

Emmanuel Baptist Church, Horsforth

Safeguarding Policy



This policy has been revised in the light of our experience since the introduction of our original policy. A number of key improvements have been made:

1. We have shortened the document wherever possible to highlight key rather than peripheral aspects – to assist clarity. *Our previous experience of an ever-growing document as a comprehensive reference guide has been that the document has become less (rather than more) easy for users to understand and use.*
2. We have used language that ordinary people understand to explain important aspects of the policy. *Simply adopting the growing lexicon of Safeguarding terminology can be confusing to people.*
3. We have clarified the document structure into three sections to make it easier to understand and use:
 - **A. Policy - Aims and Objectives** section explains our safeguarding approach and governance arrangements.
 - **B. Policy – Guidance** section which contains specific advice and guidance on particular issues.
 - **C. Policy - Resources** a section of appendices providing forms for recording/reporting procedures and other reference information.

The policy as an active “original document” is to be placed and clearly signposted on the public website of Emmanuel Baptist. *This enables immediate accessibility to public authorities, members of the community, church attendees and ministry leaders and volunteers. It also enables easy revision of the policy, for example, legislative changes and additional guidance.*

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Section A Policy – Aims and Objectives

Policy Statement

Emmanuel Baptist Church is a Christian church and charity governed by a trust deed that recognises the truths of the Bible and in particular the life and teachings of Jesus Christ.

Given the example of Jesus in the care and respect he showed to others and in particular to vulnerable and younger people in his own community, an effective Safeguarding policy is entirely consistent with the Christian ministry of our church, as well as meeting the legislative requirements that our Government now rightly makes of organisations working with children and vulnerable adults.

We are committed to follow the example of Jesus in showing love to “our neighbours” through both spiritual and practical ministries and in so doing, to treat everyone with dignity, respect and compassion.

The safety and wellbeing of children and vulnerable persons is a particular priority, recognising that their needs and vulnerabilities require special care and individual consideration.

We aim to promote a safe environment and nurture a safeguarding culture within all the ministries of Emmanuel Baptist Church, to care for and protect:

1. Children and Vulnerable adults
2. Other persons attending
3. Staff and volunteers

Governance

Safeguarding Committee

Emmanuel appoints a group of people as a Safeguarding Committee who are responsible for overseeing Safeguarding across the ministries of the church. As a church, Emmanuel is governed by its Leadership Team. There is a degree of both *separation* and *inclusion* between the Safeguarding Committee and the Leadership Team which is explained as follows.

One member of the Leadership Team will be included on the Safeguarding Committee, in recognition that safeguarding is a key responsibility of the Leadership Team and that in the majority of serious safeguarding issues, a pastor or elder will have involvement/be responsible for managing the issue.

Oversight by a separate Safeguarding Committee as distinct from the Leadership Team, provides a helpful degree of independence. We recognise that there have been examples of safeguarding issues in religious institutions involving their leadership. Also, most safeguarding issues are relatively straightforward, relating to day-to-day procedures that can be better managed by a Safeguarding Committee, with the Leadership Team having a “line-of sight”.

Emmanuel’s Safeguarding Committee comprises the following roles:

- Chair/s
- Lead Advocate
- Children’s Advocates
- Vulnerable Person’s Advocates
- Staff Advocates

The committee roles have no hierarchy (including the chair/s who act by common consent) to enable all members to advocate and act with a degree of independence in recognition of their individual knowledge, skills and experience.

The present members of the Safeguarding Committee, together with their responsibilities and means of contact can be found at **Appendix 1**.

The Safeguarding Committee meets quarterly on a formal basis and by exception if required. Formal minutes are recorded. Committee members regularly work together outside of the formal meeting structure to deal with more immediate issues.

Key responsibilities of the Safeguarding Committee members include:

1. To act as an early point of contact and advice on safeguarding incidents.
2. To direct how safeguarding issues and incidents are to be managed, recorded and reported (including referral to external agencies if appropriate).
3. To regularly monitor and review safeguarding issues and incidents as they arise and agree preventative action, if required; for example, new or revised guidance or training.
4. To deliver ongoing safeguarding training and awareness of this policy and in particular to develop our ministry leaders and volunteers in safeguarding.
5. To advise and monitor safeguarding issues within the HR processes in Emmanuel, including preparation of job descriptions/role profiles, recruitment and selection processes and vetting procedures including DBS (Disclosure and Barring Service) checks and taking up of employer references.
6. To support individual ministry teams through face-to-face meetings to understand and address the specific safeguarding issues they may face.
7. To be an independent point of contact for anyone to raise safeguarding concerns and issues, including “whistleblowing”.
8. To oversee the administration procedures of the church concerning safeguarding to ensure that proper records are maintained and that personal data is managed securely.

Ministries and Leadership

Emmanuel has a wide range of church ministries/activities across each day of the week aimed at diverse groups of people, many of whom are children and vulnerable persons. Each ministry has a leader or leadership team who are often supported by team members/volunteers.

