

Hall Green Baptist Chapel, Haworth

Safeguarding Children Policy and Procedures

The purpose of our church is to worship God and to spread the gospel message of the Lord Jesus Christ. In fulfilling this purpose, the church

- has a program of activities with children and young people
- welcomes children and young people into the life of our community

The church recognises its responsibilities for the safeguarding of all children and young people under the age of 18 regardless of their gender, ethnicity or ability. These responsibilities are set out in The Children Act 1989 and 2004, Safe from Harm (HM Government 1994), and Working Together to Safeguard Children (HM Government 2022). In order to ensure that our policy is as relevant as possible, information and guidance has also been drawn from the document Keeping Children Safe in Education (DfE, 2023).

As members of the church we commit ourselves to the nurturing, protection and safeguarding of all children and young people associated with the church and who enter the church from the wider community through our various outreach programs. To this end, we commit ourselves to the

following policies and to the development of procedures to ensure their implementation.

Prevention and reporting of abuse

It is the duty of each church member and each member of the wider church family to prevent the physical, sexual and emotional abuse of children and young people. It is the duty of all to respond to concerns about the well-being of children and young people and to report any child abuse disclosed, discovered or suspected. The church will fully co-operate with any statutory investigation into any suspected abuse linked with the church. Ref Appendix 1 'procedures for reporting a disclosure' and 2

'Types of abuse.' Also refer to appendix 5 'Contacting the named person' and appendix 6 'Format for recording a disclosure.'

Safe recruitment, support and supervision of workers

The church will exercise proper care in the selection and appointment of those working with children and young people, whether paid or voluntary. All workers will be provided with appropriate training,

support and supervision to promote the safeguarding of all children. All church members who work with children are DBS checked. The checks are organised by Sara Benshams. We adhere to the 'Safe

to Grow,' Safe Recruitment Procedures. Refer to appendix 7 'Whistleblowing policy.'

Respecting children and young people

The church will adopt a code of behaviour for all who are appointed to work with children and young people so that all children and young people are shown the respect that is due to them. Refer to appendix 3 'Code of conduct.'

Safe working practises

The church is committed to providing a safe environment for activities with children and young people and will adopt ways of working with children and young people that promote their safety and well-being. Ref Appendix 4.

A safe community

The church is committed to the prevention of bullying of children and young people. The church will seek to ensure that the behaviour of anyone who may pose a risk to children and young people in the community of the church is managed appropriately.

Responsible people

The church has appointed **Danielle Rich** as the designated person for safeguarding to:

- advise the church on any matters related to the safeguarding of children and young people
- take the appropriate action when abuse is disclosed, discovered or suspected.

Jo Brown is the second designated person for child protection and safeguarding.

Policy and procedures

A copy of the policy statement will be displayed permanently on the noticeboard in the basement

room of the church.

Each worker with young people and children whether paid or voluntary will be given a full copy of

the policy and procedures and will be required to follow them.

A copy of the full policy and procedures will be made available on request to any member of the

church, the parents or carers of any child or young person from the church or any other person

associated with the church.

The policy and procedures will be monitored and reviewed at least annually.

The policy statement will be read annually at the church meeting in the autumn together with a

report on the outcome of the annual review.

Appendix 1- Reporting Abuse

If concerns are raised, the following procedures will be implemented

STAGE 1
Individual/ worker forms a concern about the welfare of a child/young person, or the behaviour of an adult
The person who has the concern has they duty to RECORD and REPORT to the church safeguarding team- Rebekah Learner and/or Rachel MacLeod
A written record must be made of the concern using the 'Template for recording child protection concerns/ incident/ behaviour' and given to the safeguarding team. IF A CHILD IS IN IMMENT DANGER OF HARM, CONTACT THE POLICE ON 999 OR SOCIAL SERVICES 01274434361(MON-FRI) OR 01274 431010 OUT OF OFFICE HOURS

STAGE 2
The church safeguarding team receive the report of concern
The designated safeguarding team has a duty to REVIEW AND REFER
The report will be review by one of the church safeguarding team, with any other relevant information and a decision will be taken in relation to further actions. Formal reportings to social services should be made with 24 hours of receiving the report of concerns.

