

## SAFEGUARDING POLICY AND PROCEDURES

Approved at Church Meeting on 22/5/12 – amended to include Adults at Risk July 2018  
To be reviewed by elders in conjunction with Designated Persons for Safeguarding on an annual basis.  
This policy should be read in conjunction with Cirencester Baptist Church Safeguarding Guidelines.

### CHURCH STATEMENT

The Church Membership recognises and takes seriously its responsibility to protect and safeguard the welfare of all people, and to deal appropriately with any allegations or concerns about abuse or neglect. The church also recognises its responsibility to support and train those leading/volunteering, to safeguard as far as possible against any false accusation.

### AREAS OF POLICY

The Church Membership recognises that some “**children**” (anyone who has not yet reached their 18<sup>th</sup> birthday) and “**adults at risk**” (any adult aged 18 years or over who due to disability, mental function, age, illness or traumatic circumstances may not be able to take care or protect themselves against the risk of significant harm, abuse, bullying, harassment, mistreatment or exploitation. A person may be an “adult at risk” temporarily or permanently due to their circumstances – *Thirtyone:eight* formerly CCPAS) are the victims of neglect, and physical, sexual, emotional, financial and spiritual abuse. Accordingly, we have adopted the policy contained in this document, (hereafter “the policy”). The policy sets out agreed procedures relating to the following areas:

1. Appointment of “Designated Persons” for Safeguarding
2. Definitions of abuse
3. Recognising and responding to suspicions of abuse
4. Abuse of trust
5. Safer recruitment
6. Working with offenders
7. Helping victims of abuse
8. Caring for leaders/volunteers

This policy is produced in line with The Baptist Union of Great Britain’s Model Safeguarding Policy & Procedures (2017), ‘Safe to Grow’ (2011) and “Safe to Belong” (2015) documents. It is applicable to all activities organised by the church.

All the content of this policy is used in conjunction with Baptists Together “Excellence in Safeguarding” Level 2 & 3 training. ***All those involved with children and adults at risk are expected to attend training.***

### 1. DESIGNATED PERSONS FOR SAFEGUARDING (DPS)

Two DPS have been appointed. They are Steven Chandanam, 07910636550 [schandanam@live.com](mailto:schandanam@live.com) and Kathy Macnamara 07708 327487 [kathy.e.macnamara@gmail.com](mailto:kathy.e.macnamara@gmail.com). They are nominated by the Church Membership to act on their behalf in referring allegations or suspicions of neglect or abuse to the statutory authorities. They must also immediately inform the Church’s Insurance Company and WEBA safeguarding contact (currently Gary Woodall 01179 658828) if a concern is reported to the Police or Social Care. In the absence of one of the DPS the matter should be brought to the attention of the other. There will always be at least two DPS acting for the church. These will be mature church members, a male and female. They will not be one of the Pastors or members of his/her family. DPS will be expected to attend Level 2 & 3 training and will receive on-going support, working closely with Naomi Shrubsole, our Safeguarding Trustee.

## 2. DEFINITIONS OF ABUSE

### Abuse and Neglect

It comes from the misuse of power and control that someone has over another. It can be perpetrated by an individual or a group, or from child to child, or from one adult at risk towards another. Abuse can occur in a family, in an institutional or community setting or via the internet and social media; by those known to them or, more rarely, by a stranger.

- **Physical Abuse**

To inflict pain, physical injury or suffering. This includes, hitting, slapping, beating, shaking, pinching, throwing, pushing, kicking, burning, drowning, hair pulling, squeezing, suffocating, poisoning and using inappropriate restraint. It also includes when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

- **Emotional Abuse**

The use of threats, fear or power gained by another's position, to invalidate the person's independent wishes. This includes mocking, coercing, threatening, controlling behavior, bullying, intimidation, harassment, humiliation, lack of privacy or choice, denial of dignity, deprivation of social contact or deliberate isolation. Making someone feel worthless, a lack of love or affection or ignoring the person. Such behaviour can create very real emotional and psychological stress. In children it can cause severe and persistent adverse effects on their emotional development. *All forms of abuse have an emotional component.*

- **Sexual Abuse**

For an adult, any non-consenting sexual act or behavior. For a child, forcing or enticing a child to take part in sexual activities whether or not the child is aware of what is happening or has given consent. The activities may or may not involve physical contact. No one should enter a sexual relationship with someone for whom they have pastoral responsibility or hold a position of trust.

