



## **STOKE GREEN BAPTIST CHURCH IPSWICH**

### **CHILD PROTECTION POLICY AND PROCEDURES**

Incorporating guidelines on child protection for the local church  
as recommended by the Baptist Union of Great Britain 'Safe to Grow'

**Revision 2.0 - Approved April '14**

## Table of Contents

Policy Statement .....	3
Description of Policy Formation and Consultation Process .....	3
Legislation .....	3
Key Policies.....	4
Recommendations To Be Adopted.....	5
Staffing Levels And Ratios.....	5
Being Alone With Children Or Young People .....	6
Photos.....	6
Discipline .....	6
Team Rules .....	6
Touch.....	6
Accidents And Incidents.....	6
Appendix 1 - Appointing People To Work With Children And Youth.....	7
Appointing Volunteers From Within The Church.....	7
Appointing Salaried People .....	7
Policy For Ad Hoc Helpers And Volunteers .....	7
Appendix 2 - Recognising Abuse .....	8
What Is Abuse?.....	8
Categories Of Abuse.....	8
Physical Abuse .....	8
Emotional Abuse .....	9
Sexual Abuse .....	10
Neglect .....	11
Appendix 3 - Dealing With Abuse or Suspected Abuse.....	12
What To Do If You Discover Abuse .....	12
What To Do If You Suspect Abuse.....	13
Document Change History.....	14

## Policy Statement

1. As members of this Church, we commit ourselves to the nurturing, protection and safekeeping of all, especially children and young people.
2. As part of the mission of the church, we are committed to:
  - Listening to, relating effectively and valuing children and young people whilst ensuring their protection within church activities.
  - Encouraging and supporting parents and carers
  - Ensuring support and training to workers within these categories.
  - Having a system for dealing with any concerns about possible abuse.
3. It is the responsibility of each one of us to prevent the physical, sexual and emotional abuse of children and young people, and report any abuse discovered or suspected.
4. We recognise that our work with children and young people is the responsibility of the whole church.
5. The church is committed to supporting, resourcing and training those who work with children and young people, and to providing supervision.
6. The church is committed to following the Home Office Code of Practice '*Safe from Harm*' and adopts the guidelines and procedures published by the Baptist Union of Great Britain in their booklet *Safe to Grow*.

## Description of Policy Formation and Consultation Process

### Legislation

It is the statutory duty under the Children Act 2004 for organisations to safeguard and promote the well-being of children

“All those who come into contact with children and families in their everyday work, including practitioners who do not have a specific role in relation to child protection, have a duty to safeguard and promote the welfare of children.” (HM Government (2006) *What to Do If You're Worried a Child Is Being abused*. Department for Education and Skills, London)

## Key Policies

- Those who work with children and young people will be required to hold an enhanced disclosure from the DBS (Disclosure and Barring service)
- It is expected that each worker with children and young people will be familiar with the recommendations in this policy and undertake to observe them.
- Implementation of this policy will be the responsibility of the Deacons, the Children's Work Co-ordinator (CWC) and the Children's Advocate (CA).
- The Children's Advocate is a role set out in the Baptist Union child protection policy, 'Safe to Grow'. The Children's Advocate will act as the first point of contact for any child who feels concern over any matter and will offer one-to-one support for a young person. They may give advice, raise the child's awareness about their rights, or speak up for the child and represent their views, wishes and feelings. They may simply provide a listening ear. The person appointed will be regularly introduced to all children engaged in activities on Church premises and highlighted on the Church notice board.
- The DBS Administrator will have responsibility for DBS processing along with another nominated member of the diaconate who will be designated the role of 'Safeguarding Deacon'.
- Day to day management of the policy including DBS vetting and any other administration and processing will be the responsibility of the CWC and the DBS administrator.
- The 'Safeguarding Deacon' will be responsible for escalating any cases of abuse to the appropriate authorities as detailed in appendix 3.
- Church members will be reminded of their obligations to the policy by corporately reading and re-adopting the Policy Statement above at the Annual Church Meeting. They will also be reminded of the key appointees. IE. DBS Administrator, Children's Work Co-ordinator, Safeguarding Deacon and Children's Advocate.

## Recommendations To Be Adopted

### Staffing Levels And Ratios

The following recommended ratios will be used for staffing of activities. When deciding on the number of adults required, it is important to bear in mind that these ratios are guidelines only: in certain situations it will be necessary to have a higher number of adults than our recommendations suggest. If, for instance, the children or young people have specific support needs, or a risk assessment identifies behaviour as a potential issue for the group or event, the number of supervising adults will need to be higher.