<p>STAGE 3</p> <p>Following the decision made on the action taken</p>
<p>The church safeguarding team, along with the church trustees, deacon and minister as appropriate may have the duty to SUPPORT AND REPORTS</p>
<p>Support should be offered to all parties affected by the safeguarding concerns and where formal referrals have been made, reports may be required by the local authorities.</p>

Essential contact details

Church Safeguarding team: Rebekah Learner 07712553729

Rachel MacLeod 07791208282

Social Services: 01274434361(MON-FRI 9AM- 4:30PM) OR 01274 431010 OUT OF OFFICE HOURS

Appendix 2. What is Child Abuse?

Types of abuse:

Physical Abuse

Physical abuse includes such things as hitting with the hand, fist, or implement, shading, slapping, squeezing, burning, biting, giving children alcohol, inappropriate drugs or poison, attempting to suffocate or drown.

Emotional Abuse

Emotional abuse occurs when a child is subjected to a persistent lack of affection, warmth or praise, where children are taunted, threatened or scapegoated.

Neglect

Neglect means that there is continuous failure to meet a child's basic needs for example, for food, warm clothing, leaving children alone or unsupervised, and failing to give love and affection.

Sexual Abuse

Sexual abuse can be defined as the use of children by adults to meet their own sexual needs and where children do not have the power or understanding to agree/consent

to what happens to them. It may include sexual intercourse, masturbation, oral sex, anal intercourse, touching inappropriately, as well showing children pornographic and inappropriate videos and magazines.

Official Categories of Abuse:

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 (Working Together, 2010).

Emotional Abuse

Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent negative effects on the child's emotional development. It may involve telling children that they are worthless or unloved, inadequate, or valued only in so far 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 cyber bullying), 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

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

Sexual Abuse

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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.

Signs of Possible Abuse

- a child or young person alleges that abuse has taken place or that they feel unsafe;
- a third party or anonymous allegation is received;
- a child or young person's appearance, behaviour, play, drawing or statements cause suspicion of abuse and/or neglect;
- a child or young person reports an incident(s) of alleged abuse which occurred some time ago;
- a report is made regarding the serious misconduct of a worker towards a child or young person.

What to do when a disclosure is made or you are worried about a child

A child may turn to an adult to share information about abuse or neglect with, or talk randomly either individually or in groups when an adult is present. In these situations staff members or volunteers must:

- Listen carefully to the child -try not to make any judgement

- Try to alleviate the child's feelings of guilt and isolation.
- Always treat what is being said seriously and accept what is being said. Do not give the child the impression that you do not believe them.
- Do not ask any direct questions.
- Be sensitive, be supportive - advise that you will try to offer support but that you must pass the information on in the interests of the young person.
- Reassure the person who has spoken to you that they have done the right thing.
- Ensure that all the information is written down. Write down exactly what you have heard, while it is still fresh in your mind, including the date and time of your conversation and details of any incident disclosed. Use the child's own words where possible.
- All allegations of actual harm to a child must be acted upon.
- Forward the information to your line manager and child protection named person immediately.
- You can share confidential information, if withholding that information will put the child at further risk of harm.

Appendix 3. Safe behaviour: a code of behaviour for workers

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All children and young people, whatever their age, gender, disability or racial background will always be treated with respect and dignity. Their safety and welfare is a priority.

- All children and young people will be treated with respect and dignity
- Age appropriate language is used with children and young people. Workers are aware of their body language and the effect that they have on the people in their care.
- Children's opinions are sought and are respected and listened to.

Work with children should be organised so as to minimise situations where abuse may occur. This not only protects children and young people but also reduces the likelihood of false allegations being made against leaders. The following are good working practices:

Behaviour management and discipline

- Youth leaders will strive to include all children and young people in all activities. If a child demonstrates extreme behaviours (for example, violent or aggressive) a parent or care giver will be asked to remain with the group. The parent will then be responsible for the discipline of their child. Youth leaders may move members of their group to a safe area if a child is exhibiting dangerous behaviour.
- If a child misbehaves during the Sunday service, their parents will be asked to discipline their child.
- We never physically punish a child.

