



FULLER BAPTIST CHURCH SAFEGUARDING POLICY & PROCEDURES

January 2019

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NOTE:

Where the policy and procedures link to other church policies a ref will be made but no detail given to ensure that the latest information is used.

DEFINITIONS OF TERMS

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

There is no standard single definition for an adult at risk, so for our policy we are using the following simple definition taken from CCPAS (Churches' Child Protection Advisory Service):

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

SECTION 1 – SAFEGUARDING POLICY STATEMENT

SAFEGUARDING POLICY STATEMENT FOR FULLER BAPTIST CHURCH

Our vision

The vision statement of Fuller Baptist Church is: "Honouring the Lord Jesus Christ, growing in our knowledge and experience of him, sharing his love with each other, our town, nation and world."

In fulfilling this vision, we:

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

Our safeguarding responsibilities

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

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

- **Prevention and reporting of abuse**

It is the duty of each church member to help prevent the abuse of children and adults at risk, and the duty of each church member to respond to concerns about the well-being of children and adults at risk. Any abuse disclosed, discovered or suspected will be reported in accordance with our procedures. The church will fully co-operate with any statutory investigation into any suspected abuse linked with the church.

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

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

- **Respecting children and adults at risk**

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

- **Safer working practices**

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

- **A safer community**

The church is committed to the prevention of bullying. The church will seek to ensure that the behaviour of any individuals who may pose a risk to children, young people and adults at risk in the community of the church is managed appropriately.

Safeguarding contact points within our church

The church expects the safeguarding team to have completed the BUGB level 2 and level3 course in safeguarding and has appointed the following individuals to form part of the church safeguarding team:

Mrs. Susan Stokes, Designated Person for Safeguarding (DPS)

She will advise the church on any matters related to the safeguarding of children and adults at risk and take the appropriate action when abuse is disclosed, discovered or suspected.

Phone number 01536 518253

NAME, Deputy Designated Person for Safeguarding (DDPS)

He/She will assist the Designated Person for Safeguarding (DPS) in helping the church on any matters related to the safeguarding of children and adults at risk and take the appropriate action when abuse is disclosed, discovered or suspected.

Phone number Email address

Miss Jackie Pentlow, Safeguarding Trustee

She will raise the profile of safeguarding within the church and oversee and monitor the implementation of the safeguarding policy and procedures on behalf of the church trustees.

Phone number 01536 352977

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

Further definitions of these roles can be found in the BUGB publications 'Safe to Grow' (2011) & 'Safe to Belong' (2015).

Putting our policy into practice

- A copy of the safeguarding policy statement will be displayed permanently on the church noticeboard and church office, and is available on our church website.
- Each worker with children and/or adults at risk will be given a full copy of the safeguarding policy and procedures, which may be in electronic form
- A full copy of the policy and procedures will be made available on request to any member of, or other person associated with the church.
- The policy and procedures will be monitored and reviewed annually, and any necessary revisions adopted into the policy and implemented through our procedures.

- The policy statement, with any report notes if applicable, will be circulated annually with the AGM agenda.

SECTION 2 - SAFEGUARDING PROCEDURES

INTRODUCTION

Our church's safeguarding procedures set out how our safeguarding policy is implemented in all the services, groups and meetings that are part of the life of our church.

Each trustee, church leader and worker (paid or voluntary) needs to be familiar with these procedures, and we strongly recommend that those in leadership roles attend both Level 2 and Level 3 BUGB Excellence in Safeguarding training (delivered through your local Baptist association team) to ensure that they have the knowledge and confidence needed to deal with safeguarding issues as they arise.

Over the following pages you will find clear, specific information on how to recognise and report abuse and how to respond to concerns raised within our church. It is vitally important that these procedures are well known and that all those working with children and/or adults at risk in our church have the information and training needed to work with these procedures.

All church workers (paid and voluntary) who work with children and/or adults at risk should attend the BUGB Level 2 Excellence in Safeguarding training as soon as possible. The Baptist Union of Great Britain also publishes an '*Introduction to Safeguarding*' guide for new workers (paid and voluntary) that is available free of charge from our website.

2.1 PROCEDURE FOR RECOGNISING, RESPONDING TO AND REPORTING ABUSE

2.1.1 What to do if Abuse is Suspected or Disclosed

Abuse and neglect are forms of maltreatment of a child or adult at risk. Somebody may abuse or neglect a child or adult by inflicting harm, or by failing to act to prevent harm. Children and adults at risk may be abused in a range of settings, by those known to them or, more rarely, by a stranger. There are many ways in which people suffer abuse. For more information, please see Appendix 1.

