



# SAFEGUARDING POLICY DOCUMENT

Cheam Baptist Church,  
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Cheam,  
Sutton,  
Surrey SM3 8QB

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4				
3	Andy Walker	19.07.2021	Trustees	07.02.2022
2	Ralph Walker	28.06.2018	Trustees	16.07.2018
1	Ralph Walker	06.07.2015	Trustees	20.07.2015
0	Janet Slessenger	26.09.2013	Nigel Butcher	26.09.2013
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# **CHEAM BAPTIST CHURCH - SAFEGUARDING POLICY**

## **Contents**

### **Organisational details**

1. Details of the place of worship / organisation
2. Regulators details
3. Cheam Baptist Church – General

### **Purpose and scope of the policy**

4. Our commitment
5. The Leadership's undertakings

### **Abuse and responding to concerns**

6. Recognising and responding appropriately to an allegation or suspicion of abuse
7. Detailed definitions and signs and symptoms of abuse, and responses
8. Detailed procedures where there is a concern about a child
9. Procedure where there is a concern that an adult is in need of protection

### **Management of workers**

10. Safe recruitment of staff and regular youth volunteers

### **Our safeguarding approach**

11. Practice Guidelines
12. Practical Guidelines for all workers

### **Working safely / working practice**

13. Guidelines for touching
14. Nappy Changing
15. Potty Training and Taking Children to the Toilet
16. Data Protection
17. Digital Communication
18. "Prevent" Duty
19. Additional Activities

### **Managing those who may pose a risk**

20. Working with offenders

### **Working in partnership**

21. Working in Partnership

### **Leadership Safeguarding Statement**

### **Useful Contact Information**

### **Appendices**

## **1. Details of the place of worship / organisation**

Name of Place of Worship / Organisation: Cheam Baptist Church  
(hereinafter CBC)

Address: 4 Park Road, Cheam, Sutton, Surrey SM3 8QB

Tel No: 020 8642 5070

Email address: [churchoffice@cheambaptist.org](mailto:churchoffice@cheambaptist.org)

Web site: [www.cheambaptist.org](http://www.cheambaptist.org)

Membership of Denomination / Organisation:

CBC is a Christian Church and a member of The Fellowship of Independent Evangelical Churches, Registered in England and Wales.

Charity Number: 1193212

## **2. Regulators details**

CBC is also registered with **thirtyone:eight** (Churches Child Protection Advisory Service) and is compliant with the General Data Protection Regulation (GDPR), the Protection of Children Act (1989), The Children Act (2004), The London Child Protection Procedures (2014), Safe from Harm - a code of Practice for Safeguarding the Welfare of Children in Voluntary organisations in England (2003) Working Together (2013), Safer Network Standards (2011/2012) and Wales and Every Child Matters (2013).

CBC also aims to follow Safeguarding for Adults - A Framework of Standards for Good Practice in Adult Protection (ADSS 2005) and No Secrets (2000).

CBC is insured with Baptist Insurance under Policy No. 31/BPG/9136954 providing public liability cover.

## **3. Cheam Baptist Church - General**

The following is a brief description of CBC's place of worship / organisation and the type of work / activities we undertake with children / vulnerable adults.

CBC has a growing congregation of around 400 members and attendees. It has a large traditional church building, halls and good facilities for youth, children's work and a Pre-school.

CBC has a large and growing children's ministry, youth ministry, and ministry with elderly people and those with learning disabilities. CBC takes seriously its responsibility to protect and safeguard the welfare of all those, and in particular children, young people and vulnerable adults, entrusted to its care.

## **4. Our commitment**

As the Leadership of CBC we recognise the need to protect anyone who comes into contact with CBC, including staff, employees, voluntary helpers and members of the public.

In particular CBC commits itself to provide a safe and caring environment for children, young people and vulnerable adults. We acknowledge that children, young people and vulnerable adults can be the victims of physical, sexual and emotional abuse, and neglect. We accept the UN Universal Declaration of Human Rights and the International Covenant of Human Rights, which states

that everyone is entitled to *“all the rights and freedoms set forth therein, without distinction of any kind, such as race, colour, sex, language, religion, political or other opinion, national or social origin, property, birth or other status”*. We recognise that some with disabilities have communication difficulties and dependency on others for personal care, and we will provide support for these individuals and their carers. We also concur with the Convention on the Rights of the Child which states that children should be able to develop their full potential, free from hunger and want, neglect and abuse, and that they have a right to be protected from *“all forms of physical or mental violence, injury or abuse, neglect or negligent treatment or exploitation, including sexual abuse, while in the care of parent(s), legal guardian(s), or any other person who has care of the child.”*

The Leadership is committed to offering pastoral care and support, working with statutory agencies as appropriate, to all those who have been affected by abuse who have contact with or are part of the place of worship / organisation.

As a Leadership we have therefore adopted the procedures set out in this Safeguarding Policy in accordance with statutory guidance. We are committed to build constructive links with statutory and voluntary agencies involved in safeguarding.

## **5. The Leadership’s undertakings**

The Leadership of CBC undertake to:

1. Endorse and follow all national and local safeguarding legislation and procedures, in addition to the International conventions outlined above.
2. Provide on-going safeguarding training for all its staff, employees, trustees and voluntary helpers, herein individually and collectively termed “workers” and will regularly review the operational guidelines attached.
3. Ensure that the premises meet the requirements of the Disability Discrimination Act 1995 and all other relevant legislation, and that it is welcoming and inclusive.
4. Support the Safeguarding Coordinator(s) in their work and in any action they may need to take in order to protect children and vulnerable adults.
5. File a copy of the policy and practice guidelines with **thirtyone:eight** (formerly CCPAS). The Leadership agrees not to allow the document to be copied by other organisations.
6. Handle all personal data in its possession in accordance with the General Data Protection Regulation (GDPR) as provided in CBC Trustees’ 19-POL-CBC-Data Protection.

## **6. Recognising and responding appropriately to an allegation or suspicion of abuse**

### Understanding abuse and neglect

Defining child abuse or abuse against a vulnerable adult is a difficult and complex issue. A person may abuse by inflicting harm, or failing to prevent harm. Children and adults in need of protection may be abused within a family, an institution or a community setting. Very often the abuser is known or in a trusted relationship with the child or vulnerable adult.

In order to safeguard those in our places of worship and organisations we adhere to the UN Convention on the Rights of the Child and have as our starting point as a definition of abuse, Article 19 which states:

- 1. Parties shall take all appropriate legislative, administrative, social and educational measures to protect the child from all forms of physical or mental violence, injury or abuse, neglect or negligent treatment, maltreatment or exploitation, including sexual abuse, while in the care of parent(s), legal guardian(s) or any other person who has the care of the child.*
- 2. Such protective measures should, as appropriate, include effective procedures for the establishment of social programmes to provide necessary support for the child and for those who have the care of the child, as well as for other forms of prevention and for identification, reporting, referral, investigation, treatment and follow-up of instances of child maltreatment described heretofore, and, as appropriate, for judicial involvement.*

Also for adults we adhere to the UN Universal Declaration of Human Rights with particular reference to Article 5 which states:

*No one shall be subjected to torture or to cruel, inhuman or degrading treatment or punishment.*

### Safeguarding awareness

The Leadership is committed to on-going safeguarding training and development opportunities for all workers, developing a culture of awareness of safeguarding issues to help protect everyone. All our workers will receive induction training and undertake appropriate recognised safeguarding training on a regular basis by an, independent safeguarding training consultant.