The Leadership Team directly lead some of ministries, and retain leadership of all other ministries of the church through the appointment of leaders and teams.

A table briefly explaining the current key ministries in Emmanuel and their leadership and team structure can be found at **Appendix 2**.

As a general principle, Emmanuel identifies the leaders of each ministry to be responsible for managing safeguarding within their ministry and their team. This is the most appropriate arrangement as leaders are best placed to understand what safeguarding issues are relevant to their area of activity, their team and those who are participating.

We recognise that the majority of leaders and team members/volunteers give up their own personal time to undertake their roles. Whilst gifted in the area of ministry/activity, they are not necessarily fully conversant with all safeguarding issues, particularly those of a more serious or complex nature. For this reason, training and support is focused upon ministry leaders and then upon their team members. A degree of subjectivity and proportionality in the area of training of leaders and teams is exercised in recognition of the different demands of each ministry.

In terms of support, all leaders are encouraged to escalate concerns they feel unable to deal with or need to share, to members of the Safeguarding Committee who can then take responsibility for managing the issue, often with the support of the Pastors and Eldership team.

In respect of all children's ministries at Emmanuel, we ask parents/guardians of children to sign a **Child Registration & General Consent form – Appendix 4**. This single form covers their child's involvement in any of the children's ministries of the church and the basis of our understanding with parents/guardians as to how we will care for their children in the normal course of a ministry and its activities. It includes up-to-date contact numbers, relevant medical condition/medication information and agreement to us holding this personal information in running these ministries.

Where a special ministry/activity takes place (including swimming, staying away from home and on outings lasting longer than the normal meeting times of the group) an additional **Specific Event/Activity Consent form – Appendix 5** will be sought by ministry leaders from parents to ensure they are fully informed and in agreement.

Identifying and understanding safeguarding risks

Understanding the different ways in which the safety of individuals can be impacted is important in understanding how we can safeguard them. We aim to recognise and avoid these risks both in the way leaders/helpers deal behave towards others as well as when they occur between peers within ministries.

Physical harm risks – Most people readily understand these to include the use of violence through assault or threatening behaviour. It is equally important to consider physical risks that arise as a result of reckless and unintended behaviour – particularly with young people where inappropriate play, peer pressure and bullying can result in injury and harm

Neglect risks – Whilst the physical or mental needs of another person can be deliberately ignored, more commonly, risks of this kind arise by failure to think about their potential to occur. Simple risk assessment of an activity and the proper consideration of an individual's personal needs e.g. a disability or the need for additional help, is good practice in preventing such risks arising in the first place.

Emotional risks – Includes bullying and the use of behaviour and words which undermine and humiliate other persons. At its most extreme, it can be abusive and intimidating, but often it is more subtle and demeaning, including the use of inappropriate humour. These risks often develop over a time in the behaviour between two persons or within a group dynamic and have lasting impact upon those suffering it.

Discrimination risks – At its simplest we should aim to treat everyone within our ministries fairly and equally, without any prejudice or discrimination towards them. This is different to simply treating people the same, for example it can be fair to treat a 3-year-old child differently to a teenager. In UK law, it is now unlawful to discriminate against anyone on the basis of the defined “protected characteristics” – age, disability, gender reassignment, marriage and civil partnerships, pregnancy and maternity, race, religion or belief, sex, sexual orientation.

Sexual harassment risks – a key point in understanding these risks for leaders and team members/volunteers is the position of authority and trust they possess in relation to the children and vulnerable people within their ministries. Any personal relationship between these parties is therefore commenced on an imbalance of power and equality. It can also manifest itself between peers, particularly if inappropriate behaviour and language (including humour) is allowed to become “sexualised” in nature. Sexual harassment thrives upon secrecy, and can therefore be prevented if activities and interactions of all parties are conducted openly and transparently.

Financial abuse Risks – involves the inappropriate control and mishandling of a person's finances in ways which can result in misappropriation/theft of money /property or are calculated to manipulate the person. Vulnerable adults, including the elderly, mentally ill or incapacitated are particularly vulnerable to these risks, although children can be susceptible as well e.g. inappropriate gifts. Again, secrecy and lack of transparency is usually a key factor.

Key principles of Safeguarding at Emmanuel

Policies understandably, often focus upon detailed guidance and procedures. However, when dealing with an issue such as Safeguarding which can be both wide-ranging as well as complex and nuanced, understanding and using key principles is absolutely critical in guiding our decisions and actions and in developing our safeguarding culture.

