

Leigh Park Baptist Church: Safeguarding Statement

Church Statement We are committed to:

- Listening to, relating effectively to and valuing children and adults with care and support needs whilst ensuring their protection within church activities.
- Encouraging and supporting parents/carers
- Ensuring that those working with children and adults with care and support needs are recruited safely and given support and training
- Having a system for dealing with concerns about possible abuse

All activities for children and adults with care and support needs should include the following:

- Valuing, listening and respecting all individuals
- Safe recruitment ensuring that all necessary checks are made
- Adoption of safeguarding best practice through safeguarding policy, training and support for all workers
- Each activity to have registration including leaders
- Each child should have a completed consent form for activities
- Accident and Incidents should be logged and followed up
- Leadership ratios are to be kept as follows:
 - General rule: Two leaders per group regardless. Ideally one of each sex. Leaders under 18 years of age should not be counted in the leadership ratios.
 - School years 2–13: 1 leader per 8 children.
 - School year 1 down to and including 3 year olds: 1 leader with every 4 children.
 - From 0 to 2 year olds the ratio is 1 leader per 3 children, but there must be a leader present for every under 1 year old.
- Food handling procedures must be abided by.
- First Aid equipment must be available and checked regularly and at least one group leader trained in First Aid.
- Fire evacuation – be aware of exits and procedure
- Each group should have a general risk assessment for normal activities and then each additional different activity should have an individual risk assessment.

Leigh Park Baptist Church Safeguarding Co-ordinators:

Catherine Sweatman 07818 413490
Deborah Burroughs 07739 830270
Sam Sweetman (Safeguarding Trustee) 07812 539029

The local children's Social Services office telephone numbers:

Between 9.00am and 5.00pm on weekdays is: 0300 555 1384
The **out of hours number** for the Emergency Duty Team is: 0300 555 1373

The local Adult Social Services telephone numbers:

Between 9.00am and 5.00pm on weekdays is: 0300 555 1386
The **out of hours number** for the Emergency Duty Team is: 0300 555 1373

Police 101/999

Thirtyone:eight: Tel: 0303 003 1111 (9-5 Monday to Friday; Out of hours 5pm - Midnight & 7-9am)=

LEIGH PARK BAPTIST CHURCH: SAFEGUARDING POLICY
(UPDATED NOVEMBER 2025)

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1. Details of organisation, contact details and church statement/commitment

1.1 Organisation and contact details

Church details

Leigh Park Baptist Church (LPBC)
Stockheath Road
Havant
Hants PO9 5NT

Minister: Rev. Kathryn Orr

Tel: 07885569532 Email: kathryn@leighparkbaptist.org.uk

Safeguarding Co-ordinators:

Children:

Catherine Sweatman Tel: 07818 413490 Email: catherine.sweatman@btinternet.com

Deborah Burroughs Tel: 07739 830270 or 023 9248 6891

Adults:

Sam Sweetman: Tel: 07812 539029 Email: ssweetman2@gmail.com

Catherine Sweatman: Tel: 07818 413490 Email: catherine.sweatman@btinternet.com

Trustee for Safeguarding:

Sam Sweetman: Tel: 07812 539029 Email: ssweetman2@gmail.com

Charity no. 1134869

Insurance company: Baptist Insurance

1.2 Church Statement and leadership commitment

- We are committed to the safeguarding of children, and adults with care and support needs, and ensuring their well-being.
- We recognise that we all have a responsibility to help prevent harm or abuse to children and adults with care and support needs in all their recognised forms.
- We undertake to exercise proper care in the appointment and selection of those who will work with children and adults with care and support needs.
- We believe every child and adult should be valued, safe and happy. We want to make sure that all those we have contact with know this and are empowered to tell us if they are experiencing significant harm.

We are committed to:

- Following statutory, denominational and specialist guidelines in relation to safeguarding children and adults and will ensure that all workers will work within the agreed procedure of our safeguarding policy.
- Implementing the requirements of all relevant legislation including, but not limited to; Working Together to Safeguard Children 2018, the Disability Discrimination Acts 1995 and 2005, Equality Act 2010 and referring concerns about adults with care and support needs to the local authority under the Care Act 2014.
- Supporting, resourcing and training those who undertake this work.

- Ensuring that we are keeping up to date with national and local developments relating to safeguarding.
- Supporting those affected by abuse.
- Listening to, relating effectively to and valuing children and adults with care/support needs whilst ensuring their protection within church activities.
- Providing a safe and caring environment for children and adults who are entrusted to our care.
- Encouraging and supporting parents/carers
- Having a system for dealing with concerns about possible abuse
- Building and maintaining good links with the statutory and voluntary agencies involved in safeguarding.
- Building an open culture where there is open communication, leading by example, living out of our values and having accountability.

We recognize that:

- Children’s Social Services 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 an adult with care and support needs.
- Where an allegation suggests that a criminal offence may have been committed then the police should be contacted as a matter of urgency.
- Safeguarding is everyone’s responsibility.

We:

- acknowledge that children (a child being anyone under the age of 18 years) and adults can be the victims of physical, sexual and emotional abuse, and neglect.
- accept the UN Universal Declaration of Human Rights and the International Covenant of Human Rights, which states that all people are of value and we will promote inclusivity.
- 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. 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.”

We have therefore adopted this safeguarding policy with its practical guidelines. It is based on the safeguarding standards published by Thirtyone:eight who act as our advisory/support body for safeguarding purposes.

2. Other important Contact numbers/addresses:

Thirtyone:eight: Tel: 0303 003 1111 (9-5 Monday to Friday; Out of hours 5pm - Midnight & 7-9am)

The local children’s Social Services office telephone number

Between 9.00am and 5.00pm on weekdays is: 0300 555 1384

The **out of hours number** for the Emergency Duty Team is: 0300 555 1373

The local Adult Social Services telephone number is:

Between 9.00am and 5.00pm on weekdays is: 0300 555 1386
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Police 101/999

3. Prevention

Defining child abuse or abuse against an 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 adult.

Detailed definitions, and signs and indicators of abuse, as well as how to respond to a disclosure of abuse, are included in APPENDICES 2 and 3 as well as in section 5 of this document.

3.1 Safer recruitment

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

- Those applying have completed an application form and a self-declaration form
- Those applying have been interviewed and that safeguarding has been discussed at interview
- Written references have been obtained, and followed up where appropriate
- A self-declaration form and disclosure and barring check have been completed where necessary (we will comply with Code of Practice requirements concerning the fair treatment of applicants and the handling of information)
- Qualifications where relevant have been verified
- A suitable training programme is provided for the successful applicant
- The worker is given good support as they commence their role
- The applicant has been given a copy of this safeguarding policy and knows how to report concerns.