- **Neglect**

A person's wellbeing is impaired and their care needs are not met. In a child, neglect is likely to result in the serious impairment of the child's health or development. Neglect can be deliberate or can occur as a result of not understanding what someone's needs are.

- **Financial Abuse**

The inappropriate use, misappropriation, embezzlement or theft of money, property or possessions.

- **Spiritual Abuse**

The inappropriate use of religious belief or practice; coercion and control of one individual by another in a spiritual context; the abuse of trust by someone in a position of spiritual authority.

### **A person may suffer more than one category of abuse**

These are not complete definitions, and this is not an exhaustive list of types of abuse (see Baptists Together Excellence in Safeguarding Level 2 handout for more information and key indicators in CBC Safeguarding Guidelines).

## 3. RECOGNISING & RESPONDING TO SUSPICIONS OF ABUSE

Everyone has a part to play in helping to safeguard children and adults at risk within the life of CBC:

- If the behaviour of a child or adult at risk gives any cause for concern
- If an allegation is made in any context about a child or adult at risk being harmed
- If the behaviour of any individual towards children or adults at risk causes concern

WHAT TO DO	WHAT NOT TO DO
<ul style="list-style-type: none"> <li>• Listen to and acknowledge what is being said.</li> <li>• Try to be reassuring &amp; remain calm.</li> <li>• Explain clearly what you will do and what will happen next.</li> <li>• Try to give them a timescale for when and how you /the DPS will contact them again.</li> <li>• Take action – don't ignore the situation.</li> <li>• Be supportive.</li> <li>• Tell them that:               <ul style="list-style-type: none"> <li>They were right to tell you;</li> <li>You are taking what they have said seriously;</li> <li>It was not their fault;</li> <li>That you would like to pass this information on to the appropriate people, with their permission;</li> </ul> </li> <li>• Be open and honest.</li> <li>• Give contact details for them to report any further details or ask any questions that may arise.</li> </ul>	<ul style="list-style-type: none"> <li>• Do not promise confidentiality.</li> <li>• Do not show shock, alarm, disbelief or disapproval.</li> <li>• Do not minimise what is being said.</li> <li>• Do not ask probing or leading questions, or push for more information.</li> <li>• Do not offer false reassurance.</li> <li>• Do not delay contacting the DPS.</li> <li>• Do not contact the alleged abuser.</li> <li>• Do not investigate the incident any further.</li> <li>• Never leave a child or adult at risk waiting to hear from someone without any idea of when or where that may be.</li> <li>• Do not pass on information to those who don't need to know; not even for prayer ministry.</li> </ul>

