

Sudbourne and Tunstall Baptist Church

Safeguarding Policy

Our Youth Work Mission

As a local church we seek to share the Gospel of Jesus Christ with children and young people. To this end we hold a Sunday Club and crèche on Sundays in our Chapel Buildings and at Rendlesham Primary School and various weekly activities including Friday Club, Youth Group & Toddler Group. In addition, special activities such as parties, outings and a children's holiday club are also held on our premises and, occasionally elsewhere, such as village halls.

As part of its mission, the Church is committed to:

- Valuing, listening to and respecting children and young people as well as promoting their welfare and protection.
- Safe recruitment, supervision and training for all the children's/youth workers within the church.
- Adopting a procedure for dealing with concerns about possible abuse.
- Encouraging and supporting parents/carers.
- Supporting those affected by abuse in the church.
- Maintaining good links with the statutory childcare authorities and other similar organisations.

Our Policy

In carrying out its mission the Church takes seriously its responsibility to ensure that all children are kept safe and activities take place in a safe environment and with a high regard to protection and welfare of the children.

All Church activities come under the jurisdiction of the elders, supported by the deacons and are regulated by the following sections of this Policy:

- Section 1 - Appointment of Personnel
- Section 2 - Leaders' Responsibilities
- Section 3 - Procedures for Team Members
- Section 4 - Transport Procedures
- Section 5 - Additional Measures for Outings and Camps

The purpose of this Policy is to respond to current practices and recommendations following the publication of the Children Act 1989.

This Policy will be reviewed annually.

Next review: - January 2020



Section 1: Appointment of Personnel

- 1.1 Each activity has a leader who is appointed by the Church members on the recommendation of the elders and deacons.
- 1.2 To assist the leader, a team of helpers is appointed by the elders and deacons for each activity. (Church members between the ages of 16 and 18 may be appointed as assistants, but will not be left in sole charge of children).
- 1.3 Leaders will not recruit team helpers, even for temporary cover, without first obtaining approval from an elder.
- 1.4 All leaders and team helpers must be Church members who are at least 18 years of age, who have proved themselves both spiritually and practically to be suitable for the role to which they are appointed. With regard to the Crèche which runs during part of the Sunday morning service, parents who are not Church members may be involved as helpers in Crèche. If they are regularly involved, they will be subject to the requirements of 1.5 below.
- 1.5 Prospective leaders and team helpers/volunteers will be asked if they have any criminal records and will be required to apply for a Disclosure and Barring Service (DBS) check. If the DBS reveals a conviction or similar matter the elders will consider whether or not the appointment should be made. No person with a history involving child related offences will be allowed to undertake any role associated with the children's work of the Church, nor be present at children's meetings.
- 1.6 On occasions the elders and deacons may agree that members of other churches of like beliefs may be invited as helpers for a specific project or activity. A recommendation from the leadership of their church will be required together with a satisfactory DBS Disclosure.
- 1.7 If any team helper behaves in an irresponsible manner, the elders and deacons will suspend them from their duties pending further investigation.

Section 2: Leaders' Responsibilities

- 2.1 Leaders will ensure that they have adequate team helpers present at every meeting to maintain order. A ratio of one team helper to every ten children is recommended with a minimum of three team helpers present per session. A lower team ratio may be permitted where parents are present, although parents must not assume the responsibilities of appointed personnel. The Leader will consult with an elder if the minimum team level cannot be maintained or if the proportion of male and female team members is not appropriate to the age and sex of the children. For "off premises events" a Risk Assessment Form must be completed and the following minimum team helper / children ratios applied:
- | | |
|-------------------------------|---------|
| for children aged 4 and under | 1 to 6 |
| for children aged 5 or 6 | 1 to 10 |
| for children aged 7 to 10 | 1 to 15 |
| for children aged 11 to 18 | 1 to 20 |
- these are the minimum ratios recommended by the DfE).
(see also Section 5).
- 2.2 Written details of all children attending the activity will be recorded on the appropriate form - which will include: Home Address; Contact Name and Telephone Number in case of emergency. Specific Health Problems will also be recorded on the appropriate form.
- 2.3 A register of children present on each occasion will be kept, together with the names of the team members on duty.
- 2.4 All incidents will be recorded in a Logbook and any accidents or injuries will be recorded in the Accident Book. These entries are to be made on the day of the event.
- 2.5 The Leader will ensure that one team member on duty is competent in First Aid.
- 2.6 Where possible, when food is being prepared or cooked, a holder of a Food & Hygiene Certificate will be consulted.
- 2.7 Leaders are responsible for ensuring that their team understand and carry out the requirements of the Safeguarding Policy.



