taken into consideration. See Appendix 12 NSPCC factsheet on the Fraser guidelines, for more information.

3.9 Evacuation

It is the responsibility of the Group Leaders to devise a sensible evacuation procedure for their group and ensure Team Members know it.

- Decide upon the shortest possible evacuation route from the room(s) you use.
- Close windows and doors if possible as this impedes the spread of the fire.
- Leave lights on as this makes it easier for fire fighters.
- Ensure one Team Member has responsibility for taking the register out of the building on evacuation.
- The Group Leader is responsible for checking everyone is out of the rooms you have been using (including toilets).
- Agree on a suitable assembly point in a safe place away from the building entrance (which could impede the fire fighters) and traffic.
- Take a register to ensure all group members are accounted for.
- Practice your procedure annually.

3.9.1 What to do in the event of a fire

If you discover a small fire and have been trained in the use of fire extinguishing equipment:

- Attempt to put it out using a fire extinguisher or fire blanket.
- If successful, call the fire brigade using 999 and explain that there has been a small fire, and that you have attempted to put it out, but would like the fire brigade to come and check that it has been completely extinguished.

If you cannot extinguish the fire within SECONDS:

OR

If you discover a fire and are not confident to put it out with an extinguisher:

- Find the nearest break glass unit to alert others in the building. There is a map of these break glass units and fire exits throughout the building by the fire alarm panel. Make sure you know where these are. The easiest way to break the glass is with a shoe.
- Once the glass is broken and the emergency button is pressed, an alarm will sound throughout the whole building. Emergency lighting will come on in the Warehouse Sports hall and in the church stair wells.
- As soon as the fire alarm is sounded (an oscillating tone), call the fire brigade using 999. There is a phone in the office if you can't find a mobile. All 999 calls are free.
- Make sure that all involved in your group or activity exit the building through the nearest fire exit, all of which are clearly signed.
- As the leader of the group, it is your responsibility to check that all rooms which are using (including the toilets) have been evacuated.
- When the fire brigade arrive, make yourself known to them and inform them of any special risks or missing persons of which you are aware.
- You may enter the building only once the fire brigade have announced it safe to do so.

3.9.2 What to do in the event of accidentally setting of the fire alarm

If the fire alarm is set off accidentally either by a smoke or heat detector, or if a call point is pressed or broken by mistake, follow the procedure below:

- Go to the grey fire alarm panel, in the foyer by the front door.
- Check the display - does it match where you think the problem is
- Tap the '2' key (on the right) five times and press enter.
- Press the silence alarm button (to left) - the sounders should stop ringing.
- Press the reset button
- If the unit will not reset please be certain that a real fire is not in progress anywhere else and wait for the heat sensors etc. to have cooled down before attempting to reset again.

Please inform the Operations Manager (0118 929 99 11) of any incidents involving the fire alarm.

3.10 Social Networking sites and electronic communication

Electronic communication: the use of mobile phones, email, SMS (text) messages, MSN Messenger, Social Networking Sites, games consoles and other electronic communication methods.

The issues involved in communicating electronically are no different from those in face-to-face communication. It should always be respectful, never demeaning, bullying or obscene, never imply a special relationship. It should take place at appropriate times (e.g. not during school hours or late at night), be as public as possible (communicate to groups rather than individuals where possible, with

the permission of all in the group) and be as transparent as possible (copy others in, keep copies of emails in a specific folder and allow someone else to review it regularly). Never promise complete confidentiality (see Confidentiality Policy, Section 3.8.3). Remember that written communication (emails, messages and texts) are susceptible to causing misunderstandings and limit their use to relaying organizational details rather than personal conversations.

We need to be aware that those who wish to abuse young people often start with electronic communications. Good practice is to communicate in such a way that achieves its purpose without unintentionally encouraging habits in young people which could be dangerous.

Some guidelines:

- Don't use your mobile phone while you are running an activity - it will distract you from your duty of care to those you are supervising.
- Ensure parents are aware of the fact that you are communicating - i.e. that you have a child's email address or mobile phone number.
- Where possible communicate on a home phone line rather than mobile phone. If the child phones you on their mobile and the conversation is pastoral in nature, try to transfer it to a home phone line at a suitable point in the conversation. (Ideally, pastoral conversations should be conducted face-to-face.)
- Limit use of mobile phone calls and texts to organizational details – i.e. where and when meetings are taking place.
- Never make a video call to a child.
- Don't initiate friends requests on Social Networking Sites with children.
- Never give details that could compromise a child's safety such as schools, locations, home addresses on a public website.
- Consider separating your private and professional persona on social networking sites and email, giving only your professional details to children thus separating communication with them from communication with your own friends.
- When sending e-mails to multiple recipients it is good practice to blind copy, unless you have permission from the whole group to send out their e-mail address
- Don't participate in online gaming with children.
- Avoid real time 'chatting' with children on social networking sites as it's not possible to save or record the conversations.

3.11 On-site security

Other groups - both church and non-church - may meet on church premises at the same time as children's groups. Usually these will be groups with which we have built a good relationship over a period of time.

- Where ad hoc non-church group bookings are taken which coincide with children's group activities the relevant Group Leader will be contacted in advance to consider the implications and take any appropriate risk mediation measures; for church groups - the Group Leader will be given advance warning that there will be another group using the to allow for adjustments to programme if necessary.
- When non-church groups are using the premises, the Group Leader should be able to isolate the part of the complex they are using. There are adequate fire escapes for this to be possible. Group Leaders who need keys to internal doors should ask the Operations Manager for them.
- All external doors should always be closed. External doors **must** never be left unlocked and unattended. Never prop external doors open and leave unattended. If doors are kept open for

loading or unloading (e.g. for Youth Camp) someone should be responsible for ensuring there is no unauthorised access to the building. External room bookers who fail to comply with this may be refused future bookings and bookings can be refused if assurance of compliance is not given.

If you experience intimidation or threats from someone outside the building, leaders should ring 0845 8 505 505 (Reading Police) or 999 and ask for police assistance. Community Officers regularly attend to problems around Wycliffe and know the neighbourhood well. They expect to be called in.

- Ensure children and parents are in safety and supervised.
- If intruders do get into the building:
 - Never approach or confront unless you feel confident. Assess the situation and do not put your own safety at risk.
 - Try to marshal your group away from the intruder - if your group is dispersed across a number of rooms, you may want to bring them all together and so increase the pool of leaders you have.
 - Ask for assistance from any other group who may be meeting in the church.
 - Lock internal doors to reduce their mobility.
 - If you need help to evict anyone then please ring the Operations Manager or, if not available then please feel free to ring any of the people listed here, who live nearby, for assistance:
 - Stewart (Recruiter and Operations Manager): 07985 941428
 - Alan Tower: 0118 9266126
 - Chris Cobbold: 0118 9557355
 - Bob Sewell-Alger: 0118 9265074
 - Always report any security incidents to your Team Leader and the Operations Manager so we can learn lessons from it.

3.12 Communication

This Child Safeguarding Policy will be communicated annually to all parents/ guardians of all children who attend WBC activities. It is the responsibility of parents/guardians to remove their child from an activity which does not meet their safety expectations.

The Child Safeguarding Policy will also be found on WBC's website.

Appendices for II. Guidelines for Good Practice.

- 7 Code of Conduct Checklist for on site activities
- 8 Code of Conduct Checklist for off site activities
- 9 Guidelines for recruiting and mentoring junior leaders
- 10 Risk assessment guidance
- 11 Identified hazards risk assessment form
- 12 NSPCC factsheet on the Fraser guidelines