

Kegworth Baptist Church – Vulnerable Person (including Child and Young Person) Protection Procedures (Updated November 2009)

The trustees (Deacons) and members of Kegworth Baptist Church accept its duty to seek to provide a health, safe and enjoyable environment for all children, young people and vulnerable people visiting the church buildings or attending church activities. Our objective is to support their spiritual, emotional, physical and mental well-being, to enable them to have a positive contribution in society and beyond and to overcome any social or economic disadvantages.

CRB Checks

To strengthen the protection provided, any person employed by the church e.g. Lead Deacon / Minister / Sunday School Teacher / Youth Workers etc and parents having a major responsibility within the Sunday School / Junior Church or other children's and youth work, or anyone carrying out regular pastoral visiting at the request of the church, will be CRB checked

Incidents

Any accidents or other incidents, must be recorded on an incident form, these should be handed to a Deacon or the Lead Deacon / Minister and stored in the incident folder. This folder is to be locked in a safe place when not required. Data protection legislation applies to this folder.

Confidentiality

All discussions between church officials and any person (including all pastoral and counselling work), will be regarded as confidential, unless the person involved agrees otherwise; **Except**, where it is thought the welfare of a vulnerable person is being put at risk or where a serious criminal offence has been made known.

Where it is necessary to breach confidentiality a record of all the details must be recorded on an incident form.

Supervision

For any activities provided by the Church, involving vulnerable persons, at least two responsible adults should be present normally during all activities and no adult should be left on their own with a vulnerable person. Care is required when carrying out pastoral or counselling work, especially where confidentiality is required.

For children's activities minimum supervision numbers should be 2 adults at all times and 1 adult to each 3 children for 3-5 year olds and 1 adult to each 10 children for 5 – 14 year olds. Consideration should be taken as to whether registration with social services is required for activities undertaken (e.g. Holiday Clubs).

This procedure does not apply where parents are directly supervising their own children.

Sunday School / Junior Church

The Sunday School / Junior Church is provided as an informal agreement between the parents of children attending the church. As such the Church does not have direct control of the Sunday

School / Junior Church, however it supports the work of the Sunday School and seeks to support the parents providing this activity.

Parents are responsible for their children at all times and if they are not confident that they are being appropriately cared for, should remain with them at all times. It should be noted that the church is open to the public and visitors may come from many circumstances and no assurances can be made about any visitors.

Please note the Sunday School / Junior Church is not registered with social services to care for children.

Complaints

All complaints or concerns should follow the procedure in the EMBA safeguarding flowsheet attached to this procedure.

Where possible all complaints should be taken to the person leading an activity, if this does not resolve the issue then the matter should be taken to the Lead Deacon / Minister. Complaints about the Lead Deacon / Minister or Deacons should be taken to another Deacon and the EMBA regional minister Rev Dianne Tidball must be informed immediately. An incident form should be completed and stored as above.

All complaints will be dealt with by the diaconate, who will follow the EMBA flowsheet.

A written response about the complaint should be received within 8 working days of the complaint, explaining what action is proposed. A copy should be stored with the incident form.

Known offenders

Where a person known to have a conviction for any offence against a child or vulnerable adult attends the church or its activities, the EMBA safeguarding (Safe to Grow) Advisor must be informed and the yellow EMBA flowchart will be followed.

Welfare at Risk

If anyone working with vulnerable people (either in a paid or voluntary capacity) becomes concerned that the welfare of the vulnerable person may be at risk or has suspicions of any form of abuse (physical, sexual, emotional or neglect), an incident form must be filled in and passed to the Lead Deacon / Minister within 24 hours (or other Deacon where necessary).

Remember – if you have a concern, act on it, even if it might be unfounded. It is not appropriate to wait and see what happens.

The Lead Deacon / Minister / Deacon must act on this information within 24 hours. Where they have information about the concern and know no further action is required, this should be fed back to the person raising the concern immediately. This must also be recorded on the incident form and filed.