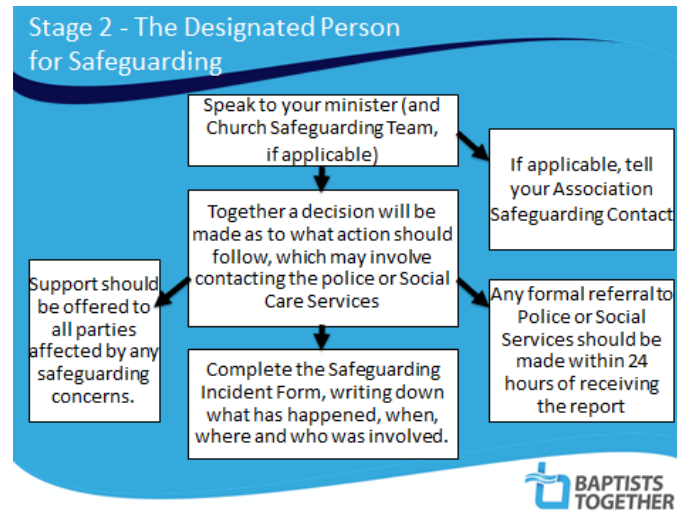
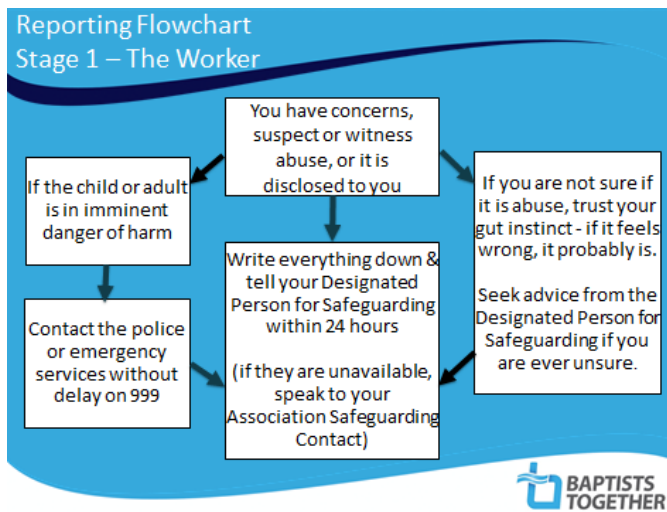
**Children:** If you have any concerns about a child's welfare or if a child discloses abuse to you, you must **ALWAYS PASS THIS ON.**

**Adults:** If you have any concerns about an adult's welfare or an adult discloses abuse to you they have the right to tell you not to pass it on. Adults have the right to refuse help. You may only report concerns against their wishes when: the **adult lacks the mental capacity to make such a choice**, there is **a risk of harm to others** or in order to **prevent a crime**. Even when an adult doesn't give consent a clear record should be kept and the situation monitored. *However, in terms of public interest, in a church setting there is almost always a potential risk to others, and so information should be shared with the DPS.*

**Responding, Recording and Reporting Concerns:**

- I. If required immediate police/emergency medical intervention must be sought (999).
- II. Concerns or allegations must be **reported as soon as possible (within 24 hours) to the church Designated Persons for Safeguarding (DPS)**. It is not your job to investigate. A hand-written record must be made of the concern using an Incident Report form (see Appendix). The DPS will continue the process, either by contacting statutory authorities, or where a worker is acting inappropriately they will determine whether good practise guidelines need to be reinforced, or whether they need to be removed from their position.
- III. If the suspicions or allegations in any way involve one of the DPS then the report should be made to the other DPS. If the suspicions in any way implicate all of the DPS, then the report should be made to one of the Pastors who will not tell the DPS a concern has been raised about them. If the concern relates to a pastor then contact the WEBA Safeguarding Officer (Gary Woodall 01179 658828 [gary.woodall@webassoc.org.uk](mailto:gary.woodall@webassoc.org.uk)), who will lead you through the process. Do not tell the Pastor a concern has been raised. Alternatively contact Gloucestershire Children's Social Care help desk on 01452 426565 (Out of Hours Emergency no. 01452 614194) or Gloucestershire Adult Social Care on 01452 426868 (emergency 01452 614194) or Police on 999 for an emergency, or 101 for non-emergency. We also have membership of Thirtyone:eight, who would give advice too, telephone 0303 003 1111 – Thirtyone:eight will confirm their advice in writing and this needs to be kept (see VIII).
- IV. Suspicions/allegations should not be discussed with anyone other than those nominated above.

