



Safeguarding Procedures

November 2018

Version:	2.0
Date:	November 2018
Review:	November 2019
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Section A

Child and Young People Protection Policy

Policy Statement on Safeguarding Children and Young People in Newbury Baptist Church.

The purpose of the Newbury Baptist Church (hereafter referred to as “the church” in this document) is:

- Grow as disciples of Jesus
- Grow as a Church community
- Grow in effective mission

In fulfilling this purpose, the Church provides a programme of activities for children and young people, and welcomes them into the life of our community.

The Church recognises its responsibility for the safeguarding of all children and young people under the age of 18 (regardless of gender, ethnicity or ability) as set out in the Children Act 1989 and 2004, *Safe from Harm* (HM Government 1994) and *Working together to Safeguard children* (HM Government 2010).

As Members of this Church we commit ourselves to nurturing, protecting and safeguarding all children and young people associated with the church and will pray for them regularly.

In pursuit of this, we commit ourselves to the following policies and the development of procedures to ensure their implementation:

Prevention and Reporting of abuse

It is the duty of each Church Member and each member of the wider church family to prevent the physical, sexual and emotional abuse of children and young people and the duty of all to respond to concerns about the well-being of children and young people, and to report any abuse, disclosed, discovered or suspected. The Church will fully co-operate with any statutory investigation into any suspected abuse linked with the Church.

Safe Recruitment, support and supervision of workers

The Church will exercise proper care in the selection and appointment of those working with children and young people whether paid or voluntary. All workers will be provided with appropriate training, support and supervision to promote the safeguarding of children and young people.

Respecting Children and Young People

The Church will adopt a code of behaviour for all who are appointed to work with children and young people so that all children and young people are shown the respect that is due to them.

Safe working practices

The Church is committed to providing a safe environment for activities with children and young people and will adopt way of working with children and young people that promote their safety and wellbeing.

A safe community

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

Responsible People

The Church has appointed a **Safeguarding Deacon** to:

- Oversee and monitor implementation of the policy and procedures on behalf of the Charity Trustees.

The Church has appointed **Anne Flach** as the **Designated Person for Safeguarding** to:

- Advise the Church on any matters relating to the safeguarding of children and young people
- Take the appropriate action when abuse is disclosed, discovered or suspected.

Policy and Procedures

A copy of the policy statement will be displayed permanently on the relevant noticeboards in the Church (the Church Welcome area and Church Hall).

Each worker with children and young people whether paid or voluntary will be given a full copy of the policy and procedures and will be required to follow them.

A full copy of the policy and procedures will be made available on request to any Member of the Church, the parents or carers of any child or young person from the church or any other person associated with the church.

The policy and procedures will be monitored and reviewed annually.

The policy statement will be read annually at the AGM together with a report on the outcome of the annual review.

Section B

Child Protection Procedures

Part 1: Responding to Concerns

A. Allegation of child/young person

Understanding, Recognising and Responding to Abuse

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children 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 another child or children. This can occur in a church or *Sunday School* setting.

How to respond when someone wants to talk about a concern or threat

- Create a safe environment in which the child/young person can share their concerns;
- Keep calm and focussed so as to avoid causing further distress;
- Listen - and keep listening allowing adequate time for the person to explain what has happened;
- Avoid interruptions and limit questions (open ones) to the minimum necessary to gain a clear and accurate understanding of what happened – the nature of the concern or allegation;
- Avoid passing judgement on what you are told or jumping to conclusions – keep an open mind;
- Re-assure the person that you take what they are saying seriously and that it will be investigated;
- Never promise confidentiality. Explain that others will need to be informed – Designated Person for Safeguarding (DPS) and Safeguarding Deacon (SD) but that only those who need to know will be told;
- Explain what you intend to do and don't delay in taking action;
- Contact the DPS or SD – or in their absence take action yourself informing the Minister or Church Secretary as appropriate;
- Complete the NBC Incident Report Form (*Appendix 1*) and write down a more detailed account of what was said/discussed – [see details under 3) below].

What to do when a child talks about harm or abuse

You need to make a careful written record of what has been said and observed as follows:

- Make notes as soon as possible (preferably within one hour of the child talking) including the person's full name, date of birth/age and address;
- Should the person be injured include a description of any injury, its size and a drawing of its location and shape on the child's body [use Body Chart – *Appendix 2*];
- Write down exactly what the child has said and when s/he said it, what was said in reply and what was happening immediately beforehand (e.g. a description of the activity) and who was present, including any co-volunteer/worker;
- Write down dates and times of these events and when the record was made;
- Write down any action taken and keep all handwritten notes even if subsequently typed up.

These notes will be passed on to the DPS to assist them. They will be required should the matter need to be referred to Council's Children's Social Care Team (CSCT). All documents including copies of everything sent to CSCT, will be signed by the reporter, dated and kept at the Newbury Baptist Church office.

Responding to concerns for a child or an allegation of abuse

Where possible, concerns will be passed to the DPS (or Deputy DPS) for action but if they are unobtainable for more than a day then the matter should be shared with the next 'appropriate person' – SD, Minister, Youth Worker or Church Secretary.

If there is a concern that a child may have been harmed or abused, the DPS or other 'appropriate person' should act as follows:

- Where a child has a physical injury or symptom of neglect:
 - Contact CSCT if there are concerns that a child may have been deliberately hurt, is at risk of 'significant harm' or is afraid to return home. Do not tell the parents, or other people implicated;
 - If a child needs urgent medical attention an ambulance will be called or they will be taken to hospital, informing the parents/carers afterwards of the action that was taken;
 - The hospital staff will be informed of any child protection concerns.
- Where there are allegations or concerns of sexual abuse:
 - Contact CSCT. DO NOT try to investigate the matter;
 - In the case of very severe sexual assault (such as rape), which may have occurred over the last few days, and where it has not been possible to get an immediate response from CSCT, contact the police;
 - Do not touch or tamper with any evidence, such as stained clothing;
 - DO NOT tell other people including the parents / carers; they could be involved;
 - Keep information on a need-to-know basis so that the alleged perpetrator is not 'tipped off'.

Should the DPS not feel it necessary to refer the matter to CSCT but you (or anyone else) have serious concerns for the child's safety, then you will contact the relevant authorities directly. The safety of the child over-rides all other considerations and it is important to remember that sexual abuse of children is a serious crime.

If the allegation is against a Church leader who has responsibility for implementing the Policy, you will refer it directly to CSCT and/or seek appropriate professional advice, (e.g. from the Regional Minister).

Summary – The approach to follow has 3 stages (Record/Report; Review/Refer; Support/Report). The flow diagram at *Appendix 3* provides a helpful summary of these stages and key points.

B. Third Party Allegations and Referrals

Where a third party alleges abuse towards a child, your role is to gather as much information as possible from this person. The third party will be advised that the information they have provided will be shared with the DPS and may result in a referral to the CSCT with their details. This is so that CSCT can contact them if necessary.