- *Transparency*
Maybe more than any other principle, transparency should be the “golden thread” running through our Safeguarding ethos. It operates at many levels:
 - It guards against secrecy and unscrupulous individuals behaving inappropriately towards children and vulnerable persons within our ministries.
 - It allows parents/carers and other church members to see and understand how Emmanuel cares for their loved ones.
 - It demonstrates Christian service in practice to those who are not part of the church, including public authorities.
- *Openness*
Being open and responsive to feedback and criticism encourages concerns and issues to surface at an early stage. Being committed to Christian principles and being earnest to serve in the church does not automatically guarantee we will always get it right or are incapable of mistakes. The insight and feedback of others is often the instrument through which problems are brought to light and change effected.
- *Accountability*
Accountability is not merely a formal hierarchical process in which oversight is exercised. Rather it should be our individual attitude, exhibited in holding others to account but equally in holding ourselves accountable to others. Whilst the role of the Safeguarding Committee members or ministry leaders brings with it a degree of authority, it is equally incumbent upon them to exhibit their accountability to team members and those being served within ministries.
- *Action*
Being prepared to act and being allowed to act, underpins our safeguarding policy. Acting may require doing something promptly. It equally requires willingness to highlight or raise an issue rather than “letting it pass”. It is a practical reality that issues requiring action tend to come to the attention of those at the “coal-face” of ministries earlier than those charged with their oversight – which is why it is important to explicitly encourage all to act promptly in good conscience.

HR procedures

Vetting of staff

All persons involved in leading or helping ministries involving children and vulnerable adults at Emmanuel will be subject of appropriate prior checks with the national Disclosure and Barring Service (DBS). The DBS gives advice on the level of checks required for different roles with the degree and frequency of involvement with children and vulnerable adults being a key factor.

DBS checking at Emmanuel is undertaken by the designated safeguarding advocate on the Safeguarding Committee who can advise ministry leaders in this area – **Appendix 1**

Recruitment and selection

Recruitment and selection of staff as ministry leaders and team members, both paid and volunteers, is subject to Emmanuel's separate HR policy on recruitment and selection. This policy is supported by this safeguarding policy specifically to identify and prevent safeguarding issues arising by appointments.

A flowchart explaining the process of safeguarding within recruitment and selection is set out in **Appendix 3**.

Training

Ministry leaders and team members of ministries involving children and vulnerable adults are required to undergo safeguarding training organised by the safeguarding committee. This involves attending an **Initial training** event at the church upon commencing to work in a ministry and subsequently attending a **Refresher training** event every 3 years.

Our training seeks to build upon this policy in raising awareness about safeguarding, good practice and how to deal with safeguarding issues. It aims to be practical and uses scenarios to explore safeguarding issues as well as learning from real issues that have occurred during church ministries and in other organisations.

An aide memoire of key aspects of the safeguarding policy has been prepared to assist leaders in briefing team members when they join their ministry and who may have yet to attend their Initial training.

Emmanuel is a member of the Churches Child Protection Advisory Service (CCPAS) an organisation that seeks to provide churches with a wide range of current resources and advice in safeguarding within a church setting. These resources are used by Emmanuel in delivering our safeguarding policy and practice

Section 2 Policy – Guidance

Supervision of children

Ministry leaders and team members take responsibility for the safeguarding of children within their ministry from the time when a child has been left in their care by the parent/carer until the time when they are collected by the parent/carer. Throughout this time, Leaders/team members should:

- Avoid, wherever practicable, any situation where an adult is left alone with a child
- Where one to one situations are unavoidable consider the use of an open door or similar arrangement that allows other team members to view or overhear the situation
- Have at least two adults working with a group of children
- Have at least two adults when taking a group of children off the premises
- Have a parent/carer/other adult present if arranging to meet a child off the church premises outside of the normal ministry arrangements
- Meet the OFSTED day-care staff to child ratios for the under 8s which are as follows:

0yrs to below 2yrs - 1 staff : 3 children

2yrs to below 3yrs - 1 staff : 4 children

3yrs to below 8yrs - 1 staff : 8 children

(Note : where parents or carers remain present with their children, their children can be supernumerary when meeting the required ratios e.g. Mums and Toddlers)

There is no official guidance with regard to children aged 8yrs to below 18yrs. Given our requirement of a minimum of two adults working with any group of children our general guideline should be 1 member of staff to every 10 children i.e. an initial group of up to 20 children (with the minimum two staff members) and an additional member of staff at each increment of 10 children. Leaders should also consider where the group will be and the nature of the activity e.g. an outdoor activity and increase staff supervision in proportion to any risk assessment.

General behavioural supervision guidelines

Ministry teams should seek to foster a sense of care and respect with and between children and young people in the course of ministry activities and should feel confident to set clear expectations and standards of behaviour. Teams should actively supervise relationships between individual members as well as team dynamics including, overly rough or physical play/activities and inappropriate humour/verbal ridicule. Left unchecked these behaviours can quickly become bullying. In dealing with incidents:

- Seek to remain calm and avoid shouting/raised voices.
- Separating or removing child/ren from the incident should be considered before discussing the incident with them.
- Physical contact/force should only be used when necessary, typically to prevent immediate harm to the child/ren or others. An incident form should be completed and shared with/signed by the parents of the child/ren – **Appendix 7**

Ministry leaders can exercise discretion in informing/involving parents/carers in the behaviour of their child - recognising the balance between allowing children the individual freedom to develop self-esteem and self-discipline and the knowledge/support that parents/carers can bring to specific circumstances.