Responsible adults: ratios and guidance

- Group leaders work in teams and there will always be at least 2 leaders at any activity for children and young people. In crèche, where there are far fewer children, only one DBS checked leader will supervise the children.
- If, for an unexpected reason, a worker finds themselves in a situation where they are in sole charge of children they must phone the designated person who will ensure that a replacement worker is sent. The designated person is Kelly Sharp-07956 521551.
- Youth leaders do not work on a one-to-one basis with children and young people.
- A register of children with name, address and telephone number will be maintained for all groups which meet on a regular basis. An incident book will also be kept for church records.
- Parents will be informed of start and finish times. These should be adhered to.
- Leaders will not work in isolation. If a child wishes to speak confidentially, it is permissible to go into a quiet area adjacent to the main meeting room but doors

should be left open. Leaders should never go into a room alone with a child and close the door.

- Leaders should understand the concept of confidentiality but must not agree to keep secrets before hearing what a child wishes to tell them.
- Children should not be driven in a leader's car unless consent is given by a parent/ carer.
- Adult to child ratio: For 0 to 2 years – one adult to every three children (1:3) • For 2 to 3 years – one adult to every four children (1:4) • For 4 to 8 years – one adult to every eight children (1:6) • For over-8s – one for the first 8, then one for every additional 10 children. (NSPCC 2023 Recommended guidance)

Internet and mobile phone safety

- E-mails and texts are sometimes used to communicate with older children. The church uses Facebook and Whatsapp to communicate with young people and members. Parents are asked to give their consent before a young person uses social media to communicate with other church members.
- If photographs are taken during clubs and group activities, they are printed and displayed publicly (with written consent from parents) then deleted from the individual device. Some photographs- with parent's permission- may be used on the church website.
- Where photographs of children and young people are used in public spaces, parental consent will be sought first.

Working away from the premises

- A youth worker must never invite a child or young person to their home alone. If inviting a group, it is imperative that more than one leader is present.

The premises

- The premises should be safe and secure so that strangers cannot gain access.
- The suitability of the premises and equipment being used should be assessed. (Ref 'Health and Safety.' Appendix 4)

Toileting

- If it is necessary to take a child to the toilet, another leader will always be informed of what is happening.
- The door will be unlocked and left ajar
- If a parent is available, they will always be asked to change their child's nappy or soiled clothes.

Appendix 4

Safe working practices

All activities involving children and young people happen in the same room, the basement of Hall Green Baptist Chapel. The following risk assessment covers the risks identified within that space. A separate risk assessment for 'Little Rainbows' is also available: this accounts for the additional risks involved with catering for the wider community beyond our church family.

Area to consider	Potential hazards	Action to take
Entrance and exit Individual step into crèche room	Children may escape onto the busy main road Strangers may enter the room via the main doors People may trip over the small step	A gate is fitted over the main door- this is locked at all times when children and young people are in the room. It is locked from the inside therefore making access from the outside very difficult. Children are reminded to be vigilant of the step.
Heating	Pipes and radiators are exposed. They are	Pipes and exposed radiators will be boxed in

	extremely hot to the touch.	to prevent burns
Cooking and kettles	Children and young people may gain access to kitchen appliances and kettles	Children do not have access to the kitchens. Young people may have only as a supervised activity with a responsible adult. Ensure that, where drinks are brought outside of the kitchens, they cannot be spilled and are not served at head height for children.
Electrics	Children may have access to electrical installations and sockets	Sockets are all fitted with plug protectors. Main electrics are inaccessible.
Stacking chairs	Chairs may topple on children and young people if stacked incorrectly	Ensure that chairs are stacked safely away from children in groups of no more than 4 chairs.
Cleaning materials and poisons	Cleaning materials: bleach, washing up liquid etc. may be mistaken for foodstuffs and consumed	All cleaning products are kept in a locked cupboard in the toilet. Kitchen materials are kept in safely in the kitchen (see cooking and kettles)
Craft materials	Glue, marker pens, tippex etc. are potentially toxic	Craft materials are locked away when not in use: children are supervised when using craft materials. See 'policies and procedures' for ratios.
First Aid	There may not be a first aider present when an accident occurs	The church keeps a well stocked first aid box and some church members are members of the medical profession There is an accident book for recording purposes

