



CHRISTCHURCH BALDOCK

BRINGING FAITH TO LIFE

Safeguarding Policy

Version	6
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Agreed by	Dave Willbe (Safeguarding Trustee)
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Reviewers	Safeguarding Trustee and DSL

Church Details

Name of Church: Christchurch Baldock (“**CCB**”)
 Registration Details: Registered in England and Wales under company number 08728895.
 Registered charity number 1154689
 Registered Office: 48 Westell Close, Baldock. SG7 6RY
 Contact Details: safeguarding@cc-b.uk
 Denomination: affiliated to the FIEC

The Values and Beliefs of CCB

“All men and women, being created in the image of God, have inherent and equal dignity and worth.”-extract from the CCB “What We Believe” document. The full document can be found at [What We Believe - Christchurch Baldock](#)

Safeguarding is a practical outworking of our biblically based values and our gospel witness.

Purpose of this document

This policy has been written to promote the welfare of children, young people and Adults at Risk attending and taking part in activities run by CCB. A policy does not provide safeguarding: a culture of concern and alertness to safeguarding can do that if all staff, trustees, elders, and relevant volunteers are engaged and familiar with this policy and the procedures attached.

“Safeguarding means protecting an adult’s right to live in safety, free from abuse and neglect. It is about people and organisations working together to prevent and stop both the risks and experience of abuse and neglect, while at the same time making sure that the adult’s wellbeing is promoted.” (Care Act 2014: Section 14.7)

Church Statement

CCB will endeavour to safeguard the children and Adults at Risk who attend activities we organise or facilitate by following this procedure if a concern is raised about a child’s or adult at risk’s welfare.

CCB is committed to:

- protecting and safeguarding children against potential harm or actual harm. It fully accepts and promotes the principle enshrined in the Children Act 1989 (updated 2004) and the Children and Families Act 2014, that the welfare of the child is paramount;
- working with statutory bodies, voluntary agencies and other faith communities to promote the safety and welfare of children, and acting promptly whenever a concern is raised about a child or about the behaviour of an adult. CCB will work with the appropriate statutory bodies when an investigation into child abuse is necessary; and
- a ministry with the children and young people of the families that attend, and with Adults at Risk that attend, and an outreach ministry to families in the area. CCB's Trustees (hereafter the "CTs") take seriously their responsibility to protect and safeguard the welfare of children and young people and Adults at Risk entrusted to CCB's care.

Children and young people, Adults at Risk and their parents / carers can be assured that CCB takes their welfare seriously and wants them to enjoy the activities in a safe and secure environment.

An Adult at Risk is 18 years old or over and

- Has need for care or support (whether or not the Local Authority is meeting any of the needs) and
- Is experiencing, or at risk of experiencing, neglect or abuse and
- As a result of their support needs is unable to protect themselves from either the risk or experience of abuse or neglect

An assessment should be made of whether a first aider should be present at public CCB activities (including Sunday services) after a risk assessment.

Roles that involve regulated activity and which consequently are subject to a DBS check will be clearly identified as exempt from the Rehabilitation of Offenders Act.

Scope of this document

This policy applies to all staff including ministers and CTs, paid staff, volunteers and students or anyone working on behalf of CCB (hereafter the "**Workers**")

Every Worker is to be made aware of the contents of this policy and to understand what the reporting procedures are if there are any activities that may be unsafe or may present a risk of harm, or if the child or Adult at Risk (or their parent(s) / carer(s)) makes a disclosure of abuse or an allegation against a Worker. Such disclosures or allegations will be taken very seriously to ensure that the child /person is protected.

All Workers will be appropriately recruited, and DBSs or Enhanced DBSs will be applied for, and references taken up.

Visiting teams or individuals who will work with children and / or youth for CCB (such as at the Church weekend Away) will be asked to provide a safeguarding reference from their employer, using the form, and a DBS update service reference or to complete a DBS.

This policy outlines how CCB will fulfil its duties and responsibilities, and outlines CCB's commitments in relation to safeguarding. Staff induction procedures will include safeguarding

training, including familiarisation with this policy. Recruitment of new staff will be undertaken using Recruitment Policy and procedures.

Responsibilities and Commitments

CCB and the CTs are committed to:

- a child-centred approach: listening to, relating effectively and valuing children and young people (and Adults at Risk) whilst ensuring their protection in all CCB activities and events;
- provision and protection;
- partnership and information sharing;
- parental responsibilities- by encouraging and supporting parents and carers;
- early intervention and minimum intrusion;
- a culture of vigilance and personal responsibility;
- competence, confidence and a high standard of judgement;
- safe recruitment and safe staff through support and training;
- sound policies and safe systems to deal with concerns;
- cultural sensitivity;
- ensuring that children and young people or Adults at Risk are enabled to express their ideas and views on a wide range of issues and will have access to the organisation's complaints procedure; and
- paying appropriate attention to local and national developments in safeguarding, including to guidance published by the Hertfordshire Safeguarding Children Partnership (hereafter the HSCP), Hertfordshire Adult Safeguarding Board / Adult Care Services, Christian Safeguarding Services and statutory bodies.

CCB and CTs are to:

- Ensure that all Workers understand their legal and moral responsibility to protect children and young people, as well as Adults at Risk, from harm, abuse and exploitation by including training on Safeguarding Children and Adults at Risk in their induction and in subsequent training that is undertaken.
- Ensure that all Workers understand their responsibility to work to the standards detailed in these procedures and work at all times towards maintaining high standards of practice.
- Ensure that all Workers working with children are aware of the HSCP Inter-agency Child Protection & Safeguarding Children Procedures and are confident in how to work within these guidelines by ensuring their attendance at training, with refresher training every three years.
- Ensure that those working for CCB (staff and volunteers) with Adults at Risk are aware of Hertfordshire Adult Safeguarding Board procedures and are confident to work within these guidelines by ensuring their attendance at training, with refresher training every three years.
- Ensure that any procedures relating to the conduct of Workers are implemented in a consistent and equitable manner.
- Provide opportunities for all Workers to develop their skills and knowledge, particularly in relation to the welfare and protection of children and young people.