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

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

| WHAT TO DO | WHAT NOT TO DO |
|---|--|
| <ul style="list-style-type: none"> • Listen to and acknowledge what is being said. • Try to be reassuring & remain calm. • Explain clearly what you will do and what will happen next. (see flowchart in the appendix) • Try to give them a timescale for when and how you / the DPS will contact them again. • Take action – don't ignore the situation. • Be supportive. • Tell them that: <ul style="list-style-type: none"> They were right to tell you; You are taking what they have said seriously; It was not their fault; That you would like to pass this information on to the appropriate people, with their permission; • Be open and honest. • Give contact details for them to report any further details or ask any questions that may arise. | <ul style="list-style-type: none"> • Do not promise confidentiality. • Do not show shock, alarm, disbelief or disapproval. • Do not minimise what is being said. • Do not ask probing or leading questions, or push for more information. • Do not offer false reassurance. • Do not delay in contacting the DPS. • Do not contact the alleged abuser. • Do not investigate the incident any further. • Never leave a child or adult at risk waiting to hear from someone without any idea of when or where that may be. • Do not pass on information to those who don't need to know; not even for prayer ministry. |

2.1.2 Responding to Concerns

When there are concerns that a child, young person or adult is being abused, the following process must be followed. More detailed information can be found in Appendix 2.

STAGE 1 – The Worker

A worker/church attendee has a concern about the welfare of a child, adult at risk, or the behaviour of an individual.

The person who has the concern has a duty to:

RECOGNISE, RESPOND AND RECORD

A **hand-written record** must be made of the concern using a standard incident report form (Appendix 3) and the concern must be passed on to the church DPS within 24 hours.

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

STAGE 2 – The Designated Person for Safeguarding (DPS)

The DPS receives the report of concern and then has a duty to:

REVIEW AND REPORT

The report will be reviewed by the DPS with any other relevant information and a decision will be taken (often in liaison with others) as to what action should follow. See appendix 2 for examples of possible actions. Any formal referral to the police or Social Services should normally be made within 24 hours of receiving the report.

The Local Baptist Association Safeguarding Contact should be made aware of any referrals to the statutory authorities.

STAGE 3 – The Next Steps

After the decision has been made as to what action should be taken, the DPS, Safeguarding Trustee and the Ministers may have a duty to:

SUPPORT AND REPORT

Support should be offered to all parties affected by any safeguarding concerns (this could be the church as a whole, but more specifically victims; alleged perpetrators; children; adults at risk; other family members; church workers; the DPS; Ministers; members of the leadership team).

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

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

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

2.1.3 Responding to Concerns Raised about Adults at Risk

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

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

It is not your role to decide whether someone has mental capacity, and is therefore able to make decisions that impact on their safety and well-being. Decisions on mental capacity are best made by professionals with the relevant background information to hand. Always share your concerns with the DPS even if you do not have the consent of the adult to do so – in this instance, make sure the DPS knows that the person concerned has not given consent for the information to be passed on.

The Care Act 2014 provides helpful guidance on these situations:

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

The DPS will consider all the information to hand and decide whether it is appropriate for the information to be reported to the statutory authorities (see appendix 2 for further information). If there are any concerns about an adult's mental capacity, the DPS will contact the Local Authority Adult Safeguarding Team for advice.

2.1.4 Allegations Against Workers

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

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

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

The suspension of a worker following an allegation is, by definition, a neutral act. Our priority as a church is to protect children and adults at risk from possible further abuse or from being influenced in any way by the alleged perpetrator.

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

When concerns are expressed about a Minister

Any safeguarding concerns involving a Minister should always be reported immediately to the local Baptist Association Safeguarding Contact in addition to following the church's usual procedures. Do not tell the Minister that a concern has been raised about them.

When concerns are expressed about the church DPS / Safeguarding Trustee

Any safeguarding concerns involving the DPS or Safeguarding Trustee should be raised with the Ministers. Do not tell the DPS / Safeguarding Trustee that a concern has been raised about them.

2.1.5 Abuse of Trust

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

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

2.1.6 Allegations Made Against Children and Adults at Risk

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

When such an instance occurs, they are investigated by the statutory authorities in the same way as if an adult were involved, though it is likely that the perpetrator would also be regarded as a victim in their own right, as they may have also been abused. It cannot be assumed that young people will grow out of this type of behaviour, as most adult sex offenders started abusing in their teens or even younger.

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

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

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

2.1.7 Pastoral Care

Following an allegation / suspicion

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

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

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

Supporting those who have experienced abuse

As a church, we are committed to caring for those who have experienced abuse and sign any guidance given by the Baptist Union of Great Britain.

We recognise it is important that those who have experienced abuse:

- Are accepted for who they are, without being made to forgive or being put into a position of feeling guilty and responsible for what happened to them.
- Know that God loves them unconditionally, and that nothing can or will change this truth.
- Can be confident that those in the church community who know about the abuse are with them on their journey – no matter how long or difficult that journey may be.

