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SAFEGUARDING
POLICY
and GUIDELINES for PRACTICE

Part I: CHILDREN & YOUNG PEOPLE

Banstead Five Churches Executive Committee

revised 19.05.2013

A. General Policy Statement

1. The Banstead Five Churches has a legal and moral duty to ensure that it functions with a view to safeguarding and promoting the welfare of children.

Throughout these policies and procedures, reference is made to 'children and young people'. This term is used to mean 'those under the age of 18'. The Executive Committee recognises that some adults are also vulnerable to abuse: see the B5 document 'Safeguarding Policy Part II: Vulnerable Adults'. The Executive Committee is committed to ensuring that the Banstead Five Churches:

- Provide a safe environment for children and young people;
- Identify children and young people who are suffering;
- Take appropriate action to see that such children and young people are kept safe from harm.

In pursuit of these aims, the Committee will approve and annually review policies and procedures with the aim of:

- Raising awareness of issues relating to the welfare of children and young people and the promotion of a safe environment for the children and young people;
- Providing procedures for reporting concerns;
- Establishing procedures for reporting and dealing with allegations of abuse against members of staff, whether paid or voluntary;
- The safe recruitment of staff, whether paid or voluntary.

2. The Executive Committee relies on its member Churches to ensure that each has a designated member of staff with special responsibility for safeguarding issues, who has received appropriate training;

3. Staff and volunteers working with children in the name of Banstead Five Churches will receive training from the designated officer of their Church adequate to familiarise them with safeguarding issues and responsibilities and the procedures and policies described in this document, with refresher training at least every 3 years.

4. The Executive Committee will receive from the leader of each activity/event carried out in the name of the Banstead Five Churches and involving children unaccompanied by parents/carers an annual report which reviews how the duties have been discharged.

5. The Executive Committee recognises the following as definitions of abuse:

i. Physical Abuse

Physical abuse causes harm to a child's person. It may involve hitting, shaking, throwing, poisoning, burning, scalding, drowning or suffocating. It may be done deliberately or recklessly, or be the result of a deliberate failure to prevent injury occurring.

ii. Neglect

Neglect is the persistent or severe failure to meet a child or young person's basic physical and/or psychological needs. It will result in serious impairment of the child's health or development.

iii. Sexual Abuse

Sexual abuse involves a child or young person being forced or coerced into participating in or watching sexual activity. It is not necessary for the child to be aware that the activity is sexual and the apparent consent of the child is irrelevant.

iv. Emotional Abuse

Emotional abuse occurs where there is persistent emotional ill treatment or rejection. It causes severe and adverse effects on the child's or young person's behaviour and emotional development, resulting in low self-worth. Some level of emotional abuse is present in all forms of abuse.

B. Safeguarding Officers of Churches within the Banstead Five Churches

1. These will be the main contact points for child protection issues and will have contact details for relevant organisations available for employees and volunteers. This list will usually include contact details of relevant individuals and provisions such as the NSPCC Helpline 0800 800 5000 and the local police child protection unit.

2. At each activity or event involving children unaccompanied by parents/carers and undertaken in the name of the Banstead Five Churches the name and photograph of a staff member trained in child protection (the 'Children's Representative') must be displayed prominently. If the activity takes place away from church premises the

identity of the Children's Representative must be clearly announced, as an immediate contact point for any concerns.

C. Dealing with Disclosure of Abuse and Procedure for Reporting Concerns

If a child or young person tells a member of staff about possible abuse:

- Listen carefully and stay calm.
- Do not interview the child, but question normally and without pressure, in order to be sure that you understand what the child is telling you.
- Do not put words into the child's mouth.
- Reassure the child that by telling you, they have done the right thing.
- Inform the child that you must pass the information on, but that only those that need to know about it will be told. Inform them of to whom you will report the matter.
- Note the main points carefully.
- Make a detailed note of the date, time, place, what the child said, did and your questions etc.
- Staff should not investigate concerns or allegations themselves, but should report them immediately to the Safeguarding Officer and/or the Minister/Priest of one of the Five Churches.

D. Regulated Activity and obtaining Enhanced Disclosure and Barring Service checks

1. Under the Safeguarding of Vulnerable Groups Act 2006 as amended by the Protection of Freedoms Act 2012, an individual working unsupervised with children is considered to be engaged in regulated Activity and must have an enhanced Disclosure and Barring Service (DBS) check which will involve a check of the children's barred list, in order to perform their duties.

2. However, an individual working in a directly and permanently supervised position is not considered to be engaged in regulated activity but should still have an enhanced DBS disclosure check. However because they are working in a supervised role the enhanced check will not include a check of the children's barred list.

3. Note that applications for a DBS enhanced check can only be submitted where the applicant is aged 16 or over at the time of making the application.