Pre-school – we also have a copy of ‘what to do if you’re worried a child is being abused’ which is helpful advice for practitioners.

The Leadership will also ensure that children and vulnerable adults are provided with information on where to get help and advice in relation to abuse, discrimination, bullying or any other matter where they have a concern.

## **7. Detailed definitions and signs and symptoms of abuse, and responses.**

### Definitions of abuse

Safeguarding and promoting welfare relates to any child or young person (i.e. under 18 years of age) who has suffered from or may be at risk of physical injury, neglect, emotional or sexual abuse, “*who is or may be in need of community care services by reason of mental or other disability, age or illness; and who is or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation*”.

### Signs and Symptoms of abuse:-

The first indication of concern about a child’s welfare is not necessarily the presence of a serious injury. Concerns may be because of:

1. Bruises or marks on a child’s body.
2. Remarks made by the child, another child or a parent or another adult;

3. Observations of the child's behaviour.
4. Unexplained changes in the child's behaviour or personality.
5. Evidence of disturbance or explicit detail about abuse or possible abuse in a child's play, drawing or writing.
6. Evidence of neglect, failure to thrive or exposure to unnecessary risks.
7. Information about the parent(s) / carer(s) of the child or their home background.

#### How to respond to a child wishing to disclose abuse: -

1. *Listen* - do not ask questions or interrogate.  
*Remain calm* - if you are shocked, upset or angry the child will sense this and this could stop them from saying more. Avoid passing judgement.  
*Reassure* - the child has done nothing wrong - tell them it is alright to talk.
2. *Do not promise to keep it secret* - tell the child you cannot keep the matter secret and will need to take advice from someone who can help.
3. *Explain* what you intend to do and don't delay in taking action.
4. *Contact* the Safeguarding Co-ordinator or deputy – or in their absence take action yourself if appropriate

#### Make Written Notes

At the earliest opportunity complete the Child Protection Concern Form (see Appendix 1):

1. Record facts accurately and be clear when you are expressing an opinion and the basis for this - these notes will help to ensure accuracy in recalling events later.
2. Notes should be legible, signed and dated; these notes must be given to the Safeguarding Co-ordinator(s) as soon as possible.
3. A description of any injuries, size and shape, a drawing of the location on the body (for example use the "Skin Map" – see Appendix 1) and where and when the incident occurred should be recorded.
4. All records relating to child welfare concerns will be kept secure in a locked filing cabinet at the church office. For Pre-school records are kept on the premises securely and confidentially. A chronology of concern should be kept; we will keep written records of any concerns about children even where there is no need to refer the matter immediately; information from records will only be used on a "need to know" basis.

#### Responding to Allegations of Abuse.

1. Under no circumstances should a worker carry out their own investigation into an allegation or suspicion of abuse. Procedures as below should be followed:
2. The person in receipt of allegations or suspicions of abuse should report concerns as soon as possible to **Phil Jacobs** (hereafter the "Safeguarding Co-ordinator") or **Liz Brailsford** (hereafter the "Deputy Safeguarding Co-ordinator") who have been nominated by the Leadership to act on their behalf in dealing with the allegation or suspicion of neglect or abuse, including referring the matter on to the statutory authorities.

3. In the absence of the Safeguarding Co-ordinator or, if the suspicions in any way involve the Safeguarding Co-ordinator, then the report should be made to The Deputy.
4. If the suspicions implicate both the Safeguarding Co-ordinator and the Deputy, then the report should be made in the first instance to **thirtyone:eight** (Churches' Child Protection Advisory Service) P.O. Box 133, Swanley, Kent BR8 7UQ, telephone 0303 003 11 11, or alternatively contact the Multi-Agency Safeguarding Hub, Sutton 020 8770 6770, out of office hours 020 8770 5000. For Pre-school staff first contact the designated officer **Wendy Street** Chair of Pre-school Committee who oversee this work. If the concern has not been dealt with effectively the individual has a right to refer their concerns to Ofsted 03001231231.
5. Where the concern is about a child the Safeguarding Co-ordinator should contact the above. Where the concern is regarding an adult in need of protection contact Adult Social Services Tel 020 8770 4565, or take advice from **thirtyone:eight** as above.
6. Pre-school staff must report any concerns to **Kirsten Clarke** (Child Safeguarding Co-ordinator for Pre-school) or **Nicky Chantler** (Pre-school Deputy).

**In urgent situations, referral must not be delayed.**

1. The Leadership will support the Safeguarding Co-ordinator and the Deputy in their roles, and accept that any information they may have in their possession will be shared in a strictly limited way on a need to know basis.
2. It is, of course, the right of any individual as a citizen to make a direct referral to the safeguarding agencies or seek advice from **thirtyone:eight**, although the Leadership hope that members of the place of worship / organisation will use the procedures set out in this policy. If, however, the individual with the concern feels that the Safeguarding Co-ordinator / Deputy has not responded appropriately, or where they have a disagreement with the Safeguarding Co-ordinator(s) as to the appropriateness of a referral they are free to contact an outside agency direct. We hope by making this statement that the Leadership demonstrate its commitment to effective safeguarding and the protection of all those who are vulnerable.
3. The role of the Safeguarding Co-ordinator / Deputy is to collate and clarify the precise details of the allegation or suspicion and pass this information on to statutory agencies, which have a legal duty to investigate.
4. Suspicions must not be discussed with anyone other than those nominated above. A written record of the concerns should be made in accordance with these procedures and kept in a secure place.
5. Whilst allegations or suspicions of abuse will normally be reported to the Safeguarding Co-ordinator, the absence of the Safeguarding Co-ordinator or Deputy should not delay referral to Multi-Agency Safeguarding Hub or taking advice from **thirtyone:eight** if considered appropriate.

## **8. Detailed procedures where there is a concern about a child**

### Allegations of Physical Injury, Neglect or Emotional Abuse.

If a child has a physical injury, a symptom of neglect or where there are concerns about emotional abuse, the Safeguarding Co-ordinator / Deputy will:

1. Contact Children's First Contact Service (CFCS) or **thirtyone:eight** (CCPAS) for advice in cases of deliberate injury, if concerned about a child's safety or if a child is afraid to return home.
2. Not tell the parents or carers unless advised to do so, having contacted CFCS.
3. Seek medical help if needed urgently, informing the doctor of any suspicions.
4. For lesser concerns, (e.g. poor parenting), encourage parent / carer to seek help, but not if this places the child at risk of significant harm.
5. Where the parent / carer is unwilling to seek help, offer to accompany them. In cases of real concern, if they still fail to act, contact CFCS direct for advice.
6. Seek and follow advice given by **thirtyone:eight** (CCPAS) (who will confirm their advice in writing) if unsure whether or not to refer a case to CFCS.

### Allegations of Sexual Abuse

In the event of allegations or suspicions of sexual abuse, the Safeguarding Co-ordinator / Deputy will:

1. Seek and follow the advice given by **thirtyone:eight** (CCPAS) if, for any reason they are unsure whether or not to contact Children's First Contact Service (CFCS). **thirtyone:eight** (CCPAS) will confirm its advice in writing for future reference.
2. Contact the Children's First Contact Service (CFCS). They will NOT speak to the parent / carer or anyone else.