It may be necessary to signpost individuals to specialist support. The DPS may have a list of relevant local information and contacts, ready for anyone who may need it.

2.2 SAFER RECRUITMENT.

PAID WORKERS:

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

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

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

Additional checks for paid workers

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

References

Formal written references will be requested, ideally in the form of at least one professional and one personal reference

Appointment and Supervision

The church's safeguarding policy and procedures will be discussed with the applicant and they will be required to sign their agreement to adhere to them. All workers will have a role description and clear lines of accountability to a leader and the leadership team.

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

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

VOLUNTEERS:

The normal system will be that all volunteers agree the guidelines and undergo a DBS check. New documents are being formulated for this.

All workers Training

It is important that all workers understand our church's agreed safeguarding procedures and attend BUGB Excellence in Safeguarding training with an update once every four years. Where a worker is successfully recruited but has not yet been able to attend the training, they will be given a copy of the Baptist Union of Great Britain's **Gateway to Level 2 Excellence in Safeguarding** booklet and asked to complete the relevant sections. Additional specialist training will also be arranged where necessary, for example, in First Aid.

Young leaders under 18 years of age

In law, young leaders under the age of 18 are children and cannot be treated as adult members of a team. Training and mentoring will be given to ensure that they are helped to develop and hone their skills, attitudes and experience. Young leaders must always be closely supervised by an adult leader and never given sole responsibility
Best Practice Guidance for Baptist Union of Great Britain Churches

for a group of children. When considering ratios of staff to children, young leaders need to be counted as children, not leaders. The safeguarding procedures apply to a young leader just as they do to any other person. Parent / carer permission needs to be sought for young leaders just as you would for any other person under 18 years of age.

2.3 SAFER BEHAVIOUR

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

- Treat everyone with dignity and respect.
- Use age and ability appropriate language and tone of voice. Be aware of your body language and the effect you are having on the child or adult.
- Listen well to everyone. Be careful not to assume you know what a child or adult at risk is thinking or feeling. Listen to what is being spoken and how it is said. At the same time, observe the individual's body language to better understand what is being said.
- Be aware of any physical contact you may have with a child or adult at risk and record it when necessary. For instance, if you need to stop a fight, administer First Aid, give a hug to someone in distress, or protect yourself or others from danger.
- Do not make sexually suggestive comments about or to a child or adult, even in 'fun'.
- Do not scapegoat, belittle, ridicule or reject a child or adult.
- Keep a record of any significant incidents or concerns on a Safeguarding Incident Form (see Appendix 3). Enter the names of all those present and anything of note, which you observe, e.g. details of any fights broken up by the workers, allegations made, etc. All workers who witnessed the incident, overheard it or responded in any way should record the details separately and sign and date their form.

Specific considerations when working with children:

- Do not invade the privacy of children when they are using the toilet or showering.
- The level of assistance with personal care (eg. toileting) must be appropriate and related to the age of the child, whilst also accepting that some children have special needs.
- Avoid rough games involving physical contact between a worker and a child.
- Avoid sexually provocative games.
- When it is necessary to discipline children, this should be done without using physical punishment. There may, however, on the rare occasion be circumstances where a child needs to be restrained in order to protect them or a third person.
- Only invite children and young people to your home or on trips in groups and always make sure that another worker is present.
- Notify the DPS of any children's trips, which take place in the name of the church. Parental permission must always be sought.
- Do not give lifts to children or young people on your own. Ensure that if transporting children as part of your church role, you have the correct insurance cover, MOT and Tax in place as well as parental permission.
- No person under 18 years of age should be left in sole charge of any children of any age. Nor should children or young people attending a group be left alone at any time.

No one should normally be left working alone with children, young people or adults at risk, but should instead work as part of a team.

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

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

- Assess the risk of sending the child or adult at risk home.
- Phone another team member and let them know the situation.

Train additional leaders as soon as possible.

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

- You try to hold the conversation in a corner of a room where other people are present.
- You leave the door open if you are in a room on your own and ensure another team member knows where you are.

Consideration should be given to how many workers should be involved with the group and whether they should be male or female workers, or both. See section 3.11 for recommended ratios. The only adults allowed to participate in children's and adult at risk activities are those safely appointed and appropriately trained. The leader of the activity should be aware of any other adults who are in the building whilst the activity is running.

SECTION 3 - BEST PRACTICE GUIDELINES

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

PLEASE NOTE THAT SECTION 3.1... REFERS TO CHILDREN AND SECTION 3.2..... REFERS TO ADULTS

3.1 – WORKING WITH CHILDREN

3.1.1 Ratios

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

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

In calculating the ratios of workers to children, young leaders who are under the age of 18 should be counted as one of the children, not one of the workers.