In order to build and to maintain a healthy and safe environment we rely on:

- strong policies which are reviewed regularly;
- clear procedures which are known to everyone;

- codes of conduct;
- thorough systems to help and not hinder safeguarding;
- a culture of concern for safeguarding throughout CCB; and
- the integration of all of the above.

DBS Checks

- Following appointment and prior to commencement of the role, staff and volunteers involved in regulated activity will be required to complete an enhanced DBS check
 - Under normal circumstances, the individual will not commence their role until the result of the DBS check has been received
 - Under exceptional circumstances and where it is necessary for the person to commence prior to receipt of the DBS check result, a formal risk assessment will be completed
 - A formal agreement that outlines the duties that are permitted, and all measures implemented to prevent the individual having unsupervised access to Adults at Risk will be drawn up and signed by the appointee and the DSL or the Safeguarding Trustee
- Once formal notification of a clear DBS check has been received, the Single Central Record will be updated with the relevant information .
- Those working in support roles (café team, refreshments, IT and Technical Support) will have a Basic DBS check. They should not work in direct contact with children.
- Those serving as First Aiders at CCB should have certificated training every three years. They will be required to have an enhanced DBS check with Barred List checks for Adults and Children, in keeping with the requirements of their role.
- All Elders /trustees will have a full (adult and Child) Enhanced DBS check due to their role in the church.

Blemished DBS Checks

- The applicant will be asked to present the DBS certificate to the DSL
- The applicant may, if they wish to, withdraw their application
- If the application is withdrawn, consideration should be given to whether this required the triggering of the “Management of ex-offenders or those who pose an actual or potential risk to others; particularly to Adults at Risk” (see section 14 of this policy) process needs to be triggered
- If the applicant self-declared the blemish and it has been discussed previously, the recruiter will check to ensure that the detail provided in the self-disclosure is consistent with the information on the DBS certificate
- If the applicant did not self-disclose, an open conversation about the circumstances of the blemish will be discussed with the applicant
- Whether the discussion arises from self-disclosure or examination of the certificate, a formal assessment will be conducted to ascertain the applicant’s suitability for the role and the outcome will be recorded
 - Advice can be sought from CSS if required
 - The applicant will be given every opportunity to provide input to the assessment and the outcome will be explained to them
- A blemished DBS check does not necessarily prevent the individual from engaging in regulated activity. The risk assessment may conclude:
 - That the individual is unsuitable for the role
 - That further investigation is required
 - That the person is suitable for the role with restrictions
 - That the blemish does not indicate unsuitability

- If the risk assessment concludes that the individual is unsuitable for the role, consideration will be given to whether the “Management of ex-offenders or those who pose an actual or potential risk to others; particularly to Adults at Risk” (see section 14 of this policy) process needs to be triggered
- Once the details of the certificate have been recorded in the Single Central Record, the certificate will be returned to the applicant and no copies will be retained

Where an individual who poses a safeguarding risk to children and or Adults at Risk, A Safeguarding Agreement will be drawn up between the individual and Christchurch elders. This will be personalised, according to the issues and risks, but it is likely to include an agreement not to make contact with children and young people and / or Adults at Risk. Those who pose a safeguarding risk would be excluded from some elements of church life, including children’s ministries and adult ministries, for example. Appendix 10 has some more details.

Probationary periods for employees

- The precise nature and expectations of probationary periods will vary from role-to role as described in the role description, however, they are intended to be supportive of the employee and to provide a framework that provides accountability to both the individual and the organisation. Probationary periods will not be used for punitive purposes.
- All staff will be subject to a formal probationary period
- Prior to commencement of the role, a clear statement of the criteria for successful completion of the probationary period will be provided
- Regular support, guidance and review will be provided throughout the probationary period and the outcome (passed, extended, failed) will be communicated to the employee or volunteer prior to the end of the probationary period and records will be retained of all discussions

Volunteers will not be subject to a probationary period. They will receive ongoing support and supervision and be removed from ministry activity if concerns are raised, pending a meeting to investigate these concerns.

Ongoing support and supervision

- All staff and volunteers will receive proportionate supervision and pastoral care. Supervision will include both personal wellbeing and performance management
- Where DBS checks are required, these will be updated at least every three years

Training

- All staff and volunteers in roles that involve regulated activity or those who manage such staff will be required to attend regular safeguarding training
 - Trustees will receive initial training. While there is no legal requirement for formal update training, the trustees will ensure that they are competent in their roles and that their knowledge of compliance with legislation and Charity Commission guidance up to date
 - Church leaders will refresh their training every three years
 - Volunteers and staff involved in working with children, young people, or adults at risk of abuse are required to update their training at least every three years
 - The Designated Safeguarding Lead and the Deputy DSL are required to attend formal update training at least every two years
 - All staff, volunteers and trustees will undergo some informal update activity annually.
 - Training should include themes on domestic abuse and trauma and the impact on victims including children.
 - Children are now regarded by law (Domestic Abuse Act 2021) as victims of domestic abuse if they are living in a home where their parents or relational care givers are abusing each other.

- A log of training and DBS checks will be maintained by the church DSL

Adult: Child Ratios for safe working

The NSPCC outlines the following ratios for safe working with children and young people:

Age of children / young people	Minimum Number of adults*	Number of children
0-2 years	1 adult to	3 children
2-3 years	1 adult to	4 children
4-8 years	1 adult to	6 children
9-12 years	1 adult to	8 children
13-18 years	1 adult to	10 children

In an activity with a mixed-age group of children and young people you should use the ratio that applies to the youngest child or young person in the group. The groups at CCB are as follows:

CCB Group	Age of children / young people	Minimum Number of adults*	Number of children
Sunday - Tots	0-4 years	1 adult to	3 children
Sunday -Kids	5-11 years	1 adult to	6 children
Sunday-CCB YY	11-14 years	1 adult to	8 children
Sunday-CCB OY	14-18 years	1 adult to	10 children
Wednesday-The Link	11-18 years	1 adult to	8 children
Holiday Club	5-11 years	1 adult to	6 children

There should be at least two adults present for any activity and children should not be left with one adult at any time normally. **Where adults are in a relationship (romantic, sibling, parent/child, for example), from a safeguarding perspective they should normally be seen as counting as one adult.**

These ratios should be seen as minimum adult numbers and some types of activity undertaken may require further adult supervision. Risk assessments will be carried out for each ministry activity.

