

Emmanuel Baptist Church, Horsforth

Safeguarding Policy



Emmanuel Baptist Church
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 includes the following roles:

Chair/s, Lead Advocate, Children’s Advocates, Vulnerable Person’s Advocates, Staff Advocates, Policy, Training, DBS, Recruitment, Incident management

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 roles, 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 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 can be 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 from simply treating people the same, for example it can be fair to treat a 3-year-old child differently from 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 to 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 Christian Safeguarding Services (CSS) 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 specific 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 is not covered by this policy and is 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 Mark Trudgill 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 Mark Trudgill 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 Mark Trudgill or Mark Milsom.

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

Online activities and ministries involving children and vulnerable adults

This section was originally designed to advise ministry team members how to engage appropriately in social networking with young people in circumstances ancillary to their ministry - for example ordinary support/friendship, mentoring and communication. It specifically related to social messaging platforms where information passed between parties was automatically recorded – obviating the need for an additional team member to be party to conversations.

The ongoing Covid-19 pandemic restrictions have presently curtailed the majority of face-to-face ministries. Our ministries are now having to move online as their primary means of delivery. This section has therefore been revised in light of this. The additional advice contained in this section is aimed to enable ministry teams to develop their online ministries and to be innovative and creative in doing so.

In revising and expanding this section, the aim is not to provide an exhaustive list of “dos and don’ts” recognising that social media is dynamic in nature and that good Safeguarding practice holds true in both face-to face and online ministries. In particular the principle of Transparency and the practice of having two team members present (both explained in earlier sections of this policy) should be uppermost in the minds of ministry leaders and teams as they plan, prepare and deliver online activities.

Factors to consider that may change Safeguarding risks in online ministry activities:

1. The degree to which a ministry is public or private. Online ministries that are open for anyone to attend are potentially more vulnerable to disruptive attendees (trolling) than ministries where attendance is by invitation.
2. The degree to which a ministry is interactive with its attendees. A ministry simply providing/signposting age-appropriate online resources accessible to attendees is intrinsically less easy to exploit than two-way video between leaders and attendees.
3. The degree to which a ministry has an audit trail. Ministry activities that operate via text or messaging between leaders and attendees automatically maintain a record of events that is less easy to replicate in activities involving voice or video interaction.
4. The degree of security in the online platform being used. Platforms such as

Facebook/Twitter/Instagram should be regarded as insecure. Platforms such as email and SMS (texts) are generally secure. Encrypted systems such as WhatsApp and Zoom are very secure. Using a more secure system reduces vulnerability to unwanted intrusion BUT a system is only as good as its users e.g. a confidential message on a WhatsApp group subsequently circulated on a recipient's Facebook account!

The above factors are not highlighted in order for ministry teams to configure their ministries in lowest risk modes. Indeed, online technologies that may sometimes present additional safeguarding risks, but are the best and most appropriate way to develop and prosper a ministry. What is important, is for ministry teams to be aware of risk factors and to manage them appropriately when delivering their ministry/activity.

Guiding Principles for Online Ministries

- Keep parents/carers informed about online ministry activities and how they are being delivered – a regular WhatsApp message or email is ideal. Parental/Carer consent for all children to take part in church ministries should be obtained by them completing our child registration form (now on-line and administered by Mark Trudgill)
- Two or more leaders/team members should be present on voice or video enabled meetings involving children or vulnerable adults. This applies equally to the main plenary group and to “breakout” study groups wherever practicable. Exceptions to this principle would only be envisaged rarely and in “unexpected”, rather than “unplanned” circumstances, or for short periods of time during a game activity such as a quiz, for example.
- Ministry teams should understand and become familiar with the online platform they are using. Consider utilising online tutorials/YouTube videos, speaking with other team/church members with existing expertise as well as personal practice. Particular attention should be given to: the use and circulation of security passwords, the use of “waiting rooms” and the enabling/disabling of key functions e.g. screen control, peer to peer messaging.

- Where attendees seek or would benefit from some on-line individual support or personal mentoring, separate from group activities, this should never be undertaken on-line on a “one-to-one” basis. Setting out some simple ground rules with the participant prior going ahead with such meetings is helpful in clarifying expectations.
- Whilst video recording facilities are increasing available on online platforms, their use is not advocated during ministry activities as it is likely to inhibit the personal space for children to explore and grow, impact on their personal privacy and raise GDPR issues regarding retention and disposal. In the rare event that a ministry team does consider video recording to be appropriate, its proposed use should first be agreed with the leadership team and the lead safeguarding advocate.

Guiding Principles for Social Networking

- Parental/carer 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 disclose issues other than those above e.g. to a parent/carer or to a safeguarding advocate, they should first seek “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 as well as internet sites.