- V. DPS should discuss concerns and actions taken only with a Pastor/s.
- VI. It is, of course, the right of any individual as a citizen to make direct referrals to the child/adult protection agencies or seek advice from Thirtyone:eight, although we hope that members of the church will use the procedure herein outlined. If, however, you feel that the DPS has not responded appropriately to your concerns, then it is your right, and entitlement, to contact the relevant authorities directly.
- VII. It should be ascertained as to whether it is safe for the person to return home. On rare occasions it may be necessary to take immediate action to contact Social Care and/or Police to put into effect safety measures.
- VIII. Hand written notes should be made as soon as possible by those in receipt of the initial information/suspicion/allegation, and kept indefinitely by the DPS (further information regarding making notes is included in CBC Safeguarding Guidelines). These will be stored in the locked cabinet in the church office.
- IX. Where formal referrals are made reports will need to be made to the WEBA Safeguarding Officer, and may need to be made to the Elders, the Independent Safeguarding Authority or the Charity Commission and the church's insurance company. These will be made by the DPS or Pastor.
- X. CBC has a legal duty to refer a person to the "Disclosure and Barring" Helpline Service if we have dismissed or removed them from a regulated activity (because they have harmed or posed a risk of harm to a child or vulnerable adult). This will be made by the DPS or Pastor.
- XI. CBC will offer support and pastoral care to all those affected by any safeguarding concern. Professional counselling will be encouraged where needed.



(Baptists Together Excellence in Safeguarding Level 2 Training)

**Extra advice regarding children:**

If a child has an unexplained physical injury or symptom of neglect, the DPS will:

- I. Contact Gloucestershire Social Care department for advice in cases of deliberate injury or where concerned about the child's safety. If the cause of the injury is unknown or if parents could be responsible for the abuse/neglect then in these circumstances the parents should not be informed by the church/organisation. The Pastor(s) should be informed by the DPS of any action taken.

- II. Where emergency medical attention is necessary it will be sought immediately from the local Accident and Emergency Department or the child's General Practitioner. The DPS will inform the doctor of any suspicions of abuse.
- III. In the event of a recent incident in which there is visible evidence of abuse/assault/physical injury the police should be contacted immediately.
- IV. In other circumstances the DPS will speak with the parent/carer and suggest that medical help/attention is sought for the child. The doctor (or health visitor) will then initiate further action, if necessary.
- V. If appropriate the parent/carer will be encouraged to seek help from Social Care.
- VI. Where the parent/carer is unwilling to seek help, if appropriate, the DPS/Pastor will offer to go with them. If they still fail to act, the DPS should, in cases of real concern, contact Social Care for advice.

In the event of allegations or suspicions of sexual abuse, the DPS will:

- I. Contact Social Care or Police Child Protection Team directly. If the source of the abuse is unknown or if parents could in anyway be responsible the DPS will **NOT** speak to the parent. The DPS will inform the Pastor(s) of the actions they are taking.
- II. Under no circumstances will the DPS attempt to carry out any investigation into the allegation or suspicions of sexual abuse or confront the adult/child about whom concern is raised. The role of the DPS is to collect and clarify the precise details of the allegation or suspicion and to provide this information to Social Care or the Police, whose task it is to investigate the matter under Section 47 of the Children Act 1989.
- III. Whilst allegations or suspicions of sexual abuse will normally be reported to the DPS, the absence of all DPS should not delay referral to Social Care or the Police.

**The Church Membership will support the DPS in their role, and accept that any information they may have in their possession will be shared in a strictly limited way only with those named above**

#### **4. ABUSE OF TRUST**

Abuse of trust is any situation where a leader uses or misuses their position of authority in terms of their relationship with, treatment of or contact with someone who is under their authority. Once you are in a leadership role it is easy to forget that others may behave differently towards you because of that position you hold. We know, for example, that it is easy for younger people or adults at risk to form strong attachments to adults who they feel they can relate to. Every leader should be aware of the potential risk of this positive sense of trust and connection turning into romantic or sexual feelings or actions, and should know how to react when this happens.