3.2 Management of Workers

We are committed to ensuring that all workers receive training, support and supervision. All workers will have received training regarding our code of conduct towards children and adults with care and support needs. Training for workers should be arranged and updated regularly (3-4 yearly) This training will be specific to the role but would include safeguarding, first aid, and safe food handling. In addition, on a month-by-month basis, safeguarding is on every leaders' meeting agenda and updates may be given to workers via email or at church business meetings.

As a place of worship, we will follow the principles contained in the Public Interest Disclosure Act 1998. Therefore, we expect that all workers will report improper actions and omissions. Whilst all malpractice and acts of discrimination will be investigated, it is especially important that suspicions of abuse are immediately reported to the safeguarding co-ordinator. For more information see: <https://www.gov.uk/whistleblowing>

3.3 Practice Guidelines

All workers should:

- Treat those they are working with/caring for with respect and dignity.
- Be aware that they have a legal and moral duty of care towards those they work with.
- Take reasonable steps to ensure the safety and wellbeing of those they have responsibility for.
- Demonstrate competence and integrity.
- Understand and acknowledge the responsibilities and position of trust their role gives them.
- Expect to be treated fairly and able to work in a safe environment and culture.

3.4 Positions of Trust

All adults working with children and adults with care and support needs are in a position of trust. All those in positions of trust need to understand the power this can give them over those they care for and the responsibility they have because of this relationship.

It is vital that all workers ensure they do not, even unknowingly, use their position of power and authority inappropriately. They should always maintain professional boundaries and avoid behaviour which could be misinterpreted.

It is illegal for those in Positions of Trust in a faith setting to engage in sexual activity with a 16 or 17 year old under their care or supervision. We would add that any exclusive relationship between a worker and someone that they are responsible for in their position of trust is unacceptable.

3.5 Group activities:

When running group activities, we will:

- Consider the ratios or number of workers needed to run the group safely.
- Consider the mix of workers needed e.g. How many male/female or senior/junior leaders you should have.
- Have a clear process for bringing in extra help or support when needed
- Consider the level of personal care required appropriate to the needs of the individual e.g. help with toileting
- Not allow anyone under 18 years of age to be left in charge of children of any age. Children aged 16 and 17 years can volunteer as children's workers but must be supervised and should not be counted in leadership ratios.
- Not leave the group unsupervised.
- Conduct a risk assessment for each activity. This can include an informal check before the start of an activity.
- Ensure that only workers assigned to the group are allowed to participate in the activity. Other adults should not be allowed free access.
- Make a note of other people in the building during the activity and any other events taking place at the same time.
- Have rules about how transportation to and from an activity or venue is provided
- Keep records of our activities such as a register of who attended, a log book for recording concerns, and an accident book.
- Ensure sufficient that each group has first aid cover and abide by food hygiene standards.

Details of these guidelines are to be found in Appendix 7

3.6 Data protection

Personal data should be:

- Adequate, relevant, and not excessive in relation to the purpose for which it is obtained.
- Accurate and, where necessary, kept up to date.
- Obtained and held only for one or more specified and lawful purposes.
- Processed fairly and lawfully.
- Processed in accordance with the consent given by the data subject.
- Stored securely in a safe and protected against unauthorised or unlawful processing and accidental loss or destruction.
- Not kept for longer than is necessary for the purpose.

3.7 Anti-bullying policy (see appendix 10)

We will aim to be observant at all times to possible bullying and follow the anti-bullying policy.

4. Working in Partnership

Organisations using our premises, as part of the letting agreement, will be expected to have their own safeguarding policy that meets Leigh Park Baptist Church's safeguarding standards. As part of the hire agreement, the organisation will be sent our safeguarding statement and agree to meet these standards in their events/meetings.

5. Recognising possible signs of abuse and responding to allegations of abuse

5.1 How to respond to a child or adult with care & support needs wanting to talk about abuse

- Ensure the physical environment is welcoming, giving opportunity to talk in private but making sure others are aware the conversation is taking place.
- Allow time and space for them to talk
- Listen without interrupting
- Be attentive and look at them whilst they are speaking
- Show acceptance of what they say (however unlikely the story may sound) by reflecting back words or short phrases they have used
- Try to remain calm, even if on the inside you are feeling something different
- Be honest and don't make promises you can't keep regarding confidentiality. A helpful phrase to say can be "Of course anything you tell me is between us but if I am concerned that someone is being hurt or isn't safe then I may need to share it with someone who can help"
- If they decide not to tell you after all, accept their decision but let them know that you are always ready to listen.
- Use language that is age appropriate and, for those with disabilities, it is important to take this into consideration

Helpful things to say/do:

- Show acceptance
- Thank you for telling me
- It's not your fault
- I will help you
- **Things not to say/do:**
- Why didn't you tell anyone before?

- I can't believe it!
- Are you sure this is true?
- Why? How? When? Who? Where?
- Promising not to tell anyone else

Concluding

- Reassure the child or adult that they were right to tell you and show acceptance
- Let them know what you are going to do next and that you will let them know what happens
- Consider your own feelings and seek pastoral support if needed

What to do once a child or adult with care & support needs has talked to you about abuse:

1. **Make notes as soon as possible using the cause for concern form which is to be found in the safe in the office and in appendix 17 of this policy.** This should ideally be within an hour of being told, writing down exactly what was said, write what you said in reply, when he/she said it and what was happening immediately beforehand (e.g. description of activity).
2. **Report your discussion and hand over your form** as soon as possible to one of the safeguarding co-ordinators. If one of the co-ordinators is implicated, report to one of the other co-ordinators. If all are implicated or unavailable, seek advice from Thirtyone:eight or Social Services.
3. **You should not discuss your suspicions or allegations with anyone other than those nominated in the above point. Under no circumstances should a volunteer or worker carry out their own investigation into an allegation or suspicion of abuse.**
4. Once a child has talked about abuse the worker/co-ordinator should **consider whether or not it is safe for a child to return home to a potentially abusive situation.** On rare occasions it might be necessary to take immediate action to contact Social Services and/or police to discuss putting into effect safety measures for the child so that they do not return home.

It is, of course, the right of any individual to make a direct referral to the safeguarding agencies or seek advice from Thirtyone:eight, although the leadership hope that workers will use the procedure outlined in this policy. If, however, the individual with the concern feels that the Safeguarding Co-ordinators have 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.

5.2 The role of the Safeguarding Co-ordinators includes:

- The preparation and implementation of a safeguarding policy and its review annually
- Ensuring safeguarding policies and procedures are followed
- Acting as an advocate on behalf of children and adults in need of protection
- Arranging and ensuring workers and leaders attend relevant training
- Keeping accurate records relating to safeguarding concerns
- Regularly informing the leadership team regarding good practice issues
- Collating and clarifying the precise details of any allegations or suspicions and passing this information on to statutory agencies who have a legal duty to investigate

- Facilitating the provision of information about where to get help and advice in relation to abuse, discrimination, bullying or similar matters.

