

Poulner Baptist Chapel - Policy



Policy Title:	Safeguarding
Policy "Owner"	Safeguarding Trustees
Date of this Version	March 2022
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This policy outlines the procedures undertaken to work and care for those in a safe and suitable manner. However, should you suspect abuse because:

- You have a general concern about someone's well-being;
- You hear or see something which could be abusive;
- Someone tells you that something has happened or is happening to them, or to an adult at risk, which could be abusive.

Then in these circumstances do not delay. Pass on your concerns to the appropriate member of PBC's Safeguarding Team within 24 hours. If the person is in imminent danger of harm, contact the Police or emergency services immediately on 999.

PLEASE NOTE: THIS POLICY SHOULD NOT BE COPIED OR USED OUTSIDE OF POULNER BAPTIST
CHAPEL

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SECTION 1: Details of the place of worship /organisation

Name of Place of Worship: POULNER BAPTIST CHAPEL

Address: LINFORD ROAD
HANGERSLEY
RINGWOOD
HAMPSHIRE
BH24 3HZ

Tel No: 01425 473388

Email address: pbc-office@poulnerchapel.plus.com

Web address: www.poulnerchapel.org.uk

Charity Number: 1139509

Company Number: 7448613

Insurance Company where Liability Insurances are held: Aviva

Roles

Poulner Baptist Chapel celebrated its 175 anniversary in 2015 and has a rich tradition of working with adults, children and families within its locality. This sees us working with adults and children both on a Sunday and mid-week. Our safeguarding structure is based on the central position of Trustees at the core who manage and oversee the ministry and outreach of the organisation. They appoint workers and volunteers to carry out and manage these ministries. The structure for safeguarding provision is delegated to the Safeguarding Administrator and a Designated Trustee for Safeguarding. Additional volunteer roles are provided to support the day-to-day running of the policy when engaged in regulated activity. Posters of these ‘appointed people’ are clearly displayed around the Chapel. Three Poulner Baptist Chapel Trustees form a small sub team, known as the Safeguarding trustees, to oversee policy direction and meet, when required, to manage, discuss and support all Safeguarding issues. The Safeguarding Trustees will formally report to the full Trustee Meeting at each Trustee meeting on all aspects of Safeguarding in accordance with our Charity’s legal and regulatory frameworks. This policy is reviewed annually using the 10 standards, designed by THIRTY-ONE:EIGHT (FORMLY CCPAS), to ensure that our systems and procedures are in place to

provide adequate safeguarding across the different ministries of the Chapel. Regular reporting is a feature of our policy and practice: Members are informed at appropriate Members' meetings, Trustees are updated annually (with regular updates at Trustee meetings) through a self-evaluation review and development plan, volunteer workers are encouraged to attend training and supervision events and pastoral staff are encouraged to provide support for those who need it.

Poulner Baptist Chapel Safeguarding Team Roles and Responsibilities

The following chart outlines the roles and responsibilities within the Safeguarding Team at Poulner Baptist Chapel. Appendix 2, contains the details of the ‘named persons’ who have responsibility for safeguarding at PBC.

ROLE	APPOINTMENT	ROLE	AREAS OF WORK	KEY WORD DESCRIPTIONS
Safeguarding Trustee	On the successful completion of an ‘enhanced DBS’ check.	<ul style="list-style-type: none"> To meet annually to review Safeguarding policy and practice; To meet, as required, to deal with matters relating to the abuse of trust by a volunteer, member, contractor or worker. To consider ‘suspension’ of duty in a matter relating to an abuse of trust. To consider all ‘risk management plans’ and oversee the implementation of them. To, if appropriate, inform the Pastoral Trustee as soon as possible on any relevant SG incidents that occur. 	<ul style="list-style-type: none"> Working with the LADO as required; Reporting to the Charity Commission and Insurers; Risk Management plans; Review and self-evaluation. 	<ul style="list-style-type: none"> Risk Management; Formal reporting; Suspension of duty; Charity Commission; LADO.
Designated Trustee for Safeguarding	By Trustees from among the Safeguarding Trustees On the successful completion of an ‘enhanced DBS’ check.	<ul style="list-style-type: none"> To coordinate the policy and provision of SG practice and culture; To coordinate a team, setting the agenda for SG practice through training and supervision; To support the safe recruiting of volunteers by informally interviewing prospective workers. 	<ul style="list-style-type: none"> To record, report and assemble information and responses to SG practice; To coordinate advice to the SG Trustees and the wider Trustee body; To report concerns to the relevant authorities. 	<ul style="list-style-type: none"> Coordinate provision; Respond to concerns; Inform relevant authorities; Develop SG culture.
Safeguarding Administrator	On the successful completion of selection, interview, and ‘enhanced DBS’ check.	<ul style="list-style-type: none"> To coordinate the completion of ‘enhanced DBS’ checks through the collection of data e.g. application forms, references and DBS referrals and responses; To coordinate the storage and filing of SG records; To take and keep securely notes at meetings of the Safeguarding Trustees 	<ul style="list-style-type: none"> To initiate, record and respond with regard to the DBS application process; To provide the relevant information to the SG team regarding ‘positive DBS’; To provide the link, and coordination, with THIRTY-ONE-EIGHT (FORMLY CCPAS). 	<ul style="list-style-type: none"> Record, collate, respond applications; Disclosure Barring Service; Coordinate and administration of SG.
Those working in regulated activity	On the successful completion of selection, informal interview and ‘enhanced DBS’ check.	<ul style="list-style-type: none"> To report any concerns in line with the PBC SG policy; To act as a first response to disclosures; To attend regular SG training and updates when required. 	<ul style="list-style-type: none"> To undertake to work safely within the procedures of the SG policy; To report concerns via the appropriate communication channels; To provide the first response to disclosures. 	<ul style="list-style-type: none"> Disclosures; Work safely; Communicate concerns.