The above chart does not take into account special circumstances such as behavioural issues, developmental issues, disability and so on, which may mean an increase to the recommended ratios.

3.1.2 Children with Special Needs

Children and young people who have a disability can be at greater risk of abuse. They will often require more help with personal care, such as washing, dressing, toileting, feeding, mobility, etc., and may have limited understanding and behave in a non-age-appropriate way. It is good practice to speak with the parents/carers of children/young people with special needs and find out from them how best to assist the child or young person.

3.1.3 Visiting Children or Young People at Home

It is unlikely that workers will need to make pastoral visits to children and their families at home on behalf of the church. If a situation occurs where it is needed then it should be done in pairs, and with the prior agreement of a Minister. If parental request for a visit is made it should be shared with a Minister.

3.1.4 Children with no adult supervision

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

- Welcome the child and try to establish their name, age, address and telephone number.
- Record their visit in a register.

- Ask the child if a parent/carer is aware of where they are. Where possible, phone and make contact.
- Without interrogating the child, find out as soon as possible whether they have any specific needs (eg. medication) so that you can respond appropriately in an emergency.
- Give the child a consent form and explain it needs to be filled in and brought back next time.

3.1.5 Mentoring

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

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

3.1.6 Peer Group Activities for Young People

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

3.1.7 Physical Contact

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

3.1.8 Electronic Communications - Cyber Safety

Modern Technologies and Safe Communication

(The church is currently developing a policy to cover these areas)

3.2 WORKING WITH ADULTS

3.2.1 Premises

The church building will be made as accessible as possible to all people. Any restrictions to access, visibility, audibility, toilet facilities, lighting or heating will be addressed wherever possible, and where necessary, aids and adaptations put in place. We acknowledge that in our building there may be restrictions and difficulties that prevent the ideal being reached, but consideration will be taken in allocating the rooms.

3.2.2 Language

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

3.2.3 Worship

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

3.2.4 Insurance

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

3.2.5 Financial integrity

Arrangements are in place for dealing with money, financial transactions and gifts, as outlined below:

- Those who work with adults at risk may become involved in some aspects of personal finance - collecting pensions or benefits, shopping or banking, etc. If handling money for someone else, always obtain receipts or other evidence of what has been done.
- Workers should not seek personal financial gain from their position beyond any salary or recognised allowances or expenses.
- Workers should not be influenced by offers of money.
- Any gifts received should be reported to the church trustees, who should decide whether or not the gift can be accepted.
- Any money received by the church should be handled by two unrelated church workers.
- Care should be taken not to canvass for church donations from those adults who may be at risk, such as the recently bereaved.
- Workers should ensure that church and personal finances are kept apart to avoid any conflict of interest.

3.2.6 Photographs

Workers should make sure that they have the person's permission to take a picture, and that the subject is happy with the intended use of the pictures. When taking group pictures, workers should remember to get permission from everyone who will be photographed.

3.2.7 Computers

All church computers will be password protected and only used by authorised people or under their supervision.

3.2.8 Record keeping

Visits by the pastoral team are arranged by Rota, outside these visits, visitors are encouraged to update the PCT with a factual record of the meeting.

It is good practice to record pastoral visits or meetings, noting the date, time, location, subject and any actions which are to be taken. The record of these meetings should stick to facts and try to avoid opinion.

3.2.9 Pastoral Relationships

All those involved in pastoral ministry should work in a way that follows good practice. Workers should be aware of the power imbalance within pastoral relationships and the potential for abuse of trust.

- Behaviour that suggests favouritism or gives the impression of a special relationship, should be avoided.
- Workers should be aware of the dangers of dependency within a pastoral relationship.

- Workers should never take advantage of their role and engage in sexual activity with someone with whom they have a pastoral relationship.
- All people receiving pastoral ministry should be treated with respect and should be encouraged to make their own decisions about any actions or outcomes.
- Workers should not pastorally minister to anyone whilst under the influence of alcohol or drugs.
- Workers need to recognise the limits of their own abilities and competencies, and get further help when working with situations outside of their expertise or role.

3.3 HEALTH AND SAFETY - Safe Practice and Safe Premises

3.3.1 Consent forms

It is essential that we have important information about all children and young people involved in any activities at the church, which is recorded on our consent forms. The first week someone attends an activity where parents will not remain on site, workers must record their name, medical emergency information and a contact name and number. Then they must bring their completed form back with them. Similar details will be gathered for adults at risk.

