

Holland Road Baptist Church

Safe to Grow

Foreword

As a church community we recognise the value that Jesus placed upon children and young people.

“Whoever welcomes one of these little children in my name welcomes me.” Mark 9:37

Jesus’ own birth, growth and nurture within a family affirm this.

A child is a whole person with rights and needs, to be honoured and respected by us all. Children possess qualities which show adults the way to God’s kingdom (Matthew 18:3). So children are valued yet vulnerable members of our church community, who need our special care. We take seriously the charge given by Jesus to welcome children (Luke 9:48), to protect them (Matthew 18:6 -10) and to allow them free access to Him (Mark 10:12-16). Indeed, the disciples were invited to ‘become like children’ (Matthew 18:1-4).

The church is currently recognised as the largest voluntary organisation working with children and young people across the UK.

“Churches ... are some of the largest providers of children and youth work, and have an important role in safeguarding children and protecting families”. (Working Together to Safeguard Children 2010).

As a church community we have the opportunity to display God’s love to those around us and particularly to stand with children and young people in the face of a culture which still regards them as possessions. Sadly, child abuse is not something new and continues to be a subject of much hurt and distress both within the Church and wider society. That being said, God is a God of love and forgiveness to all sinners irrespective of the sin. Safe to Grow promotes a culture of protection for the vulnerable and forgiveness in a broken world. The God who we worship and serve is the one who ‘heals the broken hearted, and binds up their wounds’ (Psalm 147:3).

Our prayer at Holland Road is that any child or young person who comes through our doors can be sure of a safe environment and one where they are shown the love of Christ through us, as we serve Him and serve those children and young people.

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Responding to Concern

A. Responding to Concern

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.

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 Person for Safeguarding – or in their absence take action yourself
- Write down what is said – more details below

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, using these suggestions:

- Make notes as soon as possible (preferably within one hour of the child talking) including a description of any injury (size, shape and location).
- 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 (eg. 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 handwritten notes even if subsequently typed up.

These notes will be passed on to an HRBC Designated Person for Safeguarding to assist them should the matter need to be referred to Children's Social Care Team (city council child social services). 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 HRBC church office.

4) Responding to concerns for a child or an allegation of abuse

Where possible, concerns will be passed to an HRBC 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, an HRBC Designated Person for Safeguarding will act as follows.

4.i) 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.ii) 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 an HRBC 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 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, eg. from the BU Regional Minister.

B. 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 an HRBC 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.

C. 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.

D. 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.
- 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.

E. False allegations

False allegations are possible: all allegations will be properly investigated in an endeavour to establish the truth.

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 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.

F. Allegations against children/young people

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).

Safe Recruitment, Support and Supervision

We will use the same level of thoroughness in our recruitment of both paid staff and volunteers to reinforce the value we place on working with children and young people, and the seriousness with which we take the appointment of workers in this area. The following measures, when taken as a whole process, help to ensure that we are recruiting workers on their calling and giftings but also with the welfare of our children and young people as our foremost concern.

1) Recruitment

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.

Anyone who expresses an interest in serving on an HRBC children's or youth team will be put in touch with the appropriate ministry leader. This leader will discuss with the person the potential role, level of commitment, availability and expectations of serving on the team. The person will help in a supervised capacity, until they are ready to commit to a team. At that point the following recruitment process will be started by the ministry leader:

- Confirm contact details
- Send a form (paper or email) with the following questions, to be filled out by the person wanting to serve on the team:
 - Please briefly explain why you want to serve on this team
 - Please outline any previous relevant experience you may have had
 - Please outline your availability and the commitment you can give to this role
 - Please give the name and contact details of two people who can vouch for your character and suitability for this role. (it would be helpful if one could confirm your previous experience).
- The ministry leader will then contact the two people to ask for informal references
- A DBS check will be completed and safeguarding training will be planned

The person will always be supervised, if they have any contact with children or young people, until all this is completed.

Regular one to one meetings and team meetings will take place as appropriate. Lines of accountability will be explained.

If someone stops serving with children and young people for longer than one year then the above process will be started again.

2) Training

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

Safeguarding training, as organised by the ministry leader, must be attended - ideally once per year.

The Safe to Grow policy must be read and understood by all people starting work with children and young people. This policy will be revised annually and all workers must ensure that they are familiar with the most current version.

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

3) 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. When a young helper reaches the age of 18 the full process above will be applied.

Safe Behaviour: A Code of Behaviour for Workers

1. Overview/code of behaviour

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 and young people with dignity and respect in attitude, language and actions.

Workers should always seek to 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.

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.

The agreed ratios of adults to children, recommended for all activities with children and young people, can be found on the [minimum ratios poster](#)..

The level of personal care (eg. 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.

2. Physical contact

- 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.

3. Mentoring and serving on teams

HRBC runs a youth mentoring scheme - specific guidelines related to this scheme are available from any member of the youth team. HRBC also encourages young people to serve on ministry teams. The following safeguarding guidelines should be followed:

- Parents should be copied into communications wherever possible.
- A mentoring meeting or serving opportunity should have an agreed start and end time and someone should be aware that you are meeting or serving.
- Mentors should 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, ie. not phoning during the night, etc.

4. 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 HRBC. If a situation occurs where it is needed then it can only be done with agreement of one of the HRBC youth or children's leaders.

5. Children with additional needs

Children and young people who have a disability or additional need 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 additional needs and find out from them how best to assist the child or young person.