Detailed procedures where there is a concern about a child or an adult that needs protection – see appendix 4 and 6

Allegations of abuse against a person who works with children/young people or adults with care and support needs

If an accusation is made against a worker (whether a volunteer or paid member of staff) whilst following the procedure outlined above, the Safeguarding Co-ordinator, in accordance with Local Safeguarding Children Board (LSCB) procedures will:

- Liaise with Children’s or Adult Social Services regarding the suspension of the worker
- Make a referral to a designated officer formerly called a Local Authority Designated Officer (LADO) whose function is to handle all allegations against adults who work with children and young people whether in a paid or voluntary capacity.
- Make a referral to Disclosure and Barring Service for consideration of the person being placed on the barred list for working with children or adults with additional care and support needs. This decision should be informed by the LADO if they are involved.

The Safeguarding Co-ordinator may need to inform others depending on the circumstances and/or nature of the concern:

- Chair or trustee responsible for safeguarding who may need to liaise with the insurance company or the charity commission to report a serious incident.
- LADO (Local Authority Designated Officer) if the allegation concerns a worker or volunteer working with someone under 18.
<https://www.hants.gov.uk/socialcareandhealth/childrenandfamilies/safeguardingchildren/allegations>

SUMMARY – 5 Rs

- **Recognise** – what would your initial concerns/thoughts be?
- **Respond** – what might you say and do?
- **Record** – what would you need to write down?
- **Report** – who needs to know? Who should you tell?
- **Reflect** – Where might you go for support

6. Pastoral care

6.1 Supporting those affected by abuse

The Leadership is committed to offering care and support to all those who have been affected by abuse who have contact with or are part of our church, working with statutory agencies as appropriate.

6.2 Working with Offenders

Action needs to be taken if a person attending Leigh Park Baptist Church is known to have abused children, is under investigation, or is known to be a risk to adults with care and support needs. The Leadership and safeguarding team will assess each case individually. They will supervise the individual concerned and offer pastoral care, but in its safeguarding commitment to the protection of children and adults with care and support needs, set boundaries for that person, which they will be expected to keep. These boundaries will be based on a risk assessment and thorough consultation with appropriate parties. It may be found to be necessary for the individual concerned to be pointed towards a less family-orientated church community.

7. Use of social media/e-communication and internet safety

7.1 Principles

- We will treat our online and technological lives in the same way as our offline lives. We recognise that the internet is a public space, even when it feels very private. We will not do, say or comment on anything online that we would not do or say face to face or be happy for the whole church to see on the big screen.
- We believe that our lives should be filled with integrity. Hiding some actions or words is not consistent with the life of an honest Christian and we will remember this when online and in using technology.
- We will remember Philippians 4:8 in our on-line lives “Finally, brothers and sisters, whatever is true, whatever is noble, whatever is right, whatever is pure, whatever is lovely, whatever is admirable – if anything is excellent or praiseworthy – think about such things.”
- **Use of social media and e-communication with under 16 year olds is to be completely avoided.**

7.2 Practicalities

- We will always think through when and the reason for using social media and e-communication with young people aged 16-17 years and adults with care and support needs. We will think through which methods fit best with our reason.
- Generally setting up a group or page is the most appropriate for our work with young people being mindful of the privacy settings for the group.
- We will consider whether private messaging is ever appropriate or whether we will just use social media for sharing information.
- We will only friend or follow young people or adults with care and support needs who have invited us and who we have personally met and have an offline relationship with.
- We will only contact young people or adults with care and support needs via social media or e-communication within the hours of 9am and 9pm, unless in extreme emergencies in accordance with our previous safeguarding training.
- We will not use media classified in **appendix 9** as “red” with young people or adults with care and support needs
- For the purposes of accountability, we will have at least 2 other workers from our particular teams as friends or followers on social media sites.
- We will be alert to cyber-bullying and follow our anti-bullying policy (appendix 13)
- We will be mindful regarding our personal privacy settings for all forms of social media and e-communication.

- We recognise that social media and e-communication is a difficult area for parents and carers to monitor. We will explain our policies and practices to parents and carers and seek to ensure they are aware that we use social media and e-communication as part of our work. This will be part of an annual letter and general consent form for 16 and 17 year old young people.
- We will record our online conversations and those using technology with young people as much as possible.
- We will make available any online conversations we have with young people if possible, if we are asked.
- We will report to the safeguarding co-ordinators anything of concern or that is inappropriate that is sent to us, bearing in mind the confidentiality of the young person or adult with care and support needs.

7.3 Photographs and videos The Data Protection Act in 2018 covers legislation regarding use of photographs or video and sharing of images. This does not mean that photographs should not be taken or that filming is prohibited, but there are certain protocols that must be followed to comply with data protection legislation as well as to ensure that children and adults with care and support needs are kept safe. Permission must be obtained of both children and adults before a photograph is taken or film footage recorded. Photographs should not be posted online without written parental consent.

7.4 Use of Media e.g. Youtube, film clips

We will ensure all film clips, computer games etc. are of the correct age for the children or young people in the group (the youngest person in the group is the dividing line). We will watch and think about all material before showing it and ask another leader to check it too. Even if the clip itself is appropriate, it is important to think about whether showing the clip is giving approval to a film that is inappropriate.

7.5 Internet use/safety at church

When using a computer or electronic device to access the Internet at church, children should not:

- Search for or enter pornographic, racist or hate motivated websites
- Download, forward-on any music, images, movies from the internet where permission has not been granted by the copyright holders.
- Disclose any personal information e.g. addresses, telephone numbers, bank details.
- Send or display offensive messages or images
- Use obscene language
- Violate copyright laws
- Harass, insult, bully or attack others

7.6 Training workers

- We will regularly train leaders and helpers regarding use of social media and e-communication
- We will regularly teach appropriately aged children and young people regarding use of social media and e-communication, aiming for annually

See appendix 12 for online group meeting guidance

See appendix 11 for online safety flow chart

APPENDIX 1

Leadership Safeguarding Statement

The Leadership Team at Leigh Park Baptist Church, hereafter referred to as the Leadership, recognises the importance of its ministry /work with children and adults with care and support needs and its responsibility to protect everyone entrusted to our care.

The following statement was agreed by the leadership:

We are committed to the safeguarding of children and adults with care/support needs 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 (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 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 adults who have care and support needs and to report any such abuse that we discover or suspect.
- We recognise the personal dignity and rights of adults who find themselves victims of forced marriage or modern slavery 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 church 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 adults with care and support needs.