See the church health & Safety Policy for other areas

Groups using our premises

Where groups using our premises have a safeguarding policy within their organisation, e.g. scouts and guides. the safeguarding procedures followed will be those of that organisation. Groups renting our premises will be expected to have their own safeguarding policy. We will expect all groups to inform us if an issue is being investigated but only give us detailed information about that on a needs to know basis.

3.4 SAFER COMMUNITY

3.4.1 Bullying

Bullying is a form of abuse please see appendix.

Everyone in the church, whether children or adults, should know how they can report any incidents of bullying.

- All allegations of bullying will be treated seriously and looked into by group leaders.
- All allegations and incidents of bullying will be recorded, together with the actions that are taken.
- Where an allegation of bullying is made against a church or group leader, advice will be sought from the local Baptist Association Safeguarding Contact as this should be addressed.
- Incidents of bullying may be reported to the statutory authorities in line with the church safeguarding procedures.

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

3.4.2 Working with Alleged or Known Offenders

When someone attending the church is known to have abused children or adults at risk, or a serious allegation has been made, the church safeguarding team will supervise the individual concerned and offer pastoral care, but in its commitment to protect vulnerable groups, will set boundaries for that person which they shall be expected to keep.

These will be set out in what is known as a Safeguarding Contract. This follows guidance from the Multi Agency Public Protection Arrangements (MAPPA)

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

In determining the details of the contract:

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

An open discussion will be held with the person concerned in which clear boundaries are established for their involvement in the life of the church. A written contract will be drawn up which identifies appropriate behaviour. The person will be required to sign the contract and it will be monitored and enforced. If the contract is broken certain sanctions will be discussed and may be considered with the local Baptist Association Safeguarding Contact.

3.4.3 Alleged or known offenders who are themselves adults at risk

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

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

SECTION 4 - USEFUL CONTACTS

Local Authority Designated Officer (LADO)

Designated Officer Administrator - 01604 364031
Designated Officer Andy Smith - 01604 367862
Designated Officer Christine York - 01604 362633

AndSmith@childrenfirstnorthamptonshire.co.uk
CYork@childrenfirstnorthamptonshire.co.uk

Police

Contact 101, or 999 in an emergency

Adult Social Services

Emergency number 01604 626938

Children's Social Services

0300 12610000

Or police 999

Local Baptist Association Safeguarding Contact

Joy Cheang
07403 722865
safeguarding@centralba.org.uk

APPENDIX 1 - DEFINITIONS OF ABUSE

Understanding, Recognising and Responding to Abuse

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

| Type of abuse | Child | Adult at risk |
|-----------------------|---|--|
| <i>Physical</i> | Actual or likely physical injury to a child, or failure to prevent physical injury to a child. | To inflict pain, physical injury or suffering to an adult at risk. |
| <i>Emotional</i> | The persistent, emotional, ill treatment of a child that affects their emotional and behavioural development. It may involve conveying to the child that they are worthless and unloved, inadequate, or that they are given responsibilities beyond their years. | The use of threats, fear or power gained by another adult's position, to invalidate the person's independent wishes. Such behaviour can create very real emotional and psychological distress. All forms of abuse have an emotional component. |
| <i>Sexual</i> | Involves forcing or enticing a child to take part in sexual activities, whether or not the child is aware of what is happening. This includes non-contact activities, such as involving children in looking at, or in the production of, pornographic material or watching sexual activities, or encouraging children to behave in sexually inappropriate ways. | Any non-consenting sexual act or behaviour. No one should enter into a sexual relationship with someone for whom they have pastoral responsibility or hold a position of trust. |
| <i>Neglect</i> | Where adults fail to care for children and protect them from danger, seriously impairing health and development. | A person's wellbeing is impaired and their care needs are not met. Neglect can be deliberate or can occur as a result of not understanding what someone's needs are. |
| <i>Type of Abuse</i> | Additional Definitions | |
| <i>Financial</i> | The inappropriate use, misappropriation, embezzlement or theft of money, property or possessions. | |
| <i>Spiritual</i> | The inappropriate use of religious belief or practice; coercion and control of one individual by another in a spiritual context; the abuse of trust by someone in a position of spiritual authority (e.g. minister). The person experiences spiritual abuse as a deeply emotional personal attack. | |
| <i>Discrimination</i> | The inappropriate treatment of a person because of their age, gender, race, religion, cultural background, sexuality or disability. | |
| <i>Institutional</i> | The mistreatment or abuse of a person by a regime or individuals within an institution. It can occur through repeated acts of poor or inadequate care and neglect, | |