C. Allegations against Workers

- The 3 stage approach explained above should be followed where the matter is considered to be of such seriousness to require further investigation;
- However it may not be necessary to implement formal procedures where the incident was minor (possibly a mistake) and a proportionate response should be employed. In such circumstances it would be advisable to inform the DPS in order to make them aware and seek their advice on the way to proceed. A brief chat to explain the need to avoid a recurrence of the situation may suffice;
- Where the concern goes beyond this level, it will be necessary to interview the person bringing the allegation and to Record/Report as above;
- The DPS will seek the advice of CSCT before taking any action such as suspension of the volunteer or employment in the case of a paid Youth Worker;
- Where there is uncertainty about the allegation, the worker will be supervised as closely as possible without raising suspicion during the period between the matter coming to light and any subsequent decision to refer the matter to the authorities;
- The suspension of a volunteer/worker following an allegation is by definition a neutral act but may be necessary because the priority is to protect children 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 (or to satisfy the needs of an investigation) for the alleged perpetrator to be asked to worship elsewhere and in such cases the church leaders will be informed of the reasons and will arrange to meet with the alleged perpetrator along with the DPS to explain this decision.

D. Pastoral care

When an allegation/suspicion arises in the Church, a period of investigation will follow, which will be stressful for all involved. In order to address this:

- Support as needed and appropriate will be offered to the 'victim', their family, the suspected perpetrator and their family. This is one reason for limiting information in relation to allegations of abuse on a need-to-know basis. In this way leaders not privy to the detail are free to offer support to other parties, including the suspected perpetrator;
- Where an investigation is under way, this support will be provided with the knowledge of the child protection authorities;
- The Church will ensure that one person is responsible for dealing with the authorities, another offers support to the victim and their family, and another gives pastoral care to the alleged perpetrator. It may be necessary to appoint another person to support the perpetrator's family;
- 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.

E. False Allegations

False allegations are possible: it goes without saying that all allegations will be properly investigated in line with these adopted procedures in an endeavour to establish the truth. However, an open mind needs to be maintained by all involved in the process of investigation and conclusions should only be reached based on the facts and evidence produced and not on the basis of gossip or rumour.

F. Allegations against children/young people

Children and young people are curious about the opposite sex which could potentially lead to abuse and there may also be incidents of bullying. Such situations will be taken as seriously, and the adopted procedure should be

followed applying a proportionate approach to the allegation. Separate interviews with the victim and perpetrator are likely to be necessary with their comments/views recorded.

Instances such as these are investigated by the child protection agencies 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. The possibility is that they may have also been abused. Since sexual abuse and bullying can be addictive and other children could be victims now or in the future, it is important to take the matter seriously and the allegation should be dealt with, as would any other allegation.

Part 2: Safe recruitment, support and supervision of workers

Application

Background

Under the Criminal Justice and Court Services Act 2000, it is an offence for anyone disqualified from working with children and young people to knowingly apply, accept or offer to work with children. The Act specifically includes trustees of charities working with children. This means that a person banned from working with children cannot serve as a trustee of a church. It is also a criminal offence to knowingly offer work with children to an individual who is so disqualified or to knowingly allow such an individual to continue to work with children. It will be made clear in job advertisements, at the interview and on application forms that all those having contact with children or young people will be asked to agree to an enhanced Disclosure and Barring Service (DBS) check being carried out before the position is confirmed.

New workers/volunteers

It is important that a proper process of recruitment is followed. This can be less rigorous and more informal than would be the case for organisations recruiting from the general public, but it still needs to include certain elements so as to stand up to scrutiny and avoid the church becoming vulnerable to criticism.

The key elements are as follows:

- Role descriptions - these should be defined in writing for each volunteer or leadership role – this can be brief but should include a summary of the aims of the children's/youth group, the basic responsibilities, time commitment and who the person is responsible for and responsible to. This will enable them to have a clear appreciation of the responsibilities of the role and who they will be accountable to. It ensures that the candidate is aware of expectations but also the support that they will receive. Additionally, research has shown that children are better safeguarded where responsibilities are clearly defined at the outset. Roles and responsibilities change from time to time; it is therefore important that Role Descriptions are regularly reviewed by leaders and revised accordingly if changes occur so that they remain up-to-date and fit for their purpose.
- Application Form – A standard form (or alternatively one which is produced by a youth organisation such as Girls' Brigade and complies with the Safeguarding guidance) should be used. This can be found at *Appendix 4*. The form includes a section for referees to be chosen so that references can be taken up and an explanation regarding the need to carry out a DBS check. A would-be applicant should be provided with a copy of the relevant Role Description and the procedure for appointment should be explained – application, interview, taking up references, DBS check, potential probationary period, and training.
- The interview – This should be conducted by two people. This will normally be the leader of the children's youth group plus one other co-leader or volunteer. Alternatively, the DPS or SD could be one of the two interviewers. Those carrying out the interviewing must not be a close family member of the applicant. The purpose of the interview is to establish the suitability of the candidate for the volunteer

work in question. This goes beyond considering safeguarding issues to the broad nature of the role and responsibilities. A list of suggested matters to explore is set out in *Appendix 5*.

- References – Two references are required and one of these should be from someone outside the church. One of these referees should be able to provide details of the person's ability and experience of children's or youth work preferably with the age group in question. The referee should not be a relative or related by marriage and must be over 18 years old. A reference from a current or former employer working with children or young people would be advantageous if the candidate has this experience. A model letter to request a reference and reference form can be found at *Appendix 6*.
- DBS Check – If the candidate is considered to be suitable a DBS check shall be undertaken. The persons presently responsible for carrying out these checks are Anne Flach, Jenny Ferguson and Nikki Wilby. The Standard or Enhanced Certificate when issued will be sent to the candidate and it remains their property. However, once obtained sight of this should be given to the group leader.

Existing workers/volunteers

In view of the fact that these procedures have been introduced whilst children's and youth groups already have existing leaders and volunteers it was decided as a precautionary approach that they should all obtain 2 references and provide a DBS Certificate as required. These references have been filed in the Church Office in a secure place. The purpose is to provide a level of scrutiny of existing workers from the safeguarding perspective. All existing workers will also be expected to sign a declaration that they have read and understood the safeguarding policy and procedures and will abide by their terms. It was not considered necessary to go through the full application process for these workers.

Appointing paid children's and youth workers

Appointment shall include all of the key elements above but will inevitably be more formal. The procedural requirements will go beyond considerations of safeguarding (including job description, formal advertising, shortlisting candidates, and formal competitive interviews with appropriate persons –e.g. the minister, deacon(s), DPS). However the fundamental importance of ensuring these procedures are followed is likely to be of even greater importance given the roles, responsibilities of the worker and the day-to-day access and association with children and young people.

Young helpers

Young people under 18 may be used as helpers but such helpers will be responsible to a named worker and will never be in a position where they are providing unsupervised care of children. For this reason a DBS check is not required. However those under 18 years old will be required to provide a reference from an unrelated adult who has known them for 2 years. When a young helper reaches the age of 18 the full recruitment process will be applied.

Appointment and Supervision

The Church's safeguarding policy as well as the practical expectations will be discussed with any successful candidate.