We are committed to:

- Following the requirements for UK legislation in relation to safeguarding children and adults and good practice recommendations.
- Respecting the rights of children as described in the UN Convention on the Rights of the Child.
- Implementing the requirements of legislation in regard to people with disabilities.
- Ensuring that workers adhere to the agreed procedures of our safeguarding policy.
- Keeping up to date with national and local developments relating to safeguarding.
- Following any denominational or organisational guidelines in relation to safeguarding children and adults in need of protection.
- Supporting the safeguarding co-ordinators in their work and in any action they may need to take in order to protect children and adults with care/support needs.
- Ensuring that everyone agrees to abide by these recommendations and the guidelines established by this church.
- Supporting parents and families
- Nurturing, protecting and safeguarding children

- Supporting, resourcing, training, monitoring and providing supervision to all those who undertake this work.
- Supporting all that we are connected with who are affected by abuse.
- Adopting and following the safeguarding standards developed by Thirtyone:eight.

The Leadership undertakes to:

- endorse and follow all national and local safeguarding legislation and procedures, in addition to the international conventions outlined above.
- provide on-going safeguarding training for all its workers and will regularly review the operational guidelines attached.
- ensure that the premises meet the requirements of the Equality Act 2010 and all other relevant legislation, and that it is welcoming and inclusive.
- support the Safeguarding Coordinators in their work and in any action they may need to take in order to protect children and vulnerable adults.
- the Leadership agrees not to allow the document to be copied by other organisations.

We recognise:

- Children’s Social Services (or equivalent) has lead responsibility for investigating all allegations or suspicions of abuse where there are concerns about a child. Adult Social Care (or equivalent) has lead responsibility for investigating all allegations or suspicions of abuse where there are concerns about an adult with care and support needs.
- Where an allegation suggests that a criminal offence may have been committed then the police should be contacted as a matter of urgency.
- Safeguarding is everyone’s responsibility.

We will review this statement and our policy and procedures annually

If you have any concerns for a child or adult with care and support needs, then speak to one of the following who have been approved as safeguarding co-ordinators for Leigh Park Baptist Church

Catherine Sweatman Safeguarding Co-ordinator for Children & Adults with care/support needs
 Deborah Burroughs Safeguarding Co-ordinator for Children
 Sam Sweetman Safeguarding Co-ordinators for Adults with care and support needs

A copy of the full policy and procedures is available from any of the above and in the church office.

Signed by leadership/organisation

Signed _____

Date _____

Appendix 2 - Understanding child abuse and neglect including definitions

a. Definition of a child

The legal definition of a child is someone under the age of 18 according to The Children Act 1989. Throughout this guidance when we refer to a child, our meaning (unless otherwise stated) is a person under the age of 18.

b. What is meant by child abuse?

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.

Child protection legislation throughout the UK is based on the United Nations Convention on the Rights of the Child. Each nation within the UK has incorporated the convention within its legislation and guidance. The four definitions of abuse below operate in England based on the government guidance 'Working Together to Safeguard Children (2018)'.

- **Physical abuse**

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.

- **Emotional abuse**

Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It 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.

- **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.

- **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-givers); or
- ensure access to appropriate medical care or treatment.

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Appendix 3 Signs of possible abuse in children

The following signs could be indicators that abuse has taken place but should be considered in context of the child's whole life.

Physical

- Injuries not consistent with the explanation given for them
- Injuries that occur in places not normally exposed to falls, rough games, etc.
- Injuries that have not received medical attention
- Reluctance to change for, or participate in, games or swimming
- Repeated urinary infections or unexplained tummy pains
- Bruises on babies, bites, burns, fractures etc. which do not have an accidental explanation
- Cuts/scratches/burns/substance abuse*

Sexual

- Any allegations made concerning sexual abuse
- Excessive preoccupation with sexual matters and detailed knowledge of adult sexual behaviour
- Age-inappropriate sexual activity through words, play or drawing
- Child who is sexually provocative or seductive with adults
- Inappropriate bed-sharing arrangements at home
- Severe sleep disturbances with fears, phobias, vivid dreams or nightmares, sometimes with overt or veiled sexual connotations
- Eating disorders - anorexia, bulimia*

Emotional

- Changes or regression in mood or behaviour, particularly where a child withdraws or becomes clinging.
- Depression, aggression, extreme anxiety.
- Low self esteem
- Nervousness, frozen watchfulness
- Obsessions or phobias
- Sudden under-achievement or lack of concentration
- Inappropriate relationships with peers and/or adults
- Attention-seeking behaviour
- Persistent tiredness
- Running away/stealing/lying

Neglect

- Under nourishment, failure to grow, constant hunger, stealing or gorging food, Untreated illnesses,
- Inadequate care, etc.

*These may indicate the possibility that a child is self-harming.

Appendix 4 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 will:

- Contact Children's Social Services (or Thirtyone:eight) for advice in cases of deliberate injury, if concerned about a child's safety or if a child is afraid to return home.
- Not tell the parents or carers unless advised to do so, having contacted Children's Social Services.
- Seek medical help if needed urgently, informing the doctor of any suspicions.
- 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.
- 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 Children's Social Services direct for advice.
- Seek and follow advice given by Thirtyone:eight (who will confirm their advice in writing) if unsure whether or not to refer a case to Children's Social Services.

Allegations of sexual abuse

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

- Contact the Children's Social Services Department Duty Social Worker for children and families or Police Child Protection Team direct. They will NOT speak to the parent/carer or anyone else.
- Seek and follow the advice given by Thirtyone:eight if for any reason they are unsure whether or not to contact Children's Social Services/Police. Thirtyone:eight will confirm its advice in writing for future reference.

Appendix 5 - Understanding abuse in adults with care and support needs including definitions

An adult is someone aged 18 years or over. The Care Act 2014 uses the terminology “adults with care and support needs” to describe vulnerable adults. When considering the safeguarding issues regarding adults, other pieces of legislation are also relevant such as the Anti-social Behaviour, Crime and Policing Act 2014 which deals with Forced Marriage, the Modern Slavery Act 2015 which deals with trafficking and abuse, the Domestic Violence Crime and Victims Act 2004 which is self-explanatory but which may be strengthened to deal with coercive and controlling behaviour. These pieces of legislation apply to England and Wales.

Another important piece of legislation when dealing with safeguarding adults is the Mental Capacity Act 2005. Where decisions are being considered regarding the welfare of adults, under the Care Act 2014 they have to be full participants in the process and those who are involved in the investigations and assessments will form a view of the adult’s capacity to make decisions for themselves. This means that where there are safeguarding concerns, referrals must be made to Adult Services so that this level of capacity can be assessed.