| | |
|--------------------------|--|
| | or poor professional practice or ill-treatment. The church as an institution is not exempt from perpetrating institutional abuse. |
| <i>Domestic Abuse</i> | Domestic abuse is any threatening behaviour, violence or abuse between adults who are or have been in a relationship, or between family members. It can affect anybody regardless of their age, gender, sexuality or social status. Domestic abuse can be physical, sexual or psychological, and whatever form it takes, it is rarely a one-off incident. Usually there is a pattern of abusive and controlling behaviour where an abuser seeks to exert power over their family member or partner. |
| <i>Cyber Abuse</i> | The use of information technology (email, mobile phones, websites, social media, instant messaging, chatrooms, etc.) to repeatedly harm or harass other people in a deliberate manner. |
| <i>Self-harm</i> | Self-Harm is the intentional damage or injury to a person's own body. It is used as a way of coping with or expressing overwhelming emotional distress. An individual may also be neglecting themselves, which can result in harm to themselves. |
| <i>Mate crime</i> | 'Mate crime' is when people (particularly those with learning disabilities) are befriended by members of the community, who go on to exploit and take advantage of them. |
| <i>Modern Slavery</i> | Modern slavery is the practice of treating people as property; it includes bonded labour, child labour, sex slavery and trafficking. It is illegal in every country of the world. |
| <i>Human Trafficking</i> | Human trafficking is when people are bought and sold for financial gain and/or abuse. Men, women and children can be trafficked, both within their own countries and over international borders. The traffickers will trick, coerce, lure or force these vulnerable individuals into sexual exploitation, forced labour, street crime, domestic servitude or even the sale of organs and human sacrifice. |

| | |
|----------------------------------|---|
| <i>Radicalisation</i> | The radicalisation of individuals is the process by which people come to support any form of extremism and, in some cases, join terrorist groups. Some individuals are more vulnerable to the risk of being groomed into terrorism than others. |
| <i>Honour / Forced Marriage</i> | An honour marriage / forced marriage is when one or both of the spouses do not, or cannot, consent to the marriage. There may be physical, psychological, financial, sexual and emotional pressure exerted in order to make the marriage go ahead. The motivation may include the desire to control unwanted behaviour or sexuality. |
| <i>Female Genital Mutilation</i> | Female genital mutilation (FGM) comprises all procedures involving partial or total removal of the female external genitalia or other injury to the female genital organs for non-medical reasons as defined by the World Health Organisation (WHO). FGM is a cultural practice common around the world and is largely performed on girls aged between 10 and 18. Performing acts of FGM is illegal in the UK as is arranging for a child to travel abroad for FGM to be carried out. |
| <i>Historic Abuse</i> | Historic abuse is the term used to describe disclosures of abuse that were perpetrated in the past. Many people who have experienced abuse don't tell anyone what happened until years later, with around one third of people abused in childhood waiting until adulthood before they share their experience. |

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

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

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

Bullying is another form of abuse, and it can be verbal or physical. Bullying doesn't just happen to children, often adults can be victims too. There is no legal definition of bullying, but it is usually defined as a repeated pattern of behaviour intended to cause emotional or physical harm to another person, or exert power over them. The effect of bullying on the victim can be profound, both emotionally and physically, regardless of their age, ability or status. It is important to recognise that bullying happens within churches, and it is not isolated to the children and young people. Anyone in the church can be a victim of bullying, just as anyone in the church can be the bully, including those in leadership.

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

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

- Making false accusations
- Sending abusive messages or degrading images via phone, email or social media

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

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

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

PROTECTING Children & Vulnerable Adults

If you are worried about somebody



Share your concerns with the relevant Designated Person
Mrs Sue Stokes tel: 01536 518253 or
Miss Jackie Pentlow tel 01536 352977
and make a hand written record of the details that caused your concern



**Deliver the handwritten record to one of the Designated People
(Mrs Sue Stokes or Miss Jackie Pentlow) or they may collect it from you.**

All records are kept on file for a minimum of three years in case a repeating pattern, or,
a 'multiple causes for concern', pattern emerges.



**The Designated Person will then follow the Church Procedures, Guidelines and
Advice and decide the appropriate action.**

This may be any of the following;

File and continue monitoring only Undertake further investigation
Meetings with those concerned Taking further advice e.g. from Social Services / NSPCC
Reporting the concern and evidence to Social Services for their investigation
Reporting to the Police and Social Services under Child Protection/ Vulnerable Adult Protocols



**If you feel that the child/adult is in immediate danger you have a duty to
report your concerns about them to the
Children Social Services Contacts Team **Telephone: 0300 126 1000**
Adult Social Services **Emergency number 01604 626938**
or the Police, using **999****

and ask to speak to an officer in the child or adult protection teams. Always keep records and let your DPS know that you have made this call.

For children the **NSPCC** provides advice and support to adults who are concerned about their safety or welfare. They are there 24 hours a day. It's free and you don't have to say who you are.

