Croxley Green
BAPTIST CHURCH
Devoted to Christ, His People, His Mission

Safeguarding Procedures

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Croxley Green Baptist Church
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1. CONTACT DETAILS

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TABLE OF CONTENTS

Para.	*Heading*	*Page*
1.	**CONTACT DETAILS**	**1**
1.1.	DESIGNATED PERSONS FOR SAFEGUARDING	1
1.2.	SAFEGUARDING TRUSTEE	1
1.3.	REGIONAL MINISTER	1
1.4.	ORGANISATION (CHURCHES AGENCY FOR SAFEGUARDING)	1
2.	**POLICY INTRODUCTION**	**5**
2.1.	SAFEGUARDING CHILDREN AND YOUNG PEOPLE AT CROXLEY GREEN BAPTIST CHURCH	5
2.1.1.	Prevention and Reporting of Abuse and Responding to Concern	5
2.1.2.	Safe Recruitment, Support and Supervision of Workers	6
2.1.3.	Safe Behaviour: a Code of Behaviour for Workers	6
2.1.4.	Safe Practice and Safe Premises	6
2.1.5.	A Safe Community	6
2.1.6.	Responsible People	6
2.1.7.	Policy and Procedures	6
3.	**SAFEGUARDING POLICY STATEMENT**	**8**
4.	**RESPONDING TO CONCERNS**	**10**
4.1.	UNDERSTANDING, RECOGNISING AND RESPONDING TO ABUSE	10
4.2.	HOW TO RESPOND WHEN SOMEONE WANTS TO TALK ABOUT HARM OR ABUSE	10
4.3.	WHAT TO DO WHEN A CHILD TALKS ABOUT HARM OR ABUSE	10
4.4.	RESPONDING TO CONCERNS FOR A CHILD OR AN ALLEGATION OF ABUSE	11
4.4.1.	Where a child has a physical injury or symptom of neglect:	11
4.4.2.	Where there are allegations or concerns of sexual abuse:	11
5.	**THIRD PARTY ALLEGATIONS AND REFERRALS**	**12**
6.	**ALLEGATIONS AGAINST WORKERS**	**12**
7.	**PASTORAL CARE**	**12**
8.	**FALSE ALLEGATIONS**	**13**
9.	**ALLEGATIONS AGAINST CHILDREN/YOUNG PEOPLE**	**13**
10.	**APPLICATION**	**15**
10.1.	REFERENCES	15
10.2.	INTERVIEWS	15
11.	**APPOINTMENT AND SUPERVISION**	**15**
11.1.	TRAINING	16
11.2.	YOUNG PEOPLE	16
12.	**APPLICATION**	**17**

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13. TAKING CARE OF TOUCHING 18
14. MENTORING 19
15. VISITING CHILDREN OR YOUNG PEOPLE AT HOME 19
16. CHILDREN WITH SPECIAL NEEDS 19
17. CHILDREN WITH NO ADULT SUPERVISION 19
18. PEER GROUP ACTIVITIES FOR YOUNG PEOPLE 20
19. ELECTRONIC COMMUNICATIONS 20
19.1. MODERN TECHNOLOGIES AND SAFE COMMUNICATION 20
19.2. WORKERS COMMUNICATION WITH YOUNG PEOPLE 21
19.3. EMAIL 21
19.4. COMMUNICATING USING INSTANT MESSAGING (E.G. MSN MESSENGER, AOL AIM, YAHOO MESSENGER, FACEBOOK, WHATSAPP AND ALL OTHER INSTANT MESSAGING COMMUNICATIONS 21
19.5. MOBILE PHONES 21
19.6. SOCIAL NETWORKS 22
19.7. TAKING VIDEO AND PHOTOGRAPHS OF CHILDREN 22
20. SAFE PRACTICE AND SAFE PREMISES 23
20.1. CONSENT FORMS 23
20.2. 'GUIDELINES FOR USE OF CROXLEY GREEN BAPTIST CHURCH' 23
20.3. HEALTH AND SAFETY 23
20.4. FIRE 23
20.5. FIRST AID 24
20.6. FOOD HYGIENE /HEALTH AND HYGIENE 24
20.7. TRANSPORTING CHILDREN 24
20.8. RISK ASSESSMENT 25
20.9. INSURANCE 25
21. OUTINGS AND OVERNIGHT EVENTS 25
21.1. SLEEPING ARRANGEMENTS (OUTINGS AND OVERNIGHT EVENTS) 26
21.2. ADVENTUROUS ACTIVITIES (OUTINGS AND OVERNIGHT EVENTS) 26
21.3. FIRE SAFETY (OUTINGS AND OVERNIGHT EVENTS) 26
21.4. SAFETY (OUTINGS AND OVERNIGHT EVENTS) 26
21.5. SWIMMING TRIPS 27
22. BULLYING 28
23. WORKING WITH OFFENDERS 29
24. APPENDIX 1 – CHILDREN/YOUTH CONSENT FORMS 32
25. APPENDIX 2 – ACCIDENT FORM 33

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Office: 01923 710780

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25.1. ACCIDENT FORM PAGE 1 33
25.2. ACCIDENT FORM PAGE 2 34
26. APPENDIX 3 – INCIDENT FORM 35
26.1. INCIDENT FORM PAGE 1 35
26.2. INCIDENT FORM PAGE 2 36
27. APPENDIX 4 – KEEP IT CONFIDENTIAL FLOW DIAGRAM 37
28. APPENDIX 5 – VOLUNTEER AGREEMENT – EXISTING VOLUNTEERS 38
29. APPENDIX 6 – VOLUNTEER AGREEMENT – NEW VOLUNTEERS 39

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2. POLICY INTRODUCTION

2.1. SAFEGUARDING CHILDREN AND YOUNG PEOPLE AT CROXLEY GREEN BAPTIST CHURCH

The vision of Croxley Green Baptist Church ("the church") is to:

- Seek to be a movement of spirit led communities.
- Feel like one team.
- Embrace adventure.
- Share a hunger for God's coming kingdom.
- Walk together with others in ministry and mission.

In fulfilling this vision the church:

- Has a programme of activities with children and young people.
- Welcomes children and young people into the life of our community.
- Makes our premises available to organisations working with children and young people.

The church recognises its responsibilities for the safeguarding of all children and young people under the age of 18 (regardless of gender, ethnicity or ability) as set out in The Children Act 1989 and 2004, *Safe from Harm* (HM Government 1994) and *Working Together to Safeguard Children* (HM Government 2010).

As members of this church we commit ourselves to the nurturing, protection and safeguarding of all children and young people associated with the church and will pray for them regularly.

In pursuit of this we commit ourselves to the following policies and to the development of procedures to ensure their implementation.

2.1.1. Prevention and Reporting of Abuse and Responding to Concern

It is the duty of each church member and each member of the wider church family to prevent the physical, sexual, spiritual and emotional abuse and neglect of children and young people and 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.

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2.1.2. 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 children.

2.1.3. Safe Behaviour: a Code of Behaviour for Workers

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.

2.1.4. Safe Practice and Safe Premises

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.

2.1.5. 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 any who may pose a risk to children and young people in the community of the church is managed appropriately.