Personal hygiene involving young children

Taking a young child to the toilet requires an appropriate degree of privacy that could potentially lead an accusation of abuse, particularly when another team member has to remain supervising the remaining group of children. It is not always possible for two adults to accompany a young child to the toilet. The staff member should check to ensure the toilet is empty and safe and then allow the child in, leaving the main door open. The team member should stand back from the cubicle but remain available to the child if necessary, the level of care being age/care needs appropriate.

Parents should be encouraged to take their children to the toilet before an activity starts, to avoid this situation as far as possible. It is advisable to let older children go to the toilet one at a time, to avoid bullying and other associated problems.

If a young child has soiled themselves and needs to be changed, the team member should advise other team members that a child is being changed and should ensure the child's privacy but be as 'open as possible' e.g. consider changing the child out of view of other children but leave a door open.

Transportation of children

This policy only relates to transportation arrangements of children in the following circumstances

- Transport undertaken *during the course* of a ministry activity e.g. SNL visiting the cinema, Pre-School visiting Tropical World or HBC visiting a sports centre
- Transport *to and from* a ministry activity forms part of the activity arrangements e.g. previous ministries among young people from the Meanwood area specifically included organised transport to and from the church where the meetings occurred
- Transport undertaken using vehicles *owned or loaned* by EBC e.g. the church minibus

Transportation of children falling outside of these circumstances are not covered by this policy and are regarded as an ordinary private arrangement between the parent/carer of a child and the person providing the transport. This includes situations where a leader or team member of a ministry and a parent have arranged for their child to be transported to and from a ministry meeting/activity, whether on a one-off or regular basis.

In all cases of where the transportation of children falls into the specific circumstances described above, children are to be safeguarded by the use of escorts who comply with the following criteria:

- A minimum of two members of staff must act as escorts, one of whom may be the driver
- Staff acting as escorts must have been appropriately DBS checked
- A driver must be at least 25 years of age when using an Emmanuel owned/loaned vehicle (minibus) and should be at least 21 years if using their own vehicle, and has specific responsibility to ensure that traffic safety laws, including the wearing of seatbelts is complied with
- A non-driving escort must be at least 18 years of age and has specific responsibility for supervising the behaviour of the children and supporting the driver

Driving Licences

All drivers engaged in church organised transport for children must hold a full UK driving licence for the class of vehicle they are using.

All drivers using the Emmanuel minibus in church organised transport for children must be entitled to drive a minibus which is shown as D1 classification on their driving licences.

Drivers who passed their tests prior to January 1997 normally have this entitlement. Drivers who passed their test after January 1997 or who have renewed their licences since then do not have this entitlement. In order to gain this entitlement, a driver is now required to pass an additional test relating to their medical health.

In the cases of drivers using the minibus or drivers using a non-UK driving licence, licenses must be physically checked with Rod Wark or Mark Milsom to confirm they provide the appropriate entitlement.

Insurance

All drivers using a vehicle owned/loaned by Emmanuel must be authorised to do so by the church Transport Co-ordinator's, who maintain a list of persons covered by the Emmanuel's vehicle insurance policy (currently Rod Wark and Mike Woods).

Drivers using their own vehicles in church organised transport for children must have appropriate insurance to cover their use. Such use is generally regarded as "business use" by insurance companies and most policies provide limited cover for business use which is normally specifically described in the policy conditions. However, drivers should confirm that the use is covered with their insurance company – usually by way of a telephone call.

Further guidance

Additional escorts should be provided if the supervisory ratios, identified in the preceding section would be exceeded.

Additional escorts may be considered, having regard to the nature and duration of a journey or the particular needs of a child or group of children

It is good practice for both escorts to carry mobile phones for use in emergencies.

Consideration of a non-driving escort qualifying to also act as driver may be helpful in the case of longer journeys where the driver may become tired or unwell.

Where there is any doubt over the driving entitlements on your licence or the cover provided by your insurance, advice should be sought from either Rod Wark or Mark Milsom.

Situations or incidents which occur where the requirements of this section have been contravened should be reported to Rod Wark or Mark Milsom.

Children staying away from home

Emmanuel has ministries that involve activities where children stay away from home, for example, weekends away and camps.

Children can only be taken on activities where they stay away from home if their parent/carer has completed a **Specific Event/Activity consent form – Appendix 5** which includes important health information such as medication, allergies and dietary requirements.

Ministry leaders should inform the Chair/s or Lead Advocate of the Safeguarding committee of proposed activities involving overnight stays in advance. If children attending are under Social Services care, allowing up to 2 months is prudent in order to secure their appropriate consent.

Leaders should consider involving all team members in planning for activities involving overnight stays in order to ensure that the general supervision/care arrangements of the children and any specific safeguarding issues, for example a particular activity, are clearly understood. These should form part of a written risk assessment which should also be the subject of a further discussion between the leader and the Safeguarding Committee.

To assist leaders and team members in planning for overnight stays, **Appendix 6 – Children staying away from home** contains a list of useful “things to consider”.