SECTION 2: Recognising and responding appropriately to an allegation or suspicion of abuse

2.1 Responding to abuse & neglect: adults with care and support needs/ adults at risk

What is abuse and neglect?

Overview

Abuse and neglect can take many forms. Local authorities have a statutory duty of care to those adults who require additional support, care and attention. The guidance from The Care Act asserts that all in society play a role in protecting from, preventing and reporting abuse:

Anyone can witness or become aware of abuse and neglect, from a worried neighbour, a concerned bank cashier, a benefits officer or a nurse on a ward. They must all understand what to do, and where to go locally to get help and advice about what to do if they suspect someone is being abused or neglected. It is vital that professionals, other staff and members of the public are vigilant on behalf of those unable to protect themselves. This will include:

- knowing about different types of abuse and neglect;
- supporting people to keep safe;
- knowing who to tell about suspected abuse or neglect; and,
- supporting people to think about risk when exercising choice and control¹

Adults 'at risk' or adults with care and support needs?

The terms 'Adults at risk' and 'Adults with care and support needs' are used interchangeably in guidance documentation. We understand that from time to time all people are at risk from abuse; all can suffer in moments of crisis and become vulnerable or 'at risk'. However, we recognise that some, with care and support needs will require greater support and there is a greater likelihood of safeguarding issues arising for workers and the individuals themselves. The Care Act, 2014 defines 'Adults at risk' as an adult who:

1. Has needs for care and support;
2. Is experiencing, or at risk of, abuse or neglect; and
3. As a result of those care and support needs are unable to protect themselves from either the risk of or the experience of abuse or neglect.

¹ *Care and Support*, Statutory Guidance – Issued under the Care Act 2014, 195.

Where can abuse take place?

Adults, at risk or those with additional care and support needs, can experience abuse anywhere: for example, in someone's own home, in a public place, in hospital, in a care home or in college. It can happen when someone lives alone or with others. It is important to understand that abuse has a wide context; such as whether others may be at risk of abuse, whether others have witnessed abuse and the role of family members and paid staff or professionals (including contractors) and volunteers.

Who can abuse?

Anyone can carry out abuse or neglect, including, for example, partners, other family members, neighbours, friends, acquaintances, and local residents, organised gangs, paid staff or professionals, volunteers and strangers. For example a stranger may carry out targeted fraud or an Internet scam but more often, the person responsible for the abuse is in a position of trust and power.

Incidents of abuse may be one-off or multiple, and affect one person or more. Members of the community should play an active role in supporting authorities in their quest to keep people safe and secure.

Professionals and others should look beyond single incidents to identify patterns of harm, just as regulators do in understanding quality of care at home, in hospitals and care homes. Repeated instances of poor care may be an indication of more serious problems and of what we now describe as institutional abuse. In order to see these patterns it is important that information is recorded and appropriately shared.²

Patterns of abuse vary and include:

- serial abusing in which the perpetrator seeks out and 'grooms' individuals. Sexual abuse sometimes falls into this pattern as do some forms of financial abuse;
- long-term abuse in the context of an ongoing family relationship such as domestic violence between spouses or generations or persistent psychological abuse;
- opportunistic abuse such as theft occurring because money or jewellery has been left lying around.

² *Care and Support*, Statutory Guidance – Issued under the Care Act 2014, 196/7.

Early sharing of information is the key to providing effective help where there are emerging concerns of abuse. Fears of sharing information must not stand in the way of promoting and protecting the well-being of adults at risk of abuse and neglect.

Definitions of abuse

The definitions of abuse have been collated from the Care Act Guidance (2014).

- Physical abuse – including hitting, slapping, pushing, misuse of medication, restraint or inappropriate physical sanctions;
- Sexual abuse – including rape 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, isolation or unreasonable and unjustified withdrawal of services or supportive networks;
- Exploitation – either opportunistically or premeditated, unfairly manipulating someone for profit or personal gain;
- Financial or material abuse – including theft, fraud, exploitation, 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;
- Neglect and acts of omission – including ignoring medical 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;
- Discriminatory abuse – including discrimination on grounds of race, gender and gender identity, disability, sexual orientation, religion, and other forms of harassment, slurs or similar treatment; and
- Institutional abuse – including neglect and poor care practice within an institution or specific care setting like a hospital or care home, for example. This may range from isolated incidents to continuing ill-treatment.

Deliberate or unintentional abuse

Abuse or neglect may be deliberate, or the result of negligence or ignorance. Unintentional abuse or neglect arises, for example, because pressures have built up and/or because of difficult or challenging behaviour which is not being properly addressed. The relevant authorities will consider the intent of the abuse or neglect – it is for the authorities to decide on the appropriate response. It is important to note that involving the authorities does not necessarily mean that a criminal investigation will ensue. For example, it is important to recognise unintentional abuse or neglect and this may include considering the impact of stress on a carer's ability to care for another person. Depending on the circumstances, the local authority may decide that the provision of a support package would support the carer. However, in another circumstance in which safeguarding concerns arise from harm suffered as a result of abuse, then the local authority would need to consider whether to refer the matter to the police.