Children with Special Educational Needs and / or Disabilities may require additional safeguarding support. Individual Risk Assessments should be undertaken, and these should consider whether 1:1 support is required for safeguarding.

All external volunteers who are invited to help at Christchurch Children or Youth events or weekends, or Church Weekends Away, and who will be in a position of trust with children or Adults at Risk, will be asked to complete a DBS check to be in place before the event unless they subscribe to the update service, in which case they will need to give consent to access that DBS online. A safeguarding reference form will be sent to the employer / sending church / organisation also.

Those working in supporting roles will be visually distinct and that difference will be explained to participants by the activity leader as necessary.

All Workers are to:

- Understand that Safeguarding is everyone's issue: they should be alert to issues amongst attendees, leaders and the environment.

- Identify themselves as enhanced DBS checked and Safeguarding trained members of their team by wearing items provided by their activity leader for that purpose (for example lanyards, badges, t-shirts).
- Read, understand and apply this Safeguarding policy and procedure in their activities;
- identify opportunities and undertake appropriate training to support them in their role;
- act appropriately at all times and be able to challenge inappropriate behaviour in others;
- be able to recognise harm; and
- know how to report any concerns about safeguarding, health and safety (including near incidents), abuse or concerning behaviour of participants or leaders in a timely and appropriate way.
- Report their concerns about whether an activity is being conducted safely and in line with this policy.

It is important that everyone at CCB is aware that the person who first encounters a case of alleged or suspected abuse is not responsible for deciding whether or not abuse has occurred. That is a task for the professional child protection agencies or social services following a referral to them of concern about a child or Adult at Risk.

In addition, **CTs** are to:

encourage all Workers to understand this policy and procedure;

- offer opportunities to undertake appropriate safeguarding training and refresher training;
- ensure that the policy and procedure is adhered to and to undertake regular compliance audits; and
- ensure that a whistleblowing policy is developed, agreed and communicated with all Workers.

The **Designated Safeguarding Lead (DSL)** is to:

- ensure that all Workers are aware of what they should do and who they should go to if they are concerned that a child/young person / Adult at Risk maybe subject to abuse or neglect;
- ensure that any concerns about a child/young person/Adult at Risk are acted on, clearly recorded, referred on where necessary and, followed up to ensure the issues are addressed;
- record any reported incidents in relation to a child/young person /Adult at Risk, or any breach of these policies and procedures. This will be kept in a secure place and its contents will be confidential; and
- complete DBS checks for all Workers
- maintain a central record of DBS details, and answer queries from staff. The spreadsheet will be available to view by the deputy DSL and the Safeguarding Trustee.

The **Deputy DSL** will complete DBS checks for the DSL, and for any members of the DSL's family in any of the roles outlined above. The Deputy DSL will support the DBS process by doing some ID checks, as directed by the DSL.

It is imperative that groups are equipped with the knowledge and awareness that will enable them to detect any abuse or ill treatment of children, young people, and/or Adults at Risk. This policy document therefore aims to be a reference for all Workers involved.

Important Contacts

CCB has an appointed individual who is responsible for dealing with any safeguarding concerns, the Designated Safeguarding Lead. In their absence, a deputy will always be available for workers to consult with. One of the CTs will always be designated as the "Safeguarding Trustee" to monitor compliance at Trustee level and as an additional point of contact for any concerns.

The named persons for safeguarding within CCB are:

Designated Safeguarding Lead (DSL)	Pauline Poole
Mobile number	07739 794 869
Email	safeguarding@cc-b.uk
Deputy DSL	Caroline McGurk
Mobile number	07929665344
Email	caroline@cc-b.uk
Safeguarding Trustee	Dave Willbe
Mobile number	07974 953183
Email	dave@cc-b.uk

Contact details for local and national safeguarding agencies are:

Police (Child Abuse Investigation Unit CAIU)	0845 33 00 222 (or in an emergency 999)
Hertfordshire Safeguarding Children Partnership	0300 123 4043 (including out of hours)
Hertfordshire Adult Safeguarding Board	0300 123 4042 (or in an emergency 999)
Christian Safeguarding Services (we have Comprehensive GOLD membership level)	0116 218 4420
NSPCC	0808 800 5000

How to Use this Document

All Workers should be sure that they understand the principles and procedures set out in this document. The key principle is that if a Worker has any concerns about the safety of a child, young person, or Adult at Risk they should report it to our DSL – Workers should not try to make an assessment or investigation themselves.

- **Appendix 1** contains guidance for how to respond if a child, young person, or Adult at Risk confides safeguarding issues to you
- **Appendix 2** is a quick reference card for a safeguarding conversation
- **Appendix 3** provides forms to report concerns
- **Appendix 4** is a code of conduct for Workers to observe when in contact with children and young people, and Adults at Risk
- **Appendix 5** provides guidance for Workers who are organising activities with children or young people
- **Appendix 6** is an example of an image consent form, for use where an activity may involve taking photos or videos of children and no prior agreement exists with the family, for example, consent forms on registration for activities.
- **Appendix 7** sets out the safeguarding elements of CCB's recruitment process, both for staff and for volunteers
- **Appendix 8** gives further information on categories of abuse, of children and Adults at Risk, as well as signs that may indicate where abuse is taking place
- **Appendix 9** sets out the statutory framework for safeguarding
- **Appendix 10** provides details of national and local safeguarding organisations that can provide further guidance
- **Appendix 11:** Useful Contacts / Support Organisations

Appendix 1: Steps to Follow if a child, young person, or Adult at Risk confides in you

CCB recognises that it has a duty to act on reports or disclosures of abuse and believes that the safety of the child should override any doubts, hesitations, or other considerations (such as the potential to have a negative impact on relationships with a family, or the reputation of parents/carers). When worrying changes are observed in a child's, young person's, or Adult at Risk's behaviour, physical condition or appearance, **Workers will follow the steps set out below.**

Stage 1: Catching a Disclosure (see Appendix 4 – Reference Card)

If a child, young person or Adult at Risk confides in you, stay calm, approachable and open to what they have to say. Do not make any assumptions or comments about the situation, and do not discuss it with any other Worker, member of CCB, or other person.