2.1.6. Responsible People

The church has appointed Sara O'Shea as the Safeguarding Trustee to oversee and monitor implementation of the policy and procedures on behalf of the church's charity trustees.
The church has appointed Jane Wray and Sara O'Shea as the Designated Persons 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.

2.1.7. Policy and Procedures

A copy of the policy statement will be displayed permanently on the Church General Notice Board and on the Church website.

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Each worker with children and young people whether paid or voluntary will be given a full copy of the policy and procedures and will be required to follow them.

A full copy of the policy and procedures will be made available upon request to read.

The policy and procedures will be monitored and reviewed at least annually. The policy statement will be read annually at the church meeting in September together with a report on the outcome of the annual review.

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3. SAFEGUARDING POLICY STATEMENT

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Croxley Green Baptist Church

Safeguarding Policy Statement 2019-2020 for Children, Young People and Adults at Risk

A Safe Community

Croxley Green Baptist Church (CGBC) is committed to the well being of all those who use the building and protecting the rights of individuals to live free from abuse, harm and neglect. CGBC will seek to ensure that the behaviour of anyone who poses a risk in the community of CGBC is managed appropriately.

Responsible People

CGBC has appointed Jane Wray (07800 563941) and Sara O'Shea (07816 830058) as the Designated People for Safeguarding to:

- Advise CGBC on any matters related to the safeguarding of children, young people and adults at risk.
- Take the appropriate action when abuse is disclosed, discovered, or suspected.

Policy & Procedures

A copy of this policy statement will be displayed permanently on the noticeboard in the main entrance, large hall, small hall, the church office and the CGBC website.

Each worker, whether paid or voluntary, will have access to a full copy of the policy and procedures and will be required to follow them.

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

The policy statement will be read annually at the church meeting in September together with a report on the outcome of the annual review.

Signed: Sara O'Shea Date: 10th September 2021

Form Number: CGBC-027-Iss-1

Review Date: September 2022

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PART A – RESPONDING TO CONCERNS

4. RESPONDING TO CONCERNS

4.1. UNDERSTANDING, RECOGNISING AND RESPONDING TO ABUSE

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting; by those known to them or, more rarely, by a stranger. They may be abused by an adult or adults or another child or children.

4.2. HOW TO RESPOND WHEN SOMEONE WANTS TO TALK ABOUT HARM OR ABUSE

- Listen and keep listening.
- Don't question.
- Avoid passing judgement on what you are told.
- **Never promise confidentiality.**
- Explain what you intend to do and don't delay in taking action.
- Contact the Designated People for Safeguarding – or in their absence seek advice from a member of the Ministry Team or the Local Area Designated Officer for Safeguarding. If you are concerned about the child being in immediate danger, contact the police by calling 999.
- Write down what is said – details below.

4.3. WHAT TO DO WHEN A CHILD TALKS ABOUT HARM OR ABUSE

You need to make a careful written record of what has been observed as follows:

- Make notes as soon as possible (preferably within one hour of the child talking) including a description of any injury, its size and a drawing of its location and shape on the child's body.
- Write down exactly what the child has said and when s/he said it, what was said in reply and what was happening immediately beforehand (e.g. a description of the activity).
- Write down dates and times of these events and when the record was made.
- Write down any action taken and keep all hand written notes even if subsequently typed up.

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These notes will be passed on to the Designated Person for Safeguarding to assist them should the matter need to be referred to Children's Social Care Team. Any referral to Children's Social Care Team will be confirmed by the referrer in writing within 48 hours. All documents including copies of everything sent to Children's Social Care Team, will be signed by you, dated and kept securely at the Croxley Green Baptist Church office.

4.4. RESPONDING TO CONCERNS FOR A CHILD OR AN ALLEGATION OF ABUSE

Where possible, concerns will be passed to the Designated Person for Safeguarding (or Deputy Designated Person for Safeguarding) but difficulty in contacting these individual(s) should not delay action being taken.

If there is a concern that a child may have been harmed or abused, the Designated Person for Safeguarding will act as follows.

4.4.1. Where a child has a physical injury or symptom of neglect:

- Contact Children's Social Care Team if there are concerns that a child may have been deliberately hurt, is at risk of 'significant harm' or is afraid to return home. Do not tell the parents, or other people involved.
- If a child needs urgent medical attention an ambulance will be called or they will be taken to hospital, informing the parents/carers afterwards of the action that was taken.
- The hospital staff will be informed of any child protection concerns.

4.4.2. Where there are allegations or concerns of sexual abuse:

- Contact Children's Social Care Team. DO NOT try to investigate the matter.
- In the case of very severe sexual assault (such as rape), which may have occurred over the last few days, and where it has not been possible to get an immediate response from Children's Social Care Team, contact the police.
- Do not touch or tamper with any evidence, such as stained clothing.
- DO NOT tell other people including the parents / carers; they could be involved.
- Keep information on a need-to-know basis so that any alleged perpetrator is not 'tipped off'.

Should the Designated Person for Safeguarding not feel it necessary to refer the matter to Children's Social Care Team but you (or anyone else) have serious concerns for the child's safety, then you will

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contact the relevant authorities directly. The safety of the child over-rides all other considerations and it is important to remember that sexual abuse of children is a serious crime.

If the allegation is against a Church leader who has responsibility for implementing the Policy, you will refer it directly to Children's Social Care Team or seek appropriate professional advice, e.g. from Joy Cheang (telephone number: 07712 508779).

5. THIRD PARTY ALLEGATIONS AND REFERRALS

Where a third party alleges abuse towards a child, your role is to gather as much information as possible from this person. The third party will be advised that the information they have provided will be shared with the Designated Person for Safeguarding and may result in a referral to the Children's Social Care Team Department with their details. This is so that Children's Social Care Team can contact them if necessary.

6. ALLEGATIONS AGAINST WORKERS

- The advice of Children's Social Care Team and the police will be sought before taking any action such as suspension of employment.
- During an enquiry, the worker will be supervised as closely as possible without raising suspicion during the period between the matter coming to our attention, the authorities being informed and the appropriate action being taken.
- The suspension of a worker following an allegation is by definition a neutral act but may be necessary because the priority is to protect children from possible further abuse or from being influenced in any way by the alleged perpetrator.
- It may be necessary, for the sake of the child (or to satisfy the needs of an investigation) for the alleged perpetrator to worship somewhere else and in such cases the new church leaders will be informed of the reasons.

7. PASTORAL CARE

When an allegation/suspicion arises in the Church, a period of investigation will follow, which will be stressful for all involved.

- Support will be offered to the suspected perpetrator without compromising the children or their families.

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- This is one reason for limiting information in relation to allegations of abuse on a need–to-know basis. In this way leaders not privy to the detail are free to offer support to other parties, including the suspected perpetrator.
- Where an investigation is under way, this support will be provided with the knowledge of the child protection authorities.
- The Church will ensure that one person is responsible for dealing with the authorities, another offers support to the victim and their family, and another gives pastoral care to the alleged perpetrator. It may be necessary to appoint another person to support the perpetrator's family.
- Where the perpetrator accepts some responsibility they will be encouraged to seek specialised interventions/treatment to reduce the risk of re-offending. This may only be appropriate once the investigation and legal processes have been completed.