Where the concern continues the Lead Deacon / Minister / Deacon must inform the authorities (see contacts) including the EMBA Safeguarding (Safe to Grow) advisor.

Spiritual Issues

Kegworth Baptist Church is a body of people following in the evangelical Christian tradition, as such, we believe that everybody has sinned (done wrong against Gods purposes) (Rom 3:23-24), but that God will forgive us. We also believe it is possible for evil spirits (or demons) to affect people.

We must not individually identify any known vulnerable person as having particular sins or of being controlled by evil spirits and no actions should be carried out that could insinuate this. The act of baptism must not be carried out on any minor without the permission of their parents or any other vulnerable person without agreement from their carer (where applicable).

Contacts

Police - In an emergency, for example where life is in danger or a crime is in progress, call 999.

- Concerns should be referred to the Child Abuse Investigation Unit or for adults reporting to the call handlers (no vulnerable adult unit is listed) by phoning (0116) 222 2222 and requesting the appropriate unit
- Kegworth Beat, PC Jason Underwood (1760). To contact, telephone Leicester (0116) 222 2222 - follow the instructions and when prompted, enter their identification number (shown in brackets) and leave a message.

Social Care - High Street, Coalville, Leicester, LE67 3EA. Tel: 01530 275200. Fax: 01530 815155 (office hours)

- Emergency Duty Team, 1, Grey Friars, Leicester, LE1 5PH. Tel: 0116 255 1606 (out of office hours)

East Midlands Baptist Association

- Rev Dianne Tidball, Regional Minister, Mob 07971 337872, email: dtidball@embaptists.co.uk
- Mr Bob Knight, Safeguarding (Safe to Grow) Advisor, Mob: 07900 282603

The Baptist Union has documents on these issues at:

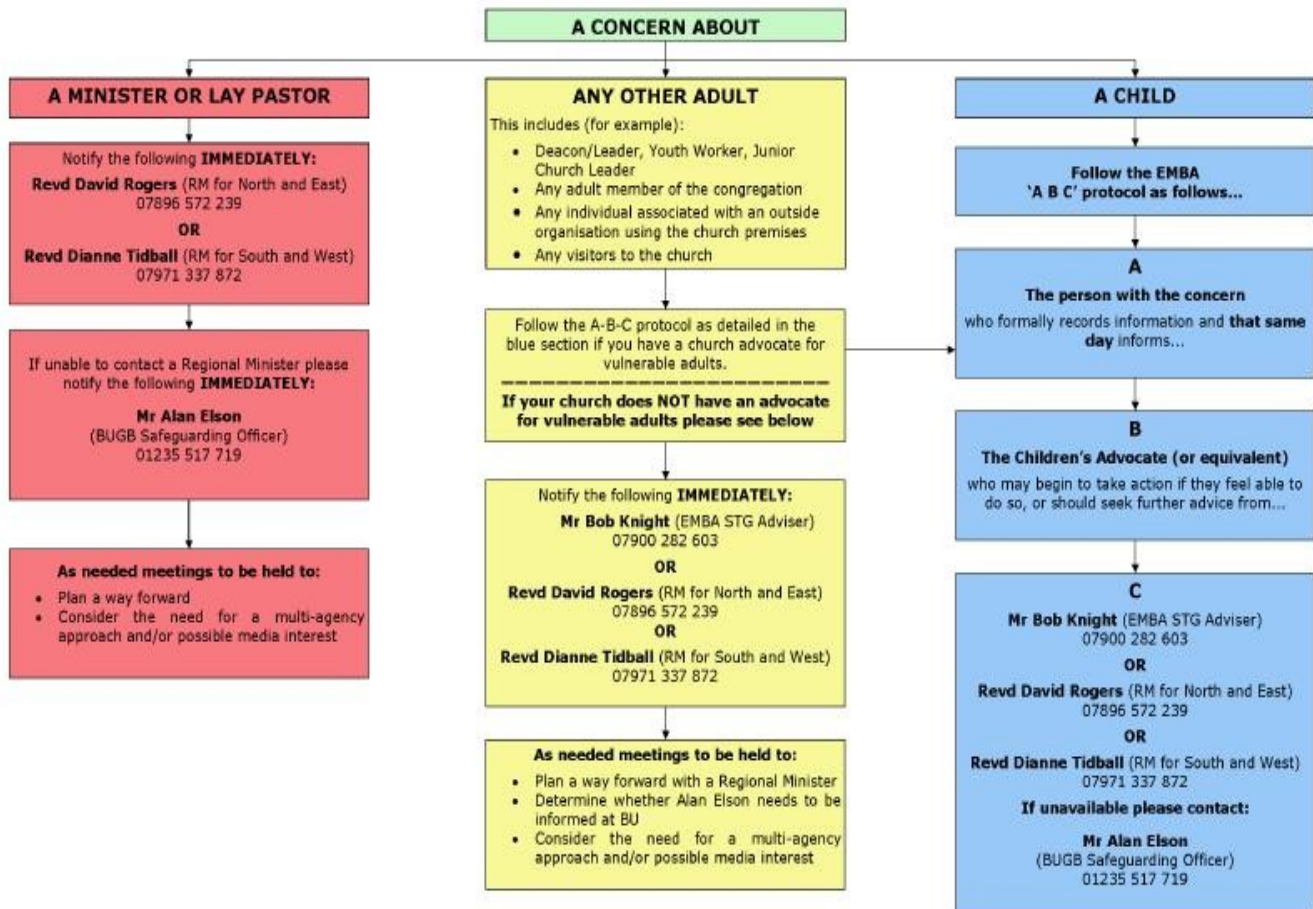
www.baptist.org.uk/resources/children_youth_resources.asp?section=12 and
www.baptist.org.uk/resources/inclusivity_resources.asp?section=22