2.8 Responding to concerns

Any safeguarding concerns will be reported to the Designated Safeguarding Lead (DSL):

Charys Rushbrook – Telephone 01394 809691

If this person is not available report to the Alternate DSL:

Jess Tricker – Telephone 01394 548304

In cases of disclosure from a child it is important to:-

- Keep calm
- Reassure the child
- Be clear that you cannot keep secret anything that would need to be shared with others, for the child's safety
- Ask only open questions, not leading questions
- Record the concerns detailing what you were told quoting the exact words of the child where possible.
- This record should be written in pen and signed with the date and time.
- No leader or helper should share the information or disclosure with anyone, including the parents of the child concerned, other than the DSL and/or Customer First/ police.

The Designated safeguarding Lead (DSL) will refer all disclosures where a child is considered to be at risk in any way to Customer First on the number below:-

Public Line – **0808 800 4005**

If you would like to discuss whether or not a referral is required, please call the Professional Consultation Line on **03456 061 499** to speak with a Senior Social Worker.

If concerns are of a serious nature and indicate a child is in immediate risk, the Police will be contacted by the leader or DSL.

How to respond to concerns or allegations concerning a member of staff or a volunteer.

Any allegation made against a leader/helper/ volunteer will be taken seriously and will be referred to the DSL (or alternate, if allegation concerns the DSL) who will then refer to the Local Authority Designated Officer (LADO) where appropriate.

LADO Contact Details: **0300 123 2044**

LADOCentral@suffolk.gcsx.gov.uk



Section 3: Procedures for Team Helpers.

- 3.1 All team helpers will co-operate with the leader in the full implementation of the requirements of the Safeguarding Policy.
- 3.2 Children will be supervised at all times whilst they are on the premises and at the end of the session team members will ensure that all children are either collected by a parent or known representative or taken home by team helpers of appropriate gender.
- 3.3 Leaders and team helpers will avoid being alone with children in a place where they cannot be seen. If personnel do find themselves alone with a child, unnecessary physical contact must be avoided.
- 3.4 Team helpers will assist the leader in maintaining discipline to ensure that an acceptable standard of behaviour is maintained. Where a child is persistently disruptive a plan of action will be agreed with the leader to deal with the situation. It may also be appropriate to involve the child's parents or legal guardian.
- 3.5 If it is necessary to ban a child for misbehaviour the reason and details will be recorded in the Logbook and the parents or legal guardian informed. Only the leader is authorised to ban a child for misbehaviour.
- 3.6 In situations where physical restraint is necessary, minimum force will be used and there will be two team helpers present.
- 3.7 If a team helper suspects that a child is suffering from the effects of abuse they will inform their leader without delay.
- 3.8 If a team helper suspects that a colleague is behaving in an inappropriate way towards a child, their concern must be reported to an elder and the DSL / Alternate DSL immediately.



Section 4: Transport Procedures

- 4.1 Drivers providing transport will have a full driving licence and valid insurance.
- 4.2 Drivers of Church minibuses will be 25 years of age or above and have obtained permission to drive the minibus from the deacons.
- 4.3 The driver is responsible for obtaining the permission of the parent or legal guardian before bringing a child to the Church premises and will ensure that a contact name and address is recorded.
- 4.4 A second adult in addition to the driver will be present in the minibus, as far as is reasonably practical.
- 4.5 Each child will occupy only one seat and a seat belt will be worn.
- 4.6 Once children are in a vehicle it will not be left unattended.
- 4.7 The driver is responsible for the safety of passengers and the vehicle whilst it is in use.

Section 5: Additional Measures for activities taking place away from the Church premises (including Outings or Camps).

- 5.1 When activities take place away from Church premises, parents will be advised of the details and their written consent obtained. Parents or legal guardians will be advised of the time that their child is expected to arrive home if this is later than normal.
- 5.2 When the activity involves being away overnight, care will be taken with regard to sleeping arrangements to ensure that separate facilities are available for boys and girls. An adequate number of male and female team helpers, appropriate to the age and sex of the children, will be on hand to supervise these arrangements.
- 5.3 All the provisions of this Safeguarding Policy will apply in full to all activities taking place away from Church premises.

Signed C. Rushbrook
Print Name C. RUSHBROOK
Date Jan 2019
Appointment D&L

Signed J.R. Tricker
Print Name J. R. TRICKER
Date Jan 2019
Appointment DEPUTY ADSL