Stage 2: Pass the disclosure on

Speak to the DSL and tell them of the facts of the disclosure. Give the DSL your written account of the disclosure: this can be via email or in the form of Appendix 1. If an email is sent, please phone also and do not assume the disclosure is passed on until you receive a response. Do not hesitate or apply your own judgement – your job is to pass on the concern.

Pray for the situation. Be at peace knowing that you have played an important role. Do not discuss it with others, or conduct any investigation.

Be aware that you may not get to hear any more about this.

Stage 3: What happens after a disclosure or a concern is raised

The DSL will take immediate action if there is a suspicion that a child has been abused or likely to be abused. In this situation the DSL will contact the police and/or Children's Services. If a referral is made direct to the Children's Services, this must be followed up in writing within 24 hrs.

Parents / carers will need to be informed about any referral to Children, Schools and Families unless to do so would place the child at an increased risk of harm.

The DSL may seek advice from Christian Safeguarding Services. This would involve a phone call to the helpline. Verbal advice is given immediately and a written account, of the situation and the advice, is sent via email within 30 minutes or so at most. The advice from CSS might include reporting the matter to the Police, to the Local Authority Designated Officer (LADO). **The DSL will act immediately on any advice from CSS.**

The DSL will not discuss the advice with anyone else, nor speak to individuals concerned, about the matter. The DSL will respect confidentiality at all times, and write a record of the matter and file documents securely. Anonymised Reports on safeguarding incidents will be reported to the Safeguarding Trustee at the next Safeguarding meeting, in case any lessons can be learned for the future.

IF YOU ARE WORRIED ABOUT A CHILD, YOUNG PERSON, OR ADULT AT RISK YOU HAVE A DUTY TO REFER

Appendix 2: Reference Card to use when faced with a safeguarding concern or a disclosure

1. If a child, young person, or Adult at Risk seems out of sorts or there are marks stay calm, approachable and open to what they have to say.
2. If they don't say anything, say, "I've noticed that you don't seem yourself today, are you okay?"
3. Listen to them carefully without interrupting. Nod and show that you are listening
4. Make it clear that you are taking what they are telling you seriously.
5. Say, "**I understand that this must be difficult for you.**"
6. Say, "**You have done the right thing by telling someone.**"
7. Say, "**I will do everything I can to help you.**"
8. **Do not** show any shock or disgust;
9. **Do not** probe further;
10. **Do not** ask leading questions that might suggest the answer;
11. **Do not** make assumptions;
12. **Do not** make any comments about the alleged abuser;
13. **Do not** make promises you cannot keep, particularly about keeping the information 'secret', but
14. Say, "**I may need to share what you've told me with a person who can help you.**"
15. **Do not** discuss with any other Worker, member of CCB, or others.
16. Write down what you have been told as soon as possible, with facts and quotes. Use the CCB Concern Form.
17. Contact the DSL immediately.

Appendix 3a: Report of Incident Form, CHILD

Record of Safeguarding Concern following an incident at CCB

Details of the Individual in the incident			
Full Name			
Date of Birth			
Address			
Name(s) of parents /carers			
Date, Time and Place of Incident			
Date	Time	Location	CCB Activity
Details of those present			
Name	What role did they play? (witness, involvement, First Aid etc)		

Description of Incident	
Attach additional sheets where necessary	
What happened? Describe the scene, who did what, the incident	
What actions were taken after the incident? (first aid for example)	
Is a risk assessment review needed now? Why?	
Details of the person completing this form	
Full Name and Role	
Address	
Phone:	Email:
I confirm that the information here is an accurate account	Signed: Date:
Please record details of how and exactly when you sent this form to Pauline Poole, DSL Handed to her / emailed with password / post Date and Time:	
This form was read by DSL Date:	Time:

Appendix 3b: Report of Safeguarding Concern- CHILD

Record of Safeguarding Concern

Details of the Individual in the incident			
Full Name			
Date of Birth			
Address			
Name(s) of parents /carers			
Date, Time and Place that Concern was raised			
Date	Time	Location	CCB Activity

Details of those present	
Name	What role did they play?
Is this child or anyone else at continued risk now? If there is immediate danger, phone the Police NOW	

Description of Incident	
Type of Concern	Signs of abuse noted / child disclosure
Attach additional sheets where necessary	
If there is no disclosure, what did you see and / or hear that caused you concern. Please be as specific as possible	
If a child made a disclosure, what did they say that caused concern? (try to use their exact words)?	
What happened after you became concerns? Where did the child go? Did anything else happen after?	
Details of the person completing this form	
Full Name and Role	
Address	
Phone:	Email:
I confirm that the information here is an accurate account	Signed: Date:
Please record details of how and exactly when you sent this form to Pauline Poole, DSL Handed to her / emailed with password / post Date and Time:	
This form was read by DSL Date: Time:	

Appendix 3c: Report of Incident Form, Adult

Record of Safeguarding Concern following an incident at CCB

Details of the Individual in the incident			
Full Name			
Date of Birth			
Address			
Name of carers			
Date, Time and Place of Disclosure / Incident			
Date	Time	Location	CCB Activity
Details of those present			
Name	What role did they play? (witness, involvement, First Aid etc)		

Description of Incident	
Attach additional sheets where necessary	
What happened? Describe the scene, who did what, the incident	
What actions were taken after the incident? (first aid for example)	
Is a risk assessment review needed now? Why?	
Details of the person completing this form	
Full Name and Role	
Address	
Phone:	Email:
I confirm that the information here is an accurate account	Signed:
	Date:
Please record details of how and exactly when you sent this form to Pauline Poole, DSL Handed to her / emailed with password / post Date and Time:	
This form was read by DSL Date:	Time:

Appendix 3d: Report of Disclosure, Adult at Risk

Record of Safeguarding Concern

Details of the Individual who has made a disclosure to you	
Full Name	
Date of Birth	
Address	
Name(s) of carers	
Where is the adult now?	
Have you explained your concerns to the adult and told them that you will pass them on?	Yes / if no, why not?