Further advice and information (including other agencies and voluntary organisations) is available at: www.leicestershire.gov.uk/index/social_services.htm

EMBA Safeguarding Procedure

The following are important:

- The church has an 'up to date', agreed and working Safe to Grow (STG) Policy
- The church has a named person (Advocate or equivalent) for safeguarding
- The church post holders are up to date with their understanding



Good practice principles

1. **Never alone or unseen** - as far as possible a worker should not be alone with a child or children, where their activity cannot be seen. Some ways to enable this to happen include ... keeping doors open, glass panels, two groups in the same room, combining groups so that there is more than one adult



2. **Sensible ratios** – This is all about how many children you can safely take care of given the conditions you are working in.

STG Book page 14 gives some recommendations.

3. **Treat children with respect** – this is about recognising that children are people – and treating them in the way we would like to be treated ourselves..... However ...



4. **don't make assumptions** – as not everyone is the same as you! Not every child is in a 'two-parent-family'. Not every child can read or is happy to read out loud. Not every child likes a hug.

5. **take care when travelling** - avoid giving lifts to children or young people on their own. If this becomes necessary then make sure they sit in the back seat and wear a seat-belt.



6. **good communication with parents and carers** – this needs to be two way communication. Parents/carers should be asked for contact and medical details and their consent. Parents/carers should be given information about

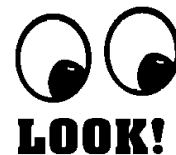
church's policy, leaders, and the activities taking place etc.

7. **Think about the risks** - certain situations need extra thought putting into them - particularly anything outside normal activities – day trips, overnight stays etc.



8. **No romantic involvement** - It's not acceptable for any leader to enter into a romantic relationship with a young person with whom they have a relationship of trust.

9. **Health and safety** – Church buildings are not always the safest places for children! You might like to try going around your premises trying to see things through the eyes of a child – and at their height!



Providing an environment where our children and young people are 'safe to grow'