

ARBURY ROAD BAPTIST CHURCH

SAFEGUARDING POLICY

This Document forms the working practices, principles and ethos for adults working with young people and children in our Church. It can be found on the ARBC website. Our Safeguarding Policy is underpinned by the *Best Practice Guidelines issued by the Baptist Union of Great Britain Churches. This document can be found at www.baptist.org.uk*

All adults working with young people at ARBC should undergo the same statutory checks as persons in any other childcare organisations. The principle being that we as a church adopt nationally accepted procedures.

All adults working with children and young people will have a DBS check which is no more than 3 years old and will attend Safeguarding Training every 2 years. Additionally, all Strategic Leaders and Trustees are required to undertake a DBS check when they are elected for office.

All adults working with young people must know what to do if they are worried or concerned about their well-being – or if they believe they are being abused.

At ARBC the Designated Persons who take responsibility for the overview of child protection cases are: Ian Farr & Matt Rowe. All concerns must be communicated to these people.

Adults working with young people will be aware of the following *indicators* of abuse involving children;

- *Significant changes in behaviour without explanation
- *Low self-esteem - withdrawn
- *Deterioration in behaviour and attitude
- *Self-harm
- *All of a sudden, does not attend, for no known reason
- *Running away
- *Aggression, anxiety, anger, tearfulness
- *Fear of Parents being contacted

The categories of abuse are **Physical; Sexual; Emotional; & Neglect**

RECORD KEEPING

Not all safeguarding concerns result in a referral to Social Care. Small pieces of information may not be significant on their own but can help to contribute to a “jigsaw” picture of abuse.

All adults should be able to describe what they see, hear or have been told that gives them cause for concern.

All CONCERNS must be recorded and passed on to the Designated Person as soon as possible.

The form to be used for writing up such information is known as a **“Logging A Concern about a Child’s Safety and Welfare**

They are pink in colour and can be found on the top shelf; left hand side of the Youth Night Cupboard in the Blue Room. This cupboard is at the right hand side end of the row.

Notes may be hand written or word processed **but not saved on disc or hard drive.**

Notes should include the following:

- *Date of Incident/Concern
- *Date & Time of the Record being made
- *Name & Date of Birth (If known) of the child(ren) concerned
- *A **factual account** of what happened and of the conversation – be clear if you are writing about your own feelings or third party, “hearsay”
- *A note of any other people involved (witnesses)
- *Action taken, and any further plans (to monitor or review?)
- *Printed Name (and position) of the person making the record
- *Signature

Try to be specific in your account

What was the source of your information?

Opinion is okay as long as you can justify it in some way (Becky appeared to be frightened, I think this because.....)

If you have already shared this information with somebody, please note this.

Avoid jargon that the reader may not understand.

Include “nagging doubts” and “hearsay” which gives cause for concern.

WHAT WILL HAPPEN NEXT?

The Form must be handed to one of the Designated Persons as soon as possible, who will discuss this with you and inform you of the action that will be taken in due course.

If you are unable to contact either of the Designated Persons, you should place the Logging a Concern Form in a sealed envelope and hand it to the Minister/Secretary. The envelope should be marked “Confidential – Logging a Concern Form enclosed.” If possible, email IF/MR to discuss your concerns.

The Designated Persons will meet together to discuss the concerns and decide upon a course of action which could be;

- *To monitor and Review
 - *To discuss with Parent/Carer
 - *To contact the Children’s Team and have an anonymous “what if” conversation.
 - *To make a referral to Social Care or the police if we believe a crime may have taken place.
- Persons working with young people in the Church will be expected to accept the proposed action taken by the Designated Persons.

However, *anybody* can make a referral to Social Care or the Police

The Referrer can telephone the following numbers

Multi Agency Safeguarding Hub (MASH) 0345 045 1362

Emergency Duty Team (Out of Hours) 01733 234724

Call 999 if you believe

a serious offence is in progress or has just been committed

a child or vulnerable adult is in immediate danger or harm

When making a referral to Social Care, the referrer will be asked to provide some information so it is a good idea to have the following in front of you when you make the call.

- *The child's details, dob, address, parents' name, siblings and other significant family members, if known.
- *Other agencies that may be working with the family, if known.
- *Whether the parents are aware of this referral. **If not, why not?** Discuss with Social Care; who is to make contact with the parents? **Parents must always be informed that a referral is being made unless to do so, will place a child at potentially further risk of harm.**
- *You should make a note of the person you are speaking to, for future reference.
- *Do not make a copy of the Logging a Concern Form, unless necessary. It must be filed away securely and kept in a locked cabinet by the Minister.
- *We may be asked to send the Form to Social Care.
- *All actions and decisions will be led by what is considered to be in the best interests of the child.

If a Young Person discloses significant information to you –

Be attentive, calm, reassuring and non-judgemental

Give this your time and attention

Express a willingness to take seriously what is said

Never promise to keep any information secret

Avoid leading questions, and don't ask "why"

Don't make assumptions about the child's feelings

Tell the child s/he is right to tell and that this sort of thing has happened to other children

Tell the child what you are going to do with this information, and explain why

Avoid condemning the alleged abuser

Don't make promises you can't keep

Support the child.

Do not discuss information shared with anyone other than the Designated Person.

*If an allegation is made against **any** adult worker, you must NOT discuss this with anyone else, including the Designated Person. You must talk **only** to the Minister. If an allegation is made against the Minister you must discuss this with the Designated Person.*

BASIC PRINCIPLES FOR SAFE WORKING PRACTICES FOR ADULTS WORKING WITH CHILDREN AT ARBURY ROAD BAPTIST CHURCH

The Welfare of the Child is paramount

All adults must take responsibility for their own actions and behaviour

We are all in a position of trust. We are role models

Avoid conduct which could lead to questions being asked about motivation and intention

Discuss and take advice promptly about concerns

Workers must use the minimum amount of physical intervention to maintain a safe situation when working with young people

Workers will ensure that communication between themselves and children/young people, by whatever method, are transparent and take place within clear, "professional" boundaries and are open to scrutiny

Workers must be aware of how their actions may look when seen by someone from outside.

If in doubt about how your interaction with a child may appear to an objective observer, don't do it!

Maintain confidentiality.

All workers are clear with children that they cannot promise to keep secrets

Model being a "Safe Person" by

~Respecting children's needs

~Keeping appropriate boundaries regarding personal space

~Encouraging an appropriate degree of independence

~Avoiding working in a 1:1 situation with young people – especially in enclosed spaces.

Arbury Road Baptist Church will

*Ensure all adults volunteering in organisations involving persons under 18 years of age are trained regularly to ensure their skills and knowledge are up to date.

*Ensure Leaders in those organisations meet annually to discuss the Safeguarding procedures and to ensure each person understands the Policy.

*Ensure every Group Leader and helper has a valid DBS check.

*Ensure all Youth Groups operate with a membership of young people in Year 13 and under.

*Ensure all Youth Groups operate with a minimum of 2 Adult (over 18) Youth Workers present in any session.

*Adopt an Adult: Young Person Ratio of not less than 1:8

*Ensure that where activities are provided separately by another body, on ARBC premises, the provider has appropriate policies and procedures in place for safeguarding children and there are arrangements to liaise with the safeguarding team on these matters where appropriate

ARBC Training Dates - Saturday 13 November & Tuesday 16 November 2010 - Saturday 25 January, Thursday 4 February 2014 & Thursday 10 June 2014 - Thursday 8 January 2015 - Tuesday 26 January 2016 - Tuesday 30 January & Saturday 3 February 2018 - Thursday 25 July & Saturday 7 September 2019

***Policy Revised 4 September 2019**