Date, Time and Place of Disclosure			
Date	Time	Location	CCB Activity

Details of Witnesses	
Name	Role at the event, extent of involvement (partial witness, saw and heard the full disclosure)

Is anyone else at risk?	
Does the adult understand the safeguarding concerns you have?	
What would this adult like to happen now?	
<p>Have you referred this directly to Hertfordshire Adult Care Services or the Police? Explain why</p> <p>What is the name of the worker / officer you spoke to and the date / time of the report?</p>	

Description of Disclosure
Attach additional sheets where necessary
<p>Describe the context of the disclosure. (event, room, people present)</p> <p>Describe what happened with as much detail as you can. What did the adult say (try to use their exact words)?</p>

Details of the person completing this form	
Full Name and Role	
Address	
Phone:	Email:
I confirm that the information here is an accurate account	Signed: Date:
Please record details of how and exactly when you sent this form to Pauline Poole, DSL	
Handed to her / emailed with password / post	Date and Time:
This form was read by DSL	Date: Time:

Appendix 4: Code of Conduct

Always remember that while you are caring for other people's children, and Adults at Risk, you are in a position of trust and your responsibilities to them and to CCB must be uppermost in your mind at all times.

DO NOT:

- Use any kind of physical punishment or chastisement
- Smoke or be under the influence of alcohol or non-prescribed drugs.
- Behave in a way that frightens or demeans any child.
- Use any racist, sexist, homophobic, discriminatory or offensive language
- Invite a child to your home or arrange to see them outside the set activity times
- Engage in any sexual activity (this would include using sexualised language) with a child / young person you meet through CCB activities, or start a personal relationship with them, this would be an abuse of trust.
- Engage in rough or physical games, including horseplay
- Let allegations a child makes go unchallenged, unrecorded or not acted upon
- Rely upon good nature to protect you or believe 'it could never happen to me'
- Give children presents or personal items. Any gifts should come from the CCB group leader after a conversation with the DSL and the knowledge of the child's parents / carers.
- Accept gifts other than small tokens for appropriate celebrations. Make sure you make the activity leader aware of any gifts received.
- Talk about CCB activities when using social media such as Facebook, Instagram and YouTube, other than a generic comment. It is better to share official posts.
- Do not take any photos of children at CCB activities. Do not share any text, image, sound or video of children involved in CCB activities with anyone. If marketing photos or videos are made, this should be with the consent of all involved and under the guidance of the activity leader.
- Give out your own personal details, such as personal mobile phone number, personal e-mail address or social network details to children, parents, carers and others at CCB activities. Any contact should be via the official CCB channels by the activity leader. There may be a WhatsApp group, organised by activity leaders, with all leaders present, with all posts checked before posting.
- Communicate directly and privately with any CCB attendee child or family, and point people to CCB official channels.

DO:

- Look after your team, being alert to risks and dangers in the activity space. Agree with the team what behaviour you expect from children and be consistent in administering it.
- Make sure you have read the Safeguarding policy and that you feel confident that you know how to recognise when a child may be suffering harm, how to handle any disclosure and how to report any concerns.
- Consult the Risk Assessment for the activity you are supporting, including any 1:1 Risk Assessments for specific children or young people.
- Stay in the main activity room within sight and hearing of other leaders.
- There should be two unrelated adults present for any activity and children should not be left with one adult normally. Exercise caution about being alone with a child /young person. In situations where this is unavoidable, it should be in a public place.
- Talk explicitly to children about their right to be kept safe from harm
- Listen to children and take every opportunity to raise their self-esteem.
- Remember if you have to speak to a child about their behaviour you are challenging 'what they did', not 'who they are'.

- Seek advice and support from your co-Workers and your DSL.
- Be clear with anyone disclosing any matter that could concern the safety and wellbeing of a child that you cannot guarantee to keep this information to yourself.
- Seek opportunities for training
- Where possible encourage parents to take responsibility for their own children.
- Where Workers (generally staff) meet with children or young people outside of organised activities, it should be with the agreement of parents, meeting at a public place (not travelling together) and with Activity Leaders and staff knowing what they are doing and where they are, through the use of calendars and WhatsApp groups, for example.
- Ensure that any physical contact is open and public. It is alright for a small crying child to hug you in this public setting if they initiate it because they are upset, but you should not initiate any physical contact.
- Be clear with anyone disclosing any matter that could concern the safety and wellbeing of a child that you cannot guarantee to keep this information to yourself. Talk to the DSL (07739 794 869) about any concerns.

Appendix 5: Managing activities involving children and young people

When managing an activity involving children and young people, it is important to consider a risk assessment for health and safety and for the safeguarding of all concerned

Each activity should have a risk assessment undertaken to consider what level and impact of risk there may be to the children and to the staff or volunteers.

Record keeping

Good record keeping promotes confidence in CCB and in the safety of children and young people who are participating in its activities.

It is important to keep good and clear records of CCB work. It is particularly important to keep:

- a register of attendance;
- a fire register, with protocols, records of Lead persons and practices;
- A register of First Aiders, with training records
- emergency contact details for all children; and
- emergency contact details for all relevant Workers
- An Incident Book, detailing any incidents taking place during an activity

Any details must be kept securely in accordance with the Data Protection Act 2018 (hereafter **DPA**). These will be kept by CCB's Administrator.

Risk Assessments

Under the Health and Safety at Work Act 1974, CCB, as employer, has a duty to ensure, so far as is reasonably practicable, the health and safety of their employees and others affected by their work activities. This includes participants in off site visits.

CCB is also required, under the Management of Health and Safety at Work Regulations 1999, to:

- assess risks arising from activities;
- implement suitable control measures;
- provide information, training and supervision;
- monitor their arrangements for controlling risk.