The specific matters to be addressed are as follows:

- Agreement to Procedures – Once appointed the worker/volunteer shall either be provided with a copy of the safeguarding policy and procedures documents or be directed to the NBC website where these are kept. They should then confirm in writing that they have read and understood the policy and procedures and will abide by them whilst acting as children's/youth worker/volunteer at NBC.
- Probationary period – A probationary period enables the organisation to assess the suitability of the volunteer to engage with children/youth and other workers and see whether they are working within the boundaries of the safeguarding procedures. A period of 6 months is to normally be used. At the end of that period if the volunteer is considered to be appropriate for the role the position as volunteer this should be confirmed in writing.
- Induction and training – An informal induction talk should be held between the successful candidate and the group leader. The purpose from the safeguarding perspective is to explain the main points to be aware of particularly what to do in the case of a potential abuse incident. Supervision meetings should be held as required and ongoing training in line with NBC's overall training practices on safeguarding should follow at the required intervals which will normally be every 3 years. Details of training undertaken should be recorded on a Training Record Form for each organisation.

Part 3: Safe behaviour – A code of behaviour for workers

Overview

The aim of these general guidelines is to ensure that children/young people are protected from possible abuse and workers from false accusations.

- Workers should treat all children/young people with dignity and respect in attitude, language and actions;
- Use age appropriate language and tone of voice;
- Listen and observe body language;
- Do not engage in any of the following:
 - Invading the privacy of children or young people when they are using the toilet or shower;
 - Rough games including contact between a leader and a child or young person;
 - Sexually provocative games;
 - Making sexually suggestive comments;
 - Scapegoating, ridiculing or rejecting a child or young person.
- When it is necessary to control and discipline children and young people, this should be done without using physical punishment. A situation may however arise where a child or young person needs to be restrained in order to protect them or a third person;
- No one should normally be left working alone with children and young people, but as part of a team of at least two people:
 - If there are insufficient leaders internal doors should be left open, so another group can observe;
 - At least two people should be present before external doors are opened for arrival/departure.
- If workers do find themselves on their own they should;
 - Assess the risk of sending children/young people home and aborting the session;
 - Phone another team member, DPS or SD and let them know the situation;
 - Try to get a second trained leader to attend as soon as possible;
 - Write down a record of what happened.
- If a child or young person 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 there is privacy but where other people are;
 - Or if you are in a room on your own, leave the door open;
 - Or you make sure another team member knows the conversation is taking place;
 - The conversation should be time-limited, and this should be explained at the outset;
 - DO NOT invite a child or young person to your home if you will be meeting them alone.
- 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;

- The only adults allowed to participate in children’s and young people’s activities are those appointed and trained as children’s/youth workers. The leader of the activity should be aware of any other adults who are in the building;
- The parents/carers may or may not attend church and it is important therefore they have been given information about the group including contact telephone numbers. Consent forms from parents/carers (See Appendices 1 & 2) will be obtained for all attendees and they will provide contact details.

Below are suggested ratios of adults to children, recommended for all activities with children and young people but a minimum of 2 people (preferably of each gender) needed even with low numbers to ensure a second-opinion.

Age group	Adult Helpers	Number of Children
2 years and under	1	3
3 years	1	4
4 to 7 years	1	8
8 years or older	2 (1 per add 10)	20

- The level of personal care (e.g. toileting) must be appropriate and related to the age of the child whilst also accepting that some children have special needs;
- 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.

Physical contact

- Keep physical contact to a minimum and it is advisable to avoid contact unless another adult is present;
- Keep everything public. A hug in the context of a group is very different from a hug 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;
- 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 personal dignity;
- Children have the right to decide how much physical contact they have with others, except in exceptional circumstances when they need medical attention;
- When giving first aid (or applying sun cream etc.), 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 are free to help each other by constructively challenging anything which could be misunderstood or misconstrued.

Mentoring

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

- The parents of all young people involved in mentoring will sign a letter to say they are aware that the mentoring is happening and who it is with;
- A mentoring meeting should have an agreed start and end time, and someone should be aware that you are meeting;
- Keep a basic record of dates of significant meetings, text messages and emails;
- Appropriate boundaries in regard to times and demand should be in place, i.e. not phoning during the night, etc.;
- A written record should be kept of issues/decisions discussed at meetings.

Visiting Children or Young People at Home

It is unlikely that workers will need to make a pastoral visit to children or their families at their home on behalf of Newbury Baptist Church. If a situation occurs where it is needed, then it can only be done with agreement the Minister or DPS and it is preferable that one or other attends.

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., may have limited understanding and behave in a non-age appropriate way.

It is good practice to speak with the parents of children/young people with special needs and find out from them how best to assist the child or young person.

Children without parental presence

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

- Welcome the child and try to establish their name, age, address and telephone number, and record their visit in the register;
- Ask the child if a parent/carer is aware of where they are. Phone and make contact to ensure that they are agreeable to the child attending the activity;
- On leaving, give the child/young person a consent form (*Appendix 7*) and explain it needs to be filled in and brought back next time;
- Without interrogating the child, you will need to find out as soon as possible whether they have any special needs (egg. medication) so that you can respond appropriately in an emergency.

Peer Group Activities for Young People

All youth activities will be overseen by named adults who have been selected in accordance with agreed 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 readily available on the premises when peer-led activities take place.

Electronic Communication

1 Modern Technologies and Safe Communication

It is acknowledged in this day and age that these technologies are a legitimate means of communicating with young people, but the safeguards and guidelines set out below should be followed.

It is not appropriate to use these communication methods with primary school aged children, 11 years and younger.

On the general consent form parents/carers should sign to agree that the young person can receive such communications.

2 Workers' Communication with Young People

All young people need to be aware of the protocols that workers follow in relation to email, messenger services, social networks and mobile phones including texting. It is important to remember that as well as the parent/carer, young people will have a right to decide whether they want a worker to have their email address or mobile telephone number and will not be pressurised into divulging information they would rather keep to themselves.

3 Email

Email is sometimes used by workers to remind young people about meetings. If email is being used workers should ensure that messages are in the public domain by copying each message to safeguarding@newburybaptistchurch.org

It is important workers use clear and unambiguous language to reduce the risk of misinterpretation, and although it should be obvious when an email is ending, workers should never use inappropriate terms such as 'luv' or "XX" to round things off.

4 Communicating using Instant Messaging (egg. MSN Messenger, AOL AIM, Yahoo Messenger, Facebook)

Instant messenger services should be kept to an absolute minimum. Workers should save significant conversations as a text and also keep a log of any significant communication stating with whom and when they communicated.

5 Mobile Phones

Particular diligence needs to be applied when workers use mobile phones to communicate with young people:

- All mobile phone use will be primarily about information sharing;
- Workers should keep a log of significant conversations/texts;
- Any texts or conversations that raise concerns should be passed on/shown to the worker's supervisor;
- Workers should use clear language, particularly when texting, and should not use words such as 'luv' or abbreviations like 'lol' which could mean 'laugh out loud' or 'lots of love';
- Paid children's/young people's workers are issued with a mobile phone under a contract that provides itemised billing;
- Workers should avoid taking photos on their personal equipment – see 7) below for further advice.

