

Emmanuel Baptist Church Safeguarding Policy – Aide Memoire

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
- A child is a person under 18 years old
 - A vulnerable adult is a person of 18 years and above who is temporarily or permanently vulnerable for reasons including physical or mental impairment, learning disabilities or by way of their present situation or past experience (including abuse). There is no single definition so we adopt a broad recognition of vulnerability.

Emmanuel's Safeguarding Committee – see page 5 - comprises the following roles: Chair/s, Lead Advocate, Children's Advocates, Vulnerable Person's Advocates, Staff Advocates. Contact details on church-box and ministry leaders contact card.

Safeguarding risks – see page 8 - can take different forms: Physical Harm, Neglect, Emotional abuse/bullying, Discrimination, Sexual, Financial Abuse.

Key safeguarding principles – see page 9 - for you to adopt: be **Transparent**, be **Open**, be **Accountable**, be prepared to **Act**.

Supervision of children – see page 11,12

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.

- 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

Managing situations

- 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.

Dealing with an incident, disclosure, complaint or cause for concern – see page 19, 20

1. **Safety** – Our first action should always be to make the situation safe for any person still at risk at that point in time.
2. **Secure information and evidence**– Once the situation is safe, it is important to secure any immediately available information or evidence
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. An **Incident Report Form** may be required to be submitted.

Personal hygiene involving young children – see page 12

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

Transportation of children – see page 13,14

Only applies to the following transport:

- 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

Transport drivers and supervision requirements:

- 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

Children staying away from home – see page 15 and Appendix 6 for detailed guidance on preparation and managing risks. An additional parental/guardian consent form will be required for any trip or camp.

Social Networking involving children and vulnerable adults – see page 16 for guiding principles which seek to ensure openness and transparency in social media situations

Taking of photographs and visual images – see page 18

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. The child registration and general consent form allows parents to give this written consent. Ministry leaders should be open to discussion with parents/guardians who have concerns about this issue and consider obtaining additional written consent in specific situations if appropriate.