Every effort should be made to achieve the best level of supervision of children at all times

Age-group	No. of Adults	No. of Children	Male & Female reqd?	Number of extra Helpers reqd	Per no. of additional children
<b>Indoor activities</b>					
0-2	2	3	No	-	-
3-6	2	4	No	-	-
7-9	2	8	No	-	-
10+	2***	20	Yes	1	10
<b>Outdoor activities</b>					
0-2	2	3	No	-	-
3-6	2	4	No	-	-
7-9	2	6	No	-	-
10-13	2	15	Yes	1	8
14+	2	20	Yes	1	10

\*\*\* Taking a pragmatic approach and the need to provide age appropriate teaching, in the case of the 10+ age range, the number of adults may be reduced to one as long as written parental consent has been provided for all the children participating in that group.

## Being Alone With Children Or Young People

- At no time be alone with a child or young person out of view of other leaders or helpers.
- If you need to talk quietly take them aside in the same room as other leaders or helpers.
- If you do have to be alone, let another leader know what you are doing and do it as quickly as you can.
- Don't take children or young people home by yourself, except in an emergency, then tell the Children's Work Co-ordinator as soon as possible.

## Photos

- Should be appropriate and used appropriately.
- We need to ask parents' permission for any photo that is used outside the activity that names their children.
- Registration forms will say that photos will be taken and sometimes used in promoting the children's and youth activities, on notice boards, with the press or on our website.

## Discipline

- is the responsibility of the whole team, not just the leader,
- should **never** involve physical contact except in cases of self defence or in defence of others
- should not be maintained by shouting or publicly humiliating a child,
- should be dealt with privately if at all possible whilst still maintaining appropriate adult:child ratios and within sight of another adult.
- should be carefully measured and weighted, avoiding irrational or knee jerk reactions,
- must be consistent all the time by all the leaders,
- should redeem and restore not simply punish.

## Team Rules

Make sure you all know the team's rules; review them when needed, let the children and young people know them.

## Touch

- Keep everything in public. A hug in the context of a group is very different from a hug behind closed doors.
- Touch should be related to the child's/young person's need, not the worker's.
- Touch should be age-appropriate and generally initiated by the child/young person rather than the worker.
- Avoid any physical activity that is or **may be construed as**, sexually stimulating to the adult or the child.
- Children are entitled to determine the degree of physical contact with another except in exceptional circumstances, ie when they are in need of medical attention.
- **When working with children with special needs** it may be required to physically restrain them for their own protection and possibly the protection of others. For these children written permission from the parents will be obtained for the protection of both child and worker. In addition, any workers required to work with these children shall be given the necessary training in the correct methods of physical restraint.

## Accidents And Incidents

- All accidents involving injury need to be recorded in the accident book which is located with the first aid kit in the kitchen.
- Parents or guardians of the child(ren) involved should be informed of the incident.
- Group leaders will have forms completed by parent or carer as to whom they should notify of any accident

## Appendix 1 - Appointing People To Work With Children And Youth.

### Appointing Volunteers From Within The Church

1. When the need arises to appoint a new worker, the CWC and Minister will identify possible candidates, which may include those who have expressed an interest in such a role. They will take appropriate advice about a person's suitability for the role.
2. In all cases, the Children's work Co-ordinator and the leader of the organisation or group concerned will have an informal chat with potential volunteers to make sure they understand the requirements of the role and the church's 'Child Protection' policy.
3. Volunteer to complete a DBS Disclosure form which the DBS administrator will process.
4. When a satisfactory response\* is received from the DBS check and the person is considered suitable, then they may take up their chosen role.

\*If the response is that they are considered unsuitable for the role, the reasons will only be made known to the applicant.

### Appointing Salaried People

1. If the job is advertised it must be clear that the church operates under the 'Safe to Grow' policy, which requires an enhanced disclosure from the DBS (Disclosure and Barring Service) and references
  2. Applicant to complete application form
  3. References to be taken up
  4. Interview
  5. Make the appointment decision before applying for disclosure
  6. Fill in Enhanced Disclosure Form
  7. A satisfactory response from the DBS and good references must be received before the applicant takes up the position
- NB.** In cases of unsuitability the reasons for refusal will only be made known to the applicant.