6 Social Networks

If a worker allows their personal site to be accessed by young people:

- It is essential that all content including photos is suitable;
- Be aware of age limits on social network sites;
- All communication should be kept in the public domain;
- Copy other workers into communication if needed to keep transparency;

7 Taking Video and Photographs of Children

Since the introduction of the Data Protection Act in 1998, churches must be very careful if they use still or moving images of clearly identifiable people. There are several issues to be aware of:

- Permission must be obtained, via the consent form, of all children who will appear in a photograph or video before the photograph is taken or footage recorded;
- It must be made clear why that person's image is being used, what you will be using it for, and who might want to look at the pictures;
- If images are being taken at an event attended by large crowds, such as a sports event, this is regarded as a public area and permission from a crowd is not necessary;
- Many uses of photographs are not covered by the Data Protection Act 1998, including all photographs and video recordings for personal use, such as a parent/carer taking photographs at school sports days for the family photo album, or videoing a church nativity play;
- Children and young people under the age of 18 should not be identified by surname or other personal details, including e-mail or postal addresses, telephone or fax numbers;
- When using photographs of children and young people, it is preferable to use group pictures.

NBC Photography Policy is included at *Appendix 8*. This should be given to everyone who is responsible for taking photographs at any activity relating to NBC. This should also be reviewed annually alongside the Safeguarding Policy/Procedures.

Part 4: Safe practice and safe premises

A. General

1 Consent forms

It is essential that we have important information about all children and young people involved in any activities at the church. This information is recorded on the consent forms (*Appendix 7*) required for attendees.

The first week someone attends we must have their name, medical emergency information and a contact name and number. They should be asked to bring the completed form back when they next attend.

2 'Guidelines for Use of Newbury Baptist Church'

The responsible adult for an activity at NBC you must attend a training session for 'Guidelines for use of Newbury Baptist Church (GUNBC).

3 Health and Safety

All activities for children and young people should be conducted in compliance with the Church's current health and safety policy and in accordance with GUNBC, with particular attention being paid to the sections on Fire Action, First Aid, PAT testing, Health and Safety and Kitchen and Food Hygiene.

Buildings being used for children's groups will be properly maintained. A representative from the children's / young people's work teams will take part in the annual health and safety review in order to consider all aspects of safety for all children and young people using the premises.

4 Fire

It is the responsibility of all group leaders/responsible persons within the building to ensure the safety of themselves and those who are in their control. In addition, it is a legal requirement that all group leaders/responsible persons are familiar with the emergency procedures in the event of fire.

5 First Aid

Newbury Baptist Church has a number of trained First Aiders. There is a list showing who they are on the First Aid cupboard in both the church and main hall kitchens. These cupboards also contain 2 first aid kits – one for adults and one for under 16s, as well as an incident reporting book which must be completed in the event of any accidents, injuries or incidents. An Accident Report form (*Appendix 9*) should also be completed and passed to the person responsible for Health & Safety at NBC for keeping as a record.

There is an additional first aid kit for the Football Project (in the Football Project cupboard in the foyer) and other external events. The church administrator ensures that the contents of the first aid boxes are checked on a regular basis. Completed accident forms should be passed on to the church administrator.

All NBC groups will ensure that they have sufficient trained first aiders on their regular team so that there is always a first aider present at events and activities.

6 Food Hygiene /Health and Hygiene

The Food Safety (General Food Hygiene) Regulations 1995 state that anyone who handles food or whose actions could affect its safety must comply with the Regulations. It follows therefore that those with responsibility for food will need to possess the Basic Food Hygiene Certificate and be aware of food safety (preparation, handling and storage, disposal of waste, etc.). Where events/activities involve food preparation at least one worker/volunteer should have a certificate (Minimum Level 1).

7 Transporting Children

These guidelines will apply to all drivers involved in the transportation of children and young people, on trips organised by or on behalf of the Church. They do not apply to private arrangements for transportation made, for example, between parties with parental responsibility.

Our practice on transporting children is as follows:

- Usually only those who have gone through the Church recruitment procedures for workers will transport children. When this is not possible drivers will pick up and drop off at pre-arranged places;
- All drivers will have read the Church's Child Protection Policy and agree to abide by it;
- Parental consent will need to be given for all journeys;
- At collection or dropping off points do not leave a child on their own. Make sure that children are collected by an appropriate adult;
- Drivers will be 21 or over and have held a full driving licence for at least two years;
- The driver must ensure that they have adequate insurance cover: The driver should declare to their insurers that they are participating in the activity of transporting people for the church. 'Business use' cover may be required. The response of the Insurance company may be different if the driver is being reimbursed. The vehicle will need to be road worthy;
- Workers may be alone with a child for short periods, for example when dropping off the last child. Consideration needs to be given to dropping off the least vulnerable child last and routes planned accordingly;
- Drivers will not spend unnecessary time alone in a car with a child;
- Make sure all children and young people are returned to pick up point;
- All hired minibuses used to transport children will have a small bus permit, the necessary insurance and a driver with a valid driving licence that entitles them to drive a minibus;
- If parents transport each other's children around, other than trips organised by the church, for example to and from activities, such arrangements are the responsibility of the parents involved and not the responsibility of the Church.

8 Risk Assessment

Before undertaking any activity, the activity leader will ensure that a risk assessment is carried out and it is advisable to appoint someone specifically for this task following the recognised guidelines.

9 Insurance

Residential activity/camp organisers will ensure with the Church Treasurer that there is adequate insurance cover for the event activity. If the trip is at a centre it is also important to establish that there is appropriate public liability insurance.

B. Outings and overnight events

- Before undertaking any outing or overnight activity a special risk assessment must be carried out;
- Parents will be informed in writing of all the arrangements;
- Consent forms will be obtained for each overnight activity;
- There will be leaders with first aid and food hygiene certificates within the group.

1 Sleeping Arrangements (Outings and overnight events)

Arrangements for residential holidays will be considered carefully. Workers will not share sleeping accommodation with fewer than three children. It may be acceptable for workers to share sleeping accommodation with children/young people in a large dormitory or on an activity such as youth hostelling where it is customary practice. Arrangements will be age-appropriate, provide security for the child/young person and be safe for children/young people and workers. The activity leader will ensure that parents understand what the arrangements will be.

2 Adventurous Activities (Outings and overnight events)

No child will participate in adventurous activities without the written consent of the parent /carer. The residential activity/camp organisers will ensure that the staff engaged in such activities are properly trained and qualified and that the correct ratio of staff to children is met. At an activity centre or for an organisation whose own staff undertake such activities, if the activities come within the scope of the Adventure Activities Licensing Regulations 1996, the residential activity/camp organisers need to ensure that the premises are licensed.