8. FALSE ALLEGATIONS

False allegations are possible: all allegations will be properly investigated in an endeavour to establish the truth. It is important to remember that Safeguarding and Child Protection Laws are not only in place to protect children and vulnerable people, but also to protect workers and volunteers in the industry.

9. ALLEGATIONS AGAINST CHILDREN/YOUNG PEOPLE

Children and young people are curious about the opposite sex. However, where a child is in a position of power, has responsibility over another child (as in a as a Young Leader or in a private babysitting arrangement) and abuses that trust through some sexual activity, then this is abusive. Where one child introduces another child to some age-inappropriate sexual activity or forces themselves onto a child this is abusive. Such situations will be taken as seriously as if an adult were involved, because the effects on the child victim can be as great.

Instances such as these are investigated by the child protection agencies in the same way as if an adult were involved, though it is likely that the perpetrator would also be regarded as a victim in their own right. The possibility is that they have also been abused. Since sexual abuse can be addictive and other children could be victims now or in the future, it is important to take the matter seriously and we will need to deal with this as they would any other allegation. It cannot be assumed that young people will grow out of it. Most adult sex offenders started abusing in their teens (or even younger).

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In respect of other forms of abuse such as emotional or physical abuse, the Church will also take this seriously, and respond in a pastorally sensitive way with all involved – while following these procedures.

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PART B – SAFE RECRUITMENT, SUPPORT & SUPERVISION

10. APPLICATION

Under the Criminal Justice and Court Services Act 2000, it is an offence for anyone disqualified from working with children and young people to knowingly apply, accept or offer to work with children. The Act specifically includes trustees of charities working with children. This means that a person banned from working with children cannot serve as a trustee of a church. It is also a criminal offence to knowingly offer work with children to an individual who is so disqualified or to knowingly allow such an individual to continue to work with children.

It will be made clear in job advertisements (both paid and unpaid volunteers), at interview and on application forms that all those having contact with children or young people will be asked to agree to an enhanced Disclosure and Barring Service (DBS) check being carried out before the position is confirmed.

10.1. REFERENCES

Formal references will be requested.

Where applicable an applicant's UK residency status and/or right to work in the UK will be checked.

10.2. INTERVIEWS

All prospective paid workers will have a formal interview from a group selected by the Trustees. All volunteer workers will receive an informal interview with the Youth and Children's Minister and one other person.

11. APPOINTMENT AND SUPERVISION

The Church's safeguarding policy as well as the practical expectations will be discussed with the applicant. The worker will be required to sign their agreement in acceptance of and agreement to the procedures.

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Any appointee will have a written agreement which includes a clear role description, lines of accountability to the church leadership and an assigned supervisor with regular opportunities for planned meetings so that work can be discussed, issues aired and areas of concern dealt with.

All paid roles will have a 6 month probationary period before the appointment is confirmed. All unpaid roles will be reviewed after 3 months.

There will be regular team meetings to review procedures to ensure a common approach, sharing of concerns and identifying other matters that may need clarification and guidance.

11.1. TRAINING

It is important that all workers understand the agreed procedures for protecting children.

Child protection training must be attended at least once every 2 years. The church will provide opportunities for in-house training every year.

Training for workers in relevant areas will be arranged, e.g. first aid, food hygiene.

11.2. YOUNG PEOPLE

Young people under 18 may be used as helpers but such helpers will be responsible to a named worker and will never be in a position where they are providing unsupervised care of children. As they will never be in unsupervised care they don't need a DBS. However those under 18 years old will be required to provide a reference from an unrelated adult who has known them for 2 years.

Young helpers will receive support and training.

When a young helper reaches the age of 18 the full recruitment process will be applied.

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PART C – SAFE BEHAVIOUR: A Code of Behaviour for Workers

12. APPLICATION

The aim of these general guidelines is to ensure quality childcare, protect children from possible abuse and workers from false accusation.

- Workers should treat all children /young people with dignity and respect in attitude, language and actions.
- Use age appropriate language and tone of voice.
- Do not engage in any of the following;
  - Invading the privacy of children or young people when they are using the toilet or shower.
  - Rough games including contact between a leader and a child or young person.
  - Sexually provocative games.
  - Making sexually suggestive comments.
  - Scapegoating, ridiculing or rejecting a child or young person.
  - When it is necessary to control and discipline children and young people, this should be done without using physical punishment. A situation may arise where a child or young person needs to be restrained in order to protect them or a third person.
  - No one should normally be left working alone with children and young people, but as part of a team showing mutual responsibility for each team member.
  - If there are insufficient leaders for groups, then internal doors should be left open.
  - At least two people are present before external doors are opened for an event.
- If workers do find themselves on their own they should;
  - Assess the risk of sending child/young person home
  - Phone another team member and let them know the situation
  - Get a second trained leader as soon as possible
  - Write down a record of what happened
- If a child or young person wants to talk on a one-to-one basis you should make sure that:
  - You try to hold the conversation in a corner of a room where other people are.
  - Or if you are in a room on your own, leave the door open.
  - Or you make sure another team member knows.
- Consideration should be given to how many workers should be involved with the group and whether they should be male or female workers or both.

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- The only adults allowed to participate in children's and young people's activities are those appointed and trained as children's/youth workers. The leader of the activity should be aware of any other adults who are in the building.
- The parents/carers may or may not attend church and it is important therefore they have been given information about the group including contact telephone numbers. It may also be useful for the church/organisation to issue formal identification.

Below are suggested ratios of adults to children, recommended for all activities with children and young people.

Age Group	Adult Helpers	Number of Children
2 years and under	1	3
3 years	1	4
4 to 7 years	1	8
8 years or older	1	10

- The level of personal care (e.g. toileting) must be appropriate and related to the age of the child whilst also accepting that some children have special needs.
- No person under 18 years of age should be left in sole charge of any children of any age. Nor should children or young people attending a group be left alone at any time.

13. TAKING CARE OF TOUCHING

- Keep everything public. A hug in the context of a group is very different from a hug behind closed doors.
- Touch should be related to the child's needs, not the worker's.
- Touch should be age-appropriate and generally initiated by the child rather than the worker.
- Avoid any physical activity that is, or may be thought to be, sexually stimulating to the adult or the child.
- Children are entitled to privacy to ensure personal dignity.
- Children have the right to decide how much physical contact they have with others, except in exceptional circumstances when they need medical attention.
- When giving first aid (or applying sun cream etc.), encourage the child to do what they can manage themselves, but consider the child's best interests and give appropriate help where necessary.
- Team members should monitor one another in the area of physical contact. They are free to help each other by constructively challenging anything which could be misunderstood or misconstrued.

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14. MENTORING

If a worker is working as part of the recognised mentoring programme for the church with a young person:

- The parents of all young people involved in mentoring will sign a letter to say they are aware that the mentoring is happening and who it is with.
- A mentoring meeting should have an agreed start and end time and someone should be aware that you are meeting.
- Keep a basic record of dates of significant meetings, text messages and emails.
- Appropriate boundaries in regards to times and demand should be in place, i.e. not phoning during the night, etc.
- A written record should be kept of issues/decisions discussed at meetings.

15. VISITING CHILDREN OR YOUNG PEOPLE AT HOME

It is unlikely that workers will need to make a pastoral visit of children and their families at home on behalf of Croxley Green Baptist Church. If a situation occurs where it is needed then it can only be done with agreement of one of the Ministers.