### Allegations of Abuse against a person who works with Children.

If an accusation is made against a worker whilst following the procedure outlined above, the Safeguarding Co-ordinator, in accordance with Local Safeguarding Children Board (LSCB) procedures will need to liaise with Children's Social Services in regards to the suspension of the worker, also making a referral to a Safeguarding Adviser (SA) / Local Authority Designated Officer (LADO).

Pre-school – also report any such alleged incident to Ofsted and what measures have been taken as it is an offence to not do this.

A referral to the Disclosure and Barring Service will be made if a worker is dismissed (or would have been had the person not left the setting first) because they have harmed a child or put the child at risk of harm.

### Harm from or to other children.

Abuse or concerns about abuse or harm by other children / young people should be subject to the same safeguarding procedures as in respect of children / young people being abused by an adult;



1. Workers responding should be alert to the risk a child may pose to children other than any "current" victim; and children / young people who harm others are likely to have considerable needs themselves (e.g. subjected to abuse, witnessed domestic violence or committed criminal offences).

### Bullying

Bullying is another way in which children (or adults) abuse other children, 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.

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

1. The children and young people themselves will be involved in agreeing a code of behaviour which makes it clear that bullying is unacceptable
2. Children and young people should know how they can report any incidents of bullying
3. All allegations of bullying will be treated seriously
4. Details will be checked carefully before action is taken
5. The bullying behaviour will be investigated and bullying will be stopped as quickly as possible
6. The parents of the bully and of the bullied will be informed
7. An attempt will be made to help bullies change their behaviour
8. All allegations and incidents of bullying will be recorded, together with actions that are taken.

### **9. Procedure where there is a concern that an adult is in need of protection.**

#### Suspicious or Allegations of Physical or Sexual Abuse

If a vulnerable adult has a physical injury or symptom of sexual abuse the Safeguarding Co-ordinator / Deputy will:

1. Discuss any concerns with the individual themselves giving due regard to their autonomy, privacy and rights to lead an independent life.
2. If the vulnerable adult is in immediate danger or has sustained a serious injury contact the Emergency Services, informing them of any suspicions.
3. For advice contact the Adult Social Care Vulnerable Adults Team who have responsibility under Section 47 of the NHS and Community Care Act 1990 and government guidance, 'No Secrets', to investigate allegations of abuse.

### **10. Safe recruitment of staff and regular youth volunteers.**

CBC Leadership will ensure that all volunteers accepted to lead a youth group have completed a safeguarding training course before taking up that role.

CBC Leadership will ensure all workers that are appointed will be trained, supported and supervised as appropriate in accordance with government guidance on safe recruitment. This includes ensuring that:

1. There is a written job description / person specification for the post
2. Those appointed will have completed an application form and a 'Self-Declaration' form, (see Appendix 2)
3. Those appointed will have been interviewed
4. Safeguarding is to be discussed at the interview
5. Written references have been obtained, and followed up where appropriate.
6. A Disclosure and Barring Service (DBS) or equivalent check has been completed in accordance with CBC's 21-CBC-POL-Children and Vulnerable Adult Safety (we will comply with Code of Practice requirements concerning the fair treatment of applicants and the handling of information) This is undertaken by SCILL, London Borough of Sutton.
7. Qualifications where relevant have been verified.
8. A suitable training programme is provided for the successful applicant
9. The applicant has completed a probationary period.
10. The applicant has been given a copy of the organisation's safeguarding policy and knows how to report concerns.
11. Overseas workers: for an employed position within the church it is necessary to check the Barred lists (Children and Vulnerable adults) via a DBS disclosure even though little information may be revealed. A 'Self-Declaration' form is to be completed (See Appendix 2). It is advisable to obtain a 'Certificate of Good Conduct' from the Embassy or High Commission of the country in question in addition to any other references that may be available.
12. Pre-school – staff are informed that they are expected to disclose any convictions, cautions, court orders or reprimands and warnings which may affect their suitability to work with children (whether received before or during their employment with us).

The criteria for NOT appointing children's workers are:

1. Disclosure of a previous offence against children or lack of criminal record clearance.
2. Refusal to fully complete the application procedure.
3. Failure to regularly attend CBC services or Growth Groups (except Pre-school staff).
4. In the opinion of the Safeguarding Co-ordinators the applicant is not suitable.
5. Refusal to attend the relevant training sessions.

Management of Workers – Code of Conduct

As CBC leadership we are committed to supporting all workers and ensuring they receive support and supervision. All workers have access to this Safeguarding policy which includes the code of conduct towards children, young people and vulnerable adults. All workers need to recognise the importance of a culture of dignity and respect to those in their care. This can be achieved by:

1. Understanding the organisations safeguarding policy and good working practice.
2. Listening to children, young people and vulnerable adults.
3. Respecting boundaries and privacies for those being cared for.
4. Knowing how to deal with issues of discipline in line within the organisations code of conduct.
5. Developing an awareness of disability issues as well of issues of equality and inclusion.
6. Workers must notify any issues which might affect their ability to function to the Safeguarding Co-ordinator(s). Misuse of alcohol and other substances, including some prescription medications may affect their judgement and / or character and / or ability to put the child's safety first.
7. No smoking or vaping is permitted in the CBC premises or in the presence of children participating in a CBC activity.

Any worker involved with a CBC department or activity has the opportunity to meet together with the leaders of that department or activity to discuss any areas of concern including issues relating to discipline.

All CBC workers should be made aware of concerns regarding individual children as appropriate and be bound by confidentiality. The appointment of workers will be reviewed on a regular basis. Where it may be appropriate to use volunteer parent / carer helpers to help provide additional support, these individuals will only be allowed to assist alongside an approved worker. They will NOT be left in sole charge of any child. In Pre-school all students and volunteers must follow our Student and Volunteer Guidelines.

We keep a central record of all staff / volunteers with the date and outcome of their criminal records disclosure so that at all times carers and parents can be assured this has been done.

The leadership undertakes to follow the principles found within the 'Abuse Of Trust' guidance issued by the Home Office and it is therefore unacceptable for those in a position of trust to engage in any behaviour, which might allow a sexual relationship to develop for as long as the relationship of trust continues.

We will strive to provide a safe environment for children. We aim to provide clear access and good lighting thus reducing the risk of physical injury. Department leaders will attempt to be aware of possible hazards in the room or in an activity, and do what they can to limit the risk of harm. We will attempt to prevent or stop dangerous behaviour by the children. See also Pre-school Safety Statement.

### **11. Practice Guidelines**

As an organisation / place of worship working with children, young people and vulnerable adults we wish to operate and promote good working practice. This will enable workers to run activities safely, develop good relationships and minimise the risk of false accusation.

As well as a general code of conduct for workers we also have specific good practice guidelines for every activity we are involved in and these are attached / will be developed.