3 Fire Safety (Outings and overnight events)

The residential activity/camp organisers will have a fire safety procedure, which will include the following:

- Everyone will be warned of the danger of fire. If the residential activity/camp is in a building, then everyone must be made aware of the fire exits. A fire drill will be practised on the first day of the residential activity/camp;
- When using a building as a residential facility, ensure that the fire alarm is audible throughout the accommodation and that all signs and exits are clearly visible. It will also comply with fire regulations;
- In the case of an emergency, ensure measures are in place to alert children and young people with disabilities (eg. a child who is hard of hearing).

4 Safety (Outings and overnight events)

At all times, it is the responsibility of the workers to know the whereabouts of every child/young person participating in a residential activity/camp and this may include monitoring access on and off the site.

General safety rules will be applied as appropriate (eg no running round tents due to the risk of injury from tripping over guy lines).

5 Swimming Trips

There will be an increased adult to child ratio for all swimming trips and prior to the trip the swimming ability of a child/young person will be established. A swimming consent for each child (or a copy) will be taken by the group leader on the trip.

Part 5: Safe Community

A. Bullying

Bullying is another way in which children (or adults) abuse others, and it can be verbal or physical. Bullying includes teasing, making unkind comments about a child, demanding money, "ganging up" on a child or physically assaulting a child. You might see evidence of torn clothes, bruising, burns, or scratches. A child might be afraid to attend school or other activities if they think the bully will be present.

The effect of bullying on the victim can be profound, both emotionally and physically.

Bullying can take many forms including:

- Name-calling, taunting, teasing, mocking;
- Kicking, hitting, pushing, intimidating;
- Unwanted physical contact of a sexual nature or sexually abusive comments;
- Taking belongings;
- Inappropriate text-messaging and emailing;
- Sending offensive or degrading images by phone or over the internet;
- Gossiping, spreading hurtful and untruthful rumours;
- Excluding people from groups;
- 'Unofficial' activities such as initiation ceremonies or practical jokes;

Bullies will often pick on a particular feature of a person's appearance or character as a supposed 'reason' for bullying e.g. racial difference; disability; sexuality; hair colour; gender.

Bullies can be:

- Children or young people bullying others in their peer group or those older or younger;
- Adults bullying children and young people;
- Children and young people bullying adults.

Bullying will always cause a great deal of pain and harm for those on the receiving end. Many children and young people affected by bullying believe they have nowhere to turn. They are scared to speak out and often blame themselves. They can become fearful and reclusive.

Some signs that can indicate that a child or young person is being bullied are withdrawal; lack of desire to join activities with certain individuals; drop in school marks; torn clothing; loss of friends; avoidance of church groups and other activities; bruises; need for extra money or supplies.

In order to prevent bullying the following procedures will be adopted:

- The children/young people agree a code of behaviour which makes it clear that bullying is unacceptable;
- Children and young people should know how they can report any incidents of bullying;
- All allegations of bullying will be treated seriously;
- Details will be checked carefully before action is taken;
- The bullying behaviour will be investigated, and bullying will be stopped as quickly as possible;
- The parents of the bully and of the bullied will be informed;
- An attempt will be made to help bullies change their behaviour;
- All allegations and incidents of bullying will be recorded, together with actions that are taken.

B. Working with Offenders

When someone attending the Church is known to have abused children, the DPS will supervise the individual concerned and offer pastoral care, but in its commitment to the protection of children, will set boundaries for that person which they shall be expected to keep. When it is known that a person who has been convicted of sexually abusing children or young people is attending Newbury Baptist 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 a series of allegations about the sexual abuse of children and young people but has never been convicted (such allegations may be revealed on an Enhanced DBS Disclosure under relevant non-conviction information).

If an offender is on the Sex Offenders' Register, they will be monitored under guidelines known as the Multi-Agency Public Protection Arrangements (MAPPA). In the latest guidance there is provision to require a written contract to be in place if the offender wishes to attend a place of worship.

In determining the details of the contract:

- There will be a discussion about who should be informed of the nature of the offence and the details of the contract;
- The rights of the offender to re-build their lives without everyone knowing the details of their past offence should be balanced against the need to protect children and young people;
- The SD, the DPS and the Minister should 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 the church should be aware of;
- The DPS should inform and take advice from the Regional Minister in the local Baptist Association;
- An open discussion must be held with the person concerned where clear boundaries are established for their involvement in the life of the church. A written contract should be drawn up and signed which identifies appropriate behaviour and the activities at NBC that the person can attend.

The contract:

- Will identify the meetings the person may attend;
- Will specify that they will always sit apart from children and young people;
- May ask that they are always accompanied by a befriender on church premises;
- Will require the person not to attend small group meetings where children or young people are present;
- Will require that the person declines hospitality where there are children or young people;
- Will state that the person will never be alone with children or young people while attending church functions;
- Will require the person to stay away from areas of the building where children or young people meet.

The contract should be monitored and enforced. Those who offend against children and young people can often be manipulative. If the contract is broken sanctions should be considered.

Appendix 1

NBC - Incident Report Form

This report form is for the purpose of keeping a record of reports made to the NBC Children’s Designated Person for Safeguarding (DSP). As well as this report you should make a full factual written record of your observations and any conversations which should be signed and dated and passed to the DSP to be kept as a record.

Name of worker:

Name of organization:

Name of child: Date

& time of incident:

Nature of concern:

.....
.....
.....
.....
.....
.....
.....

..... Have you made a full written record of the incident/concern? Yes [] No [] (Please tick)

Who have you spoken to about your concerns?

Child Yes [] No [] (Please tick)

Carer Yes [] No [] (Please tick)

Organisation leader Yes [] No [] (Please tick) Name.....

Other Yes [] No [] (Please tick) Name

Social Services Yes [] No [] (Please tick) Name

What feedback have you received?

.....
.....
.....
.....

How have your concerns been followed up?