16. CHILDREN WITH SPECIAL NEEDS

Children and young people who have a disability can be at greater risk of abuse. They will often require more help with personal care, such as washing, dressing, toileting, feeding, mobility etc., may have limited understanding and behave in a non-age appropriate way.

It is good practice to speak with the parents of children/young people with special needs and find out from them how best to assist the child or young person.

17. CHILDREN WITH NO ADULT SUPERVISION

When children turn up to and want to join in with church activities without the knowledge of their parents, we will:

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- Welcome the child and try to establish their name, age, address and telephone number, and record their visit in a register.
- Ask the child if a parent/carer is aware of where they are. Phone and make contact if possible.
- If we are unaware of whether or not the parent or carer knows about the child's attendance, we will assume that the parent or carer does not know, and follow the procedure above. We will record all details possible.
- On leaving, give the child a consent form and explain it needs to be filled in and brought back next time.
- Without interrogating the child, you will need to find out as soon as possible whether they have any special needs (e.g. medication) so that you can respond appropriately in an emergency.

18. PEER GROUP ACTIVITIES FOR YOUNG PEOPLE

All youth activities will be overseen by named adults who have been selected in accordance with agreed recruitment procedures. It is accepted that groups aged 16+ may benefit from being led and run by peers. In this situation adult leaders will contribute to programme planning and reviews and will always be readily available on the premises when peer-led activities take place.

19. ELECTRONIC COMMUNICATIONS

19.1. MODERN TECHNOLOGIES AND SAFE COMMUNICATION

A worker's role description will include an acknowledgement and approval of these technologies as a legitimate means of communicating with young people but should also include the expectations of the Church in relation to their use.

Ideally all communication with primary school aged children, 11 and under, will be in person using the church building and surrounding area. However, from March 2020 it has been necessary to meet with these children online because of the impact of Covid 19. Safe use of modern technology with all children and young people will be ensured by adhering to the *Digital Safeguarding Policy: Zoom* and *Digital Safeguarding: Zoom Terms of Use* which can be found on the Church Website.

On the general consent form parents/carers sign to agree that the young person can receive such communications.

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19.2. WORKERS COMMUNICATION WITH YOUNG PEOPLE

All young people need to be aware of the protocols that workers follow in relation to email, messenger services, social networks and mobile phones including texting. It is important to remember that as well as the parent/carer, young people will have a right to decide whether they want a worker to have their email address or mobile telephone number and will not be pressurised into divulging information they would rather keep to themselves.

19.3. EMAIL

Email is sometimes used by workers to remind young people about meetings. If email is being used, workers ensure messages are in the public domain by copying each message to childprotection@croxleybaptist.co.uk. It is important workers use clear and unambiguous language to reduce the risk of misinterpretation, and although it should be obvious when an email is ending, workers should never use inappropriate terms such as 'luv' to round things off.

19.4. COMMUNICATING USING INSTANT MESSAGING (E.G. MSN MESSENGER, AOL AIM, YAHOO MESSENGER, FACEBOOK, WHATSAPP AND ALL OTHER INSTANT MESSAGING COMMUNICATIONS

Instant messenger should be kept to an absolute minimum. Workers should save significant conversations as a text and also keep a log of any significant communication stating with whom and when they communicated.

19.5. MOBILE PHONES

Particular diligence needs to be applied when workers use mobile phones to communicate with young people:

- All mobile phone use will be primarily about information sharing.
- Workers should keep a log of significant conversations/texts.
- Any texts or conversations that raise concerns should be passed on/shown to the worker's supervisor.
- Workers should use clear language, particularly when texting, and should not use words such as 'luv' or abbreviations like 'lol' which could mean 'laugh out loud' or 'lots of love'.
- Paid children's/young people's workers are issued with a mobile phone under a contract that provides itemised billing.

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- Workers should not take photos on their personal equipment.

Please refer to *Digital Safeguarding: One to One Phone Call Policy and Procedure July 2020* for guidance and support which can be found on the Church Website.

19.6. SOCIAL NETWORKS

If a worker allows their personal site to be accessed by young people;

- It is essential that all content including photos is suitable.
- Be aware of age limits on social network sites.
- All communication should be kept in the public domain.
- Copy other workers into communication if needed to keep transparency.

19.7. TAKING VIDEO AND PHOTOGRAPHS OF CHILDREN

Since the introduction of the Data Protection Act in 1998, churches must be very careful if they use still or moving images of clearly identifiable people. There are several issues to be aware of:

- Permission must be obtained, via the consent form, of all children who will appear in a photograph or video before the photograph is taken or footage recorded.
- It must be made clear why that person's image is being used, what you will be using it for, and who might want to look at the pictures.
- If images are being taken at an event attended by large crowds, such as a sports event, this is regarded as a public area and permission from a crowd is not necessary.
- Any use of photographs must comply with GDPR regulations (25 May 2018).
- Children and young people under the age of 18 should not be identified by surname or other personal details, including e-mail or postal addresses, telephone or fax numbers.
- When using photographs of children and young people, it is preferable to use group pictures.

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PART D – SAFE PRACTICE AND SAFE PREMISES

20. SAFE PRACTICE AND SAFE PREMISES

20.1. CONSENT FORMS

It is essential that we have important information about all children and young people involved in any activities at the church. This information is recorded on our consent forms (Appendices 1 to 4) The first week someone attends we must have name, medical emergency information and a contact name and number.

20.2. 'GUIDELINES FOR USE OF CROXLEY GREEN BAPTIST CHURCH'

The responsible adult for an activity at Croxley Green Baptist Church must attend a training session for 'Guidelines for use of Croxley Green Baptist Church'.

20.3. HEALTH AND SAFETY

All activities for children and young people will comply with the Church's current health and safety policy and will be conducted in accordance with Guidelines for Users of Croxley Green Baptist Church, with particular attention paid to the sections on Fire Action, First Aid, PAT testing, Health and Safety and Kitchen and Food Hygiene.

Whenever possible at all events involving preparation of food at least one worker will hold a valid Basic Food Hygiene Certificate.

Buildings being used for children's groups will be properly maintained. A representative from the children's / young people's work teams will take part in the annual health and safety review in order to consider all aspects of safety for all children and young people using the premises.

20.4. FIRE

It is the responsibility of all group leaders/responsible persons within the building to ensure the safety of themselves and those who are in their control. In addition it is a legal requirement that all group leaders/responsible persons are familiar with the emergency procedures in the event of fire.

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20.5. FIRST AID

Croxley Green Baptist Church has a number of trained First Aiders. There is a list detailing the current First Aiders next to the main First Aid box in the First Aid area of the kitchen; behind the kitchen door on top of the worktop. There is an Incident Reporting Book in the same location, which must be completed in the event of any accidents, injuries or incidents.

There is one main First Aid Kit in this area of the kitchen, along with a smaller First Aid Kit in the front kitchen of the Church. There are also two portable First Aid Kids for events off site (located in the external events box in the resource cupboard).

It is the Church Facilitator's responsibility to ensure contents of the First Aid Kits are checked on a regular basis.

Completed accident slips should be removed from the Incident Reporting Book and passed to the Church Facilitator for filing.