#### **5. SAFER RECRUITMENT**

When recruiting both paid and volunteer church workers, the following process will be applied:

- I. We will develop a clear role profile and all prospective workers will be asked to complete an 'Appointment of Leaders/Helpers Form' and for those requiring a Disclosure, they will need to complete a Self-Declaration Form.
- II. All prospective volunteers must apply for a Disclosure & Barring Service (DBS) check (to at least standard level) if they are applying for an "unsupervised" position. We will accept a DBS check presented by leaders which have been obtained through other organisations provided that the original form is produced, the check was made no more than 2 years ago and the prospective volunteer is still in current employment/ still currently

involved with the organisation that instigated the DBS check. DBS checks should be renewed every 5 years (4 years for ministers). The person responsible for maintaining DBS checks at CBC is Steven Chandanam.

- III. Prospective workers will be asked to attend an informal interview with church members who have involvement with the youth/children/pastoral work. Any information received during this interview will be treated in confidence.
- IV. In the light of the checks described above, anyone considered being unsuitable to work with children/young people or pastoral work will not be appointed.
- V. On appointment workers will be required to sign to acknowledge that they have received, read and understood a copy of this policy and the safeguarding guidelines and that they will participate in training (level 2 & 3 depending on role every five years. It will be every Four years for ministers) and regular team meetings.

***Guidelines relating to the appointment of young leaders are contained in the CBC Safeguarding Guidelines***

## **6. WORKING WITH OFFENDERS**

Where someone attending the church is known to have abused or is named on the sex offenders register, then whilst extending fellowship and acceptance to the individual, the Church Membership, in its commitment to the protection of all, will not permit such a person to work with children or adults at risk. The church leadership will meet with the individual and discuss boundaries that the person will be expected to keep (using the Baptist Union risk assessment form and writing a contract guide – BUGB). Our WEBA Safeguarding Officer will always be involved in putting a contract in place and it will need to be reviewed every 6 months.

## **7. HELPING VICTIMS OF ABUSE**

As a church we are committed to supporting victims of abuse, and encouraging them in their faith. We recognise the need to show love and care, we will offer pastoral support, and where necessary encourage and provide means for a person to seek professional counselling.

## **8. CARING FOR LEADERS/VOLUNTEERS**

The church recognises the need for those in whom children/adults have confided about abuse to be supported. They will be encouraged to seek somebody with whom they can off load and to consider their own feelings and emotions. Confidentiality must however be maintained in regard to the names and details of those concerned. The Pastor(s) and DPS will be available to discuss these issues and offer support.

**This policy must be used in conjunction with CBC Safeguarding Guidelines.**

**On-going training will be given in these areas and Safeguarding will be a standard item on the agenda of each group that meets.**

## Safeguarding Incident Report Form

<b>Name of church / organisation</b>	Cirencester Baptist Church
<b>Contact details of church / organisation</b>	Chesterton Lane, Cirencester, GL7 1YE, 01285 643510

<b>Name of Designated Persons for Safeguarding (DPS)</b>	Steven Chandanam	Kathy Macnamara
<b>Contact details of Designated Persons for Safeguarding</b>	07910 636550 <a href="mailto:schandanam@live.com">schandanam@live.com</a>	07708 327487 <a href="mailto:Kathy.e.macnamara@gmail.com">Kathy.e.macnamara@gmail.com</a>

<b>Name of concerned person or to whom disclosure was given</b>	
<b>Contact details of concerned person or whom disclosure was given</b>	

### INDIVIDUAL OF CONCERN - CONTACT DETAILS

Name	
Date of birth	
Address	
Phone number / Email address	

### THE INCIDENT

- What happened? (Nature of concern / disclosure made – observations - what seen? said? use the person’s own words if known)

- When did it happen? (date, time)
- Where did it happen? (specific location)
- Who was allegedly involved and in what way? (includes witnesses)