Social Networking involving children and vulnerable adults

The dynamic nature and variety of internet based “social networking” platforms, create new and emerging opportunities and risks for ministry teams communicating with children and vulnerable adults in their care. Recognising that it would be impractical to devise specific guidance for each means of social networking, the following guiding principles have been devised to assist leaders and team members in dealing with most situations

It is also recognised that there is a degree of subjectivity in every situation is unique, and if leaders or team members require further support they should in the make contact with one of the Safeguarding Committee.

Guiding Principles:

- Parental/carers agreement should be obtained before entering into social networking communication with children and vulnerable adults
- Confidentiality between a leader/team member and a child or vulnerable adult should generally be respected. However, where there appears to be a serious safeguarding issue - a risk to life or of serious harm to self or another (including physical, mental, sexual, emotional and spiritual well-being), this should be reported promptly to the one of the safeguarding committee
- It should be explained to the child or vulnerable adult that serious safeguarding issues may be passed on to one of the Safeguarding Committee
- Where a leader/team member feel they need to disclosure issues other than those above e.g. to a parent/carers or to a safeguarding advocate, they should first obtain “informed consent” from that child or vulnerable adult. If consent is not forthcoming and the leader/team member remains concerned that further disclosure is appropriate, they should discuss the issue with the lead advocate to agree a way forward
- Social Networking sites’ terms and conditions e.g. registration requirements, age restrictions, must be complied with otherwise the leader/team leader should not interact by this medium

- Records of social media communication between leaders/team members and children and vulnerable adults are important for transparency, openness and accountability and should be retained for a suitable period of time if possible.
- Leaders/team members should set a reasonable age-related curfew on instant messaging conversations.

Note: Social networking in this guidance should be understood in its broader context to include all IT enabled communication such as mobile phones and well as internet sites.

Taking of photographs and visual images

During public church meetings e.g. Sunday services and weekly prayer meetings, photographs/other visual images may only be taken with the prior permission of the Senior Pastor (or a member of the Leadership Team if the Senior Pastor is away). The taking of photographs/other visual images and the reasons for doing so, will normally be explained beforehand to members of the congregation.

In ministries involving children and vulnerable adults, where leaders/team members are seeking to take photographs/visual images for use in the course of illustrating and publicising the ministry, written consent must be obtained from their appropriate adult/carer.

Parents/guardians, relatives and carers wishing to take photos or visual images at a Preschool service, Holiday Bible Club parents evening or similar children's event are permitted to do so in accordance with ICO (Information Commissioners Office) guidance. Such photos are permitted on the basis that they are for private use only.

Any third party wishing to take photographs of a ministry involving children or vulnerable adults must obtain the prior permission of the leader of the activity concerned, who should verify their identity and the bona fide nature of their request. The fact that photographs/other visual images are being taken and the reasons will normally be explained beforehand to those present at the meeting/activity.

Photographs being published in the Church 'In Touch' newspaper or on the Church website containing images of children or vulnerable adults that are individually identifiable will require the prior written consent of their appropriate adult. This need not apply to photographs involving large groups, e.g. 12 or more persons.

Dealing with an incident, disclosure, complaint or cause for concern

The majority of safeguarding matters will be relatively minor in nature and will be managed within a ministry setting through the leader and their team undertaking their normal supervision and care.

Occasionally there will be incidents that are more serious in nature. These will include situations where during a ministry activity a child or vulnerable person has been injured or has narrowly avoided being injured. It also includes a situation where someone discloses information or makes a complaint that may amount to a form of abuse, a criminal offence, or a serious breach of our normal safeguarding standards. Similarly, in the course of ministries, team members may become aware of information or situations that give rise to a serious cause for concern regarding a child or vulnerable adult's safety.

Recognising that these situations occur very rarely and that leaders/team members will not have extensive safeguarding experience. The following three-step model is recommended as an effective way to respond:



1. **Safety** – Our first action should always be to make the situation safe for any person still at risk at that point in time. Practically this may be removing the risk or alternatively removing the vulnerable party to a safe location away from the risk. In the case of injury, it would include seeking prompt medical attention. In the case of a serious disclosure or complaint against another person, it may include taking steps to avoid the parties coming into further contact.
2. **Secure information and evidence**– Once the situation is safe, it is important to secure any immediately available information or evidence in order that the facts can be established objectively by any subsequent review or investigation (either by Emmanuel or in more serious cases the police or social services or the HSE). Failure to do this at the time can not only result in the loss of key information, it can be subsequently perceived as a lack of transparency.

This step does not require leaders or team members to become investigators, it is simple common-sense steps that are needed. If a piece of equipment has failed (causing an injury) take possession of it. Where disclosures/complaints are made verbally, try to recall exactly what was said when later recording it, or if the person has it written down on paper or on a social media/text message take possession of it or seek to ensure that it is preserved. If you have your mobile phone, taking photos or a short video may be a useful record, subject to appropriate consideration of personal dignity and consent.