Although the ultimate responsibility for health and safety rests with the CTs, specific tasks are delegated to competent individuals. This includes the organisation of regular activities and additional activities.

This policy outlines the responsibilities of those involved in the organisation of visits, standards of competence and the arrangements for assessing risk and implementing suitable control measures. It also outlines how the CTs will monitor the arrangements.

Workers involved with organising or supervising visits also have a legal duty to take reasonable care of their own and others' health and safety and to co-operate with the CTs to enable CCB to meet its health and safety responsibilities. This will be achieved through complying with the policy and following the associated guidance.

Risk assessment and risk management are legal requirements. For activities and visits they involve the careful examination of what could cause harm during the visit and whether enough precautions have been taken or whether more should be done. The aim is to make sure no one gets hurt or becomes ill. The control measures should be understood by those involved.

Risk assessments should explicitly cover how special needs (e.g., educational, medical) are to be addressed. The programme of an activity or visit, as set out in the risk assessment and the consent form, should not be deviated from and should include details of emergency/contingency measures.

There are three levels of risk assessment for special activities or visits:

Generic: Apply to the activity wherever or whenever it takes place (for example Tea and Tots). The information provided in this policy and associated guidance is based on a generic risk assessment.

Special Activity/Visit/Site Specific: Will differ from place to place and group to group. Those organising visits are responsible for carrying out Special Activity/visit /site specific risk assessments and must ensure an adequate risk assessment is carried out

Ongoing: The group leader should reassess risks while the visit / activity is taking place, making judgements and decisions as the needs arise.

In addition to the above, *individual risk assessment* of children whose vulnerability, behaviour or other factors may put them or others at greater risk should be carried out. This should normally form part of their existing care planning process.

Taking photographs or videos of children and adults

From time-to-time photographs may be taken on behalf of CCB of children and adults participating in activities. Photos taken for CCB's use may be covered by the Data Protection Act, so children and young people, as well as adults should be advised why they are being taken, and be able to give or withhold consent for photographs / videos.

When children register for CCB activities, the registration forms will include consent for photographs. Where visitors attend events and not registration form is in place, an image consent form, such as the example in **Appendix 6**, could be used when photographs are taken.

When photographs are to be taken at CCB services or events by a CCB photographer or visiting photographer from The Press or one acting for CCB, an announcement will be made that a CCB photographer is taking photos / video for CCB use in newsletters delivered to Baldock homes, CCB website, marketing materials, including event invitations, press releases, or projected onto the screen during services, some of which are livestreamed.

Appendix 6: Image Consent Form



Image Consent Form

We sometimes take photographs or video footage for publicity purposes. These images may appear in our printed publications and publicity materials, on our website, or both.

We may also send the images to the news media, who may use them in printed publications and on their website, and store them in their archive. They may also syndicate the photos to other media for possible use, either in printed publications, or on websites, or both. When we submit photographs and information to the media, we have no control on when, where, if or how they will be used.

The images we take will be of activities that show the children / organisation in a positive light. The images will not be associated with negative, distressing or sensitive issues to do with an individual's welfare or that may cause offence or embarrassment. It is the responsibility of the senior staff to ensure that consent is obtained from parents/guardians/social workers, and that children who are at risk or cannot have their photograph taken for legal or social reasons, are not in the photograph.

Please note that our website can be viewed throughout the world, not just in the United Kingdom where UK law applies. In giving your consent, you understand that the photos may be used in both printed and electronic form.

We will take all reasonable measures to ensure the images are used solely for the purposes for which they are intended. However, we cannot guarantee this and take no responsibility for the way images are used by other websites or publishers, or for any consequences arising from publication.

To give your consent, please answer the questions below, then sign and date the form where shown and fill in any other relevant information.

1. May we use your image(s), or those of your child(ren) if under 18, in our internal printed publications , handed to visitors to CCB, and handed out at Baldock events, such as Baldock Fair?	Yes / no
2. May we use your image(s), or those of your child(ren) if under 18, in printed public newsletters posted through Baldock doors into local homes?	Yes / no
3. May we use your image(s), or those of your child(ren) if under 18, as part of digital publicity material about our activities, sent to the news media (The Comet , for example) and partner organisations, as well as local publications (On Our Doorstep, Baldock Mail) who may use the image in printed and/ or electronic form and then store it in their archive?	Yes / no
4. May we use your digital image(s), or those of your children if under 18, for the CCB website ?	Yes / no
5. May we use your digital image(s) , or those of your child(ren) if under 18, for social media stories about CCB activities?	Yes / no
Full Name	
Date	Signature
Please print the name(s) of your child(ren) here	

Are you happy for your child's name to be used in all of the situations described above? **Yes/ no**

If there are circumstances in which you would prefer your child(ren) not to be named, please state them here:

Details of where consent was sought	
CCB Event /Date	
Location	
Photographer present	

Appendix 7: Safer Staffing / volunteer checks

Safer Recruitment processes will be used at marketing, advertising, shortlisting, interviewing and appointment in paid employees for CCB.

Enhanced DBS checks will be undertaken for all staff prior to starting dates.

The following steps will be undertaken for all Workers working directly with children, young people, or Adults at Risk:

- Application form with two external references, including current employer for staff or current / previous church for new volunteers.
- Two references will be called for. These should come from an official email address attached to an employer or church.
- ID information will be viewed at the interview stage for new staff and placed into a sealed envelope by the DSL. If an employment offer is made and accepted, an enhanced DBS check will be started immediately. If no offer is made, or indeed if it is declined, the sealed envelope will be shredded or returned to the candidate unopened, as they choose.
- Staff 'opportunity to disclose convictions' form should be completed at interview stage and placed in an envelope with ID information for a DBS check, and handled similarly.
- Volunteers should complete an application form with 'opportunity to disclose convictions', two references and consent to complete DBS checks as appropriate, including the Barred list where relevant.
- A starting date should be set bearing in mind when references and DBS checks are complete.