Finally with regards both to ministries and social networking, it is acknowledged that there is always a degree of subjectivity and each situation is different. If ministry leaders or team members require further advice/support they are welcome to make contact with their link Safeguarding Committee member.

Dealing with possession indecent images of children

In the rare event of a child being found in possession of an indecent image/s of a child (most likely an electronic image on a phone or other device) or forwarding such an image/s to another child or member of a ministry team, the following action must take taken

1. Immediately destroy/delete any image/s if they are in your possession e.g. if they have been emailed to you or sent to your mobile phone. Direct the child/ren to do likewise.
2. Immediately contact a member of the safeguarding committee who will consider how to report the matter to the police and how any parents/carers are to be informed
3. DO NOT take possession of, retain or share any image/s under any circumstances

A more detailed explanation can be found at **Appendix 8**

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.

Leaders of other ministries, particularly those involving children and young people, can arrange the taking of photographs/visual images, recognising the positive gospel benefits in illustrating and publicising church ministries and their activities. Such photographs should generally be of groups or activities. If more personal photographs/images of an individual or small group are sought (these are ones where they would be easily recognised) leaders should seek additional verbal agreement from the relevant parent/carer, including where the photographs/images will be used.

The Child Registration & General Consent form includes a section for parents/carers to explain the use of photographs and to give their written consent – and ministry leaders are encouraged to explain the church’s policy directly with parents who have concerns or who need clarification.

Some parents/carers may prefer not to consent to their children being photographed and their privacy will be always be respected. This does not preclude a ministry taking photographs, but leaders may need to consider suitable arrangements, including liaising with these parents to facilitate this.

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 does not apply to group photographs e.g. the annual Bassenfell church weekend

In all the above cases, photographs should be deleted once they are no longer needed e.g. Pre-school do this annually as children leave to go to school.

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 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 particular 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

SAFEGUARDING

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 275 8997 or 07910 817599.

MEMBERS OF THE COMMITTEE



Stuart De Boer
(Chair)



Mark Milsom
(Lead Advocate)



Mark Trudgill
(Disclosure & Barring Checks)



Grace Smith



Jenny Goodfellow



Kwadwo Boadu



Sue Kirkham



☎ 0113 259 1283
✉ office@ebcleeds.org.uk
🌐 www.ebcleeds.org.uk

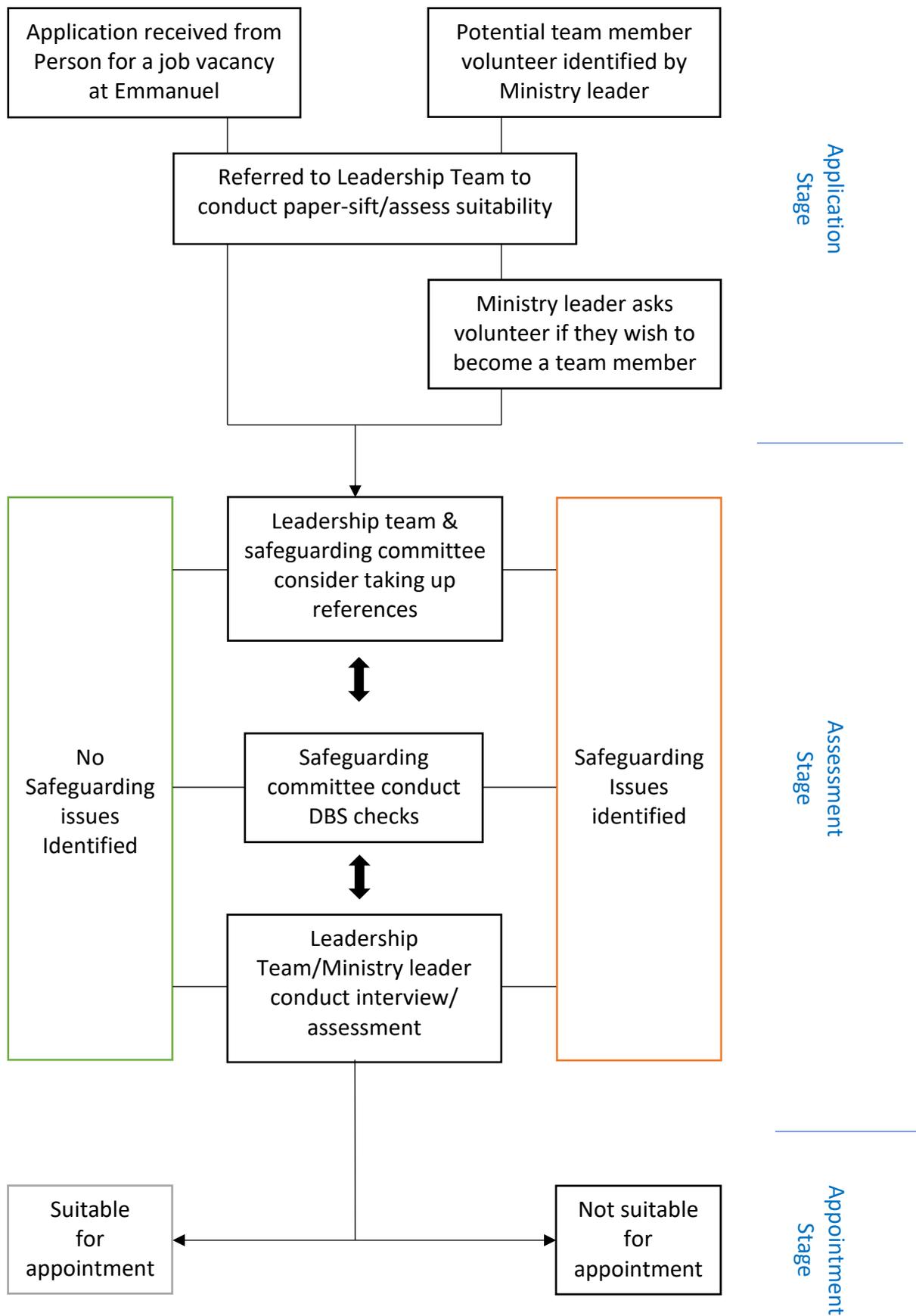
Appendix 2 – Table of ministries and their leadership