Our role is to report and allow the appropriate authorities to investigate and devise the appropriate support.

2.2 Signs of Possible Abuse in Adults with care

The following signs could be indicators that abuse has taken place but should be considered in context of the adult's whole life as far as we know of it.

Physical

Injuries not consistent with the explanation given for them
Injuries that occur in places not normally exposed to falls, bumps or grazes
Injuries that have not received medical attention
Repeated urinary infections or unexplained tummy pains
Bruises, bites, burns, fractures etc which do not have an accidental explanation
Cuts/scratches/substance abuse

Sexual

Any allegations made concerning sexual abuse
Excessive preoccupation with sexual matters
Inappropriate sexual activity

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 an adult withdraws or becomes clinging.

Depression, aggression, extreme anxiety.

Nervousness, frozen watchfulness

Obsessions or phobias

Sudden changes in concentration

Inappropriate relationships with peers and/or adults

Attention-seeking behaviour

Persistent tiredness

Running away/stealing/lying

Eating disorders - anorexia, bulimia

Neglect

Under nourishment, constant hunger, stealing or gorging food,

Untreated illnesses,

Inadequate care, etc

2.3 How to respond to an adult wishing to disclose abuse

Overview

This section will help you know what to do if you know or suspect an adult is being abused or may be at risk of abuse, or you have concerns about their wellbeing. It is often not easy to recognise abuse or harm. Therefore it is important to act if you suspect abuse – don't wait until you are absolutely sure. This does not mean you are judging or jumping to conclusions, it simply means that you have a safeguarding concern. You may suspect abuse because:

- You have a general concern about someone's well-being;
- You hear or see something which could be abusive;

- Someone tells you that something has happened or is happening to them, or to an adult at risk, which could be abusive:

Then in these circumstances do not delay. Pass on your concerns to the appropriate member of PBC's Safeguarding Team within 24 hours. If the person is in imminent danger of harm, contact the Police or emergency services immediately on 999.

Disclosures

If someone discloses abuse to you directly, then remember to:

Ensure the physical environment is welcoming, giving opportunity for the adult to talk in private but making sure others are aware the conversation is taking place.

- It is especially important to allow time and space for the person to talk
- Above everything else 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
- 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, ensure there is someone available who can help them with their needs.

Never go and talk to the alleged abuser or try to investigate the allegations yourself.

Helpful Responses

- You have done the right thing in telling
- I am glad you have told me
- I will try to help you

Things to avoid saying

- Why didn't you tell anyone before?
- I can't believe it!

- Are you sure this is true?
- Why? How? When? Who? Where?
- I am shocked, don't tell anyone else

Safeguarding awareness

The Trustees are committed to on-going safeguarding training and development opportunities for all those who undertake 'regulated activity', developing a culture of awareness of safeguarding issues to help protect everyone. All our workers will receive induction training and undertake recognised safeguarding training on a regular basis through attending a seminar run by THIRTY-ONE:EIGHT (FORMLY CCPAS). Further support will be provided through the regular updates at Members' meetings, Trustee meetings, Deacon and Elder Meetings, Pastoral Support team meetings and pastoral supervision. It is the responsibility of the Designated Trustee for Safeguarding to develop the safeguarding culture and awareness.

The Trustees will also ensure adults with care and support needs are provided with information on where to get help and advice in relation to abuse, discrimination, bullying or any other matter where they have a concern.

Communication Difficulties

Be aware of the person's ability to recount their concerns or allegation will depend on age, culture, language, communication skills and disability. You may need to ask the person to repeat themselves or to check that you have understood what they have said.

Mental Capacity

Within the remit of safeguarding, mental capacity is whether or not someone has the capacity or ability to make decisions about themselves and their safety and wellbeing. This is a difficult and problematic area; there is a balance to be struck on the rights of the individual and their need for protection. If there are concerns about the mental capacity of an adult at risk, always refer to your Local Authority Adult Social Care service for advice.

Intimate Care Needs

If a person with intimate care needs wishes to attend any regulated activity then they must be accompanied by a suitably qualified professional carer or by a relative of the person who has been given specific clearance to assist with such intimate care requirements.

SECTION 3: Responding to abuse & neglect: Youth and Children

3.1 Understanding abuse and neglect

Defining Child Abuse

Defining child abuse is a difficult and complex issue. 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.

The UN Convention on the Rights of the child

In order to safeguard those at events organised by Poulner Baptist Chapel we adhere to the UN Convention on the Rights of the Child and have as our starting point as a definition of abuse, Article 19 which states:

Parties shall take all appropriate legislative, administrative, social and educational measures to protect the child from all forms of physical or mental violence, injury or abuse, neglect or negligent treatment, maltreatment or exploitation, including sexual abuse, while in the care of parent(s), legal guardian(s) or any appointed person who has the care of the child.

Such protective measures should, as appropriate, include effective procedures for the establishment of social programmes to provide necessary support for the child and for those who have the care of the child, as well as for other forms of prevention and for identification, reporting, referral, investigation, treatment and follow-up of instances of child maltreatment described heretofore, and, as appropriate, for judicial involvement.