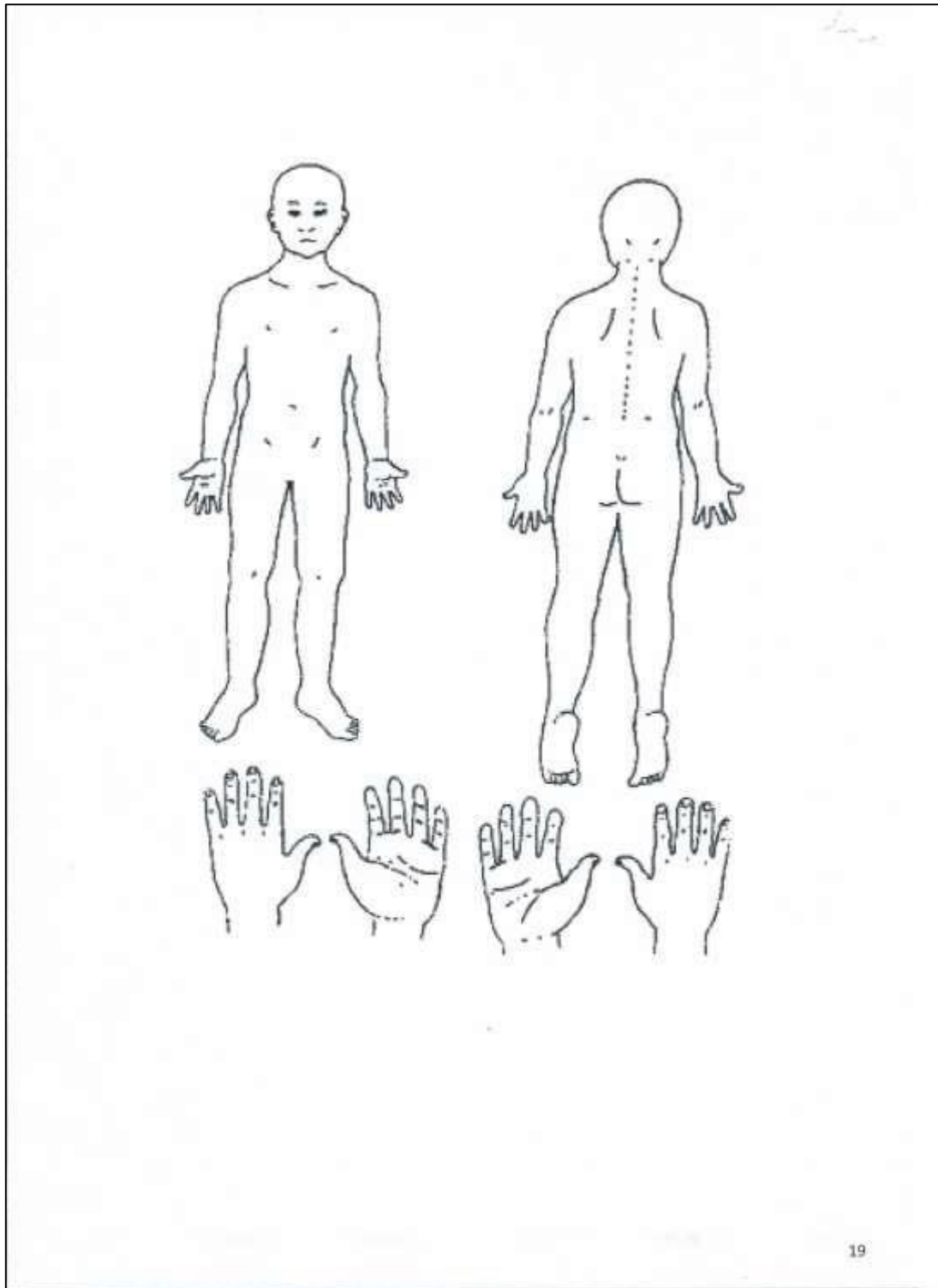
..... Signature of Worker:

..... Date and time Signature of DSP:.....

Date and time.....

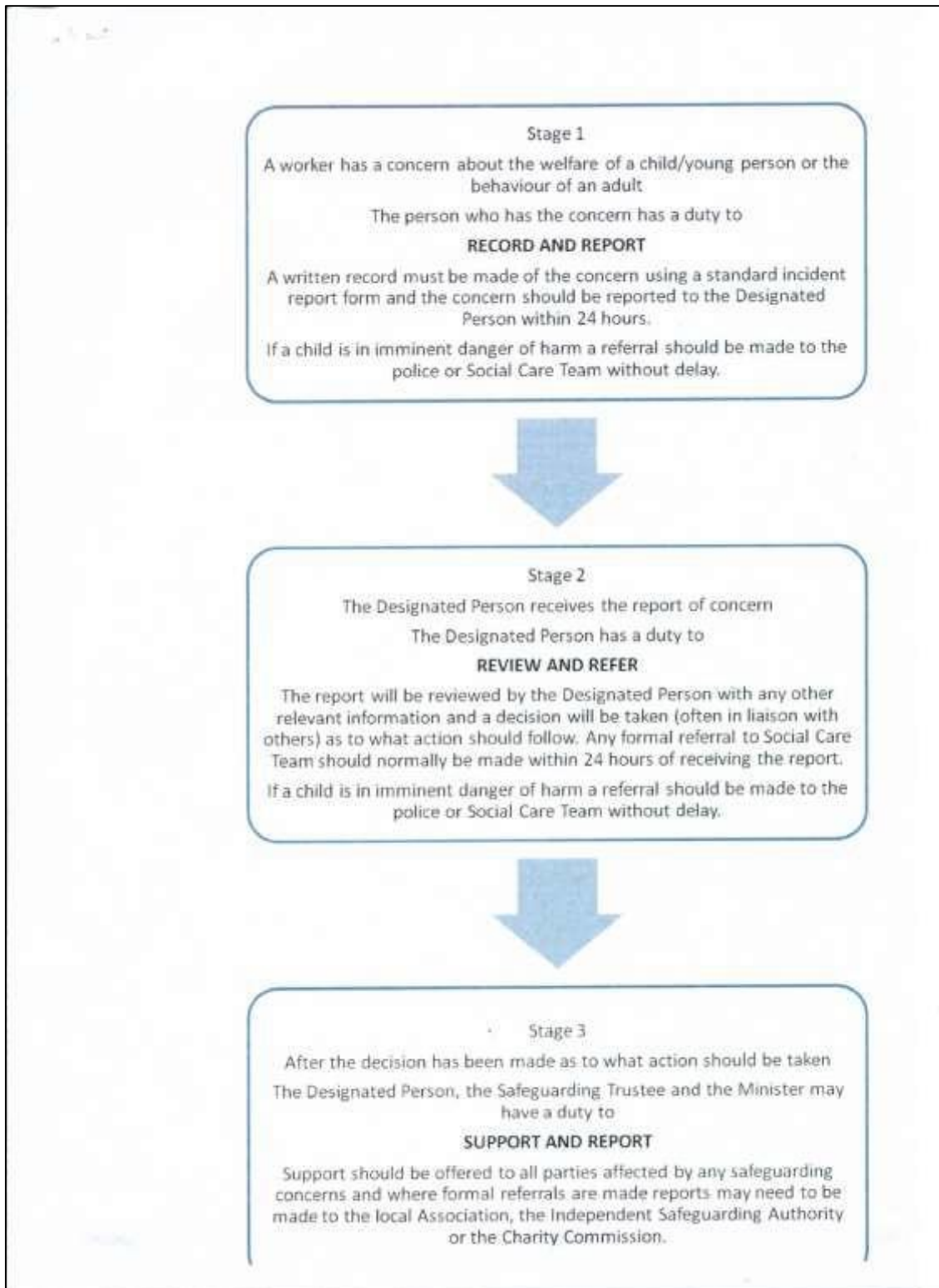
Appendix 2

Body Chart



Appendix 3

Safeguarding Flow Diagram – staged approach to allegation/concern



Appendix 4

Application Form for Voluntary Work with Children & Young People at Newbury Baptist Church

We ask all prospective workers with children and young people (0 – 18) to complete this form. If there is insufficient room to fully answer any question, please continue on a separate sheet. The information will be kept confidentially by the church, unless requested by an appropriate statutory authority.