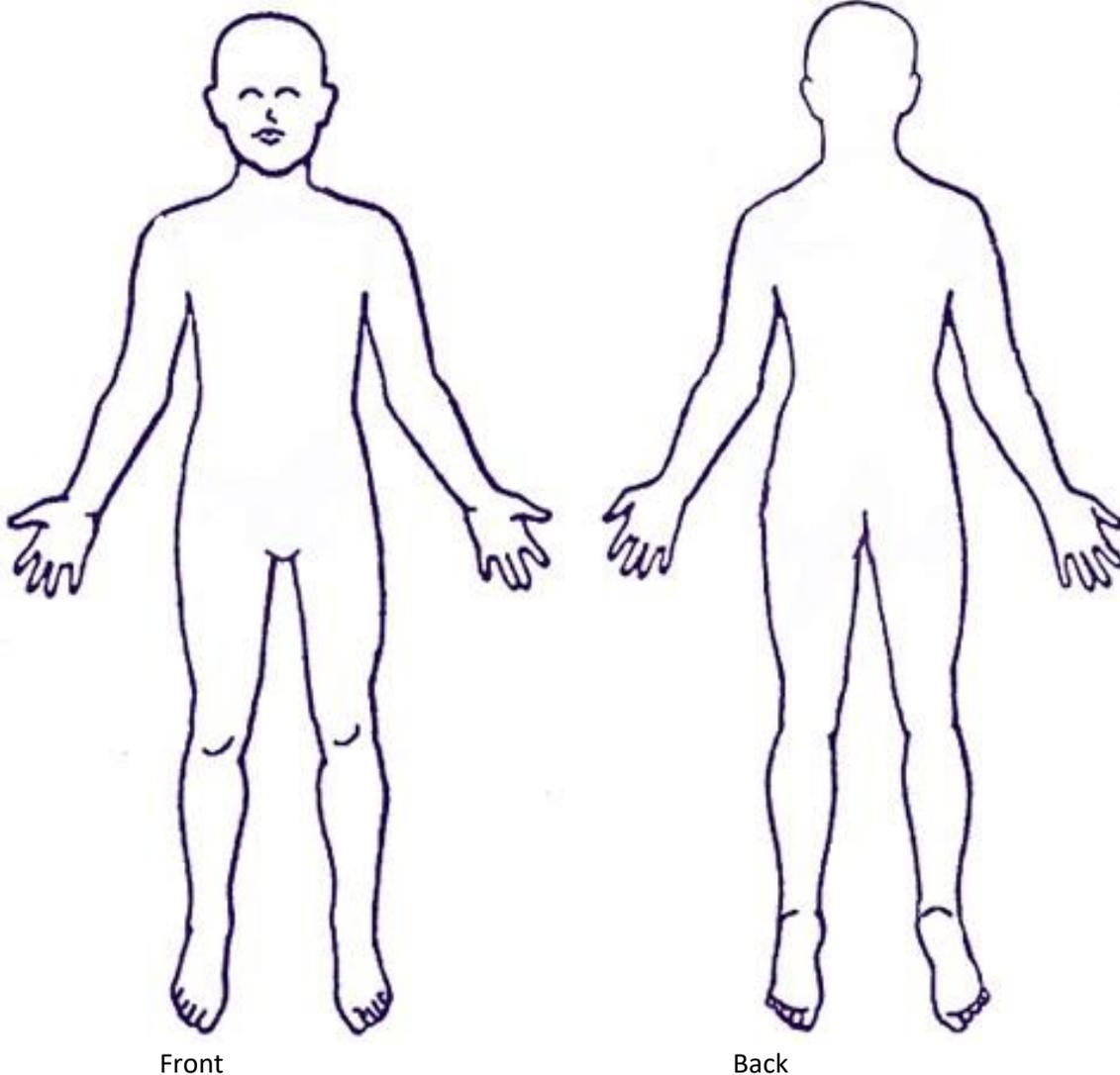
Telephone: 0808 800 5000

BODY MAP

Name of Individual of Concern _____

Name of person completing this form _____

These diagrams are designed for the recording of any observable bodily injuries that may appear on the person. Where bruises, burns, cuts, or other injuries occur, shade and label them clearly on the diagram. **Remember it's not your job to investigate or to decide if an injury or mark is non-accidental. Listen, observe and pass it on.**



Signature _____

Date and time _____

If you want more details of how the reporting process works please talk to Sue Stokes

Appendix 4

GOOD PRACTICE GUIDELINES

- Where possible do not be alone with a child.
- Do not invade the privacy of children when they are toileting or changing.
- Do not engage in rough, physical or sexually provocative games.
- Do not engage in inappropriate touching of any form.
- Do not make sexually suggestive comments even in fun.
- Do not ridicule or reject a child.
- Do not allow children to involve you in excessive attention seeking which is overtly sexual or physical in nature.
- Do not invite a child to your home alone without the parents' knowledge.
- Do not visit a child at home unless it is at the request of the child's parents or the minister.
- Do not give lifts to children on their own; if this becomes necessary, ask them to sit in the rear.
- Learn to control and discipline children without using physical punishment.
- Ensure that rooms are well lit.
- Do not store photos of a child on your phone.