Also for adults the UN Universal Declaration of Human Rights with particular reference to Article 5 which states:

No one shall be subjected to torture or to cruel, inhuman or degrading treatment or punishment.

Detailed definitions, and signs and symptoms of abuse, as well as how to respond to a disclosure of abuse, are included here in our policy.

If you suspect abuse because:

- You have a general concern about someone's well-being;
- You hear or see something which could be abusive;
- Someone tells you that something has happened or is happening to them, or to an adult at risk, which could be abusive:

Then in these circumstances do not delay. Pass on your concerns to the appropriate member of PBC's Safeguarding Team within 24 hours. If the person is in imminent danger of harm, contact the Police or emergency services immediately on 999.

3.2 Signs of possible abuse in children and young people

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

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/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.

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

Eating disorders - anorexia, bulimia

Neglect

Under nourishment, failure to grow, constant hunger, stealing or gorging food,

Untreated illnesses,

Inadequate care, etc

3.3 How to respond to a child wishing to disclose abuse

Effective Listening

Ensure the physical environment is welcoming, giving opportunity for the child to talk in private but making sure others are aware the conversation is taking place.

- It is especially important to allow time and space for the person to talk
- Above everything else 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

- 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, ensure there is someone available who understands the needs of the child and their condition.

Helpful Responses

- You have done the right thing in telling
- I am glad you have told me
- I will try to help you

Things to avoid saying

- Why didn't you tell anyone before?
- I can't believe it!
- Are you sure this is true?
- Why? How? When? Who? Where?
- I am shocked, don't tell anyone else

Safeguarding awareness

The Trustees are committed to on-going safeguarding training and development opportunities for all workers, developing a culture of awareness of safeguarding issues to help protect everyone. All our workers will receive induction training and undertake recognised safeguarding training on a regular basis through attending a seminar run by THIRTY-ONE:EIGHT (FORMLY CCPAS) an organisation providing in-house training. Further support will be provided through the regular youth & children's team meetings and through pastoral supervision.

The Trustees will also ensure that children, along with their adult carer (if appropriate) are provided with information on where to get help and advice in relation to abuse, discrimination, bullying or any other matter where they have a concern.

SECTION 4: Responding to allegations of abuse

Under no circumstances should a worker carry out their own investigation into an allegation or suspicion of abuse. Please follow the procedures below:

4.1 Who do I contact?

- The person in receipt of allegations or suspicions of abuse should report concerns as soon as possible to the Designated Trustee for Safeguarding who is nominated by the Trustees to act on their behalf in dealing with the allegation or suspicion of neglect or abuse, including referring the matter on to the statutory authorities.
- In the absence of the Designated Trustee for Safeguarding or, if the suspicions in any way involve the Designated Trustee for Safeguarding, then the report should be made to the Safeguarding Administrator. If the suspicions implicate both the Designated Trustee for Safeguarding and the Safeguarding Administrator, then the report should be made to one of the Safeguarding Trustees who will pass on relevant information to Social Services or the Police.
- Where there is a concern about a child the Designated Trustee for Safeguarding or Safeguarding Administrator should contact Children's Social Services.
- Where the concern is regarding an adult in need of protection contact should be made with Adult Social Services.

The local Children's Social Services office telephone number (office hours) is: 0300 555 1384.

The out of hours emergency number is: 0300 555 1373.

The local Adult Social Services office telephone number (office hours) is:

0300 555 1386.

The out of hours emergency number is 0300 555 1373.

The Police Child Protection Team (Hampshire) telephone number is: 101

If an accusation is made against a contractor, worker, church member, volunteer (who undertakes a regulated activity) or staff member this will be understood as an alleged abuse of trust. The Safeguarding Trustees will manage, implement and take all necessary steps to ensure confidentiality is maintained throughout an investigation by the relevant authorities. Incidences of alleged abuse, made against a contractor, worker, church member, volunteer (who undertakes a regulated activity) or staff member, will be reported to the Safeguarding Trustee Team by the Safeguarding Administrator or the Designated Trustee for Safeguarding. Where required the Safeguarding Trustee Coordinator³ should then immediately inform the insurance company and Charity Commission.

Suspicious must not be discussed with anyone other than those nominated within the Safeguarding Team. A written record of the concerns should be made in accordance with these procedures and kept in a secure place.

- Whilst allegations or suspicions of abuse will normally be reported to the Designated Trustee for Safeguarding or the Safeguarding Administrator, in the absence of the Designated Trustee for Safeguarding and Safeguarding Administrator individuals should not delay referral to Social Services and/or the Police. Further advice can be sought from the Safeguarding Trustees.
- The Trustees will support the Designated Trustee for Safeguarding and Safeguarding Administrator in their role, and accept that any information they may have in their possession will be shared in a strictly limited way on a need to know basis.
- It is, of course, the right of any individual as a citizen to make a direct referral to the safeguarding agencies or seek advice from THIRTY-ONE:EIGHT (FORMLY CCPAS), although the Trustees hope that members of the place of worship / organisation will use the procedure above. If, however, the individual with the concern feels that the Safeguarding Trustees have not responded appropriately, or where they have a disagreement with the Safeguarding Team as to the appropriateness of a referral they are free to contact an outside

³ The Safeguarding Trustees will meet and nominate one Trustee to become the coordinator of the team.

agency direct. We hope by making this statement that the Trustees demonstrate its commitment to effective safeguarding and the protection of all those who are vulnerable.