3. **Reporting and Recording.** At the earliest opportunity after having acted to make the situation safe, the ministry leader, or another team member should seek to make contact with one of the Safeguarding Committee in order to obtain further support and advice, as required. If it would be advantageous for a specific member/s of the committee to become involved, due to their area of expertise, this will be arranged by the committee member rather than the leader/team member to enable them to focus on managing the situation. Involvement of an advocate at an early point should be considered normal procedure. In the event that none of the committee can be contacted, consideration should be given to contacting one of the Leadership Team.

Emmanuel has a single proforma for ministry leaders and team members leaders to record incidents/disclosures/complaints/cause for concern - **Incident report form - Appendix 7.**

Further Guidance

Where a disclosure by a child or vulnerable person is made to a leader or team member, care should be taken when asking further questions. Questions should be limited to those needed to establish the “*basic facts*” of what has happened or is being alleged. In particular, the use of leading questions should be avoided – a leading question is one that only requires a “Yes” or “No” answer, as the question itself contains the information or scenario the questioner is seeking to confirm/discount. As a result, leading questions have the potential to *lead* or *taint* the recollection/account of the child or vulnerable person. Leaders and team members should therefore focus on supporting the child/vulnerable person concerned and quickly referring the matter to a committee advocate for further advice.

Committee members and in particularly the Lead Advocate will take responsibility as to how incidents/disclosures/complaints should be managed including referral to public authorities such as social services or the police, if appropriate.

Leaders and team members are encouraged to make early contact with committee members whenever they seek further advice or support about any safeguarding matter.

Any person wishing to report a specific complaint or concern, including a “whistleblowing” matter should report it as soon as possible to whichever member of the Safeguarding Committee or Leadership Team they feel most appropriate to approach about the issue.

Section C. Policy - Resources

Appendix 1 – Safeguarding committee members



Steve Urwin
(Co-chair & Elder)



Karen Johnston
(Co-chair & Pastoral
Support Worker)



Mark Milsom
(Lead Advocate)



Stuart De Boer
(Disclosure &
Barring Checks)



Sue Kirkham
(Childrens Advocate)



Kim Wark
(Vulnerable Persons
Advocate)



Rod Wark
(Vulnerable Persons
Advocate)



Barbara Brownnutt
(Staff Advocate)

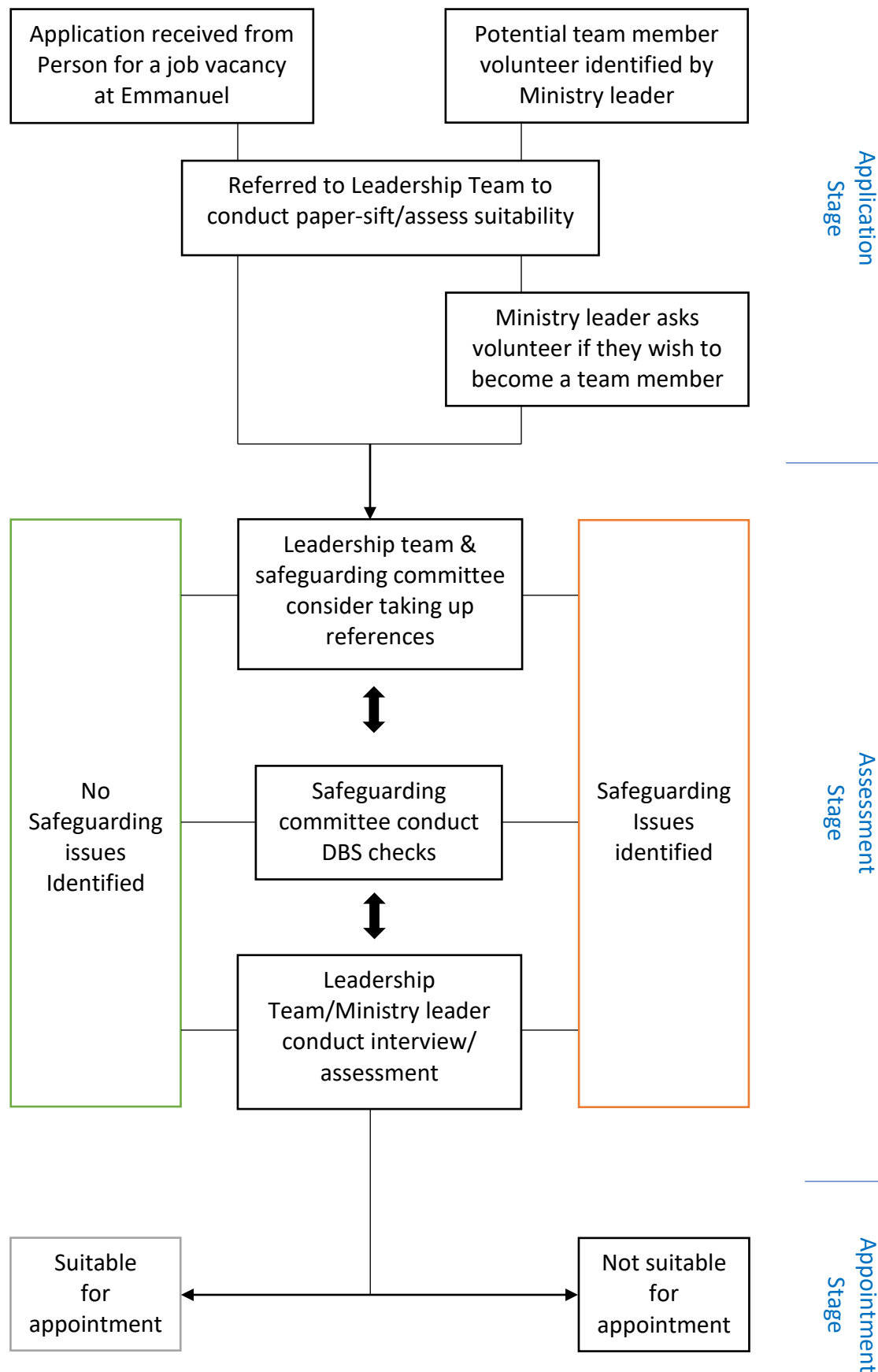
Contact telephone numbers for individual members of the Committee have been issued to all ministry / activity leaders. Staff and volunteers should refer in the first instance to their ministry / activity leader for contact details. If this is not possible, then contact Pastor Wes Johnston on 0113 2758997 or 07910 817599.