General Guidance for those who visit others or support church activities

It is important that anyone giving or seeking pastoral care knows that good conduct is always expected and that those caring or being cared for are accountable and that any boundaries set are respected at all times.

- Where people are being supported in any way, then at least two people should be present.
- When people are moving around or going into areas where they are alone or out of sight staff and volunteers must be vigilant and alert to signs or sounds of distress
- Where applicable safety information should be sought from care workers who accompany any adults at risk; to include: contact information for care workers if they are leaving the premises and any key health issues you should be aware of.
- Clear accountability needs to be in place where any aspect of personal finance is involved, to ensure financial integrity, e.g. collecting benefits, pension or doing the shopping.
- Church representatives are not expected to become involved in intimate personal care.
- Avoid creating dependency on you as an individual or encouraging over familiarity.

The church worker/visitor should also consider in advance:

- their choice of clothing, to avoid offence;
- the appropriateness of initiating or receiving any physical contact, for example gestures of comfort, which may be unwanted or misinterpreted.
- the balance of privacy for conversation with the opportunity for supervision (open doors or windows in doors, another person nearby);
- the physical distance between people determined by hospitality and respect, being aware that someone may have suffered abuse or harassment in the past;
- the propriety or danger of visiting or being visited alone, especially in the evening;
- the personal safety and comfort of all participants;
- the place of any formal meeting arranged, including the arrangement of furniture & lighting,
- establishing at the outset the nature of any formal meeting, in respect to subject matter, confidentiality and duration.

The church and all its appointed children's workers are committed to the protection of children and adults at risk from physical, sexual and emotional abuse.

Signs of physical abuse

- unexplained injuries
- lack of medical attention

Signs of emotional abuse

- reverting to younger behaviour
- nervousness
- sudden under-achievement
- stealing
- lying

Signs of sexual abuse

- preoccupation with sexual matters
- being sexually provocative
- disturbed sleep – nightmares, bed wetting
- tummy pains with no apparent cause

Signs of neglect

- looking ill-cared for and unhappy
- being withdrawn and aggressive
- having lingering injuries or health problems

- **If abuse is disclosed or discovered**

- Listen to and reassure the person
- Make handwritten notes as soon as possible
- Do not act alone; share your concerns with designated safeguarding person.

Appendix 5

“Forgiveness “Forgiveness of those who offend against our children is a huge challenge - but if we don’t forgive are we denying the Christian gospel? Are we calling into question the power of Jesus to transform a person’s heart?

These challenging questions need to be taken seriously, however we cannot ignore the fact that the Christian church has used the language “forgiveness” and “second chance” somewhat lightly in the past and has effectively colluded with those who have used their positions of trust in the church to gain the opportunity to harm and abuse children. Forgiveness always entails risk. Restoring a relationship with someone who has broken trust in the past comes with the risk that they will break that trust again in the future, with all the consequent pain. Taking the risk of allowing those who have offended against children in the past to work with them in the future is a risk that we do not have the right to take.

We have the right to take the adventurous risk of forgiveness when we ourselves will bear the cost of its failure. We do not have the right to take such risks when the cost of failure will be borne by those who are vulnerable and for whom the potential cost is incalculable.

At the very core of the personality of a person who abuses children is the ability to deceive both adults and children. While we should not call into question that God can transform a person’s heart by the power of the Holy Spirit, we must always be cautious about our own ability to discern when such a transformation is genuine and when it is not. In living out the prayer “lead us not into temptation” each of us will have areas that we need to avoid, situations that may lead to temptation –it would not be responsible to give an alcoholic a job in a bar, would we employ someone convicted of fraud or theft as our church treasurer?

Those who have abused children in the past should be helped to find a place in the life of the Christian community with wisdom, supporting them on their journey towards wholeness and enabling them to live with the consequences of their past in the light of God’s forgiveness and acceptance, whilst ensuring they are never given the opportunity to offend again in the future.

This leads us on to why our safeguarding procedures are so important – they depersonalise our actions – the procedures are written with time to consider and reflect, a very different time to when we need to implement them! The actions taken when a safeguarding concern is highlighted are not a personal act against someone, they are implementing the procedures that anyone attending your church, regardless of whether they are a church leader or are in membership, should already be aware of and be complying with.