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	Kwadwo
Bible Class and Sunday School	During the Sunday Morning Service children under the age of 14 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	Jenny Goodfellow
Growth Groups	Mid-week 'small group' meetings of church attenders. Meet in homes of group members for bible studies, prayer and fellowship	Led by Wes Johnston supported by a number of growth group leaders	Stuart de Boer
Christianity Explored/ Christianity Explained/ Life Explored	Sessional courses run according to demand, to introduce adults and young people to the Bible and the Gospel message	Led by Jonathan Cannon supported by other church members	Kwadwo
Real Change	A sessional course run according to demand, to assist adults (and young people) to deepen their understanding of/grow in their Christian faith	Led by John Kirkham supported by other church members	Kwadwo

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	Kwadwo
Saturday Night Live	A weekly youth meeting held on Saturday evening involving teaching, discussions and activities.	Led by Aneta Vitkute and George Charlton 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 Aneta Vitkute supported by a number of team members	Mark Milsom
Pre-school	EBC hosts its own OFSTED registered and inspected preschool within the church premises on a Monday to Friday basis	Led by Grace Smith supported by team members	Grace Smith
Who let the Dads Out	A monthly meeting on Saturday for dads and their children aged 0-7yrs to meet over breakfast and toys	Led by supported by team members	Jenny Goodfellow
Mums and Toddlers Mums and Bumps	An informal meeting each Wednesday morning for parents/carers and their young children to meet informally over coffee/tea and toys.	Led by Sarah Jarvis and Karen Johnston supported by team members	Jenny Goodfellow
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 and Gill Deboer	Jenny Goodfellow
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 Aneta Vitkute supported by a large team of helpers	Sue Kirkham
Sports Reach	An annual football coaching scheme (primary school aged) based at the church premises and Horsforth Park during the Easter school holidays	Led by Mark Trudgill supported by other team members	Mark Trudgill
Open Doors café	Held every Friday morning, a free café is run in the church for anyone wanting to come along	Led by Denise Rea	Mark Milsom
Lunch Plus	A monthly lunch club meeting on a Friday lunchtime for members of the local community	Led by Gill Deboer and Sandra Rycroft supported by other team members	Mark Milsom
Weekly Prayer meeting	Conducted each Tuesday over Zoom for members and attenders to meet and pray together	Led by Wes Johnston	Kwadwo

Appendix 3 – Flowchart of safeguarding process in recruitment/selection



Appendix 4 – Safeguarding Child Registration & General Consent form

- This form contains important information we need to look after your child in all ministry activities at Emmanuel and is now used in an IT version managed by the Church’s Operations Managers

Childs Name	Dob
Parent/Guardians name	Email
Address	Post Code
Home Tel	Mobile no
2 nd contact (Name & relationship to child)	Mobile
3 rd contact (Name & relationship to child)	Mobile
G.P. Name & Practice	Tel

What you are agreeing to:

1. For my child to take part in the normal activities of ministries at Emmanuel Baptist Church, for example, games at the church premises and in local parks. Additional consent will be sought from you for specific events/activities - including swimming, staying away from home and on outings lasting longer than the normal meeting times of the group.
2. For my child will be under the care and supervision of the ministry leader and team members who have been approved by Emmanuel’s leadership team and DBS checked.
3. From time to time, for us to take photographs/visual images of a ministry activity that may include your child to illustrate and publicise the ministry to other children and families as part of our outreach. These will be group photographs not individual photographs (for which we would always seek your specific consent).
4. 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.