Health and Safety Matters

1. The Church Trustees have overall responsibility for the management of health and safety.
2. Workers should be familiar with fire evacuation procedures.
3. There will be clearly marked First-Aid boxes available at all activities. The primary first aid station is located on the first floor central landing and includes a defibrillator and first aid chair. Additional first aid boxes are located around the CBC complex.
4. First aid should be carried out by a trained first aider. CBC will identify current First Aiders and will provide First Aid training when necessary.
5. The First Aid boxes will be checked and replenished on a regular basis.
6. Any accidents or incidents must be recorded on an Accident / Incident Form (which will be stored) which the parent / carer should sign to show that they have been made aware.
7. The CBC Co-ordinator(s) should be informed of major accidents and should be recorded in the Accident / Incident Book.
8. Accident / Incident Books are kept in the church office and Pre-school.
9. Allergies – workers must record and act on information from parents and carers about a child's dietary needs.
10. Medicine (both prescription and non-prescription) must only be administered where written permission for that particular medicine has been obtained from the child's parent and/or carer. With a written record kept of each time a medicine is administered to a child, and inform the child's parents and/or carers on the same day, or as soon as reasonably practicable.
11. Pre-school – will promote the good health, including oral health, of children attending the setting.
12. Pre-school have a procedure, discussed with parents and/or carers, for responding to children who are ill or infectious, taking necessary steps to prevent the spread of infection, and take appropriate action if children are ill.
13. Pre-school – will notify the registration authority (Ofsted) of any serious accident, illness or injury to, or death of, any child, while in their care, and of any action taken. They will also notify of any significant events or changes in arrangements which may affect the wellbeing of children in their care as soon as reasonably practicable, but in any event within 14 days of the incident.
14. In Pre-school each child must be assigned a key person. Their role is to help ensure that every child's care is tailored to meet their individual needs, to help the child become familiar with the setting, offer a settled relationship for the child and build a relationship with their parents.

#### Registration and collection of children

##### ***Creche, Starters, Followers, Builders and Juniors.***

1. Parents/Carers of children attending Sunday Club need to complete the Sunday Club Registration Form (attached hereto as Appendix 3) annually. If a child comes without a parent, details need to be collected complete with an explanation, a form needs to be sent home with the child so that it can be completed and brought the next time the child attends.

2. In order to minimise the risk of children being released into unsafe or unsupervised areas, and to ensure that each child is returned to the correct parent / carer, the procedure outlined in the wrist band policy (see Appendix 5) will be followed.

### ***Covies and Fuel:***

1. Attendance of the young people in Covies and Fuel will be recorded in books that are kept in their department.

### ***Pre-school:***

Children are registered as they arrive and handed over to the designated person collecting them at the end of the session. Absences are monitored and families will be contacted if a child has been absent for a week without notification or if there is a regular pattern of absence.

### ***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 and gain consent to share with other workers

### ***Children with a Social Worker***

Children who have a social worker could potentially have a greater risk of harm.

## **12. Practical Guidelines for all workers**

Workers should not normally be alone with a young person (of either sex). The occasions when a single adult is alone with a young person should be kept to a minimum, arranged so that other people are around, for example in a public place, or if in an office the door should be kept fully open and another member of staff should be fully apprised that the meeting is taking place. If a worker invites a child into their home, this should be with the knowledge of the department leader, and have written parent / carer approval. In some circumstances it may be unwise to invite a child on their own into a home. Workers cannot depend on their reputation to protect them if an allegation was to be made. It is always possible that someone else may misinterpret their actions, however well intended.

All children / young people should be treated with warmth, respect and dignity. Workers should be aware how language style, voice tone, body language and dress maybe perceived by individual children / young people.

In aiming for best practice workers of the same sex as youth should be available where possible and parents should be informed if they are not available for offsite activities. For adult / child ratios we will aim to observe the NSPCC recommended ratios, with at least two adults present when working with or supervising children within the following ratios:-

1. 2 years and under 1:3
2. 3 years 1:4

- |    |             |     |
|----|-------------|-----|
| 3. | 4-8 years   | 1:6 |
| 4. | 9-12 years  | 1:8 |
| 5. | 13-18 years | 1:8 |

In Pre-school the recommended ratios are:-

- |    |                   |     |
|----|-------------------|-----|
| 1. | 2 years           | 1:4 |
| 2. | 3 years and above | 1:8 |

In circumstances where it is necessary to depart from agreed procedures / ratios, say in an emergency or for some valid reason (perhaps to protect a child), permission should be sought from the leader in charge beforehand or reported immediately afterwards where this was not possible.

Visitors in Pre-school:

Procedures for recording the details of visitors to the setting are in place.

Security steps are taken to ensure there is control over who comes into the setting so that no unauthorised person has unsupervised access to the children.

### **13. Guidelines for touching**

1. Everything should be kept open. A hug in the context of a group is very different from a hug behind closed doors.
2. Touch should be related to the children's, not the workers' needs.
3. Touch should be age appropriate and generally initiated by the young person rather than by the worker.
4. Avoid any physical activity that is, or may be thought to be, sexually stimulating to the adult or the child.
5. Children are entitled to privacy to ensure personal dignity.
6. Children have the right to decide how much physical contact they have with others except in the circumstances when they need emergency medical attention.
7. 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.
8. Young people should be managed positively and under no circumstances should physical (or emotional) punishment be used. Workers should monitor one another in the area of physical contact. They should be free to help each other by constructively challenging anything which could be misunderstood or misconstrued.
9. Concerns about abuse should always be reported.
10. Any workers who feel uncomfortable about a child's behaviour towards them should make sure someone else is always present and speak to a Safeguarding Co-ordinator about how to respond.

### **14. Nappy Changing**

1. Workers and Pre-school staff are not to change a child's nappy unless specifically given permission by the parent / carer signing the permission sheet on registration.
2. Nappy changing should take place within the room that the session is being held and must be carried out by a worker who has had a DBS clearance, and preferably in the presence of another adult.

3. If written permission has not been given to change a baby / toddler's nappy then the parent / carer should be fetched if a nappy requires changing. In Pre-school nappy changing must only be carried out by members of staff in the area by the toilets or by the sink area in the small hall where they can be seen by other members of staff.

### **15. Potty Training and Taking Children to the Toilet**

1. A child and adult must never be alone together in the toilet area (unless the adult is that child's parent / carer).
2. For children up to age 7, one toilet visit (preferably) will be offered during the session and a worker who has had a DBS clearance will take any children to the toilet, maintaining appropriate adult / child ratio whenever possible. If a child needs to go to the toilet at another time (bearing in mind they may need to go urgently) the worker must take another child along with them. Workers are not to take one child on their own.
3. Girls should be taken to the female toilets because of possible embarrassing situations in the male toilets. Boys may be taken either to the female or male toilets.
4. If a child is undergoing potty training then this should be discussed with the parent / carer at the beginning of the session.
5. If a child is being helped on the toilet then the toilet door must be left open. The worker helping a child who is being potty or toilet trained must allow the child to do as much for themselves as possible which may require asking the child a series of questions (requiring yes or no answers) e.g. Do you need help taking down your trousers; or do you want help getting on to the toilet?
6. If a child is fully toilet trained then the worker should wait outside the cubicle holding the door closed.
7. Workers should encourage all children to wash their hands after using the toilets.
8. If a child wets or soils their clothes then the child should be changed, if spare clothes have been left, or otherwise the parent / carer should be fetched. A second adult should be present where removal of a child's clothing is essential (e.g. soiling or medical accident).
9. A worker should not use the toilet themselves, when a child is present.
10. Young people over 7 can go to the toilet by themselves unless the facility is open to the general public, in which case they should go in groups accompanied by an adult of the same sex.
11. If parents / carers do not wish children to be taken to the toilet by workers, they should discuss this with them and then they will fetch the parent if the child needs to go to the toilet.