All Croxley Green Baptist Church groups will ensure that they have sufficient trained First Aiders on their regular team to ensure there is always a First Aider present at events and activities.

20.6. FOOD HYGIENE /HEALTH AND HYGIENE

The Food Safety (General Food Hygiene) Regulations 1995 state that anyone who handles food or whose actions could affect its safety must comply with the regulations. It follows therefore that those with responsibility for food will need to possess the Basic Food Hygiene Certificate and be aware of food safety (preparation, handling and storage, disposal of waste, etc.)

20.7. TRANSPORTING CHILDREN

These guidelines will apply to all drivers involved in the transportation of children and young people, on trips organised by or on behalf of the Church. They do not apply to private arrangements for transportation made, for example, between parties with parental responsibility.

Our practice on transporting children is as follows:

- Usually only those who have gone through the Church recruitment procedures for workers will transport children. When this is not possible drivers will pick up and drop off at pre-arranged places.
- All drivers will have read the Church's Child Protection Policy and agree to abide by it.
- Parental consent will be given for all journeys.

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- At collection or dropping off points do not leave a child on their own. Make sure that children are collected by an appropriate adult.
- Drivers will be 21 or over and have held a full driving licence for at least two years.
- The driver must ensure that they have adequate insurance cover: The driver should declare to their insurers that they are participating in the activity of transporting people for the church. 'Business use' cover may be required. The response of the Insurance company may be different if the driver is being reimbursed. The vehicle will need to be road worthy.
- Workers may be alone with a child for short periods, for example when dropping off the last child. Consideration needs to be given to dropping off the least vulnerable child last and routes planned accordingly.
- Drivers will not spend unnecessary time alone in a car with a child.
- Make sure all children and young people are returned to pick up point.
- All hired minibuses used to transport children will have a small bus permit, the necessary insurance, a driver with a valid driving licence that entitles them to drive a minibus.
- If parents transport each other's children around other than trips organised by the church, for example to and from activities, such arrangements are the responsibility of the parents involved and not the responsibility of the Church.

20.8. RISK ASSESSMENT

Before undertaking any activity the activity leader will ensure that a risk assessment is carried out and it is advisable to appoint someone specifically for this task.

20.9. INSURANCE

Residential activity/camp organisers will ensure with the church treasurer that there is adequate insurance cover for the event activity. If the trip is at a centre it is also important to establish that there is appropriate public liability insurance.

21. OUTINGS AND OVERNIGHT EVENTS

- Before undertaking any outing or overnight activity a special risk assessment must be carried out.
- Parents will be informed in writing of all the arrangements.
- Consent forms will be obtained for each overnight activity.
- There will be leaders with first aid and food hygiene certificates with the group.

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21.1. SLEEPING ARRANGEMENTS (OUTINGS AND OVERNIGHT EVENTS)

Arrangements for residential holidays will be considered carefully. Workers will not share sleeping accommodation with fewer than three children. It may be acceptable for workers to share sleeping accommodation with children/young people in a large dormitory or on an activity such as youth hosteling where it is customary practice. Arrangements will be age-appropriate, provide security for the child/young person and be safe for children/young people and workers. The activity leader will ensure that parents understand what the arrangements will be.

21.2. ADVENTUROUS ACTIVITIES (OUTINGS AND OVERNIGHT EVENTS)

No child will participate in adventurous activities without the written consent of the parent /carer. The residential activity/camp organisers will ensure that the staff engaged in such activities are properly trained and qualified and that the correct ratio of staff to children is met. At an activity centre or for an organisation whose own staff undertake such activities, if the activities come within the scope of the Adventure Activities Licensing Regulations 1996, the residential activity/camp organisers need to ensure that the premises are licensed.

21.3. FIRE SAFETY (OUTINGS AND OVERNIGHT EVENTS)

The residential activity/camp organisers will have a fire safety procedure, which will include the following:

- Everyone will be warned of the danger of fire. If the residential activity/camp is in a building then everyone must be made aware of the fire exits. A fire drill will be practiced on the first day of the residential activity/camp.
- When using a building as a residential facility, ensure that the fire alarm is audible throughout the accommodation and that all signs and exits are clearly visible. It will also comply with fire regulations.
- In the case of an emergency, ensure measures are in place to alert children and young people with disabilities (e.g. a child who is hard of hearing).

21.4. SAFETY (OUTINGS AND OVERNIGHT EVENTS)

At all times, it is the responsibility of the workers to know the whereabouts of every child/young person participating in a residential activity/camp and this may include monitoring access on and off the site.

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General safety rules will be applied as appropriate (e.g. no running round tents due to the risk of injury from tripping over guy lines).

21.5. SWIMMING TRIPS

There will be an increased adult to child ratio for all swimming trips and prior to the trip the swimming ability of a child/young person will be established. A swimming consent for each child (or a copy) will be taken by the group leader on the trip.

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PART E – SAFE COMMUNITY

22. BULLYING

Bullying is another way in which children (or adults) abuse other children, and it can be verbal or physical. Bullying includes teasing, making unkind comments about a child, demanding money, "ganging up" on a child or physically assaulting a child. You might see evidence of torn clothes, bruising, burns, or scratches. A child might be afraid to attend school or other activities if they think the bully will be present.

The effect of bullying on the victim can be profound, both emotionally and physically.

Bullying can take many forms including:

- Name-calling, taunting, teasing, mocking.
- Kicking, hitting, pushing, intimidating.
- Unwanted physical contact of a sexual nature or sexually abusive comments.
- Taking belongings.
- Inappropriate text-messaging and emailing.
- Cyber-bullying.
- Sending offensive or degrading images by phone or over the internet.
- Gossiping, spreading hurtful and untruthful rumours.
- Excluding people from groups.
- 'Unofficial' activities such as initiation ceremonies or practical jokes which may cause physical or emotional harm.

Bullies will often pick on a particular feature of a person's appearance or character as a supposed 'reason' for bullying, for example:

- Racial difference; disability; sexuality; hair colour; gender.

Bullies can be:

- Children or young people bullying others in their peer group, or other children and young people either older or younger.
- Adults bullying children and young people.

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- Children and young people bullying adults.

Bullying will always cause a great deal of pain and harm for those on the receiving end. Many children and young people affected by bullying believe they have nowhere to turn. They are scared to speak out and often blame themselves. They can become fearful and reclusive.

Some signs that can indicate that a child or young person is being bullied are as follows:

- Withdrawal; lack of desire to join activities with certain individuals; drop in school marks; torn clothing; loss of friends; avoidance of church groups and other activities; bruises; need for extra money or supplies.

In order to prevent bullying the following procedures will be adopted:

- The children and young people themselves will be involved in agreeing a code of behaviour which makes it clear that bullying is unacceptable.
- Children and young people should know how they can report any incidents of bullying.
- All allegations of bullying will be treated seriously.
- Details will be checked carefully before action is taken.
- The bullying behaviour will be investigated and bullying will be stopped as quickly as possible.
- The parents of the bully and of the bullied will be informed.
- An attempt will be made to help bullies change their behaviour.
- Any significant incidents of bullying will be recorded by the group leader, together with actions taken. If the leader is unsure as to whether an incident is significant, they must speak to the Safeguarding Officer.