For one-off activities which happen outside of the usual venue (i.e. ice-skating, sports evenings in the park) a separate risk assessment will be completed and submitted to the deacons a minimum of one week before the trip.

Appendix 5: The roles and responsibilities of the Named Safeguarding officers are:

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- To ensure that all staff/volunteers are aware of what they should do and who they should go to if they are concerned about a child.
- Ensure that any concerns about a child are acted on, recorded, referred on when necessary, and follow up on the addressed issues.
- The name person(s) will record any reported incidents in relation to children, or breach child protection policies and procedures. This will be kept confidential.
- Provide information and advice on child protection to workers and volunteers in Hall Green Baptist Chapel, including child protection needs
- Keep relevant people, where indicated, informed of incidents, actions taken and further action required, ensuring confidentiality is maintained.
- To follow agreed procedures and liaise with the appropriate childrens services or agencies, as appropriate.

Useful contacts

Social Services: 01274434361(MON-FRI 9AM- 4:30PM) OR 01274 431010 OUT OF OFFICE HOURS

Template for Recording

Child Protection Concerns/ Incidents/ Behaviour (delete as appropriate)

This form is to be completed by any worker who receives an allegation/disclosure/observation of abuse, an incident or reportable behaviours OR has concerns about a child. DO NOT try to investigate the questions or establish further details.

Details of the Child

Name:	
Date of Birth:	
Address:	
Telephone number:	
Siblings:	Name: DOB: Name: DOB: Name: DOB:
Who has parental responsibility?	Name: Address:
Other significant adults?	Name: Address:
Name of any professionals currently in contact with the child? I.e social worker, health visitor, teacher	Agency: Name: Contact number:

Please record the details of the information that was given/shared with you, Use the child's words. Alternatively please record your concerns about the child.

Date, Time and location of the incident:

Have the child's parent/guardian been informed Yes No Reason:

Have further actions been taken?

No

Church safeguarding team made aware

Church leadership team made aware

Police

Social services

Any other comments:

Print Name

.....

Sign

.....

.....

Date and time of documentation:

Appendix 7 Whistleblowing Policy

Hall Green is committed to the highest possible standards of openness, integrity and accountability. In line with that commitment, Hall Green expects workers and volunteers, parents, carers and young people, who have genuine concerns about any aspect of the work we undertake to come forward and speak about their concerns in line with this policy.

Hall Green will strive to ensure that the highest standards of conduct and behaviour are maintained and will take appropriate action to prevent serious failure, irregularities, dishonesty and wrongdoing.

As an organisation, Hall Green works to develop a culture of accountability and openness not apathy and secrecy. The introduction of this policy will help to achieve this aim. We will not tolerate any victimisation of individuals who raise concerns properly within this policy.

Hall Green recognises that employees, volunteers and other workers (for example agency staff or consultants) are often the first to realise that there may be something seriously wrong. However, they may not express their concerns because they feel that speaking out would be disloyal to their colleagues or to Hall Green. They may also fear harassment or victimisation. In these circumstances it is often easier to ignore the concern rather than take action and challenge the situation.

Where employees fail to report their suspicions they are effectively abdicating their responsibilities and colluding in the wrong-doings. Such a situation would be treated seriously

by Hall Green. However in introducing this policy Hall Green hopes to avoid such situations and to encourage employees and volunteers to raise their concerns. We all have a vital role to play in implementing and supporting this policy and Hall Green expects that everyone will co-operate with this policy.