1 *Personal Details*

Full name

Other names by which known in past

Address

..... Postcode

Telephone Number.....(Daytime).....(Evening)(Mobile)

How long have you lived at the above address?..... Years

If less than 3 years, please give previous address(es) with dates

From:/...../..... To:/...../..... From:/...../..... To:/...../.....

Address Address
.....

Postcode Postcode

2 *Experience and skills*

Please tell us about your Christian experience (i.e. how long have you been a Christian, which church(es)

have you attended (with dates), any activities undertaken):

.....

...

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...

Please give details of previous experience of looking after or working with children and/or young people.

Please include details of any relevant qualifications or appropriate training either in a paid or voluntary capacity:

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Do you suffer, or have you suffered any illness which may directly affect your work with children or young people?

Yes No (Please tick)

If yes, please give details:

.....
.....
.....
.....
.....

3 *References*

Please give the names, addresses and telephone numbers and role or relationship of two people who know you well and who would be able to give a personal reference and comment on your character and work with the church. At least one referee should be external to the church. If you have experience working with children and/or young people, at least one referee should be a colleague with whom you have worked. If you have moved from another church in the past five years, one referee should be from your previous church. In addition, we reserve the right to take up character references from any other individuals deemed necessary.

Name	Name
.....	
Address	Address
.....	
.....	
.....	
Postcode	Postcode
.....	
Connection	Connection
with you	with you

4 *Criminal Records Declaration*

Because of the nature of the duties the postholder would be expected to undertake, the successful candidate will be required either to make a full declaration of their past criminal record or will be asked to co-operate in obtaining a Standard or Enhanced Disclosure from the Criminal Records Bureau. If considered suitable for the post, do you agree either to make a full declaration of your criminal record or to co-operate in obtaining a Criminal Records Bureau Disclosure at the Standard or Enhanced level?*

Yes No (Please tick)

** Because of the nature of the work for which you are applying, this position is exempt from the provision of section 4(ii) of the Rehabilitation of Offenders Act 1974 (Exceptions Order 1975), and you are therefore not entitled to withhold information about convictions which for other purposes are 'spent' under the provisions of the 1974 Act and in the event of appointment, any failure to disclose such convictions could result in the withdrawal of approval to work with children and / or young people within the church.*

5 Declaration

I confirm that the submitted information is correct and complete.

Signed Date

Appendix 5

Matters to explore at the Interview for Children/Youth Work Volunteer

A face-to-face interview should be held with each person who is appointed to work with children and young people.

The interview should be conducted by at least two people. Neither of those interviewing should be closely related to the candidate. The interview will inevitably be more informal than an interview for paid employment. However, the conversation should be structured and should help you to decide whether or not the person is suitable to work with children and young people, and whether the candidate has the gifts to work in the particular role and co-operate well with the other leaders of the group.

The interview should explore the following:

- the candidate's gifts and abilities and their motivation for working with children and young people;
- the candidate's past experience of working with children and young people;
- their experience with the particular age group they will be working with;
- their reasons for moving on from previous work with children and young people;
- anything in the application form (their employment record, gaps in their history, their church; involvement etc.) that gives rise to question or concern;
- their awareness of the importance of safeguarding policies and practice;
- whether or not the candidate has ever been suspected of harming children or young people in any context or had children removed from their care.

The interview should also provide the opportunity:

- to assess any training and support needs the candidate may have;

- to allow the candidate to ask any questions they may have about the work.

The interview is important for safeguarding reasons because:

- it reinforces the value that the church places on work with children and young people and the seriousness with which the church takes the appointment of workers;
- it gives an insight into the candidate’s motivation for working with children and young people;
- it enables you to explore with the candidate their past experience of working with children and young people which may reveal indicators of concern.

Remember that the interview should be conducted with more than safeguarding matters in mind. It should principally be about discerning the mind of Christ with the candidate to determine whether or not they are called and equipped by God for the task of ministry with children and young people.

Appendix 6

Reference Form for NBC Children/Youth Work Volunteer

Private and Confidential

Section 1 (To be completed by church)

Name of volunteer

has applied to work with children/young people aged

.....

in(name of organisation)

His/her responsibilities will include:

.....

.....

....

Name of referee

.....

Section 2 (To be completed by the referee)

What is your relationship/connection with the volunteer?

..... How long have

you known the volunteer?

.....

What personal experience do you have of the volunteer’s ability to work with/relate to children and/or

young people?.....

.....

...

.....

...

What are the gifts and experience the volunteer will bring to the role?

.....

.....

...

.....

...

.....

...

Please comment on the volunteer's honesty and reliability

.....

.....

...

To your knowledge, is there anything about the volunteer's past behaviour, their character or attitude that gives you any cause for concern about their suitability to work with children and/or young people?

.....

...

.....

...

Are there any other comments you would like to make about the volunteer?

.....

.....

...

.....

...

(Please continue any of your answers over the page if necessary.)

Signed..... Date

**Request for Reference for NBC Children/Youth Work
Volunteer**

NEWBURY BAPTIST CHURCH
Cheap Street
Newbury RG14
5DD
Tel: 01635 550124 (church office)
E-mail: office@newburybaptistchurch.org

Date:

Dear

..... (name of volunteer/worker)

The person named above has offered to help with our children's/young people's work. In order to act at all times in the best interests of our children and young people we must do all we can to ensure that all new volunteers are appropriate people to be in a relationship of trust with those who are under 18. (name) has given us your name as someone who can give a character reference.

I would be grateful if you would complete the enclosed reference form, which will be treated in the strictest confidence, and return it in the pre-paid envelope as soon as possible.

In commenting on the volunteer worker, please bear in mind that it is the church's duty to protect children from harm of a physical, emotional or sexual nature.

With thanks,

Yours sincerely,

Appendix 7

Consent & Registration Form

Name of church

..... Group attended

..... Full name of child/young person

..... Name by which child/young person chooses to be known

..... Address

.....

..... Postcode:

.....

Telephone number(s) Date of birth / /

With whom does the child/young person live?

..... Relationship to

child/young person:

.....

Who has parental responsibility for the child/young person?

Name: Name:

Address (if different from above): Address (if different from above):

.....

..... Postcode:

..... Postcode: Telephone no(s):

..... Telephone no(s):

Additional contact: Name:

Telephone number(s):Relationship to child/young person:

Medical information

Child's/young person's registered GP: Name

..... Address:
.....

.....Telephone No:.....

Appendix 8

Newbury Baptist Church Photography Policy

Purpose: The purpose of this policy is to define the use of photographs and other recorded media at Newbury Baptist Church (NBC).

NBC is committed to sharing the love of Christ in an open but responsible way. Through various forms of media, NBC may present images or other recordings of worship and congregational life to the rest of the world, primarily on our website / Face book page, but also in PowerPoint and printed material. However, we are also very aware of the safety and sensitivities of those involved, and thereby provide the following statement of policy which will govern photography and videography at NBC.