E. Duty to refer to the DBS (Disclosure and Barring Service)

1. The Safeguarding of Vulnerable Groups Act 2006 and Protection of Freedoms Act 2012 both make it mandatory to refer anyone known to pose a threat of harm to a child or vulnerable people to the Disclosure and Barring Service (DBS). This means that activity leaders working in the name of the Banstead Five Churches must not knowingly employ (or use the voluntary services of) anyone who poses a risk of harm to children or vulnerable adults. This includes anyone who is believed to have committed a relevant conduct while on the job or who has a record of such conduct.
2. The Executive Committee has a legal duty to refer an employee or volunteer who poses a risk of harm to children or vulnerable adults to the DBS. Failure to do so can result in a fine and/or up to 5 years imprisonment. There must be sufficient and solid evidence that the employee or volunteer poses a risk of harm before they can be referred to the DBS. The DBS will not consider evidence based on rumour or unsubstantiated reports. The Committee should also inform the police and other relevant authorities if they believe a relevant conduct has occurred.
3. Referral forms can be downloaded from the DBS's website www.homeoffice.gov.uk/dbs.

F. Reporting and Dealing with Allegations of Abuse against Members of Staff

The procedures apply to all those in responsible roles, whether as Committee members, administrative or support, and whether paid or voluntary. The word 'staff' is used for ease of description.

1. In rare instances, staff of Christian organisations have been found responsible for child abuse. Because of their frequent contact with children and young people, staff may have allegations of child abuse made against them. The Banstead Five Churches Executive Committee recognises that an allegation of child abuse made against a member of staff may be made for a variety of reasons and that the facts of the allegation may or may not be true. It is imperative that those

dealing with an allegation maintain an open mind and that investigations are thorough and not subject to delay.

2. The Executive Committee recognises that the Children Act 1989 states that the welfare of the child is the paramount concern. It is also recognised that hasty or ill-informed decisions in connection with a member of staff can irreparably damage an individual's reputation, confidence and career. Therefore, those dealing with such allegations within the organisation will do so with sensitivity and will act in a careful, measured way.

G. Safer Recruitment and Selection Procedure

Activities undertaken in the name of the Banstead Five Churches will already have recruitment and selection procedures. These should be reviewed in order to ensure that they take account of the following:

- They should apply to staff and volunteers who may work with children.
- The post or role should be clearly defined.
- The key selection criteria for the post or role should be identified.
- Vacancies should be advertised widely in order to ensure a diversity of applicants.
- Obtain professional and character references.
- Verify previous employment history.
- Disclosure and Barring Service disclosure/List 99 checks (maintain sensitive and confidential use of the applicant's disclosure).
- Use a variety of selection techniques (eg qualifications, previous experience, interview, reference checks).

GUIDELINES

The guidelines below state the expectations we have of all those working with children in the context of Banstead Five Churches and all other events run in the name of Banstead Five Executive Committee. **It is vital that all those working with children read the guidelines and adhere strictly to them. Workers and volunteers are also expected to be familiar with their own Church guidelines and to attend relevant training when offered.**

We also make our guidelines available to the parents/carers of all children attending groups and activities run under the umbrella of the Banstead Five Executive Committee both on and off-site, so that they know what level of care they can expect from our workers and volunteers.

While we are happy to take full responsibility for children within groups and activities sponsored by the Banstead Five Executive Committee we feel ***parents/carers need to be aware that workers and volunteers are only on duty during the group and activities themselves*** and we expect parents/carers to make adequate arrangements for delivery and collection to and from these groups. When family events take place, ***we expect parents/carers to exercise responsibility for their own children.***

1. Health and Safety Advice

1. There must be access to a telephone or mobile on the premises.
2. Adults should be aware of the fire procedure. Fire extinguishers must be regularly checked and a fire drill carried out.
3. Parents/carers should be advised that children with infectious illnesses should not attend groups.
4. No smoking should be permitted in any areas where children are present.
5. Alcohol and illegal substances should not be used by those caring for children in the name of the Church. Children **must not** use alcohol at B5 events. No adults or children must arrive influenced by alcohol.
6. Children should not be able to leave the premises unsupervised unless written permission has been obtained from parents/carers.

7. Access to premises should be along well-lit paths.
8. Parents/carers must sign a consent form before children are taken off-site for activities. Forms are available from group leaders.
9. A first aid kit should be available on any premises used by children. An accident book should be kept with the kit and all accidents recorded in it.
10. When taking children off-site a detailed programme and list of contacts should be left with the Clergy or the Safeguarding Officer of your Church.
11. Electrical appliances and portable electrical equipment must be safety checked before use at events.

2. Administration

1. A register must be kept and be available at all group meetings. As well as attendances, it should include up to date information on parents'/carers' contact numbers and specific medical information on the children.
2. Activities planned to take place away from church premises must have the permission of the Banstead Five Executive Committee in order to be covered by insurance.