Appendix 2 – Table of ministries and their leadership

Ministry Title	Description of Ministry	Leadership and Team arrangements	Safeguarding Committee link member
Sunday Services	Weekly public services take place every Sunday in the main hall of the church at 10.30am and 6.00pm. Led by the Pastors, a number of other activities are engaged: Stewards, Musicians and Singers, Audio/Visual team, Hospitality	Led by Wes Johnston supported by other pastors and elders	Steve Urwin
Bible Class and Sunday School	During the Sunday Morning Service children under the age of 13 leave the main service to form a number of classes where age-specific teaching and activities are delivered.	Led by Andy Walker supported by class teachers and helpers	Sue Kirkham
Crèche	Care for very young children and babies during the Sunday morning service to enable parents to remain in the service	Led by Jenny Goodfellow supported by other helpers and parents	Kim Wark
Growth Groups	Mid-week 'small group' meetings of church attenders. Meet in homes of group members for bible studies, prayer and fellowship	Led by Matthew Seymour supported by a number of growth group leaders	Stuart Deboer
Young Adults Fellowship	Meetings and activities involving adult attenders under 45 years of age, including Sunday lunches, meetings in homes and an annual weekend away.	Led by Calum and Vicky Taylor supported by other group members	Rod Wark
Saturday Night Live	A weekly youth meeting held on Saturday evening involving teaching, discussions and activities.	Led by Matthew Seymour supported by a number of team members	Mark Milsom
Discoverers and Pulse	Weekly meetings held each Monday evening of activities and teaching for school-aged children. Primary school children attend Discoverers, secondary school children attend Pulse.	Led by Matthew Seymour supported by a number of team members	Mark Milsom

Pre-school	EBC hosts its own OFSTED registered preschool within the church premises on a Monday to Friday basis providing for up to 24 pre-school children on a Monday to Friday basis	Led by Grace Smith supported by team members	Sue Kirkham
Stay and Play	A weekly meeting each Tuesday afternoon for parents/carers of preschool aged children to meet over coffee/tea and toys	Led by Grace Smith supported by team members	Sue Kirkham
Mums and Toddlers	An informal meeting each Wednesday morning for parents/carers and their young children to meet informally over coffee/tea and toys.	Led by Amy Klenot and Karen Johnston supported by team members	Karen Johnston
Women's meeting	A fortnightly meeting on a Friday afternoon for women with a bible study being led by one of the group members	Led by Barbara Brownutt	Barbara Brownutt
Men's meeting	A monthly meeting on a Saturday morning for men for breakfast and bible study.	Led by John Kirkham	Mark Milsom
Holiday Bible Club	An annual children holiday club (primary school aged) based at the church premises over a week during the summer holidays. Involves a wide range of themed spiritual and physical activities including music, drama and art	Led by one of the Leadership team on a rotation basis supported by a large team of helpers	Karen Johnston
Open Doors cafe	Held every Friday morning, a free café is run in the church for anyone wanting to come along	Team led	Barbara Brownutt

Appendix 3 – Flowchart of safeguarding process in recruitment/selection



Appendix 4 – Child Registration & General Consent form

Child's full name..... Date of Birth.....

Parent/Guardian full name.....Address.....

.....Post Code.....

Home Tel.....Mobile Tel.....

Work Tel.....Email.....

Additional Emergency Contact Name.....

Relationship (to child).....Contact telephone.....

Name of GP.....Tel No.....

Surgery Address.....