23. WORKING WITH OFFENDERS

When someone attending the Church is known to have abused children, the Leadership Team will supervise the individual concerned and offer pastoral care, but in its commitment to the protection of children, will set boundaries for that person which they shall be expected to keep.

When it is known that a person who has been convicted of sexually abusing children or young people is attending Croxley Green Baptist Church, it is important that their behaviour within the church community is properly managed and that a contract is put in place. There are also times when it will be appropriate to take such measures with a person who has faced a series of allegations about the sexual abuse of children and young people but has never been convicted (such allegations may be revealed on an Enhanced DBS Disclosure under relevant non-conviction information).

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If an offender is on the Sex Offenders' Register they will be monitored under guidelines known as the Multi-Agency Public Protection Arrangements (MAPPA). In the latest guidance there is provision to require a written contract to be in place if the offender wishes to attend a place of worship.

In determining the details of the contract:

- There will be a discussion about who should be informed of the nature of the offence and the details of the contract.
  - The rights of the offender to re-build their lives without everyone knowing the details of their past offence should be balanced against the need to protect children and young people.
  - The Safeguarding Trustee and the Designated People for Safeguarding and the Pastor should always be informed.
- The Designated People and the Safeguarding Trustee should determine whether the person is subject to supervision or is on the Sex Offenders' Register.
  - If so, the Designated People or the Safeguarding Trustee should make contact with the offender's specialist probation officer (SPO) who will inform the church of any relevant information or restrictions that the church should be aware of.
  - The Designated People or the Safeguarding Trustee should inform and take advice from the Regional Minister in the local Baptist Association.

An open discussion must be held with the person concerned in which clear boundaries are established for their involvement in the life of the church. A written contract should be drawn up which identifies appropriate behaviour. The person should be required to sign the contract. The contract:

- Will identify the meetings the person may attend.
- Will specify that they will always sit apart from children and young people.
- May ask that they are always accompanied by a befriender on church premises.
- Will require the person not to attend small group meetings where children or young people are present.
- Will require that the person declines hospitality where there are children or young people.
- Will state that the person will never be alone with children or young people while attending church functions.
- Will require the person to stay away from areas of the building where children or young people meet.

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The contract should be monitored and enforced. Those who offend against children and young people can often be manipulative. If the contract is broken certain sanctions should be considered.

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24. APPENDIX 1 – CHILDREN/YOUTH CONSENT FORMS

The forms master folder held by the Church Facilitator holds a copy of all current master form templates for the Church's youth and children's groups.

The current children's and youth groups are:

- Parent Led Crèche – No Consent Form Required
- Jammie Dodgers – Consent Form Available – Form: CGBC-002
- Little Sparklers – Consent Form Available – Form: CGBC-004
- Messy Church – Consent Form Available – Form: CGBC-019
- JAM – Jesus and Me – Consent Form Available – Form: CGBC-003
- Anchor Boys – Consent Form Available – Forms: CGBC-22 & CGBC-23
- Girls Brigade – Consent Form Available – Form: CGBC-020
- Boys Brigade – Consent Forms Available – Forms: CGBC-22 & CGBC-23
- Quench Youth Café 1 & 2 – Consent Form Available – Form: CGBC-012
- Quench – Consent Form Available – Form: CGBC-012
- Edge – Consent Form Available – Form: CGBC-012
- TNT – Talk and Toast – Consent Form Available – Form: CGBC-012
- Discovery – Consent Form Available – Form: CGBC-012
- Quaxis Youth Group – Consent Form Available – Form: CGBC-012

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25. APPENDIX 2 – ACCIDENT FORM

25.1. ACCIDENT FORM PAGE 1

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ACCIDENT FORM

Full name of injured person and age if under 18:	Date/Time of accident:

Did the accident occur within a structured activity/meeting? If so, which meeting?

Give details of how the accident occurred, where it occurred, what supervision was being given at the time and the nature of the injury sustained. Continue on a separate piece of paper if necessary – diagrams may be helpful. *Please make use of the Body Chart on the reverse of this document.*

Name and address of any witnesses to the accident:	Name of First Aider:

What treatment or advice was given?	Items used from First Aid Kit:

Was it necessary to call the Emergency Services, or take or send them for further treatment? Give details:

Recommendations to the Health and Safety Committee in light of this accident:

NOTE: When completed, this form must be signed by the parent/guardian of injured person (if under 18). They may wish to have a copy. The form should then be passed to the First Aid Co-ordinator to be reviewed by the Health & Safety Committee.

Form: CGBC-015-Iss-1

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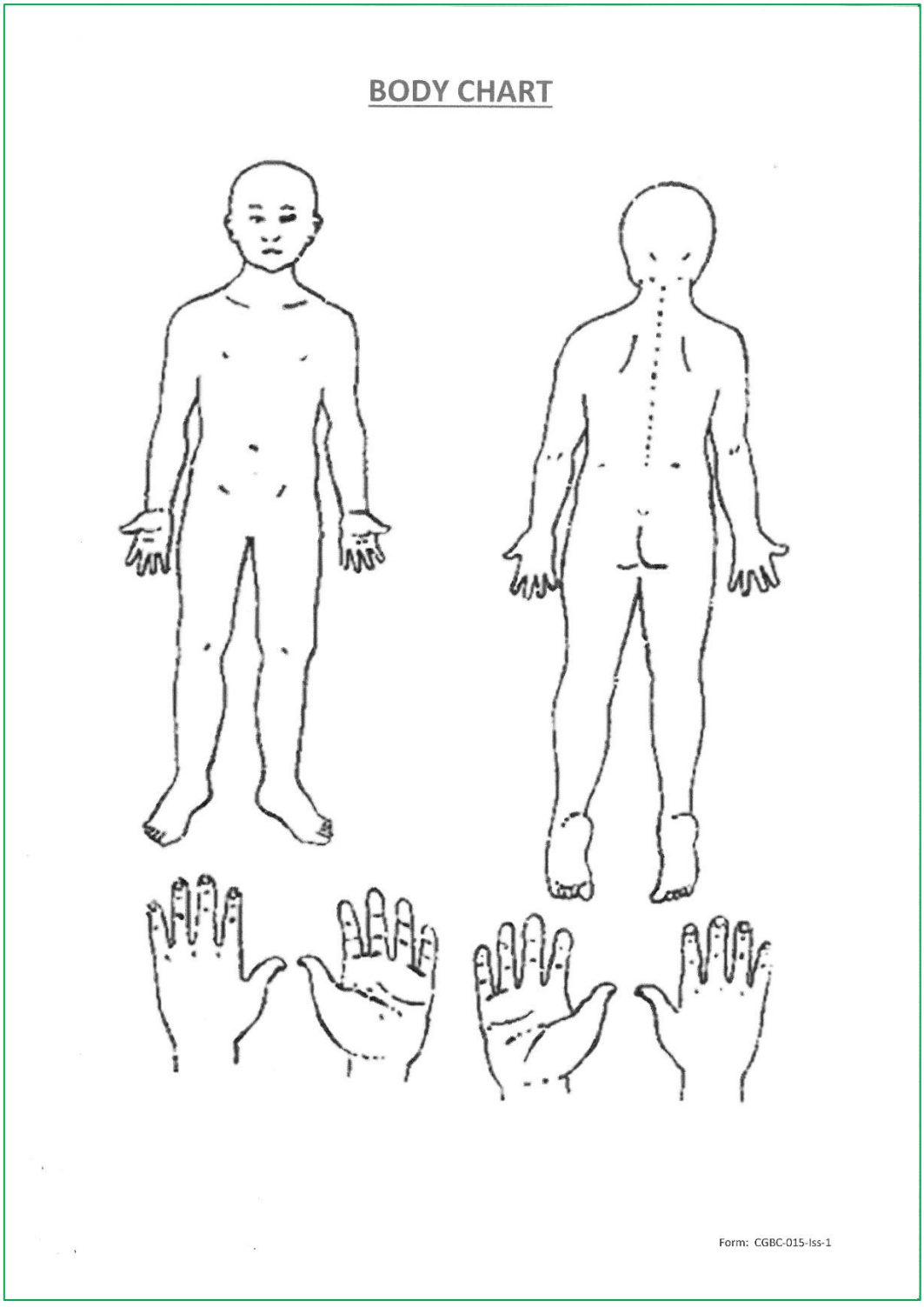
25.2. ACCIDENT FORM PAGE 2