Statutory Definitions of Abuse in Adults

The Safeguarding duties apply to an adult who has need for care and support (whether or not the local authority is meeting any of those needs) and;

- is experiencing, or at risk of, abuse or neglect; and
- as a result of those care and support needs is unable to protect themselves from either the risk of, or the experience of abuse or neglect.

This section considers the different types and patterns of abuse and neglect and the different circumstances in which they may take place. This is not intended to be an exhaustive list but an illustrative guide as to the sort of behaviour which could give rise to a safeguarding concern.

- **Physical abuse** – including assault, hitting, slapping, pushing, misuse of medication, restraint or inappropriate physical sanctions.
- **Domestic violence** – including psychological, physical, sexual, financial, emotional abuse; so called ‘honour’ based violence.
- **Sexual abuse** – including rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography, subjection to pornography or witnessing sexual acts, indecent exposure and sexual assault or sexual acts to which the adult has not consented or was pressured into consenting.
- **Psychological abuse** – including emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, cyber bullying, isolation or unreasonable and unjustified withdrawal of services or supportive networks.
- **Financial or material abuse** – including theft, fraud, internet scamming, coercion in relation to an adult’s financial affairs or arrangements, including in connection with wills, property, inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits.
- **Modern slavery** – encompasses slavery, human trafficking, forced labour and domestic servitude. Traffickers and slave masters use whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment.

- **Discriminatory abuse** – including forms of harassment, slurs or similar treatment; because of race, gender and gender identity, age, disability, sexual orientation or religion.
- **Organisational abuse** – including neglect and poor care practice within an Institution or specific care setting such as a hospital or care home, for example, or in relation to care provided in one's own home. This may range from one off incidents to on-going ill-treatment. It can be through neglect or poor professional practice as a result of the structure, policies, processes and practices within an organisation.
- **Neglect and acts of omission** – including ignoring medical, emotional or physical care needs, failure to provide access to appropriate health, care and support or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating.
- **Self-neglect** – this covers a wide range of behaviour neglecting to care for one's personal hygiene, health or surroundings and includes behaviour such as hoarding.

Incidents of abuse may be one-off or multiple, and affect one person or more.

Appendix 6 Detailed procedures where there is a concern that an adult needs protection:

Suspicious or allegations of abuse or harm including; physical, sexual, organisational, financial, discriminatory, neglect, self-neglect, forced marriage, modern slavery, domestic abuse.

If there is concern about any of the above, Safeguarding Co-ordinator will:

- Contact the Adult Social Care Team who have responsibility under the Care Act 2014 to investigate allegations of abuse. Alternatively Thirtyone:eight can be contacted for advice.
- If the adult is in immediate danger or has sustained a serious injury contact the Emergency Services, informing them of any suspicions.

Allegations of abuse against a person who works with adults with care and support needs

The safeguarding co-ordinator will:

- Liaise with Adult Social Services in regards the suspension of the worker
- Make a referral to the DBS following the advice of Adult Social Services

The Care Act places the duty upon Adult Services to investigate situations of harm to adults with care and support needs. This may result in a range of options including action against the person or organisation causing the harm, increasing the support for the carers or no further action if the 'victim' chooses for no further action and they have the capacity to communicate their decision. However, this is a decision for Adult Services to decide not the church.

Appendix 7 - Practical Guidelines including Health and Safety, visiting children at home, others being at groups

Health and Safety: On-site issues for groups

- Registration to include leaders
- New attendees to take home a general information and consent form which covers issues such as contact details, health issues, and permission for plasters and emergency health care.
- Accident and Incident book and reporting issues. To cover accidents and violence. (Disclosure of abuse to be recorded separately)
- Log book to note other observations which may be of relevance
- Be observant for potential hazards (e.g. floor surface, upturned chairs, fire risk)
- Consider contact sport issues (FA close age guideline, hard surface issues, aggression issues)
- Leadership ratios:
 - General rule: Two leaders per group regardless. Ideally one of each sex.
 - School years 2–13: 1 leader per 8 children.
 - School year 1 down to and including 3 year olds: 1 leader with every 4 children.
 - From 0 to 2 year olds the ratio is 1 leader per 3 children, but there must be a leader present for every under 1 year old. (e.g. 2 leaders could have six children, but only two of which could be under one)
- Food handling procedures must be abided by.
- First Aid (there are 2 boxes in the church office and a small kit in the coffee bar kitchen. 1st aid training is advised and available to all)
- Fire evacuation – be aware of exits and procedure
- Consider times and places, according to the programme, when and where adults who are not trained workers are not allowed to be e.g. In the church building during Friday Clubs
- Each group should have a general risk assessment for normal activities and then each additional different activity should have an individual risk assessment.
- Registers and accident forms to be kept for 3 years

Health and Safety: Off-site issues

- Each trip off site needs a written risk assessment (Swimming, residential, off site general risks, crossing roads)
- Transport needs to be considered and mentioned on consent form. Seat belts are to be worn and all drivers should have a full driving licence and at least one year's driving experience. All drivers should also have valid insurance. Mini bus drivers should be MIDAS trained. Booster seats should be used for children under 135cm (except a child 12 yrs or older)
- Permission (to include detail of activity and contact number while we are away) and consent forms using standardised forms (swimming, activity/day trips and camps/residentials). Note the swimming consent form asks for parental assessment of swimming capability and consent but this should not mean that full risk assessment is not carried out
- First aid box to be carried
- Ensure the supervision ratios are adequate for the size of the group, the age of the children and the activities planned (aiming for 1 leader for 4 children is recommended for school aged children)

- Ensure children are appropriately supervised so that no child gets lost and there is no unauthorised access to children
- Take all consent forms with you and a fully charged mobile phone (plus recharge capability)
- For camps/residentials, the food preparation must be done by someone who has received training on the food handling/hygiene course

Visiting children at home

Children's workers and leaders may need to visit children and their families at home from time to time. The parents may or may not be church attenders.

- Inform your leader/another worker of the proposed visit
- Never go into a child's home if a parent is absent
- Keep a record of the visit, noting date and purpose in the log book
- If the parent/carer is absent when you call, leave some means of identification/ explanation that can be handed to them if the child is at home alone/with other children
- Provide information about your group to the parent/carer – to include contact telephone numbers etc.