General group or crowd photographs: NBC reserves the right to take photographs or video recordings at worship services or any other church-related activities in which individuals are not prominently featured and no identifying information is presented, and to use any of these photos or recordings for fellowship or promotional purposes in media such as, but not limited to, brochures and flyers, the church website / Face book page, and online photo galleries, without seeking or requiring the consent of each person represented. An official designated photographer will be appointed for any relevant activity or gathering for worship.

In addition to any event or gathering taking place on church property, church-related activities also includes gatherings at other locations such as parks, sporting events, mission sites, etc.

Any individual who objects to potentially being photographed as part of an NBC activity; should complete the attached opt out form and send to the church office.

Any individual who sees himself/herself or a family member in a group photo online and would like it removed may follow the photo removal procedure given below.

Adult individual or Adult small group photographs: When adult individuals or a small group of individuals are photographed, whether posed or natural, each person will be asked for either written or verbal consent before any use of the photographs is made.

Verbal consent will be deemed sufficient to use an adult individual or small group photo that contains no identifying information. Written consent will be obtained for any photos that contain any identifying information.

Photographing minors:

Seeking event permission

When “New” children are enrolled in any of our children’s clubs or departments, such as Chattabox, Brigades and Fusion, in addition to the other essential details, including name, address, and contact details of parents/ carers, written permission should be obtained to enable photo’s to be taken in the future. This permission should be renewed on an annual basis at the start of the September term.

The following words should be used:-

I/We hereby give our permission for photographs (or video recording) to be taken of our child. I/We understand that such material may be archived or may be used for publicity but our child will not be identified by name and material will not be placed on the Church website without our additional specific consent. Our permission will continue until our child reaches the age of 18 years, unless we otherwise give notice.

Signed.....Parent/Carer Date.....

These forms will then need to be copied to the church office to be kept as a reference and a record of those wishing to use photographs for NBC purposes.

Seeking use of photo permission:

When children under the age of 18 are photographed (except as a part of a general group or crowd photo as outlined above in **General group or crowd photographs** (paragraph 2) section), the written consent of at least one parent will be obtained before their photo will be used in any way using the following words.

I/We hereby give our permission for attached photograph (or video recording) of our child to be used on the church website. I/We understand that our child will not be identified by name.

Signed.....Parent/Carer Date.....

Additional guidelines on minors:

In addition, the following guidelines will be enforced:

Under no circumstances will any identifying information (first or last name, family members, email addresses, school names, etc.) of anyone under 18 years of age be included in or associated with any photographs or videos displayed, posted, or published in any way.

Opting-out: Parents/guardians who do not wish their child's photo or video to be potentially posted online or otherwise displayed, regardless of the context, should send a written note or email to the

church office, and NBC will make every effort to exclude the indicated minor from any individual or small group photography. Please note that children may still be included in **general group or crowd photos** (paragraph 2) without identifying information; however, you may always request that any photo be removed from display.



Requesting removal of a photograph or video: any individual who appears in a photo/video (or whose minor children appear in a photo/video) that has been posted online may request that it be removed for any reason, even if prior permission had been granted, by sending a written note or email to the church office. Please indicate the person or persons involved and the photo or video in question, and it will be promptly removed from the website or other display where it is found.

Change notice: NBC may change the content of this policy without notice, and it is recommended to review this and other church policies periodically.

Appendix 9

Accident Report form

Part 1 – To be completed by Children/Youth Leader/Volunteer
(form then be passed to the person responsible for Health & Safety at NBC to complete Part 2 and consider any follow up action required)

Job Title:	1. About the person who had the accident		2. About the accident:	
	Surname: <input type="text" value="Mr/Mrs/Ms/Miss (delete)"/>		Site: <input type="text"/>	
	Forename: <input type="text"/>		Age: <input type="text"/>	
	Sex: Male/Female (delete) Date of Birth: / /		Date: <input type="text"/> Time (am/pm): <input type="text"/>	
	Address: <input type="text"/>		Exact location of accident: <input type="text"/>	
	Postcode: <input type="text"/>		All personal information on this form will be held on a confidential basis.	
	Telephone: (H) <input type="text"/> (W) <input type="text"/>			
	Email: <input type="text"/>		Casualty's activity at time of accident: <input type="text"/>	
	Is the above a <input type="checkbox"/> volunteer <input type="checkbox"/> job role <input type="checkbox"/> No <input type="checkbox"/>			
	3. Injury caused and First Aid Treatment			
Type of injury: <input type="text"/>		Treatment given: <input type="text"/>		
<div style="display: flex; justify-content: space-around;"> <div style="text-align: center;">  Front </div> <div style="text-align: center;">  Back </div> </div>		How did the accident happen? (Continue on separate blank page if necessary) <input type="text"/> <input type="text"/> This account has been provided by: Casualty <input type="checkbox"/> Witness <input type="checkbox"/> (enter name of 4)		
4. Witness				
Name: <input type="text" value="Mr/Mrs/Ms/Miss (delete)"/>		Address: <input type="text"/>		
		Telephone: <input type="text"/>		

Part 2 – To be completed by person responsible for H & S at NBC
(investigation and follow-up action as necessary)
(form to be filed in NBC accident incident file)

Name:	Describe the hazard that caused the accident: <input type="text"/>	
	a) Check the risk assessment: is this hazard already identified?	<input type="checkbox"/> Yes <input type="checkbox"/> No Record Action taken: <input type="text"/>
	b) If you were the risk control measures for this hazard fully implemented?	<input type="checkbox"/> Yes <input type="checkbox"/> No (Add to risk assessment) <input type="text"/> (initials)
	c) As an accident has occurred, and the risk control to be improved?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="text"/>
	d) If the risk assessment has changed, have you completed an action sheet?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="text"/> (initials or sig)
	e) Is the incident reportable to RIDDOR, or serious accident, or employee accident as identified in part of a trend?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Appendix 10

Resources and Contacts

Local contacts	Contact Number / email
Regional Minister, Revd Dave Llewellyn	07857 697695 dave@scba.org.uk
Local Authority Child Protection Unit	01685 503090 01344 786543 (out of hours)
West Berks Child Abuse Investigation Team	01189 536050

National Emergency Numbers and Organisations

NSPCC Child Protection Helpline: 0808 800 5000; help@nspcc.org.uk; (for under 18s: 0800 1111)

Childline: free 24-hour helpline for children: 0800 1111

Churches Child Protection Advisory Service (CCPAS). (NB name changing to Thirtyone:eight.) Full advisory service to members and a range of resources and publications for download and purchase: www.ccpas.org.uk.
Helpline: 0303 003 11 11

Circles UK: works to create Circles of Support and Accountability in which sex offenders are enabled to reintegrate responsibly into the community. Circles works in partnership with criminal justice agencies.
www.circles-org.uk.

Kidscape: Aims to provide children, families, carers and professionals with advice, training and practical tools to prevent bullying and protect young lives. Guidance and support for parents and carers of children facing a bullying situation. www.kidscape.org.uk; 020 7823 5430 Mon-Thurs, 9am-1pm (calls charged at local rate)

AFRUKA: Africans Unite against Child Abuse: established as a platform for advocating for the rights and welfare of African children. www.afruka.org.