### **16. Data Protection**

CBC aims to be compliant with the General Data Protection Regulation (GDPR). GDPR is intended to strengthen the protection of individuals from misuse of their identity details, identity theft, exposure to unwanted communications etc. CBC is registered with the Information Commission (ICO) under Registration No. ZA430083 as a Data Processor.

Terms used in this policy are as defined in GDPR:

*“Personal Data” means any information relating to an identified or identifiable natural person (“Data Subject”). This includes combinations of names, addresses, telephone numbers, e-mail addresses etc. Data Subjects include children, vulnerable persons, and their parent(s) or guardian(s).*

*“Sensitive Personal Data” means any Personal Data of the Data Subject relating to (among other things): racial or ethnic origins, religious or philosophical beliefs, health or sex life and sexual orientation.*

*“Processing” means any operation or set of operations which is performed on personal data or on sets of personal data, whether or not by automated means, such as collection, recording, organisation, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction. Note that “processing” is not limited to computer processing but includes any kind of organised record such as card files etc.*

### Collecting Personal Data.

GDPR requires that *at the time of collecting personal data* from an individual, the individual must be informed of the following facts and rights:

- the contact details of CBC
- that the data subject has the right to withdraw consent to CBC’s use of their data at any time
- the purpose(s) for which the personal data is being processed.
- to whom the personal data might be disclosed; (normally personal data is not to be disclosed outside of CBC)
- how long the personal data will be stored, or the criteria used to determine how long
- that the subject has the right of access free of charge to their personal data
- that the subject has the right to have their personal data deleted, corrected or to have its use restricted to specified purpose(s) only
- that the subject has the right to lodge a complaint with a supervisory authority such as the Information Commission

This is normally achieved by including a so-called “privacy notice” in forms which request data, containing all the necessary details, a typical example of which is appended as Appendix 4 to this policy, but which must be appropriately adapted to a particular activity.

### Processing Personal Data.

Personal data must only be processed for which the individual to whom it relates has given consent or for CBC’s own legitimate purposes.

Any request for consent to processing must be obtained in writing and presented distinguished from any other matters, intelligibly in clear and plain language. This means consent can’t be “bundled” with other terms, and can’t be assumed by default. For a child aged under 16 consent must be obtained from the parent or guardian of the child. Any person giving consent has the right to withdraw consent at any time.



Explicit consent is required to receive e-mail communications.

All personal data must be handled lawfully, fairly and transparently, consistent with the purpose(s) for which the individual has given consent and in line with CBC's legitimate interests, and ensuring appropriate security.

CBC must ensure that as far as reasonably possible personal data it processes is adequate, relevant and limited to what is necessary for purpose(s) for which it is processed, accurate, up to date, and that every reasonable step is taken to ensure that inaccurate personal data is erased or rectified without delay. When collecting personal data from a person it is good practice to ask "*do I really need this item of information?*"

Personal Data must be kept for no longer than is necessary for the purpose(s) for which the personal data is processed.

Personal data must not be disclosed outside of CBC except with the subject's consent and with appropriate safeguards.

### Personal Data Breaches.

GDPR recognises that unauthorised disclosure of personal data can result in risk to the data subject, such as identity theft or unwanted communication, and has strict requirements if there has been a breach but allows discretion.

In case of a Personal Data breach (such as an unauthorised disclosure of personal data outside of CBC) CBC shall inform the Information Commission of the breach within 72 hours of becoming aware of the breach, unless in the opinion of CBC the breach is unlikely to result in a risk to the rights and freedoms of the individuals concerned.

If in the opinion of CBC the breach is likely to result in a risk to the rights and freedoms of the individuals concerned CBC must communicate the data breach to the subject without undue delay.

## **17. Digital Communication**

### Modern Technologies and Safe Communication

It is not appropriate to use these communication methods children aged 14 years and younger. Parents / carers can indicate their agreement on the general consent form to a young person for whom they are responsible receiving such communications. Concerns over using the internet for inappropriate purposes must also be notified to CBC leadership, e.g. unsuitable comments on social media or using the internet to access pornography.

### 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.

### Email

Email is sometimes used by workers to remind young people about meetings. If email is being used workers must ensure messages are in the public domain.

It is important that 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' to round things off.

#### Communicating using social networking sites or social platforms.

Instant messenger 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.

#### Mobile Phones

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

1. All mobile phone use will be primarily about information sharing.
2. Workers should keep a log of significant conversations / texts.
3. Any texts or conversations that raise concerns should be passed on / shown to the worker's supervisor.
4. Workers should use clear language, particularly when texting, and should not use words such as 'luv' or abbreviations for example 'lol' which could mean 'laugh out loud' or 'lots of love'.
5. Workers should not take photos of children or young people involved in CBC activities on their personal equipment.
6. Pre-school – staff to keep personal mobile phones in the office during the session.

#### Social Networks

If CBC leadership team has agreed that a social network can be used with young people: It is essential that all content including photos is suitable.

1. Workers must be aware of age limits on social network sites.
2. All communication should be kept in the public domain.
3. Other workers should be copied into communications if needed to maintain transparency.
4. Platforms / networks chosen should be appropriate and follow guidelines on online safety from reputable specialist organisations such as **thirtyone:eight**, NSPCC or Safer Internet UK

#### Taking Video and Photographs of Children

Churches must be very careful if they use still or moving images of clearly identifiable people. There are several issues to be aware of:

1. Permission must be obtained from a parent / carer via the Registration Form for all children who will appear in a photograph or video before the photograph is taken or video recorded so that they are then aware that when they bring their child / children to any of the children's sessions that their wishes regarding their children being photographed or videoed are respected.
2. The consent should be given and the Registration Form should be kept in the appropriate CBC department.
3. It must be made clear why that person's image is being used, what CBC will be using it for, and who might want to look at the pictures.

Parents / carers must be informed that CBC may display photographs and videos taken of children at CBC events, such as Sunday church services or on CBC's web site that are open to the public, for CBC purposes such as news or advertising future CBC events.

4. 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. Any such information which allows an individual to be identified must be treated as Personal Data subject to GDPR and handled as outlined above under "data protection".
5. When using photographs of children and young people it is preferable to use group pictures.
6. Photographs of children must be kept only as long as they are needed for the legitimate interests of the CBC activity to which they relate, then deleted.

### Pre-school

Photos may be taken on designated Pre-school devices for reasons outlined in the Images and Video Consent form. In no circumstances may any other camera, including those on mobile phones or any other media device be used to take or record images of Pre-school children, than designated Pre-school cameras.

### **18. "Prevent" Duty.**

CBC is aware of its duties under the Counter Terrorism and Security Act 2015 to have '*due regard to the need to prevent people being drawn into terrorism*'. Those working with children and young people should be aware of any signs of radicalisation.

### **19. Additional Activities**

Where we organise additional activities for children / young people we endeavour to arrange adequate supervision of those attending. The following guidelines should be adhered to:

1. The appropriate age group leader should be contacted and a risk assessment of the activity should be undertaken.
2. A parent / carer consent form, specifically relating to this activity, must be completed before the child / young person undertakes the activity.
3. For young people in Covies and Fuel, a consent form will be completed at the start of each school year.