The role of the members of the Safeguarding Team is to collate and clarify the precise details of the allegation or suspicion and pass this information on to statutory agencies who have a legal duty to investigate.

Detailed procedures where there is a concern about a child

ALLEGATIONS OF PHYSICAL INJURY, NEGLECT OR EMOTIONAL ABUSE

If a child or adult has a physical injury, a symptom of neglect or where there are concerns about emotional abuse, the Safeguarding Administrator/Designated Trustee for Safeguarding will:

- Contact Children's Social Services 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 consider advice given by THIRTY-ONE:EIGHT (FORMLY CCPAS) (who will confirm their advice in writing) if unsure whether or not to refer a case to Children's Social Services.

Suspicious must not be discussed with anyone other than those nominated within the Safeguarding Team. A written record of the concerns should be made in accordance with these procedures and kept in a secure place.

ALLEGATIONS OF SEXUAL ABUSE

In the event of allegations or suspicions of sexual abuse, the Safeguarding Administrator/Designated Trustee for Safeguarding will:

- Contact the Children's or Adult 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 consider the advice given by THIRTY-ONE:EIGHT (FORMLY CCPAS) if, for any reason they are unsure whether or not to contact Children's Social Services/Police. THIRTY-ONE:EIGHT (FORMLY CCPAS) will confirm its advice in writing for future reference.

Suspicious must not be discussed with anyone other than those nominated within the Safeguarding Team. A written record of the concerns should be made in accordance with these procedures and kept in a secure place.

Detailed procedures where there is a concern about an adult

SUSPICIONS OR ALLEGATIONS OF ADULT PHYSICAL OR SEXUAL ABUSE

If a vulnerable adult or adult 'at risk' has a physical injury or symptom of sexual abuse the Designated Trustee for Safeguarding /Safeguarding Administrator will:

- Discuss any concerns with the individual themselves giving due regard to their autonomy, privacy and rights to lead an independent life.
- If the vulnerable adult is in immediate danger or has sustained a serious injury contact the Emergency Services, informing them of any suspicions.
- For advice contact the Adult Social Care Adults with care and support needs Team who have responsibility under Section 47 of the NHS and Community Care Act 1990 and government guidance, 'No Secrets', to investigate allegations of abuse. Alternatively THIRTY-ONE:EIGHT (FORMLY CCPAS) can be contacted for advice.

Suspicious must not be discussed with anyone other than those nominated within the Safeguarding Team. A written record of the concerns should be made in accordance with these procedures and kept in a secure place.

Detailed procedures about allegations made against a person who works with children

ALLEGATIONS OF ABUSE AGAINST A PERSON WHO WORKS WITH CHILDREN

If an accusation is made against someone who works with children (whether a volunteer or paid member of staff) whilst following the procedure outlined above, the Safeguarding Administrator/Designated Trustee for Safeguarding, in accordance with Local Safeguarding Children Board (LSCB) procedures will need to liaise with Children's Social Services in regards to the suspension of the worker, also making a referral to the Local Authority Designated Officer (LADO). The Safeguarding Trustees will support the Designated Trustee for Safeguarding /Safeguarding Administer in situations outlined here.

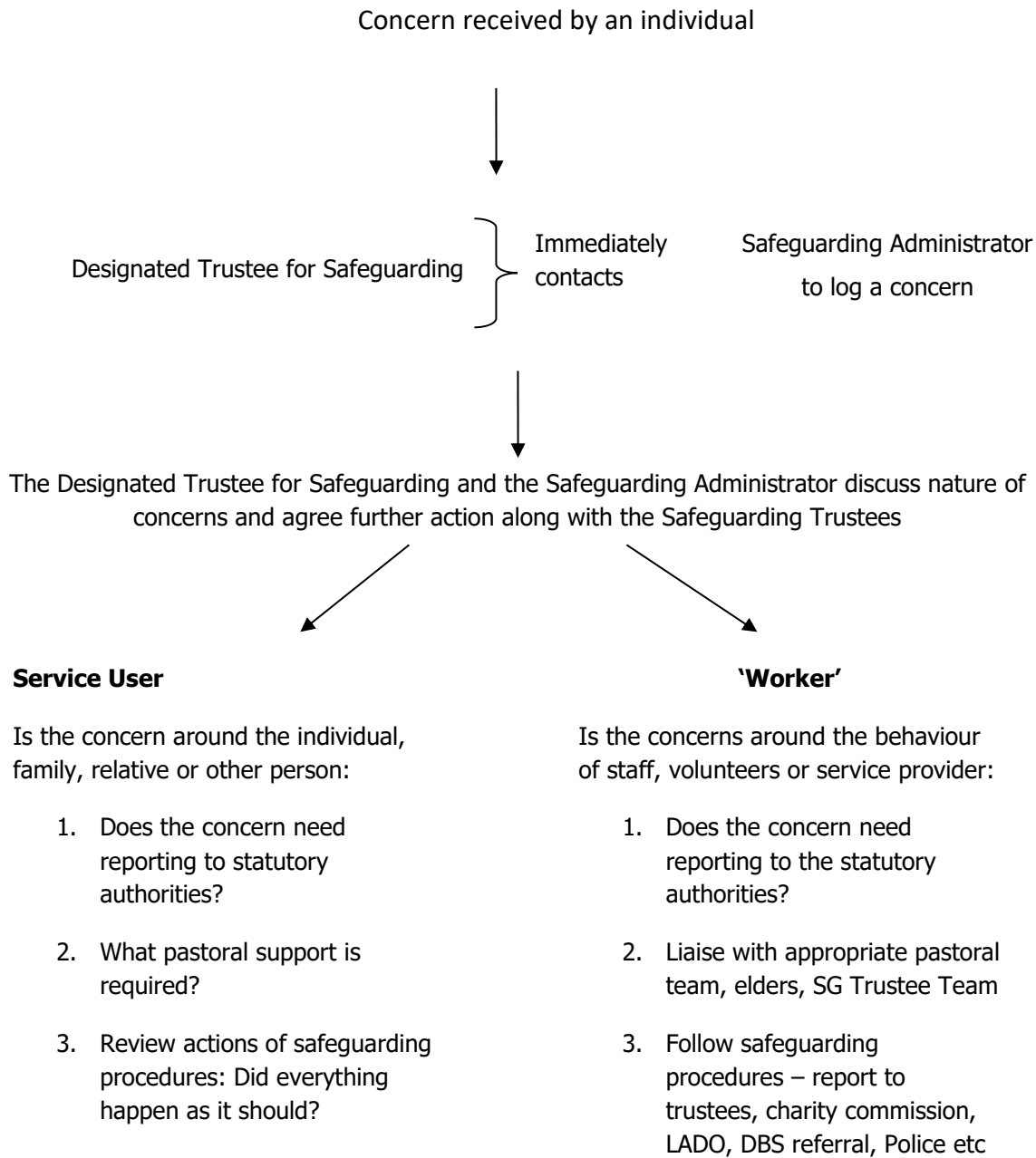
The Designated Trustee for Safeguarding and the Safeguarding Administrator, in conjunction with the Safeguarding Trustees, shall decide when is the appropriate time to inform all of the Trustees that there is an allegation against a person who works with children. The Trustees must be made aware that an allegation was made, but not the specific details, so that they can fulfil their statutory responsibilities under our Articles of Association and check that our policy is being correctly implemented.