### Policy For Ad Hoc Helpers And Volunteers

1. It is recognised that helpers and volunteers who are not specifically designated 'childrens' workers' will interact with children on an ad hoc basis during events such as Messy Church, Jelly Tots and Drop In etc. In these cases formal DBS vetting will not be required, however the individual worker or volunteer must ensure that they are never left with a child unless the child's parent or carer, or a designated childrens' worker is also present. This is to ensure protection for both the worker and the child.

## Appendix 2 - Recognising Abuse

### What Is Abuse?

The definitions of child abuse recommended as criteria for registration throughout England and Wales by the Department of Health, Department for Education and Employment and the Home Office in their joint document, Working Together to Safeguard Children (1999) are as follows:

### Categories Of Abuse

The 4 different categories of abuse relating to children are:-

- Physical Abuse
- Emotional Abuse
- Sexual Abuse
- Neglect

### Physical Abuse

#### Examples Of Physical Abuse :

- Hitting
- Smacking sufficient to leave a mark
- Shaking
- Throwing
- Burning or scalding
- Biting
- Fractures
- Poisoning
- Head injuries caused by a blow or by shaking
- Drowning
- Suffocating
- Fabricated or induced illness.

#### Signs And Symptoms That May Indicate Physical Abuse:

- Visible injury when no explanation for how it happened or the explanation does not match the injury.
- Injury unlikely to be seen by others – ie back or tops of thighs
- Injuries that reflect an article being used – I.e A hand print or a cigarette burn
- Flinching when approached
- Delay in reporting injury or accessing help
- Injuries not consistent with age of child
- Frequency of injuries
- Behaviour changes e.g. crying, instability, depression, apathy
- Trying to hide injuries under clothing
- Running away from, or afraid of, going home
- Being distant and withdrawn.
- Extreme ideas on family honour
- Child presenting with symptoms that are falsely described or deliberately manufactured by the carer, and lack independent corroboration

## **Emotional Abuse**

### **Examples of emotional abuse:**

- Persistently ignoring a child
- Never expressing positive feelings, or never showing any emotions in interactions with a child (emotional neglect)
- Honour based abuse/forced marriage

### **Signs and symptoms that MAY indicate emotional abuse:**

- Persistent negative behaviour toward child
- Clingy or wanting comfort
- Attention seeking
- Over ready to relate to others
- Apathy or depression
- Lack of affection
- Fearful of parent/carer
- Distant
- Unaffectionate
- Difficulty making friendships/socialising
- Poor self-esteem
- Little self-worth
- Eating disorders
- Sleep disorders
- Self harming including drink, drug or solvent abuse

## **Sexual Abuse**

### **Examples of sexual abuse**

- Rape
- Oral sex
- Non-penetrative acts such as masturbation, kissing, or rubbing and touching outside of clothing.
- Forcing a child to look at – or take part in the production of – sexual images,
- Watching sexual acts,
- Encouraging children to behave in sexually inappropriate ways.
- Grooming a child (Perpetrator is usually known to the individual - be aware of the process of coercion and grooming)
- Female Genital Mutilation (formerly known as female circumcision)

### **Signs and symptoms that MAY indicate sexual abuse**

- Age inappropriate sexual behaviour I.e.how they play with dolls or act with their own body
- Age inappropriate sexual knowledge
- Promiscuity
- Wary of adults
- Running away from home
- Unexplained gifts/money
- Sexually transmitted diseases
- Pregnancy
- Self-harm including suicide
- Depression/withdrawn
- Eating disorders
- Anger/violence
- Harmful sexual behaviour
- Risk taking behaviour including alcohol and drug abuse
- Genital injury - reluctance for any genital examination
- Furtive online activity – engaging in conversations with people who are unknown to them

## **Neglect**

### **Examples of neglect**

- Not providing adequate food, clothing and shelter (including exclusion from home or abandonment)
- Not protecting a child from physical and emotional harm or danger
- Failure to ensure adequate supervision (including the use of inadequate care-givers)
- Failure to access to appropriate medical care or treatment
- Neglect of, or unresponsiveness to a child's basic emotional needs

### **Signs and symptoms that MAY indicate neglect**

- Child presenting as frequently hungry
- Child appears dirty
- Poor home conditions
- Child tired or listless
- Untreated medical conditions
- Child over eats when food is available
- Poor growth
- Child inappropriately wandering unsupervised
- Frequently not attending school
- Frequently not attending medical appointments
- Not taking medical advice causing the child to suffer or likely to suffer significant harm
- Not responding emotionally to child

## Appendix 3 - Dealing With Abuse or Suspected Abuse

### What To Do If You Discover Abuse

This section covers discovery of abuse and if a child makes a disclosure of abuse to you.