Managing allegations against an adult who works with **children or young people**

In Hertfordshire, allegations against a member of staff or a volunteer organisation working with children and young people must be referred to the Local Authority Designated Officer (LADO) whenever it is alleged a person who works with children has in any activity connected with her/his employment or voluntary activity:

- Behaved in a way that has, or may have harmed a child;
- Possibly committed a criminal offence against / related to a child; or
- Behaved toward a child in a way which indicates s/he is unsuitable to work with children

These allegations should be referred to trustees, usually the Chair of Trustees, who will work with the DSL and make a referral to the LADO.

Where appropriate, after referral, pending investigations and later, the DSL will lead on safeguarding concerns, while the Chair of Trustees will lead on pastoral support for all concerned.

Appendix 8: What is Abuse?

Abuse is:

- Something that is done to a person that should not be done
- Something that should be done for a person that is withheld
- The violation of a person's rights

Abuse can take place anywhere, and may be a one-off incident or an ongoing situation.

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting, by those known to them or, more rarely, by a stranger for example, via the internet. They may be abused by an adult or adults, or another child or children.

An abused child is any boy or girl, under 18 years of age, who has suffered from, or is believed likely to be, at risk of significant risk of physical injury, neglect, emotional abuse or sexual abuse.

The Four Categories of Abuse in Children:

- Physical
- Emotional
- Sexual
- Neglect

Physical abuse (including when masqueraded as discipline and chastisement)

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

Physical abuse often arises from a wish to chastise. English law allows smacking by parents in that parents can use the defence of "reasonable chastisement" but only in a charge of common assault.

The introduction of section 54 of the Children Act 2004 changed the law, to remove the reasonable chastisement defence for actual bodily harm. Actual bodily harm includes minor visible injuries such as a graze, a scratch, an abrasion or bruising around the eye. Common assault implies a transient trifling injury such as reddening of the skin or no injury at all. The use of an implement to hit a child though not specifically prohibited is more likely to leave a mark. Thus, the law allows a parent to smack a child where doing so leaves no mark upon the skin, so only light smacks are permitted. "Over chastisement" which implies at least actual bodily harm would be against the law and the reasonable chastisement defence would not apply. This means, for example, that a parent can no longer justify beating a child on the grounds that child is difficult to raise.

Although the reasonable chastisement defence only applies to the criminal law the concept influences decisions taken in the family courts. The defence applies only to parents and adults acting in loco parentis with the parent's permission. Physical chastisement, i.e., corporal punishment, of any form has been prohibited in state schools since 1986, private since 1998 and by child minders since 2003.

It is important that all Workers treat injuries caused to children by their parents as an assault and do not condone or excuse this because their intention was to discipline the child. Workers should be cautious about referring to such assaults as "over-chastisement" as this can have the effect of minimising the impact on the child of the injuries or implying the child's behaviour was a contributory cause.

Although the following signs do not necessarily indicate that a child has been abused, they may help adults recognise that something is wrong. The possibility of abuse should be investigated if a child shows a number of these symptoms, or any of them to a marked degree:

- Unexplained recurrent injuries or burns
- Improbable excuses or refusal to explain injuries
- Wearing clothes to cover injuries, even in hot weather
- Refusal to undress when appropriate
- Bald patches
- Chronic running away
- Fear of medical help or examination
- Self-destructive tendencies
- Aggression towards others
- Fear of physical contact - shrinking back if touched
- Admitting that they are punished, but the punishment is excessive (such as a child being beaten every night to 'make him study')
- Fear of suspected abuser being contacted

Emotional Abuse

Emotional abuse may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or "making fun" of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children.

These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyberbullying) causing children frequently to feel frightened or in danger, or the exploitation or corruption of children.

Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

Although the following signs do not necessarily indicate that a child has been abused, they may help adults recognise that something is wrong. The possibility of abuse should be investigated if a child shows a number of these symptoms, or any of them to a marked degree:

- Physical, mental and emotional development delay
- Sudden speech disorders
- Continual self-deprecation ('I'm stupid, ugly, worthless, etc')
- Overreaction to mistakes
- Extreme fear of any new situation
- Inappropriate response to pain ('I deserve this')
- Neurotic behaviour (rocking, hair twisting, self-mutilation)
- Extremes of passivity or aggression

Sexual Abuse

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving

children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the Internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

Although the following signs do not necessarily indicate that a child has been abused, they may help adults recognise that something is wrong. The possibility of abuse should be investigated if a child shows a number of these symptoms, or any of them to a marked degree:

- Being overly affectionate or knowledgeable in a sexual way inappropriate to the child's age
- Medical problems such as chronic itching, pain in the genitals, venereal diseases
- Other extreme reactions, such as depression, self-mutilation, suicide attempts, running away, overdoses, anorexia
- Personality changes such as becoming insecure or clinging
- Regressing to younger behaviour patterns such as thumb sucking or bringing out discarded cuddly toys
- Sudden loss of appetite or compulsive eating
- Being isolated or withdrawn
- Inability to concentrate
- Lack of trust or fear of someone they know well, such as not wanting to be alone with a babysitter or child minder
- Starting to wet again, day or night/nightmares
- Become worried about clothing being removed
- Suddenly drawing sexually explicit pictures
- Trying to be 'ultra-good' or perfect; overreacting to criticism

Neglect

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born neglect may involve a parent or carer failing to provide adequate food, clothing and shelter (including exclusion from home or abandonment) protect a child from physical and emotional harm or danger, ensure adequate supervision (including the use of inadequate care-giver), or ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Although the following signs do not necessarily indicate that a child has been abused, they may help adults recognise that something is wrong. The possibility of abuse should be investigated if a child shows a number of these symptoms, or any of them to a marked degree:

- Constant hunger
- Poor personal hygiene
- Constant tiredness
- Poor state of clothing
- Emaciation
- Untreated medical problems
- No social relationships
- Compulsive scavenging
- Destructive tendencies

Note: A child may be subjected to a combination of different kinds of abuse. It is also possible that a child may show no outward signs and hide what is happening from everyone.

Bullying

Bullying affects everyone at some point in their lives. It may be at school, at college, in an activity group or club, in the workplace or even at home. Parents, carers, teachers and others working with children have a duty to take action if they suspect or discover that child(ren) are being bullied.