Procedure for responding to reports of concern

The best interests of the child and vulnerable adult and desire to secure the best outcomes for them should always govern decisions regarding what action should be taken in response to concern. In the UK the decision concerning the 'best interests' of the child or adult at risk will not necessarily be up to the Safeguarding Team. In serious cases of abuse outside agencies will be responsible for the care of the child/ adult at risk and decide on any further action. In these circumstances it is the responsibility of the Safeguarding Trustees, Designated Trustee for Safeguarding, Safeguarding Administrator, volunteers and others, to assist these agencies wherever possible, and therefore is a requirement that 'logs' are kept of conversations, disclosures etc. (Spare and blank copies can be found in the registers for all children's and young people groups that take place in the Chapel and online on the PBC OneDrive).

COMPLETED FORMS MUST BE LOGGED AND RETURNED TO THE SAFEGUARDING ADMINISTRATOR
– PLEASE DO NOT LEAVE COMPLETED FORMS ON VIEW.

Safeguarding Roles - a flow chart



SECTION 5: Practice Guidelines

Safer recruitment

The Trustees will ensure all workers (paid or voluntary) will be appointed, trained, supported and supervised in accordance with government guidance on safe recruitment. This includes ensuring that:

- There is a written job description / person specification for the role;
- Those applying have completed an application form and a self-declaration form;
- Those short listed have been interviewed;
- Safeguarding has been discussed at an informal interview;
- Written references have been obtained, and followed up where appropriate (Verbal references will be taken but must be recorded and written up);
- A criminal records disclosure has been completed (we will comply with Code of Practice requirements concerning the fair treatment of applicants and the handling of information);
- After three years of voluntary service a DBS request will be made for workers following the completion of an application form. An electronic check is suitable provided the applicant has registered with the DBS Self-Check Service;
- Qualifications where relevant have been verified;
- A suitable training programme is provided for the successful applicant;
- The Children Act 2004 (England) through the Stay Safe outcome of 'Every Child Matters Change for Children' programmes, places a duty on organisations involved in providing services for children and young people to safeguard and promote their well-being. This means all workers should treat those they are caring for with respect and dignity as well as demonstrate competence and integrity;
- The applicant has completed a probationary period of three months;
- The applicant has been given a copy of the organisation's safeguarding policy and knows how to report concerns.

The pastor who has responsibility for co-ordinating children's & youth work will manage the application process according to the experience of the applicant. The pastor who has responsibility for coordinating adult volunteers will manage the application process according to the experience of the applicant.

Management of Workers – Codes of Conduct

As Trustees we are committed to supporting all workers and ensuring they receive support and supervision. Responsibility is delegated to the various Pastors with responsibility for provision across all ages. All workers have been issued with a code of conduct towards children, young people and adults with care and support needs (leader's pocket guide).

Duty of Care and Positions of Trust

Duty of Care

Duty of Care is described as:

'The duty which rests upon an individual or organisation to ensure that all reasonable steps are taken to ensure the safety of a child or young person involved in any activity or interaction for which that individual or organisation is responsible. Any person in charge of, or working with children and young people in any capacity is considered, both legally and morally to owe them a duty of care.'⁴

The duty of care is in part exercised through the development of respectful and caring relationships but also by workers taking all reasonable steps to ensure the safety and well-being of those they have responsibility for, particularly in relation to sexual, physical and emotional abuse. Before individuals start working with children, young people and adults with care and support needs, they need to understand and acknowledge the responsibilities and trust inherent to their role.