Please give details of any regular medication, medical problems (e.g. asthma, epilepsy, diabetes, allergies, including food and adhesive dressings (plasters), dietary needs, etc.) or disability which may affect normal activity:

Delete as appropriate: Not Applicable / Details as per attached sheet

I give consent for my child to take part in the normal activities of ministries at Emmanuel Baptist Church. I understand that a separate consent will be sought for specific events/activities - including swimming, staying away from home and on outings lasting longer than the normal meeting times of the group. I understand that during ministry activities, my child will be under the care and supervision of the ministry leader and/or other team members approved by Emmanuel's leadership team. I understand that while the team leaders and members in charge of the children will endeavour to take good care of them in accordance with Emmanuel's safeguarding policy, they cannot necessarily be held responsible for any loss, damage or injury that may be suffered by my child during the normal course of an activity.

In emergency and/or if I am not contactable, I am willing for my child to receive urgent medical or dental treatment including an anaesthetic.

I give my consent for this information to be held by Emmanuel Church, for the purpose of contact, administration and organisation of child ministries/activities and specific events/activities, by its ministry leaders and team members using written, email, telephone and other mobile and communication media.

Signed..... Print Name.....

Appendix 5 - Specific Event/Activity consent form

Ministry/activity details (preferably typed in brief)

Child's full name..... Date of Birth.....

Parent/Guardian full name.....Address.....

.....Post Code.....

Home Tel.....Mobile Tel.....

Work Tel.....Email.....

Additional Emergency Contact Name.....

Relationship (to child).....Contact telephone.....

Name of GP.....Tel No.....

Surgery Address.....

NHS No..... Date of last anti-tetanus injection

Details of any illness/disability.....

Details of medication required during specific event/activity (all medication to be clearly and correctly labelled with child's name and specified dosage).....

Details of any allergies or special dietary requirements.....

I consent to my child taking part in this specific event/activity under the care and supervision of the ministry leader and team of Emmanuel Baptist Church

I consent to my child being permitted medication in accordance with the information contained in this form

I consent to my child receiving medical/dental treatment from a GP or hospital in urgent circumstances

I understand that I will be contacted as soon as possible in the event of my child becoming ill, having an accident and/or requiring urgent medical treatment

I understand that the information on this form will be kept securely by the ministry team at the event/activity and a copy may also be held within the Emmanuel church office.

Signed..... Print Name.....

Appendix 6. Children staying away from home – Things to consider

Team considerations

- Are there sufficient numbers of leaders/helpers and is the gender mix of leaders/helpers appropriate to the gender profile of the children attending?
- Have key responsibilities been allocated to designated leaders/team members, where appropriate - to ensure clarity of roles?
- Has a qualified first-aider/s been identified and are they familiar with the first aid provisions of the premises and contact numbers/location of the local hospital?
- If self-catering, does the lead caterer hold a basic food hygiene certificate?
- Are team leaders and helpers currently DBS cleared?
- Has a team briefing been arranged to ensure all team members are fully briefed?

Activity and premises considerations

- Is there adequate insurance to cover any premises used and the activity/s, including any limits on numbers?
- Have the premises been physically checked for basic safety – location of fire exits, location where utilities (gas, electricity, water) can be turned off? An evacuation briefing/drill should be considered soon after arriving at the premises.
- Have parents/carers completed the ministry **Child Registration & General Consent form – Appendix 4** as well as the **Specific Event & Activity consent form - Appendix 5**. These ensure leaders and parents/carers are mutually aware of and in agreement with proposed activities and arrangements, including pre-existing medical conditions and allergies.
- Have you ensured that key medical information and emergency telephone numbers are easily accessible for leaders/team members and also for parents/carers? It is preferable for personal mobile numbers to be used in addition to the telephone of

any premises

- Have separate sleeping facilities been identified for male/female and for adult/children?
Consideration of overnight supervision/welfare checks of the children?
- Have separate bathroom toilet/bathroom facilities been identified for male and female and for adult and children? Where facilities are limited, have suitable arrangements for use been identified?
- Have any disability requirements of a child been identified and catered for?
- Have any “out of bounds” areas been clearly marked/managed e.g. the kitchen, locking of unused rooms.
- Have you identified any “ground rules” for the children concerning the premises or activities?
- Have you prepared a short event/safety briefing for the children upon arrival?

Appendix 7 – Incident report form (for incidents/disclosures/complaints/cause for concern)

To be completed by a ministry leader/team member in direct consultation with an identified member of the Safeguarding Committee

Name of Ministry/Activity.....

Incident details – Time..... Day Date

Location of incident.....

Factual description of incident (chronological sequence of events name describing who was involved and recall actual words spoken for any relevant verbal statements):

Key actions taken (including persons notified e.g. parents/guardian)

Leader at time of incident Mobile contact.....

Ministry team members directly involved in incident (Names and mobile contact no)

Ministry team members not involved (Names and mobile contact no)

Other witness to the incident, including children and third parties (Names, ages and contact details if available)

Any other independent record or information about the incident (e.g. documents, photograph, video etc.)

Safeguarding Committee member overseeing.....

Signed..... Time and Date

Print Name