### **Transportation**

1. Lifts from and to home before and after an event need to be organised to ensure that everyone is safe
2. Transportation should be with parent / carer consent and the knowledge of a worker.
3. All drivers will have read the Safeguarding Policy and agree to abide by it.
4. At collection or dropping off points drivers must not leave a child on their own.
5. Children must be collected by an appropriate adult.

6. Workers driving will be 21 or over and have held a full driving licence for at least two years.
7. The driver must ensure that they have adequate insurance cover.
8. The vehicle will need to be road worthy.
9. DBS checked 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.
10. In some cases it may be unwise to carry a particular child on their own. The driver should wait to see that all children / young people safely enter their destination before leaving
11. Age appropriate car seats must be used except in unplanned or urgent situations (e.g. a parent being ill or absent at the end of a group or activity).
12. When transporting children or young people, all relevant road traffic legislation should be strictly adhered to.

### **Outings and overnight events**

1. Before undertaking any outing or overnight activity a special risk assessment must be carried out.
2. Parents will be informed in writing of all the arrangements.
3. Consent forms will be obtained for each overnight activity.
4. There will be workers with first aid and food hygiene certificates with the group.
5. Arrangements for residential holidays will be considered carefully. Workers will not share sleeping accommodation with fewer than three children.
6. Single sex sleeping arrangements must be made. It may be acceptable for same sex youth leaders 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.
7. Arrangements will be age-appropriate, provide security for the child / young person and be safe for children / young people and workers. The worker in charge of such events will ensure that parents understand what the arrangements will be.

### **20. Working with offenders**

When someone attending the place of worship / organisation is known to have abused children, or is known to be a risk to vulnerable adults the leadership will supervise the individual concerned and offer pastoral care, but in its safeguarding commitment to the protection of children and vulnerable adults, will set boundaries for that person which they will be expected to keep.

### **21. Working in Partnership**

The diversity of organisations and settings means there can be great variation in practice when it comes to safeguarding children, young people and vulnerable adults. This can be because of cultural tradition, belief and religious practice or understanding, for example, of what constitutes abuse.

We therefore have clear guidelines in regards to our expectations of those with whom we work in partnership. We will discuss with all partners our safeguarding

expectations it is also our expectation that any organisation using our premises will have their own policy that meets **thirtyone:eight** (CCPAS) safeguarding standards.

Good communication is essential in promoting safeguarding, both to those we wish to protect, to everyone involved in working with children and vulnerable adults and to all those with whom we work in partnership. This safeguarding policy is just one means of promoting safeguarding.

## **LEADERSHIP SAFEGUARDING STATEMENT**

The Leadership of Cheam Baptist Church (hereafter referred to as Leadership) recognises the importance of its ministry / work with children and young people and adults in need of protection and its responsibility to protect everyone entrusted to our care.

This statement was originally agreed by the Leadership on 20<sup>th</sup> July 2015 and re-affirmed on 8<sup>th</sup> November 2021.

This place of worship / organisation is committed to the safeguarding of children and vulnerable adults and ensuring their well-being.

### **Specifically:**

We recognise that we all have a responsibility to help prevent the physical, sexual, emotional abuse and neglect of children and young people (those under 18 years of age) and to report any such abuse that we discover or suspect.

We believe every child should be valued, safe and happy. We want to make sure that children we have contact with know this and are empowered to tell us if they are suffering harm.

All children and young people have the right to be treated with respect, to be listened to and to be protected from all forms of abuse.

We recognise that we all have a responsibility to help prevent the physical, sexual, psychological, financial and discriminatory abuse and neglect of vulnerable adults and to report any such abuse that we discover or suspect.

We recognise the personal dignity and rights of vulnerable adults and will ensure all our policies and procedures reflect this.

We believe all adults should enjoy and have access to every aspect of the life of the place of worship / organisation unless they pose a risk to the safety of those we serve.

We undertake to exercise proper care in the appointment and selection of all those who will work with children and vulnerable adults.

### **We are committed to:**

1. Following the requirements for UK legislation in relation to safeguarding children and vulnerable adults and good practice recommendations.
2. Respecting the rights of children as described in the UN Convention on the Rights of the Child.
3. Implementing the requirements of legislation in regard to people with disabilities.
4. Ensuring that workers adhere to the agreed procedures of our safeguarding policy.
5. Keeping up to date with national and local developments relating to safeguarding.
6. Following any denominational or organisational guidelines in relation to safeguarding children and adults in need of protection.
7. Supporting the Safeguarding Co-ordinator(s) in their work and in any action they may need to take in order to protect children / vulnerable adults.

8. Ensuring that everyone agrees to abide by these recommendations and the guidelines established by this place of worship / organisation.
9. Supporting parents and families.
10. Nurturing, protecting and safeguarding of children and young people.
11. Supporting, resourcing, training, monitoring and providing supervision to all those who undertake this work.
12. Supporting all in the place of worship / organisation affected by abuse.
13. Adopting and following the 'Safe and Secure' safeguarding standards developed by the Churches' Child Protection Advisory Service.

**We recognise:**

1. The Children's First Contact Service (CFCS) has lead responsibility for investigating all allegations or suspicions of abuse where there are concerns about a child. Adult Social Care has lead responsibility for investigating all allegations or suspicions of abuse where there are concerns about a vulnerable adult.
2. Safeguarding is everyone's responsibility.
3. We will review this statement and our policy and procedures annually.

If you have any concerns for a child or vulnerable adult then speak to one of the following who have been approved as Safeguarding Co-ordinators for this place of worship / organisation.

**Phil Jacobs** \_\_\_\_\_

Child Safeguarding Co-ordinator

**Liz Brailsford** \_\_\_\_\_

Deputy Child Safeguarding Co-ordinator

A copy of the full policy and procedures is available from the church office, by the Car Park entrance and also on the parent notice board in Pre-school.

A copy of our safeguarding policy has been lodged with **thirtyone:eight** (CCPAS)

Signed by leadership / organisation

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Position: \_\_\_\_\_

## USEFUL CONTACT INFORMATION

Service	Contact Number
<b>thirtyone:eight</b> (Churches Child Protection Advisory Service) P.O. Box 133, Swanley, Kent BR8 7UQ	0303 003 11 11
Multi-Agency Safeguarding Hub, Sutton Out of hours	020 8770 6770 020 8770 5000
Children's First Contact Service (CFCS) Out of hours	020 8770 6001 / 6072 020 8770 5000
Adult Social Services	020 8770 4565
NSPCC	0808 800 5000
Childline	0800 1111
Samaritans	116 123
Barnardo's	01293 610 660
Ofsted	0300 123 1231
Hayley Cameron - Education Safeguarding Manager	07736 338180 <a href="mailto:haley.cameron@cognus.org.uk">haley.cameron@cognus.org.uk</a>
Gill Bush - Education Safeguarding Children Adviser <b>Education Lead in MASH</b>	07701 280793 <a href="mailto:gillian.bush@cognus.org.uk">gillian.bush@cognus.org.uk</a>
Stephen Welding - Education ESafety Adviser	07768 387330 <a href="mailto:stephen.welding@cognus.org.uk">stephen.welding@cognus.org.uk</a>
LADO (Lead Local Authority Designated Officer) Sima Hirani	0208 770 4776 <a href="mailto:LADO@sutton.gov.uk">LADO@sutton.gov.uk</a> <a href="mailto:Sima.hirani@sutton.gov.uk">Sima.hirani@sutton.gov.uk</a>
Reporting a crime to the Police	Call 101