In addition, under Health and Safety at Work legislation, organisations have a duty of care towards the well-being of all workers and ensure they are treated fairly. They are required to provide a safe working environment and guidance on safe working practice.

⁴ 'Guidance for Safer Working Practice for Adults who Work with Children and Young People' (Department for Children Schools and Families - November 2007)

Position of Trust

Positions of Trust are described as:

‘a relationship of trust can be described as one in which one party is in a position of power or influence over the other by virtue of their work or the nature of their activity. It is vital for all those in positions of trust to understand the power this can give them over those they care for and the responsibility they must exercise as a consequence of this relationship’.⁵

All adults working with children, young people and adults with care and support needs are in positions of trust. It is therefore vital workers ensure they do not, even unwittingly, use their position of power and authority inappropriately.

Workers should always maintain professional boundaries and avoid behaviour which might be misinterpreted. Any kind of sexual relationship between an adult worker and a child is never acceptable and if concerns arise in this area, this should be recorded and reported to the Safeguarding Trustee Team via the Safeguarding coordinator or the Designated Trustee for Safeguarding.

The trusting relationship between worker and child, young person or vulnerable adult means the worker should never:

- use their position to gain access to information for their own or others’ advantage
- use their position to intimidate, bully, humiliate, threaten, coerce or undermine
- use their status and standing to form or promote relationships that are or may become sexual

⁵ ‘Caring for Young People and the Vulnerable Adults: Guidance for Preventing Abuse of Trust’ Home Office

Procedures for working safely

As a place of worship working with children, young people and adults with care and support needs we wish to operate and promote good working practice. This will enable workers to run activities safely, develop good relationships and minimise the risk of false accusation. To keep young people safe and to safeguard the relationships they have with key adults, it is prohibited for private settings such as workers, volunteers or young people's homes to be used for children's/youth work group activities.

Therefore, those that work with children and adults with care and support needs will be:

1. Recruited safely through an informal interview and application. References will be asked for from the applicant;
2. A DBS check will take place and a volunteer cannot work unsupervised with children until a satisfactory DBS check has been made;
3. Workers will be asked to attend briefings on Safeguarding annually;
4. Provide support in working safely by ensuring simple procedures are followed e.g. do not see people alone, male and female working wherever possible should be adhered to, seek advice before touching others in games or activities etc.
5. A Response to Abuse log sheet is available and should be passed to the safeguarding Administrator to file and act upon;
6. Details of concerns should not be discussed or investigated;
7. Workers will be asked to sign in and out of registers for events;
8. Consent forms will be provided for all service users for trips, events and outings;
9. Medical and sensitive personal information (provided it is relevant) will be taken on request through our consent forms.
10. Image consent forms for under 18s will be provided for events and services which are planned to be photographed, filmed or live-streamed to the internet or put on the Poulner Baptist Chapel website or social media feeds. (See Appendix 5)

Working in Partnership

It is our expectation that any organisation using our premises, as part of a letting agreement or informal use, will have their own policy that meets THIRTY-ONE:EIGHT (FORMLY CCPAS)

safeguarding standards. Reasonable checks will be made to ensure contractors and workers have the necessary liability insurance and they will be asked to sign a declaration that they have been informed of our Safeguarding arrangements.

Good communication is essential in promoting safeguarding, both to those we wish to protect, to everyone involved in working with children and adults with care and support needs and to all those with whom we work in partnership. This safeguarding policy is just one means of promoting safeguarding.

Working with Offenders

When someone attending Poulner Baptist Chapel is known to have abused children, or is known to be a risk to adults with care and support needs, the Safeguarding Trustees will coordinate the supervision of the individual concerned and offer pastoral care, setting boundaries for that person which they will be expected to keep.

If someone who poses a risk to children, young people or adults with care and support needs wants to join in with activities or become part of a team, it is important the Safeguarding Trustees manage the risk appropriately by creating clear policies and a code of behaviour the individual must follow. This will help protect the vulnerable and lessen the possibility of the person being wrongly suspected of abuse in the future. Boundaries will be drawn up to support those who wish to take part in activities and will take the form of a contract between the person who poses a risk and the Chapel. Careful consideration will be given to those who manage the contract. THIRTY-ONE:EIGHT (FORMLY CCPAS) pioneered the use of contracts with sex offenders in faith communities. The contract should give details of both the boundaries you expect the individual to keep and the support you will offer them. It should be tailored specifically to individual circumstances and informed by risk assessments from the statutory agencies.

Appendix 1: Trustee Safeguarding Statement

The Trustees at Poulner Baptist Chapel recognises the importance of its ministry /work with children and young people and adults with care and support needs in need of protection and its responsibility to protect everyone entrusted to our care.

The following statement was agreed by the Trustees: on 27 September 2018

Poulner Baptist Chapel is committed to the safeguarding of children and adults with care and support needs and ensuring their wellbeing.