Unexpected attendance at activities

Sometimes children or vulnerable adults will want to join in with an organisation's activities without the knowledge of parents or carers. In these circumstances it is important to:

- Welcome them, but try to establish their name, age (children), address and telephone number. Record their visit in a register.
- Ask if a parent/carer is aware where they are, and what time they are expected home.
- If this is before the session ends, they should be encouraged to return home, unless the parent/carer can be contacted and they are happy with the arrangement. In the case of children in particular, suggest the child seeks the parent/carer's permission to return the following week.
- Link the visiting person with a regular attendee who can introduce them to the group and explain about the activity.
- On leaving, give the person a leaflet about the group with contact telephone numbers etc. and perhaps a standard letter to the parent/carer inviting them to make contact.
- Without interrogation, you will need to find out as soon as possible whether they have any additional needs, (e.g. medication), so that you can respond appropriately in an emergency.

Parents/Carers staying with children's groups

There may be occasions where parents ask if they can stay to watch the children's group's activity. It is important not to appear guarded but there may be concerns, particularly where the expectation is that all adults who work with children in any capacity should undertake Disclosure and Barring Service (DBS) checks.

We will therefore consider the following:

- Parents can be permitted to observe groups but not take part. A distinction should be made.
- It can help certain children settle into a group, if the child knows that a parent/carer is there. After the settling in period, if a parent/carer wishes to continue to stay, consideration could be given to them becoming a helper/worker but they would be

required to undertake the same recruitment and selection procedure as with any other worker.

- Whilst a person watching may be a parent/carer for one or more of the children, to the rest of the children they are strangers.
- Be aware that for some disabled children, it may be appropriate for their parent/carer to stay with them for an extended period. This should be considered on an individual basis to help the child become fully integrated into the group/activity.

Appendix 8 - Sleep-overs

Sleepovers should be discussed and arranged in advance by the workers so that agreements can be made on the best way of caring for the children given the venue, number of children, age and gender mix etc. Children are best protected in an environment where the adults caring for them are aware of the possibility of abuse by adult and child alike and accept the need to be watchful.

The following issues need to be considered when organising a sleep-over:

- There must be adequate insurance cover on the building to cover this activity including any limits on numbers.
- Prior to the sleepover the building should be checked for suitable fire exits and workers should know where the water, electricity and gas can be turned off and the location of fire extinguishers.
- Parents/carers must complete a medical consent form and an activity consent form in respect of their children's medical care, travel and collection arrangements, sleeping conditions, food, other specific activities (e.g. games).
- Parents/carers should be given written details of the arrangements for the night with the contact number of an identified children's worker, not simply the phone number of the premises.
- Specific responsibilities should be designated to workers to ensure clarity of roles.
- Make sure there is a qualified first-aider in attendance.
- Males and females should sleep separately. If it is a mixed sex group, female and male leaders will be needed.
- Adults should not sleep in the same room as the children unless it is considered the group needs to be supervised at all times. It may be more appropriate to appoint an adult to conduct random night patrols.
- Appropriate night attire must be brought and worn.
- Changing and showering facilities should be single-sex and separate for children and adults. If there are limited facilities, timetables need to be drawn up.
- All medical information and emergency contact numbers must be easily accessible and workers should have access to a telephone or mobile phone.

Appendix 9 - Social media/e-communication guidelines

Red (avoid) – on-line gaming; snapchat; video one to one communication such as face-time and zoom, BeReal

Amber (take a lot of care) - individual communication of any type – for example email, texting, WhatsApp, Facebook messenger; individual Facebook walls; Instagram; Twitter; phoning a mobile

Green (preferred methods of communications) – group messages using emails, WhatsApp, Facebook messenger; or phoning the home phone; or groups or pages on Facebook

Appendix 10 - Anti-bullying policy

Definition of bullying: The Anti-Bullying Alliance defines bullying as *“The repetitive, intentional hurting of one person or group by another person or group, where the relationship involves an imbalance of power. It can happen face to face or through cyber space.”*

Objectives of this policy

- All children, workers, parents and carers should be aware of the anti-bullying policy within the organisation and what they should do if bullying arises
- All workers should have an understanding of what bullying is, be aware of possible signs if it is happening and follow the policy when it is reported
- Children and parents/carers should be assured that they will be supported when bullying is reported

Prevention

Strategies can be adopted to prevent bullying. As and when appropriate, these may include:

- Writing a set of group rules
- Signing a behaviour contract
- Having discussions about bullying and why it matters

Procedures

Report the bullying incident to children’s leaders

- Ensure that details are carefully checked before action is taken
- In all cases of bullying, the incidents should be recorded by the worker
- Consideration should be given to informing the parents/carers of the bully, but this should only be done if workers are satisfied there is no bullying/abuse going on at home that might exacerbate the situation
- If it is thought that an offence has been committed, consideration should be given to contacting the police
- The bullying behaviour or threats of bullying must be investigated and stopped quickly
- Help should be offered to help the bully address his/her behavior

Outcomes

- The children’s worker involved in dealing with the incident should issue a warning to the child concerned
- An apology should be given by the child who has bullied another
- If possible, those involved will be reconciled
- After the incident has been investigated and dealt with, the situation should be monitored to ensure repeated bullying does not take place
- After the incident(s) have been investigated parents/carers should be informed of the action taken
- All incidents must be recorded in the log book

Cyberbullying

Bullying doesn’t just happen in the playground. Cyberbullying – or bullying via digital technologies like mobile phones and computers – is a different threat to children. It can be harder to spot and more difficult to stop than ‘traditional’ bullying, but understanding the dangers can help keep children safe.

What's different about Cyberbullying?

Cyberbullying is different to other forms of bullying because:

- it can occur anytime, anywhere – the victim can even receive bullying messages or materials at home
- the audience to the bullying can be large and reached very quickly and easily if messages are passed around or things are posted online
- it can be unintentional – people may not think about the consequences of sending messages or images

Characteristics of Cyber Bullying

- Anonymous – cyber abusers can use the internet using pseudonyms
- Accessibility - cyber bullies can approach their victims at any time
- Loss of inhibition – the anonymity of the internet can encourage cyber bullies to commit acts which they might otherwise do in person.