This policy aims to:

- Encourage a person to feel confident in raising genuine concerns and to question and act upon these.
- Provide avenues for them to raise those concerns within the organisation and receive feedback on any action taken.
- Reassure them that they will be protected from possible reprisals or victimisation if they have made any disclosure in accordance with this policy.

Finally, it is hoped the introduction of this policy will increase the likelihood that Hall Green will hear of any wrongdoing in time to prevent any serious incidents, accidents or damage.

What is whistleblowing?

Whistle blowing is the term used for an employee raising concerns about practices and procedures in their workplace.

~~It enables employees to report concerns in a way that will not be seen as being disloyal to their setting and colleagues.~~

Who is a whistleblower?

A whistle blower is a person who reports on any wrongdoing within the work setting. This can include misconduct, breach of the Statutory requirements or anything that affects the running of the setting including allegations of harm or abuse towards children or others working within the setting. Members of staff, visitors, volunteers, committee members and so on can whistle blow.

Why whistleblow?

Whistle blowing is to enable individuals to formally highlight issues of concern or bad/malpractices in the workplace without fear of victimisation or retribution and ensure that appropriate action can be taken.

Within Bradford Safeguarding Children's board procedures it is protecting the welfare of all children within the provision.

~~Staff may have concerns regarding the quality of childcare on offer but have no way of bringing this up for fear of being seen as disloyal.~~

Is it a necessary for faith settings to have a whistleblowing policy in place?

Yes, it is necessary that all faith settings have effective Whistleblowing and Complaints policies in place. The policies must be shared with and understood by staff and volunteers.

How is whistleblowing different to complaining?

Whistle blowing is very different from making a complaint. If someone wishes to make a complaint about your childcare setting, the complainant should be advised to go through your setting's normal complaints procedure.

How is whistleblowing different to grievance?

There should be existing procedures in place to enable members of staff to lodge a grievance relating to their own employment. The Whistle blowing Policy is intended to cover major concerns that fall outside the scope of other procedures.

How to raise a concern under a Whistleblowing policy

The manager is the first point of contact although if the whistle blower feels uncomfortable with this and would prefer independent advice, he/she can contact external bodies. If anyone suspects that a problem IS occurring at Hall Green, their point of contact is the Bradford Children's Safeguarding Board, tel: 01274 434361

Whistleblowing is a protected way of speaking up and protecting children's welfare within a childcare provision.

Policy/Procedures	Yes	No	To Do	To be completed by Whom?	Date for Completion
Safeguarding Policy Statement					
Child Protection Policy and a procedure for what to do if there are concerns about a child's welfare?					
A NAMED PERSON for dealing with concerns or allegations of abuse and step-by-step guidance on what action to take					
Policies on Risk Assessment and Management					
Safer Recruitment - A recruitment and selection process for all staff and volunteers who work with children					
Codes of Conduct – A written code of behaviour which outlines good practice when working with children					
Complaints and Compliments					
Whistle Blowing Policy- Reporting bad practice					
Grievance/Disciplinary Policy					
A Protective Culture that puts children's interests first.					
Monitoring/Reviewing					

SELF-ASSESSMENT CHECKLIST

A checklist of the main areas to think about when putting safeguards in place

Declaration by the Faith Person/ Teacher/ Worker/ Volunteer

This template letter should be completed by the person who has been appointed to teach in the faith setting (paid or unpaid)

I understand the nature of the work I am to do with:

Faith setting name

Age Range of Children:

- I have read and have understood the faith setting's Safeguarding Policies and Procedures.
- I understand that it is my duty to protect the children and young people with whom I come into contact with.
- I am aware what action to take in the case of suspected or alleged abuse.

Name:
.....

Position:

Signature:
.....

Date:

Record of staff and volunteers working with children and young people

All staff, volunteers and others with access to children and young people on a regular basis should be listed.

A copy should be lodged with the Named Person and Management Committee.

Name of faith setting: _____ **Named Person for faith setting:** _____

Name	Role & Date Started	CRB obtained? CRB ID No. & date	Self declaration form signed	Safeguarding Training accessed & dates	Training & Support Needs Identified	Work on Toolkit st