\*use extra paper if required

**ANY ACTION THAT HAS BEEN TAKEN**

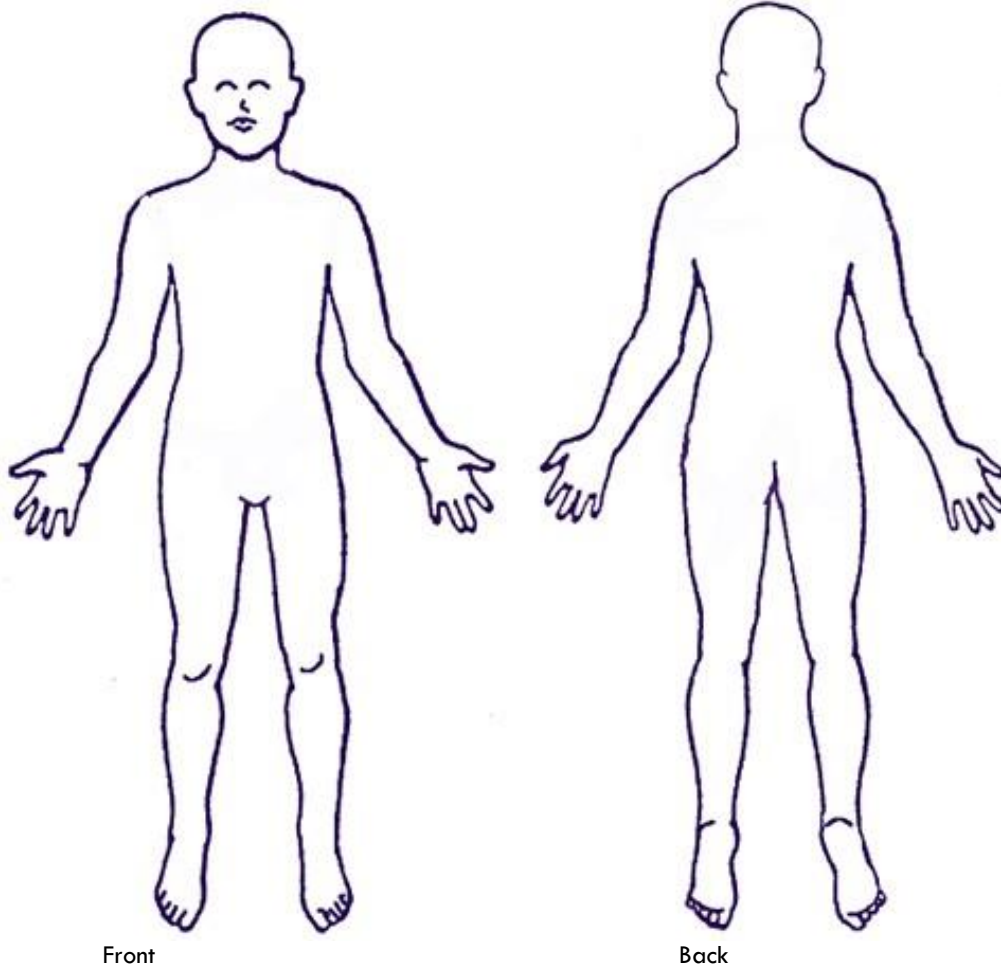
- Have the carers or parents / guardians been informed? (Please tick) 

Yes		No	
-----	--	----	--
- If so, when and by whom?
- Has the DPS been informed? Steven Kathy (delete as appropriate) 

Yes		No	
-----	--	----	--
- When? (include time)

**BODY MAP**

These diagrams are designed for the recording of any observable bodily injuries that may appear on the person. Where bruises, burns, cuts, or other injuries occur, shade and label them clearly on the diagram. **Remember it's not your job to investigate or to decide if an injury or mark is non-accidental. Listen, record and pass it on.**



Signature \_\_\_\_\_

Date and time \_\_\_\_\_