# Appendix 1: Child Protection Concern Form

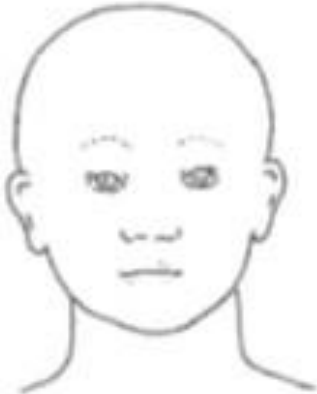
## Child Protection Concern Record

<b>Name of child</b> <i>Include any middle names and if the child is known by more than one name list all names known to avoid any mistaken identity</i>	
<b>Date of birth</b>	
<b>Your name</b>	
<b>Designation</b>	
<b>Date of incident</b>	
<b>Time of incident</b>	
<b>Details of witnesses (name, designation)</b>	
<b>Description of concern</b> <i>Write a sufficiently detailed description of the concern, making sure you distinguish between fact, opinion and hearsay.</i> <i>When recording what the child said, try to use their own words exactly as they said them not your interpretation of them.</i> <i>Avoid using jargon, and write in a professional manner that doesn't stereotype or discriminate.</i>	
<b>Any siblings or extended family members (if relevant)</b>	
<b>Pupil's abilities</b>	
<b>Disabilities</b>	
<b>Ethnicity</b>	
<b>Cultural background</b>	
<b>Preferred language</b>	
<b>Gender</b>	
<b>Family background</b>	
<b>Signature</b>	
<b>Date</b>	

**Appendix 1 (continued): Skin Map**

**Skin map** \_\_\_\_\_

Name .....dob .....



Injury Identification Map

## Appendix 2: Self-Declaration Form.

### Self-Declaration Form for a Position Requiring a Disclosure

#### STRICTLY CONFIDENTIAL

As a place of worship / organisation we undertake to meet the requirements of the General Data Protection Regulation (GDPR) and all other relevant legislation, and the expectations of the Information Commissioners Office relating to the data privacy of individuals.

All applicants are asked to complete this form and return, to the Recruiter detailed below, in a separate sealed envelope.

To:

\_\_\_\_\_  
(Name of Recruiter / responsible person in place of worship / organisation processing Criminal Records Disclosure checks)

Address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Appointment applied for:

\_\_\_\_\_

Have you ever been charged with, cautioned or convicted in relation to any criminal offence; or are you at present the subject of a criminal investigations/pending prosecution?

Yes

No

(please tick)

If yes, please give details including the nature of the offences and the dates. Please give details of the court(s) where your conviction(s) were heard, the type of offence and sentence(s) received. Could you also give details of the reasons and circumstances that led to the offence(s). Continue on a separate sheet if necessary.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

#### POLICE INVESTIGATIONS

This should include relevant police non-conviction information. Please complete this section if the post you are applying for requires an Enhanced Disclosure check.

Have you ever been the subject of a police investigation that didn't lead to a criminal conviction?

Yes

No

(please tick)

If yes, please give details below, including the date of the investigation, the Police Force involved, details of the investigation and the reason for this, and disposal(s) if known.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

To your knowledge have you ever had any allegation made against you, which has been reported to and investigated by, Social Services / Social Work Department (Children's or Adult Social Care)?

Yes  No  (please tick)

If yes, please provide details, we will need to discuss this with you.

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Has there ever been any cause for concern regarding your conduct with children, young people, vulnerable adults? Please include any disciplinary action taken by an employer in relation to your behaviour with adults.

Yes  No  (please tick) if yes please provide details

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## DECLARATION

To help us ensure that we are complying with all relevant safeguarding legislation, please read the accompanying notes and complete the following declaration.

I (full name) \_\_\_\_\_ of (address) \_\_\_\_\_

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I consent to a criminal records check for agreed position. I am aware that details of pending prosecutions, previous convictions, cautions, or bind overs against me will be disclosed along with any other relevant information which may be known to the police.

I agree to inform the person within the place of worship / organisation\* responsible for processing disclosure applications if I am convicted of an offence after I take up any post within the place of worship / organisation\*. I understand that failure to do so may lead to the immediate suspension of my work with children or vulnerable adults. I agree to inform the person within the place of worship / organisation\* responsible for processing disclosure applications if I become the subject of a police and / or a social services / (Children's Social Care or Adult Social Services) / Social Work Department investigation. I understand that failure to do so may lead to the immediate suspension of my work with children or vulnerable adults.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Those applying for work with children and / or vulnerable adults in positions which fall within the scope of regulated activity please confirm that you are not barred from working with children / vulnerable adults.

I confirm that I am not barred from working with children . vulnerable adults.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

NB: Those applying for work with children and / or vulnerable adults in positions which fall outside the scope of regulated activity should not complete the declaration above.

## LEGALESE – ATTACHED NOTES

The Disclosure of any offence may not prohibit employment. Please refer to our Rehabilitation of Offenders Policy.

As this post involves substantial, unsupervised contact with children, young people and / or vulnerable adults all applicants who are offered an appointment will be asked to submit to a criminal records check before the position can be confirmed. You will be asked to apply for an Enhanced Disclosure through the Disclosure and Barring Service (DBS) (England & Wales), SCRO (Scotland), ACCESS NI (Northern Ireland).

As the position is exempted under the Rehabilitation of Offenders Act this check will reveal any details of cautions, reprimands or final warnings, as well as formal convictions. 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 (Exemptions Orders as applicable within the UK), and you are not entitled to withhold information about convictions which for other purposes are 'spent' under the provisions of the Act. You must therefore declare all convictions whenever they occurred. In the event of appointment, any failure to disclose such convictions could result in the withdrawal of approval to work with children or vulnerable adults within the church / organisation.

This process is subject to a strict code to ensure confidentiality, fair practice and security of any information disclosed. The DBS/SCRO/PVA (NI) Service Code of Practice and our own procedures are available on request for you to read. It is stressed that a criminal record will not necessarily be a bar to appointment, only if the nature of any matters revealed could be considered to place children or vulnerable adults at risk. As a place of worship / organisation we agree to abide by the Code of Practice on the use of personal data in employee/employer relationships under the General Data Protection Regulation (GDPR) as well as the expectations of the DBS/SCRO/ACCESS NI Service.

As a condition of employment we ask that you keep us informed of any other work (either paid or voluntary) which you are undertaking which involved working with children or vulnerable adults. Should ever we need to refer an individual to any of the lists of people deemed unsuitable for working with children or vulnerable adults then we would also inform them of any knowledge we have of that individual working in any other capacity with children / vulnerable adults.

*\* delete where appropriate*

### **Notes for England, Wales & Northern Ireland Only - Children and Young People**

Under the Protection of Freedoms Act 2012 it is an offence for any organisation to offer employment to anyone who has been convicted of certain specific offences, or included on either of the two barred lists held by the Disclosure and Barring Service.