** For any further information or clarification please speak directly with a ministry leader and see our Safeguarding policy at <https://www.ebcleeds.org.uk/about/safeguarding-policy/>

Signed..... Print Name..... Date / /

Important Medical and Health Information about your child

Please indicate where your child has any of the following and if “yes” provide further information

Asthma (and other serious respiratory conditions) **Y / N**

Epilepsy (and other fainting/seizure conditions) **Y / N**

Other serious health conditions (e.g. heart condition/diabetes/injury) **Y / N**

Other minor health conditions (e.g. hayfever, eczema) **Y / N**

Taking regular medication (including whether your child carries medication/self-medicates) **Y / N**

Details of any medication required during specific event/activity **Y / N**
(all medication to be clearly and correctly labelled with child’s name and specified dosage)

Allergy (e.g. nuts/plasters/medications/bites or stings) **Y / N**

Special Dietary Requirements (e.g. Vegetarian/allergies/intolerance) **Y / N**

Disability or special needs (e.g. physical/ADHD/additional support) **Y / N**

Additional sheet enclosed with further/specific information on any of above **Y / N**

Ministry leaders may discuss this information with our Safeguarding Advocates for specific medical advice

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

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

Signed..... Print Name..... Date / /

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

Appendix 8 - Dealing with possession indecent images of children

Although to date, this issue has yet to be encountered in a ministry at Emmanuel, legislation and police crime recording procedures make it necessary for clear guidance within the main policy and for this more detailed explanation to be available to ministry leaders and team members.

The proliferation of electronic media and communications over recent decades has led to huge increases in ways to produce and share indecent images of children. Legislation has had to be regularly updated in order to keep up with these technological developments to ensure that criminals do not evade justice.

To combat this challenge, the law has been developed to cover almost any eventuality. An image includes any physical or electronic kind, real or otherwise, including the base data. An image of a person under 18 in any circumstances of indecency, is an indecent image. Doing anything at all with such an image: making, possessing, keeping, sharing, publishing is a criminal offence. A conviction, in addition to a sentence, would also result in being placed on the sex offenders register.

The statutory legal defences to an offence have been considerably tightened such that other than genuinely being unaware you possessed an image/s, there is no legal defence. Please note that it is NOT a legal defence to take possession of an image in order to give it to the police. If the legislators did not consider it appropriate to make this a legal defence, they clearly did not wish members of the public to take such action.

EXAMPLE - A recent high-profile case involved a London bus driver who was forwarded an indecent child image he considered should be reported to the police. He therefore forwarded it to his wife, a social worker, for her to forward it to her sister, a Superintendent in the Metropolitan Police. The image was forwarded using WhatsApp. The Superintendent neither reported the matter formally nor did anything further with the image (possibly because she feared her sister and brother-in-law would get into trouble). The Crown Court did not accept the Superintendents explanation that she did not realise she had received the message but did accept that all three parties had no indecent motive in possessing the images. All three were convicted and placed on the Sex Offenders register.

There have also been changes to Home Office crime recording procedures, such that there is now a presumption to record a crime on the basis of a report by any person, unless there is credible evidence to the contrary. The police are obliged to record a crime whenever circumstances come to their attention whereby a crime may have been committed.

As any indecent image of a child is “de facto” a crime, any person having possession of it is similarly considered a suspect. A crime will therefore be recorded and the person/s will be recorded as a suspect.

In the earlier example, had the Superintendent formally reported the indecent image to the Metropolitan Police, in all likelihood there would have been no court prosecution – as no public interest would have been served. However, the Metropolitan Police would still have recorded a crime against each of the three parties, as they had each committed an offence.

A key point to understand is that a DBS check is not confined to criminal convictions, it can include other information/intelligence which may include crimes someone has been suspected of, whether or not convicted.

A helpful training video has been prepared by West Yorkshire Police which also explains the issue

<http://share.wyplearning.com/1096IIOC/>

As stated at the outset, the church has yet to encounter an issue of this nature. However, given the potential jeopardy in which a ministry team leader/member could innocently or inadvertently place themselves in, we have developed clear guidelines under the Policy Guidance section.

It is acknowledged that to destroy/delete information rather than securing it for the police appears counter-intuitive. In addition to this being a deliberate decision by the legislators (discussed earlier), the Safeguarding Committee would always report any incident of this nature to the police, who have the data forensic capabilities to recover and examine deleted images.