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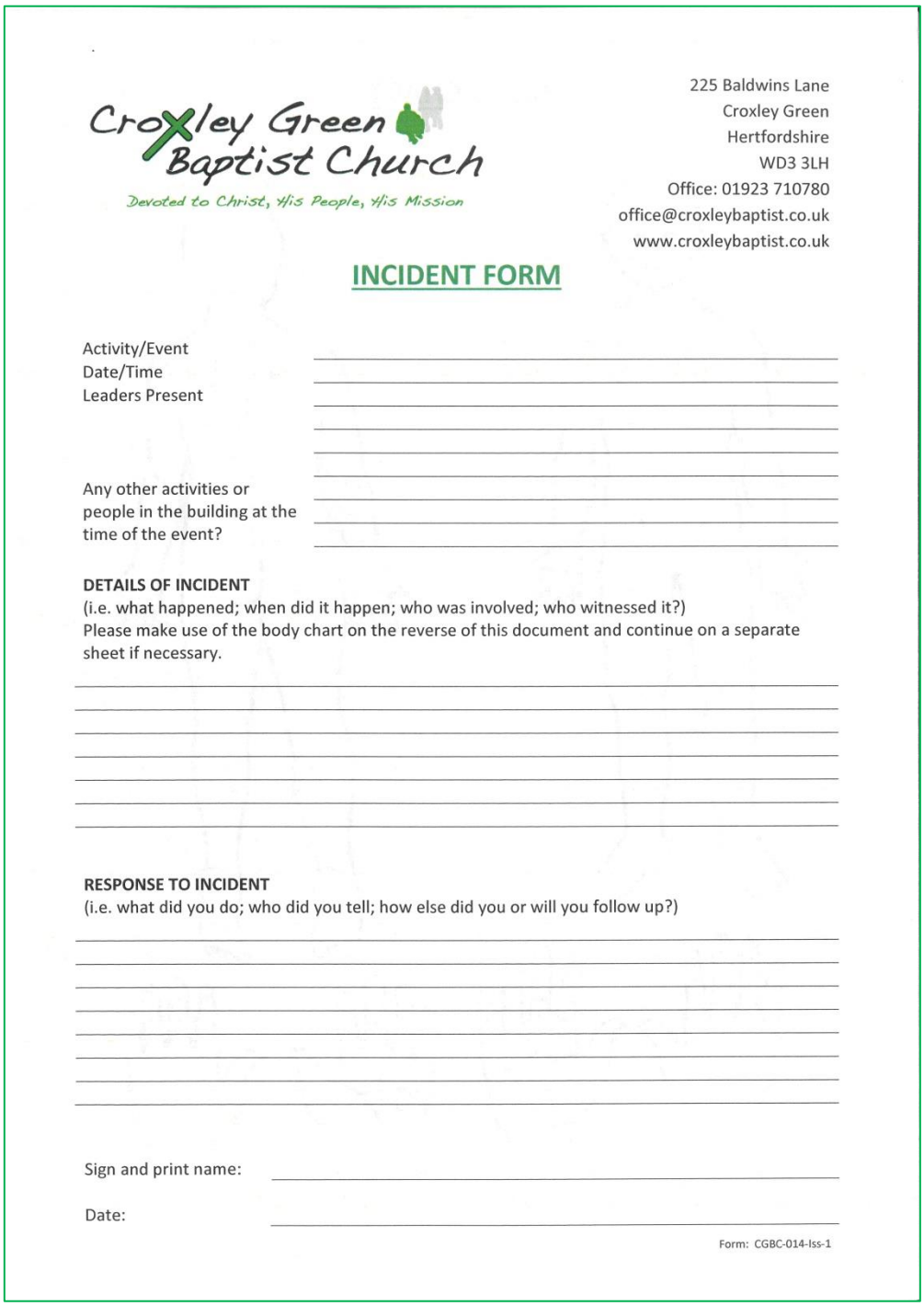
26. APPENDIX 3 – INCIDENT FORM

26.1. INCIDENT FORM PAGE 1



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INCIDENT FORM

Activity/Event _____
Date/Time _____
Leaders Present _____

Any other activities or people in the building at the time of the event? _____

DETAILS OF INCIDENT
(i.e. what happened; when did it happen; who was involved; who witnessed it?)
Please make use of the body chart on the reverse of this document and continue on a separate sheet if necessary.

RESPONSE TO INCIDENT
(i.e. what did you do; who did you tell; how else did you or will you follow up?)