Where the post falls within the scope of regulated activity (as defined by the DBS, under the Safeguarding Vulnerable Groups Act 2006 and the Protection of Freedoms Act 2012) an enhanced with barred list check will be completed. Those working with children and / or vulnerable adults in posts which fall outside the scope of regulated activity may still be eligible for an enhanced disclosure WITHOUT a barred list check.

The DBS was established under the Protection of Freedoms Act 2012 and merges the functions previously carried out by the Disclosure and Barring Service (CRB) and Independent Safeguarding Authority (ISA). The DBS came into existence on 1<sup>st</sup> December 2012. The DBS offers both an enhanced check and for those engaged in regulated activity an enhanced with a barred list check.

DBS Eligibility from: <http://www.homeoffice.gov.uk/publications/agencies-public-bodies/dbs/dbs-checking-service-guidance/eligibility-guidance>

## Notes for Scotland Only - Children and Young People

Under the Protection of Children (Scotland) Act 2003 it is an offence for any organisation to offer employment to anyone who has been convicted of certain specific offences, or included on the List (outlined in Section 1 of the Act) or:

1. Those included (other than provisionally) in the Disqualified from Working with Children List established under Section 1 (1) of the Protection of Children (Scotland) Act 2003.
2. Individuals considered unsuitable to work with children in the List kept under the Protection of Children Act 1999; [Now DBS List].
3. Individuals prohibited from teaching under Section 142 of the Education Act 2002, held on the DfE List 99.[Now DBS List].
4. Individuals subject to a Disqualification Order within the meaning of the Criminal Justice and Court Services Act 2000.

Under the Protection of Children (Scotland) Act 2003 (Section 11) it is an offence for an individual who is disqualified from working with children (as outlined above) from applying for, offering to do, or accepting any work in a child care position.

The Protecting Vulnerable Groups Scheme (PVG Scheme), which is administered by Disclosure Scotland delivers on the provisions outlined in the Protection of Vulnerable Groups (PVG) (Scotland) Act 2007 by:

5. help to ensure that those who have regular contact with children and protected adults through paid and unpaid work do not have a known history of harmful behaviour,
6. be quick and easy to use, reducing the need for PVG Scheme members to complete a detailed application form every time a disclosure check is required,
7. strike a balance between proportionate protection and robust regulation and make it easier for employers to determine who they should check to protect their client group.

Ref: <http://www.disclosurescotland.co.uk>

## Appendix 3: Sunday Club Registration Form



# Sunday Club Registration Form

### Child's Details

Last Name:

First Name:

Date of Birth:

Does your child have any allergies (including food and medical)? If Yes, please provide details:	<b>Yes / No</b>
Does your child have any special dietary requirements? If Yes, please provide details:	<b>Yes / No</b>
Does your child have any medical conditions that we need to be aware of (e.g. Asthma, Diabetes, Epilepsy, Hay Fever or Wheezing)? If Yes, please provide details:	<b>Yes / No</b>
Does your child take any medication regularly? If Yes, please provide details:	<b>Yes / No</b>
Does your child have any special education needs (SEN) or special requirements to enable them to take part in activities? If Yes, please provide details:	<b>Yes / No</b>
<b>Emergency Information</b>	
Name of Parent / Guardian:	Mobile:
Address:	
Post Code:	
Email address:	
If an emergency happens during Sunday Club are you likely to be in church?	<b>Yes / No</b>
<b>Please provide and alternative contact if you are not available.</b>	
Name:	Relationship to child:
Telephone number:	Mobile:
<i>We will only use your contact details in case of emergency.</i>	
<b>Other Information</b>	
Are you happy for photographs of your child to be used in Cheam Baptist Church publicity (including fliers, posters, website and Buzz etc.) or publications?	<b>Yes / No</b>
I have read and understand the Church's wristband policy for the collection of children from Sunday Club.	<b>Yes / No</b>
<b>Confirmation</b>	
I confirm that all the information given is correct and give permission for my child to attend Sunday Club.	
Signature:	Date:

## **Appendix 4: Personal Data Protection Privacy Notice (Example – please adapt for a particular activity or purpose).**

### **How Cheam Baptist Church handles information about you and your child.**

Information about you and your child in this form will only be used for keeping a record of and managing your child's involvement with Sunday Club, including communicating with you.

This information will be kept confidentially and securely, and may be disclosed outside of CBC but only with your consent and with appropriate safeguards.

Information on this form will be kept on CBC's records only whilst your child attends Sunday Club and will be deleted from CBC's records as soon as possible after your child ceases to attend or the end of the academic year.

You can withdraw your consent to CBC's handling this information at any time, you can access any information about you kept by CBC, you can have information about you kept by CBC deleted, corrected or restricted to a specified purpose at your request, and you have the right to complain to the UK Information Commission if you believe that CBC has misused any information about you.

Photographs / video footage of your child may be used in displays in the church buildings, in presentations of the church youth work or on the church website.

I consent to information about me and my child being handled by CBC as outlined above:

Signature:

**Please pass on to the Church Office once the form has been completed.**

**Church Office use only.**

**Date Received:**



## **Appendix 5: Wrist Band Policy.**

- Children start in Church with their Parent(s) / Guardian(s).
- Parent(s) / Guardian(s) to take children to their individual Sunday Club groups, and each child is allocated a number in the Sunday Club Register.
- Sunday Club Leaders register children into the room and issue a Parent / Guardian with a wrist band with a number on it corresponding with the child's number in the Sunday Club Register – one wrist band for each child.
- Visiting children must also be entered into the Sunday Club Register and a wrist band issued to their Parent / Guardian with the corresponding Sunday Club Register number on it (additional numbered wrist bands are issued to each group).
- In addition to being numbered, to assist in locating children, wrist bands will be coloured with a different colour representing a different group with Sunday Club, respectively: Crèche; Starters; Builders; Juniors.
- After the service a Parent / Guardian is to pick up their child(ren) from the Sunday Club room – only adults (over 18) with the appropriate wrist band can pick up a child.
- If an adult gives permission to pick up several children then this has to be supported by the appropriate wrist band. (Children can no longer be picked up from Sunday Club by elder siblings unless they are over 18).
- If a Parent / Guardian has lost the wrist band then a Sunday Club leader must confirm that the child and any adult who has come to pick up a child are connected or related. If the leader is not sure then he / she must call for assistance from one of the Sunday Club Co-ordinators, Nic Bianchi or Anna Fry.
- To assist identification and to help prevent accidental loss wrist bands are to be worn by the Parent / Guardian whilst their child is in Sunday Club.

## **Appendix 6: Statement of Intent:**

The Trustees of Cheam Baptist Church are committed to the nurturing, protection and safe keeping of children and young people, and the pastoral care and wellbeing of vulnerable adults associated with the church.

The Trustees are committed to the provision of adequate and appropriate procedures for implementing the Safeguarding Policy, and to ensuring that Cheam Baptist Church complies with all current legislation applying to the safeguarding of children and vulnerable adults.

The Trustees are also committed to compliance with the Disclosure and Barring Service (DBS) regulations for paid staff, departmental leaders and voluntary workers who engage in any areas of service involving children or vulnerable adults.

The Trustees are committed to the provision of adequate and appropriate procedures for implementing DBS these checks.

The Trustees will review this policy at a Trustees meeting.