Protecting children from Cyberbullying

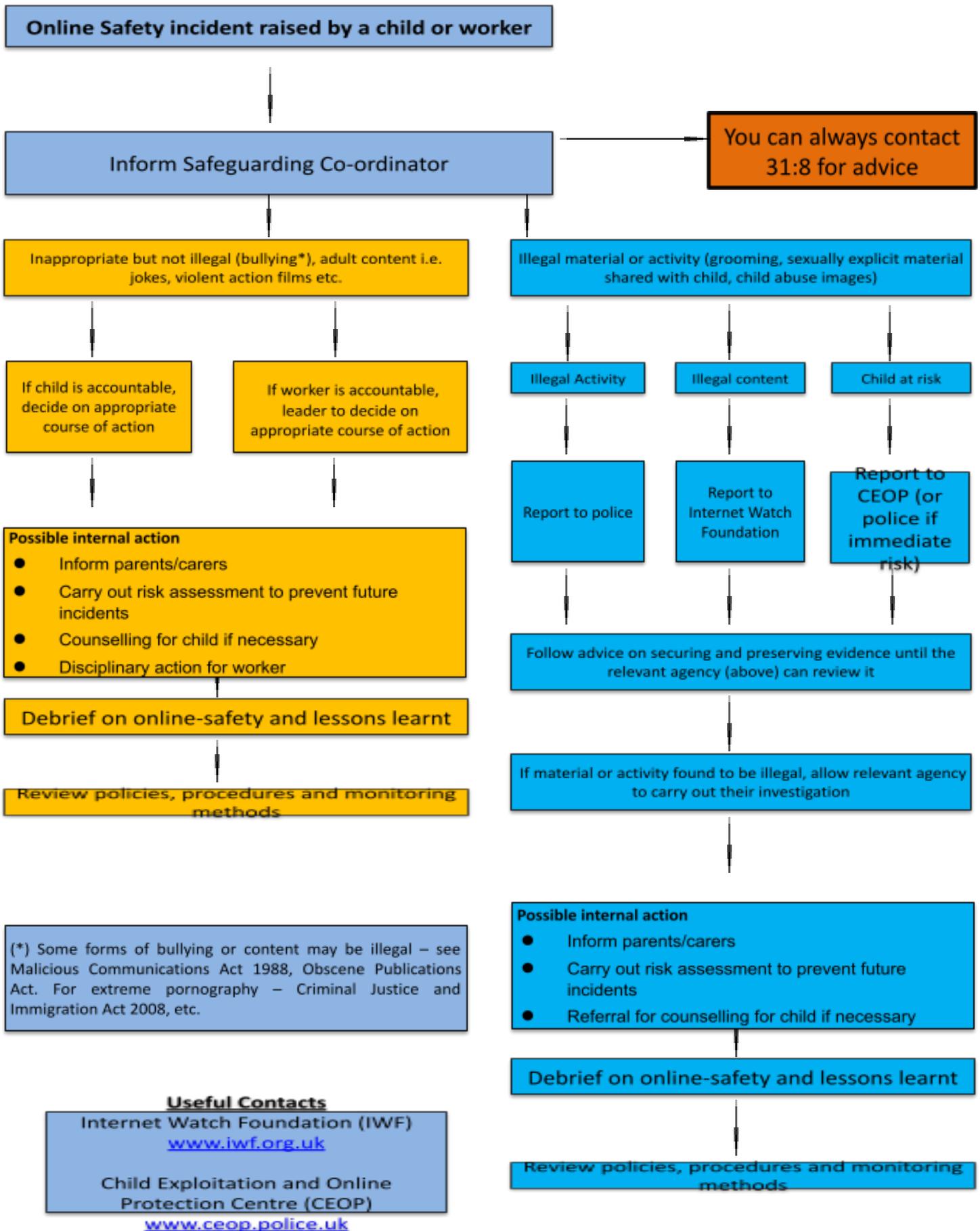
As with other types of bullying it's important for you to listen to children and react with sympathy. You should let children know that bullying is always wrong and that seeking help is the right thing to do.

It's important for them to learn to respect and look after their friends online and to think before they post or text. To help keep children safe you can:

- encourage them to talk to you or another adult about anything that's upsetting them
- watch out for them seeming upset after using the internet or their mobile phone
- try to understand the ways in which they are using their digital technologies
- ask them to think about how their actions affect other users
- encourage them to use good privacy settings
- suggest that they only use moderated chat rooms
- encourage them to show you any abusive or offensive emails or messages they've received and keep a record of them
- help them report any abuse to their internet service provider, the website manager/moderator, the mobile phone company or the police
- tell them never to respond to any abusive messages or calls – this is frequently what the abuser wants
- discuss keeping their passwords safe and avoiding giving their name, email address or mobile phone number to people outside their circle of friends and family
- change email address or telephone number if the abuse continues
- turn on in-built internet safety features and install computer software to ensure that you only receive emails from people you have chosen and to block unwanted images
- tell them about places where they can go for help and support like Child Line, CEOP's ThinkuKnow and Childnet International, Bullying UK.

NOTE: Adults with care/support needs are also at increased risk of bullying and much of the above applies to them too

Appendix 11 Online Safety Flowchart



Appendix 12 - Guidance for online video conference calls such as Zoom : children and young people's groups

- Conference call ID numbers will be shared with parents in a private group
- Calls should not be recorded
- Leader ratios should be the same as when meeting off line
- A minimum of two leaders should be on the call before the young people join.
- We will not hold break out rooms with children or young people groups
- Leaders should remember that the Safeguarding policy guidelines apply to online as well as face to face meetings
- Leaders should agree a code of conduct with the young people on the first call (with reminders at the start of each Group meeting).
- The code of conduct should include that all chat should be to everyone (no private chat)

Appendix 13 - Guidelines on touch

- Keep everything 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 or adult's needs, not the worker's.
- Touch should be age-appropriate and generally initiated by the child or adult, rather than the worker.
- All children and adults are entitled to personal privacy and the right to decide how much physical contact they have with others, except in circumstances such as a medical emergency.
- When giving first aid (or applying sun cream etc.), encourage the child or adult to do what they can themselves but, in their best interests giving appropriate help where necessary.
- Team members 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.
- Concerns about abuse should always be reported.

Appendix 14 Checklist for Building Safety

This checklist is aimed at children's activities rather than those involving adults at risk but the principles of checking building and equipment is equally applicable for all groups

Windows

- Low-level windows are made from material which prevent accidental breakage or are made safe
- Windows are protected from accidental breakage or vandalism from people outside the building
- Windows above the ground floor are secured so that children cannot climb through them
- Ensure any pull cords on blinds are securely tucked away and out of the reach of small children

Doors

- Take precautions to prevent children's fingers from being trapped in doors
- Consider locking the main door to prevent outsiders wandering in and children running out

Floors

- Check all surfaces before an activity to ensure they are clean, dry and not uneven or damaged

Kitchen

- Ensure that children do not have unsupervised access to the kitchen
- All surfaces are clean and non-porous
- There are separate facilities for hand-washing and washing-up
- Cleaning materials and other dangerous materials are stored out of children's reach
- When children take part in cooking activities they:
 - Are supervised at all times
 - Are kept away from hot surfaces and hot water
 - Do not have unsupervised access to electrical equipment

Electrical/gas equipment

- All electrical equipment conforms to safety requirements and is checked regularly
- The boiler/electrical switch gear/meter cupboard is not accessible to the children
- Fires, heaters, electric sockets, wire and leads are properly guarded and the children are taught not to touch them
- Storage heaters are checked before an activity to make sure they are not covered
- There are sufficient sockets to prevent overloading
- The temperature of hot water is controlled to prevent scalds
- Lighting and ventilation is adequate in all areas including storage areas
- Relevant electrical equipment is regularly PAT-tested