6. 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:

- 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.
- 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 additional needs (eg. a condition which requires medication) so that you can respond appropriately in an emergency.

7. 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.

8. Workers' communication with young people

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

It is not appropriate to use electronic communication methods with primary school aged children, 11 years and younger.

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

All young people need to be aware of the protocols that workers follow in relation to email, messenger services, social media 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.

Group communication is sometimes used by workers to remind young people about meetings and other team information. Young people who serve in ministry areas, and their parents, will also need to give consent for them to receive group electronic communication. In group communications, workers should copy in parents wherever possible. It is important workers use clear and unambiguous language to reduce the risk of misinterpretation.

Individual messaging should be kept to an absolute minimum and other workers and parents/carers included in chats wherever possible. Workers should save significant conversations as a text and also keep a log of any significant communication stating with whom and when they communicated.

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 and unambiguous language to reduce the risk of misinterpretation.
- Workers should not take photos on their personal equipment.

If a worker allows their personal social media site to be accessed by young people then:

- 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 and parents/carers into communication if needed to keep transparency.

9. Taking video and photographs of children

The Data Protection Act of 2018 and related General Data Protection Regulation (GDPR) aims to ensure transparency, accountability and consent regarding use of personal information, including videos and photographs of children. There are several key 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. This permission needs to be sought annually.
- 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.
- 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.

It is prohibited to take photos or videos of children and young people, without explicit permission from the group leader, during closed group sessions at church. This includes mid-week groups for children and their parents/carers and children and young people's groups on Sundays. This does not apply to church meetings which are open to the general public, e.g. the Sunday morning service.

Safe Practice and Safe Premises

A. Safe practice and safe premises

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 annual consent form.

The first week someone attends we must have name, medical emergency information and a contact name and number. Then they must bring their completed and signed consent form back with them.

2) Guidelines for use of HRBC

The responsible adult for an activity at HRBC must be fully aware of building use guidelines and regulations.

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 building use guidelines, 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 and/or 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.

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.

5) First aid

HRBC have a number of trained First Aiders. Several first aid kits are located in different locations around the church building.

All HRBC groups will ensure that they have sufficient trained first aiders on their regular team so that there is always a first aider present at events and activities.

6) Supervision of groups

Group leaders should ensure that a register is kept so that it is clear who is on the premises and who the responsible leaders are for any given activity.

7) Food 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).

8) 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.
- Drivers should have a current DBS check in place.
- All drivers will have read the Church's Safe to Grow Policy and agree to abide by it.
- Parental consent will be given for all journeys.
- 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.

9) 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.

10) Insurance

Residential activity/camp organisers will ensure with the church manager 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.

11) Missing children

If a child is reported missing on church premises whilst supervised groups are not running, then the following steps will be taken.

- Parent/carer informs someone that a child in their care is currently missing.
- An announcement is made with details of the child missing.
- All external doors are closed while a search is made.
- Once the child is found then a further announcement will be made and doors re-opened.
- If the child cannot be found after a reasonable amount of time then 999 will be called.

B. 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.

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 hostelling 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.

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.

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 practised 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 additional needs (eg. a child who is hard of hearing).

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.

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

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.

Safe Community

A. 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
- 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:

- 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
- 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
- All allegations and incidents of bullying will be recorded, together with actions that are taken.

B. Working with offenders

When someone attending the Church is known to have abused children, the Safeguarding 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 HRBC, 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).

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, the Designated Person for Safeguarding and the Pastor should always be informed
- The Designated Person or the Safeguarding Trustee should determine whether the person is subject to supervision or is on the Sex Offenders' Register
 - if so, the Designated Person 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 Person 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.

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.

C. Drugs and alcohol

HRBC respects children/young people's right to privacy. However, unconditional confidentiality cannot be guaranteed where the person's actions or behaviour represents a serious risk to the safety or wellbeing of other members, staff, or the community at large. The use/misuse of drugs or alcohol or their illegal supply is not condoned by HRBC and the welfare of children/young people should be paramount at all times.

Anyone whose behaviour is disruptive, whether due to drugs or alcohol, should be challenged, and asked to alter their behaviour. If they refuse to do so they should be asked to leave the premises.

In cases where there is an immediate risk to health then the individual's parents will be contacted, however, if the worker believes parental contact could exacerbate the situation (e.g. the family home may be an important factor in child/young person's drug use then the worker must discuss the situation with their ministry leader or Designated Person's Team prior to contact being made.

Where there is reasonable suspicion of a child/young person being in possession of drugs or alcohol, they will be asked to voluntarily turn out their own pockets or bags. Children/young people will not be forcibly searched, if they agree to being searched, then this will be carried by an adult of the same sex, with another adult present as a witness. If the child/young person does not give their consent, then the police or their parent/carer may be contacted in order to carry out this search.

Any drugs or alcohol found on the premises should be immediately confiscated. Any prescription medication will be returned to the owner at the end of the activity. In the case of illegal drugs:

- Small quantities of drugs can be flushed away, however, if the quantity of drugs found is large (implying supply) the police should be notified. An Incident Form should be completed, and in the case of disposal should be carried out in the presence of another worker. Disposal should be carried out as soon as practicable; otherwise the worker could themselves be open to charges of possession.
- Workers must take extreme care in disposal of needles. If no sharps bins are available they should be carefully placed in a safe place (e.g. soft drink can) until proper disposal can be arranged.

Any instances of these situations should be recorded on an Incident Report form together with actions that are taken.