3. Staffing

1. Checks will be required through the Disclosure and Barring Service (DBS) for all those working with children. It will not be accepted through another organisation and no volunteer or worker will be offered a position without the necessary DBS checks. References may be required.
2. These are the required staffing levels for children's groups.

1-5 years	1 adult for every 2 children	1 : 2
5-8 years	1 adult for every 8 children	1 : 8
Over 8 years	1 adult for the first 8 children and then one extra adult for every extra 12 children.	

Every children's group must have 2 adults at all times.

4. Good Practice Guidelines

All workers and volunteers should:

1. Treat all children with the respect and dignity befitting their age.
2. Watch their speech, tone of voice and body language.
3. Control and discipline children without physical punishment.
4. Make sure another adult is aware if they are helping toilet or wash a child.
5. Ask parents'/carers' permission if they need to see a child on his or her own. Make sure another adult is present nearby and that the child knows this.
6. Ensure that they are not alone with a child where an activity cannot be seen. This may mean leaving doors open, or two groups working in the same room.
7. In a counselling situation with a child, where privacy and confidentiality are important, make sure that there is another adult in the building who knows the meeting is taking place and with whom.

Group leaders should make sure that children know they can speak to a named Children's Representative.

Workers and volunteers should **not**:

1. Invade a child's privacy while washing or toileting.
2. Play rough or sexually provocative games.
3. Be sexually suggestive about or to a child even in fun.
4. Touch inappropriately or intrusively.
5. Scapegoat, ridicule or reject a child.
6. Show favouritism to any one child.
7. Allow children to involve them in excessive attention seeking that is overtly physical or sexual in nature.
8. Give lifts to children on his/her own. If this is unavoidable ask the child to sit in the back.
9. Share sleeping accommodation with a child.
10. Invite a child to their home alone. (Instead invite a group and make sure that another adult/worker is present. Also make sure that parents/carers know the whereabouts of children.)
11. Allow abusive peer activities e.g. initiation ceremonies, ridiculing, bullying.
12. Allow unknown adults unsupervised access to children. (A known person should accompany visitors; all adults involved in activities should have been vetted.)

5. Policy for Alcohol and Illegal Substances

Workers should seek to demonstrate by example and teaching a positive and responsible attitude to alcohol and illegal substances. They should not:

1. Procure alcohol for, or accept alcohol from, a person under 18.
2. Consume alcohol when they are caring for children in the name of the Church.

6. Transport Policy

It is the responsibility of those who transport children on behalf of Banstead Five Executive Committee to ensure they comply with the following guidelines at all times.

1. All those who drive on Banstead Five Executive Committee organised activities should be over 21 and should have held a full driving licence for over two years.
2. All cars that carry children should have fully comprehensive insurance.
3. All cars should be in a roadworthy condition.
4. All children must wear suitable seat belts. If there are no seat belts children must not be carried.
5. At no time should the number of children in the car exceed the number of seat belts available.
6. Where a child is known to have a disability or special requirement that requires additional assistance, a non-driving adult should travel in the car. This adult should sit in the back, behind the driver, with the child in the seat beside him/her.
7. Drivers must comply with all speed restrictions and other driving regulations.
8. Drivers must not consume alcohol or be under the influence of alcohol when there are children in their care.

9. If in an emergency a driver has to transport one child on his/her own, the child must sit in the back of the car. Such circumstances must always be recorded and reported to the Chairman of Banstead Five Churches and the parent/carer.

10. Parents/carers should be made aware of all transport Parents/carers should be asked for permission for children to sit in the front seat where necessary. All parents should be asked for this permission as soon as possible on a new child joining activities.

To ensure that these guidelines are adhered to, drivers will be required to give a signed undertaking, covering these issues. Drivers will be required to show their licence and insurance documents.

7. Good Practice with Colleagues

1. If you see another member of your team, or an adult acting in ways which might be misconstrued, be prepared to speak to them or a Children's Representative (see B2 on page 3) about your concerns.

2. Leaders should encourage an atmosphere of mutual support and care which allows all workers to be comfortable enough to discuss inappropriate attitudes or behaviour.

Workers and volunteers will at all times make every effort to set an example of godly behaviour.

8. What to do in an Emergency

1. Contact the emergency services.

2. Contact the parent/carers of any injured child.

3. Share the problem - advise all adults present that an accident procedure is in operation.

4. Make sure all in the Group are accounted for and maintain adult/child ratios.

5. Establish the name of the injured and the extent of any injuries.

6. Ensure an adult accompanies any child to hospital if by ambulance, or if in a car a non-driver should sit in the back of the car with the child.
7. Collect the names and addresses of all witnesses as soon as possible and make dated notes of what you saw and did. Ask others to do likewise.
8. Any statement needs to be dated and signed.
9. Contact the Children's Representative for that event/activity or your Minister/Priest immediately.

If any form of Child Abuse is suspected, contact the Safeguarding Officer of your own Church or a Minister/Priest of the Five Churches.