Storage

- All resources and materials which children use are stored safely
- All equipment and resources are stored or stacked safely to prevent them accidentally falling or collapsing

Outdoor area

- Any outdoor area is securely fenced if used by children
- Any outdoor area is checked for safety and cleared of rubbish before it is used for a children's activity
- Adults and children are alerted to the dangers of poisonous plants, herbicides and pesticides
- Any pool/pond is securely covered or otherwise guarded
- Where water can form a pool on equipment, it is emptied before children start playing outside
- An outdoor sand pit is covered when not in use
- All outdoor activities are supervised at all times
- Check for slippery grass before running games

Fire and safety

- Fire doors are clearly marked, never obstructed and easily opened from inside
- Smoke detectors/alarms and fire-fighting appliances conform to BS EN standards, are fitted in appropriate high-risk areas of the building and are checked as specified by the manufacturer
- Emergency evacuation procedures are approved by the Fire Safety Officer and are:
 - Clearly displayed in the premises
 - Explained to children's workers and to the children
 - Practised regularly
 - Records are kept of fire drills and the servicing of the safety equipment

Safety of equipment

- When planning any children's activity, consider the following safety factors in the equipment used for the activity.
- Before purchase or loan, equipment and resources should be checked to ensure that they are safe for the ages and stages of the children using the equipment
- The layout of play equipment allows adults and children to move safely and freely between activities
- All equipment is regularly checked for cleanliness and safety and any dangerous items are repaired or discarded
- All materials – including paint and glue – are non-toxic
- Physical play is constantly supervised
- Children are taught to handle and store tools safely

Appendix 15 - Food Hygiene

If food and drink are provided during an activity, the following should be considered:

- Workers should follow good personal hygiene
- Basic health and hygiene regulations should be adhered to
- Training in basic food hygiene will be made available to all workers
- All food and drink are stored appropriately
- Hot drinks should not be carried through an activity area and not placed within the reach of young children
- Snacks and mealtimes are appropriately supervised
- Fresh drinking water is available at all times
- Systems are in place to ensure that children, young people or adults with care and support needs do not have access to food/drinks to which they are allergic. Typically, this can be peanuts, nuts, milk, eggs, fish, shellfish and gluten - found in wheat, barley and oats.

Appendix 16 - Transportation considerations

Transporting children in a car

- Drivers should hold a current full driving licence.
- Driver's Insurance covers voluntary work (domestic, pleasure and business)
- Parental agreement obtained.
- Pick-up and drop-off times arranged.
- Agreement as to how many adults in the car.
- Agreement as to where children are seated – (front or rear of car, only transport for the recommended number of passengers.)
- Seatbelts used.
- Risk assessment completed if journey is part of an organised trip.
- Correct child seat boosters used for under 12s or children under the height of 135cm.
- If this is a frequent and regular arrangement, a current and clear DBS is in place.

Transporting children in a minibus

- Driver has current full driving licence and is entitled to drive a minibus.
- Driver has completed any approved training (may be a condition of hire from Local Authorities)
- Minibus log book is available to record the journey.
- Trained passenger escort is accompanying the driver.
- Accompanying adults are distributed throughout the minibus
- Passenger list completed.
- No children sitting in the front.
- All passengers using seatbelts.
- Every passenger has access to two emergency exits.
- All luggage stowed away securely without blocking any gangways or exits or luggage transported separately.
- Mobile phone available for emergency contact.
- Any defects or incidents recorded.

Appendix 17 Cause for concern form (see guidance notes on following page)

Child/Adult's name (subject of concern):	Date of birth/age: Child/Adult:	Address:
Date & time of incident:	Date & time (of writing):	
Your Name (print): _____ Role/Job title:		
Signature: _____		
Other members of the household:		
Record the following factually: Nature of concern, e.g. disclosure, change in behaviour, demeanour, appearance, injury, witnesses etc. <i>(please include as much detail in this section as possible. Remember – the quality of your information will inform the level of intervention initiated. Attach additional sheets if necessary.)</i>		
How did the concern come to light?		
What is the child/adult saying about what has happened ⁴ ?		
Any other relevant information. Previous concerns etc.		
Date and time of discussion with Safeguarding Co-ordinator: _____		

Check to make sure your report is clear to someone else reading it.

Please pass this form to your Safeguarding Coordinator without delay

Guidance notes for Form - volunteers/staff only:

Following are some helpful pointers in completing the above form:

1. As a registered body the church/charitable organisation is required to ensure that its duty of care towards its beneficiaries is carried out in line with the principles enshrined within the Working together to safeguard children and young people, 2018 and the Care Act, 2014. (Refer to your own church's/organisation's safeguarding policy at this point too).
2. Essential principles of recording the information received/disclosed/observed:
 - a. Remember: do not investigate or ask any leading questions
 - b. make notes within the first one hour of receiving the disclosure or observing the incident
 - c. be clear and factual in your recording of the incident or disclosure
 - d. avoid giving your opinion or feelings on the matter
 - e. aim to record using the 4 W's and 1 H: When, where, what, why and how
 - f. do not share this information with anyone else except your safeguarding co-ordinator in the first instance and they will advise on who else will need to be informed, how and when.
 - g. make use of the additional information section to add any other relevant information regarding the child/adult/ family that you may be aware of. This can include any historic concerns or observations.
3. **What constitutes a safeguarding concern?** – any incident that has caused or likely to cause significant harm to a child can be classed as a safeguarding concern. Abuse is classified under four different categories (with regards to children) as already stated within the safeguarding policy (physical, sexual, emotional, neglect). With regards to adults there are 6 further categorisations. Whilst it may be helpful to record a specific category in the above form, if possible, this may not always be the case. Therefore, it is important to seek advice from your safeguarding co-ordinator or thirtyone:eight at this stage.
4. **Why do you need information regarding 'other household members'?** – It has been demonstrated as important to include information about significant adults in the household especially when concerns relate to children as this has been a recurrent risk factor in several serious case reviews.
5. **Why is the view of the child/adult significant?** It is important to give whatever detail is available of the child or adult's explanation (or verbatim) of the matter to help ascertain if it is plausible and to help offer a context to the concern identified.
6. **Passing information to the Safeguarding co-ordinator** – Your safeguarding co-ordinator holds ultimate responsibility in responding to any safeguarding concerns within the church/organisation and therefore it is important that they have oversight of the actions being taken and make relevant and appropriate contact with statutory agencies if required. They will remain the most appropriate link between the organisation and external agencies.