**Immediately** you become aware that a child may be disclosing abuse to you, you need to adopt the basic procedure below and follow these “Do’s” and “Don’ts”.

**Remember our role is to listen not to investigate.**

### The Do’s

#### Do say.....

- What you are telling me is very important/serious. I will need to tell .....(eg the Children's Advocate)
- “This is very important/serious, shall we go and talk to .....(eg the Children's Advocate )  
**NB.** If they won’t agree or come, you’ll need to listen and tell them that you must refer on the information disclosed.
- “I’m pleased you came and told me this – thank you.”
- “You have done the right thing in telling someone about this.”
- “I will help you sort this out.”
- “It’s not your fault.”

#### Also do .....

- Try and stay calm, look directly at the child; protect them from intrusion by other children while you are talking together.
- Accept what the child says.
- Be aware that the child may have been threatened.
- Reassure them they are right to tell you.
- Tell them what you’ll do next and why, and roughly what will happen.
- Finish on a positive note.

### The Don’ts

- **DO NOT approach the person about whom the allegation has been made**
- DO NOT ask ANY leading questions
- DO NOT try and investigate the allegation yourself

#### Don’t fall into the trap of saying ...

- “Why didn’t you tell anyone before?”
- “I can’t believe it.” “I am shocked.” “Are you sure this is true?”
- “Don’t tell anyone else.”
- “Why did this happen?” “How did it happen?” “When did it happen?” “Where did it happen?” “Who did this to you?”

#### Also don’t

- Make false or unrealistic promises.
- Promise 100% confidentiality – let them know you will need to tell someone else.

## What To Do Next

1. If it is not possible to take the child or young person to the Children's Advocate, you must **IMMEDIATELY** make contact with the Safeguarding Deacon, the Children's Work Coordinator, or the Church Secretary. This should be done irrespective of the day or time.
2. Maintain confidentiality outside of those you have referred the matter to. It is possible that criminal charges could result from the disclosure. Any discussion with others could jeopardise your validity as a witness.
3. Make notes as soon as possible (preferably within an hour of the interview.) **Writing down exactly....**
  - what was said by the child, or young person
  - what you said to them,
  - the date and time,
  - where you were,
  - what time you wrote this information down.

**NB. Any written statements taken must be handwritten**

## The Next Stage

Once you have informed the Children's Advocate, they will contact the Children's Work Co-ordinator or the Safeguarding Deacon.

They will get in touch with the Child Protection Unit of the Social Services department if necessary. They will then make contact with the child and family concerned (unless implicated), with the assistance of the police if necessary.

You may well be called upon to give a statement to the police – which is where your written record will prove invaluable – and potentially you could be called on as a witness if charges were pursued and the matter went to court.

The Church will fully support and assist any member of its children's and young people's workers who find themselves in such a position.

## What To Do If You Suspect Abuse.

There may be situations where you **SUSPECT** abuse is taking place or you have suspicions about someone as an abuser. In these situations you should follow the procedure below:

1. As soon as possible talk to the Children's Advocate or Children's Work Co-ordinator about your suspicions and the reasons for them.
2. The Children's Work Co-ordinator will then check with other helpers to see if they can confirm any of these suspicions.
3. Maintain normal concern and care for the child or young person involved and continue to observe discreetly.
4. The Children's Work Co-ordinator will inform the Safeguarding Deacon of the nature of the suspicions, who will then, if necessary, seek advice from the Social Services Child Protection Unit.
5. The Minister should be involved purely in the role of providing pastoral care for all involved.

## Document Change History

Revision 1.0	Approved by diaconate and formally adopted by church meeting	November 2013
Revision 1.a	After Paul Carpenter attended a SBA seminar on Safeguarding, it was highlighted that changes were necessary to our reporting process, that a new role of 'Safeguarding Deacon' was required (Pages 4 &13), and that the Minister's role needed to be changed to one of pastoral care. (Page 13)	March 2014
Revision 2.0	Changes made in revision 1.a approved and signed off by diaconate.	April 8 <sup>th</sup> 2014