Sign and print name: _____

Date: _____

Form: CGBC-014-Iss-1

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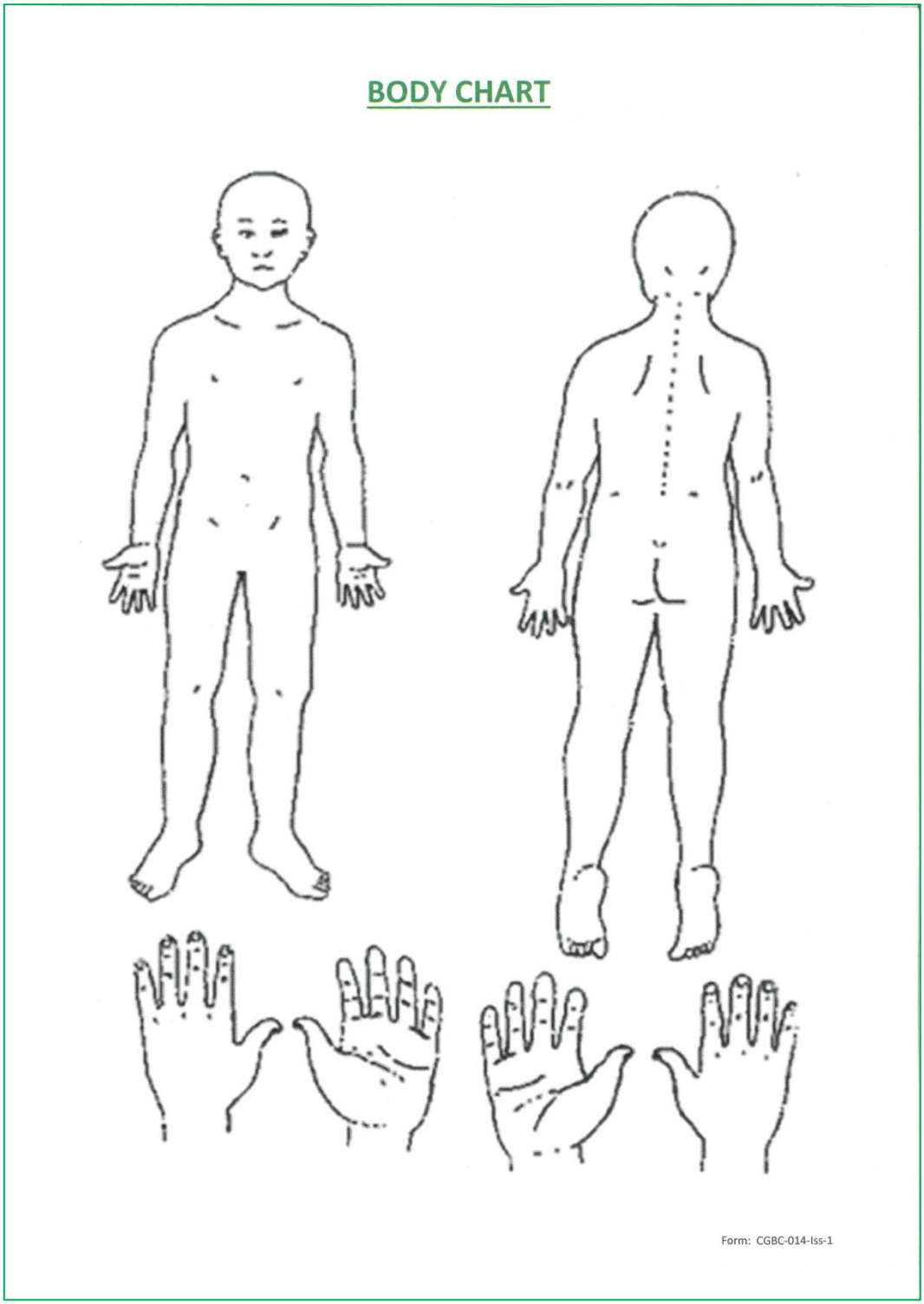
26.2. INCIDENT FORM PAGE 2



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27. APPENDIX 4 – KEEP IT CONFIDENTIAL FLOW DIAGRAM

This flow diagram is used as a training resource, detailing how an individual should respond to a safeguarding concern.

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28. APPENDIX 5 – VOLUNTEER AGREEMENT – EXISTING VOLUNTEERS

NOTE: One copy of this form should be retained by the worker and one by the church. If the person is appointed to a new role, or if the job description changes a new form should be completed.

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Volunteer Agreement for Existing Volunteers issued May 2019

Volunteer Name: _____

You are part of a team which, together with the whole church, commits itself to the care and nurture of children, young people and adults. Working with children, young people and adults is a responsibility, but it also brings great rewards. We hope you enjoy your role.

On behalf of the members of this church, we undertake to support you and your work, by prayer, by our interest and by providing resources and training.

Your team leaders will give you primary support and they are there to discuss any matters of concern you may have.

You will have the opportunity to talk about your role if you wish. We will discuss your development and training as appropriate.

Signed: _____ Minister

Signed: _____ Church Secretary/Safeguarding Team

Date: _____

Declaration of Volunteer

I understand the nature of the role I have. I have read the church's guidelines for safeguarding children, young people and adults at risk. I understand that it is my duty to protect the children, young people and adults at risk with whom I come into contact. I agree to abide by the policies and procedures agreed by the church for the protection of children, young people and adults at risk.

Signed: _____ Date: _____

Data Privacy Notice: Our data protection policy applies to all personal information held by Church Officers, Ministers, Facilitator and group and activity leaders of groups run by Croxley Green Baptist Church. Our policy can be seen on our website or a hardcopy is available on request from our Church Facilitator. Under Data Protection legislation the church Charity Trustees of Croxley Green Baptist Church are the Data Controller and the Church Secretary acts as our Data Protection Officer. The Data Protection legislation allows us to process information we regard as being in the church's legitimate interest. We may use your contact details to inform you of relevant church activities and events but you have the right to withdraw from this if you wish. Any information held will NOT be disclosed to anyone else without your consent. Personal details can be removed if requested. You have the right to ask to see any information we hold about you by submitting a 'Subject Access Request' in writing to the Church Secretary. If you are not satisfied you have the right to complain to the Information Commissioners Office.

Croxley Green Baptist Church
Registered Charity Number: 1126351

FORM: CGBC-028-Iss-1

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office@croxleybaptist.co.uk
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29. APPENDIX 6 – VOLUNTEER AGREEMENT – NEW VOLUNTEERS

NOTE: One copy of this form should be retained by the worker and one by the church. If the person is appointed to a new role, or if the job description changes a new form should be completed.

Croxley Green Baptist Church
Devoted to Christ, His People, His Mission

225 Baldwins Lane
Croxley Green
Hertfordshire
WD3 3LH

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Volunteer Agreement for New Volunteers issued May 2019

Volunteer Name: _____

Organisation: _____

We welcome you as: _____

You are part of a team which, together with the whole church, commits itself to the care and nurture of children and young people. Working with children and young people is a responsibility, but it also brings great rewards. We hope you will enjoy your role.

On behalf of the members of this church, we undertake to support you and your work, by prayer, by our interest and by providing resources and training.

Line Managers. You are responsible to: _____

These people will give you primary support and they are there to discuss any matters of concern you may have.

The responsibilities of your role/s are: _____

_____

You will have the opportunity to talk about your role if you wish. We will discuss your development and training as appropriate.

Signed: _____ Minister

Signed: _____ Church Secretary/Safeguarding Team

Date: _____

Declaration of Volunteer

Referee 1: _____ Referee 2: _____

I understand the nature of the role I have. I have read the church's guidelines for safeguarding children, young people and adults at risk. I understand that it is my duty to protect the children, young people and adults at risk with whom I come into contact. I agree to abide by the policies and procedures agreed by the church for the protection of children, young people and adults at risk.

Signed: _____ Date: _____

Data Privacy Notice: Our data protection policy applies to all personal information held by Church Officers, Ministers, Facilitator and group and activity leaders of groups run by Croxley Green Baptist Church. Our policy can be seen on our website or a hardcopy is available on request from our Church Facilitator. Under Data Protection legislation the church Charity Trustees of Croxley Green Baptist Church are the Data Controller and the Church Secretary acts as our Data Protection Officer. The Data Protection legislation allows us to process information we regard as being in the church's legitimate interest. We may use your contact details to inform you of relevant church activities and events but you have the right to withdraw from this if you wish. Any information held will NOT be disclosed to anyone else without your consent. Personal details can be removed if requested. You have the right to ask to see any information we hold about you by submitting a 'Subject Access Request' in writing to the Church Secretary. If you are not satisfied you have the right to complain to the Information Commissioners Office.

Croxley Green Baptist Church
Registered Charity Number: 1126351

FORM: CGBC-029-Iss-1