Bullying includes:

- People calling you names
- Making things up to get another person into trouble
- Hitting, pinching, biting, pushing and shoving
- Taking things away from someone
- Damaging another person's belongings
- Stealing someone's money
- Taking someone friends away from them
- 'Cyberbullying'
- Spreading rumours
- Threats and intimidation
- Making silent or abusive phone calls

Bullies can also frighten the victim so that they don't want to go to school or take part in other activities. The victim may pretend to be ill to avoid the bully.

Categories of Abuse in Adults

An Adult at Risk is:

- 18 years old or over *and*
- Has need for care or support (whether or not the Local Authority is meeting any of the needs) *and*
- Is experiencing, or at risk of experiencing, neglect or abuse *and*
- As a result of their support needs is unable to protect themselves from either the risk or experience of abuse or neglect

Mental Capacity

"When a person cannot make a decision because

- they don't understand what decision they need to make, or
- they have difficulty understanding information, or
- cannot communicate the decision to people around them,

this is called lacking capacity."

(Mental Capacity (Amendment) Act 2019)

Mental Capacity Act

- Presumption of capacity unless proven otherwise by a qualified professional
- Right to support in making own decisions
- Right to make what may be seen as eccentric or unwise decisions
- Least restrictive intervention
- Best interests

Categories of Abuse in Adults

- Physical
- Psychological
- Sexual
- Financial or material
- Discriminatory
- Neglect or acts of omission
- Organisational (previously institutional)
- Modern slavery
- Self neglect
- Domestic violence

Appendix 9: Legislation and Guidance

- Children Acts 1989 and 2004
- Children and Families Act 2014
- European Convention on Human Rights (1953)
- Working Together to Safeguard Children 2015
- Domestic Abuse Act 2021
- Human Rights Act (1998)
- Care Standards Act (2000)
- Mental Capacity Act (2005) and the Deprivation of Liberty Safeguards
- Mental Capacity Amendment (2019)
- Safeguarding Vulnerable Groups Act (2006)
- Protection of Freedoms Act (2012)
- Care Act (2014)
- Who Decides (Consultation paper - 1997)
- No Secrets (2000 guidance)
- Sexual Offences Act 2003
- Police and Criminal Evidence Act 1984
- Fraud Act 2006
- Public Interest Disclosure Act 1998
- Health and Social Care Act 2008
- Disclosure and Barring Service (DBS)
- Multi-Agency Risk Assessment Conference (MARAC)
- Hertfordshire Safeguarding Children Partnership site and documents

Appendix 10: Management of ex-offenders or those who pose an actual or potential risk to others; particularly to Adults at Risk

As a church, we believe in the power of God to forgive and transform individuals. We also believe that every individual is valuable to God and should be protected; particularly those who are Adults at Risk.

Ex offenders will not work in children's / young people's ministry at Christchurch Baldock.

- Where the church becomes aware that an individual is an ex-offender or that they may pose a risk to Adults at Risk, the church leaders will enter into an open and frank discourse with that individual to understand the context and the risks
- With the consent of the individual (if required), the church will seek to work in partnership with probation services or other agencies supporting the individual where this is appropriate
- The leaders will assess the risk posed by the individual and a formal risk assessment will be formulated
- A formal agreement with the individual will be drawn up and will be signed by both the individual and the church leaders. The agreement will include:
 - The church's commitments to the individual who poses the risk
 - The steps the church will take to support the individual while simultaneously protecting everyone in the church community
 - The restrictions and conditions that will be applied to the individual's involvement in the life of the church
 - The consequences of failure to comply with the agreement
 - When and how the risk assessment and formal contract will be reviewed
- All decisions and agreements will be formally recorded and securely stored
- The individual who poses a risk will be fully involved in the planning process and information will only be shared with church members by the leaders either:
 - With the agreement of the individual who poses a risk
 - Where information needs to be shared to protect Adults at Risk and then, only the minimum information that is essential will be shared and the individual will be informed in advance what information will be shared
- If the individual chooses to leave the church to avoid the management of the risk and starts to attend elsewhere, the church leaders will take specialist advice as to whether this information should be passed on

Appendix 11: Useful Contacts / Support Organisations

If you have concern that a child is being harmed as a result of abuse or neglect, you must not keep these concerns to yourself. Keeping children safe is everyone's responsibility. Usually the appropriate report will be to the DSL as set out in this policy.

If you feel that your concerns will not be adequately addressed within CCB you may raise them externally. **If the situation is urgent always call 999.** In Hertfordshire, these are the numbers that you can ring for advice and to make a referral:

Children's Services (including out of hours): 0300 123 4043

The Child Abuse Investigation Unit: 0845 33 00 222. This is a specialist team that is a department within the police with countywide responsibility for undertaking child protection investigations.

The Targeted Advice Service (TAS)

TAS provides a consultation service to practitioners where they are unsure about safeguarding concerns. It is the expectation that practitioners would first discuss the matter with their agency safeguarding lead or designated professional and would contact TAS if they were still unsure.

Targeted Advice Service - Practitioner Consultations: 01438 737511

NSPCC Child Protection Helpline

The NSPCC Child Protection Helpline is a free 24-hour service that provides counselling, information and advice to anyone concerned about a child at risk of abuse. Telephone: 0808 800 5000 - Email: help@nspcc.org.uk

Safe Network

This is the National Organisation to support Safeguarding within for the 3rd Sector and can be accessed online at www.safenetwork.org.uk for a wide range of information and materials offering support

For e-Safety support and guidance - please contact 01438 843350

Christian Safeguarding Services provide advice and support to member organisation. CCB is a GOLD member. [Christian Safeguarding Services | A biblically faithful, high quality, flexible and responsive safeguarding support service \(theccs.co.uk\)](http://theccs.co.uk)

Useful Leaflets and Links

[Bullying at School](#)

[Bullying Help and Advice](#)

[Beat Bullying](#)

[Bullying UK](#)

WHEN IN DOUBT, speak to a trustee (allegations) or the DSL (safeguarding concerns).