Specifically:

- We recognise that we all have a responsibility to help prevent the physical, sexual, emotional abuse and neglect of children and young people (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 and young people 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 with care and support needs and to report any such abuse that we discover or suspect.
- We recognise the personal dignity and rights of adults with care and support needs 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 at Poulner Baptist Chapel 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 with care and support needs 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 team and those engaged in regulated activity in their work and in any action they may need to take in order to protect children/adults with care and support needs;
- Ensuring that everyone agrees to abide by these recommendations and the guidelines established by Poulner Baptist Chapel;
- Supporting parents and families;
- Nurturing, protecting and safeguarding of children and young people;
- Supporting, resourcing, training, monitoring and providing supervision to all those who undertake this work;
- Supporting all at Poulner Baptist Chapel affected by abuse;
- Adopting and following the 'Safe and Secure' safeguarding standards developed by the THIRTY-ONE:EIGHT (formerly CCPAS).

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 a vulnerable adult.

- Where an allegation suggests that a criminal offence may have been committed then the police should be contacted as a matter of urgency.
- Where working outside of the UK, concerns will be reported to the appropriate agencies in the country in which we operate, and their procedures followed, and in addition we will report concerns to our agency's headquarters.
- Safeguarding is everyone's responsibility.

We will review this statement and this policy and procedures annually.

Appendix 2: Poulner Baptist Chapel Safeguarding Team

If you have any concerns for a child or adult at risk, then speak to one of the following who have been approved as the Safeguarding Team at Poulner Baptist Chapel.

Sarah Meech	Safeguarding Administrator
Elizabeth Kynaston	Designated Trustee for Safeguarding
Elizabeth Kynaston	Safeguarding Trustee
Ian Turner	Safeguarding Trustee
Andrew Clarke	Safeguarding Trustee

A copy of the full policy and procedures is available from PBC Administration office

Signed by the Safeguarding Trustees on behalf of all Trustees

Signed:

Date:

Appendix 3: Safeguarding Poster

Safeguarding is a priority here

We are committed to creating safer places by following statutory guidelines on good working practice.



Your safeguarding team:

Children's safeguarding lead(s): (for anyone under 18 years)

Liz Kynaston SG Lead & Trustee / Sarah Meech SG Admin

Contact details

Liz - 07967 586 529 / Sarah 07940 302 896

Adult's safeguarding lead(s): (for anyone 18 years or over)

Liz Kynaston SG Lead & Trustee / Sarah Meech SG Admin

Contact Details

Liz - 07967 586 529 / Sarah 07940 302 896

A copy of our safeguarding policy is available upon request.

In an emergency, or for independent advice call thirtyone:eight on:

0303 003 11 11

With safeguarding support from:



Thirtyone:eight is an independent Christian safeguarding charity.
Charity No: 1004490. Scottish Charity No: SC040578. Company No: 2646487

Appendix 4: Responding to Abuse Form

Poulner Baptist Chapel

Responding to Abuse – Workers Action Sheet

CONFIDENTIAL

Name of place of Worship/Organisation _____

Name of Child/Young Person/Vulnerable Adult _____

Address _____

Date of Birth _____/_____/____

Name of Person Reporting Incident _____

Date _____/_____/____ Time of Incident _____

Sequence of events/Actual Words Used/Observations

–

–

–

–

–

Action Taken (including person(s) contacted)

–

–

-

-

-

Date ____/____/____ Time _____

Notes:

-

-

-

-

-

-

-



Using Images of Children

Consent form for Poulner Baptist Chapel

To: _____

Name of parent/carer* (*person with parental responsibility)

Name of child: _____ Date of Birth: _____

Select Group/Club child attends:

Poulner Baptist Chapel would like to take images during their events and activities, which include photographs, videos and livestream recordings.

These images may appear in our printed publications, on our website, streamed to YouTube and ChurchOnline or on our social media pages.

Please answer questions 1, 2, 3 and 4 below, then sign and date the form where shown.

Select yes/no or circle as appropriate

- 1. May we take images of your child during activities of the group or at the event?
YES/NO

If you answered Yes to the above, please give your chosen usage by selecting Yes or No for the following options: -

- 2. May we use your child's image in our printed promotional publications? YES/NO

- 3. May we use your child's image for internal purposes e.g. off-line group/club presentations?
YES/NO

- 4. May we use your child's image on our website, social media and livestream?
YES/NO

Signed: (parent/adult with parental responsibility)

_____ Print Name: _____

Date: ____/____/____

CONT'D

By completing this form, you are giving your permission for us to transfer the above information onto your son's or daughter's profile within ChurchSuite in compliance with GDPR.

Please return the completed form to Karl Haywood, Youth and Children's Worker either online or return to the office at Poulner Baptist Chapel, Linford Road, Hangersley, Ringwood Hampshire BH24 3HZ

Conditions of use

1. This form is valid from the date of signing to the end of the academic year in which your child reaches the age of 18.
2. We will not re-publish any images after the new academic year in which your child reaches 18 or if the child no longer attends clubs or groups at Poulner Baptist Chapel.
3. If you would like to withdraw your consent at any point, please contact Liz Kynaston, Safeguarding Lead of Poulner Baptist Chapel on 07967 586529 or email safeguarding@poulnerchapel.org.uk
4. We will not include details or full names (which means first name and surname) of any person in an image on website, or in printed publications, without good reason and only with your express consent.
5. We will not include personal e-mail or postal addresses, or telephone or fax numbers on our website or in printed publications.
6. We may use group images with very general labels, such as "youth enjoying sport" or "making Christmas decorations".
7. We will only use images of pupils who are suitably dressed to reduce the risk of such images being used inappropriately; e.g., we will not publish material from the youth group's swimming activity.