



# GHM Child Protection Procedures



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## 1. Introduction

GreenHouse Mentoring (GHM) is a project of Stopsley Baptist Church (SBC), a company limited by guarantee, Registered in England and Wales, Company Number - 7605036, Registered Charity Number - 1150563, Registered Office - Stopsley Baptist Church, St Thomas' Road, Luton, LU2 7XP

GreenHouse Mentoring has been operating since 2002.

This document describes the Child Protection procedures of GreenHouse Mentoring which operate within the overall Child Protection Policy of Stopsley Baptist Church.

## 2. Applicability

This policy applies to all GHM Staff and Volunteers.

## 3. Definitions

Within this document, the following definitions are understood:

<b>Volunteers</b>	any person currently volunteering with GHM with a signed Volunteer Agreement;
<b>Service User</b>	any young person who has or is receiving service from GHM;
<b>Staff</b>	any member of the GHM Team with a formal written and signed contract;
<b>Buddy</b>	any person who agrees to assist a volunteer by ensuring that mentoring sessions are completed on time and safely
<b>Workers</b>	any person who is a Volunteer or Staff Member or Buddy.
<b>External Persons</b>	any other person or organisation that has had or is having contact with GHM and does not fall into the above three categories.

## 4. Policy Authority

This document is approved by the GreenHouse Mentoring Manager.

Written By	Version/ Date	Comments

Ian Pirks	12/10/2015	Initial Issue – written to link with revised and redrafted SBC policy.

## 5. Principles of Policy

The following principles will apply within GHM:

- ◆ The SBC Child Protection Policy 2015 is the governing policy for all departments of the Church. In all cases GHM Volunteers and Staff will work within that policy;
- ◆ In all cases, GreenHouse Mentoring staff and volunteers will work within the GHM Vision, Mission & Values statement;
- ◆ The safety of service users is paramount. The overriding attitude is a concern for the young people we are working with, and their well-being, and a desire to keep GHM Staff Members, Volunteers and Buddies from unnecessary suspicion. GHM Workers should not place themselves or Service Users in dangerous situations.
- ◆ GHM will only use electronic communication for genuine reasons relating to work with a young person;
- ◆ Where consent is required it will be obtained from the Parent/ Guardian/ Carer for Service Users under 16. For Service Users 16 or over, consent may also be obtained from the Service User themselves;
- ◆ No GHM Worker will befriend a Service User on Social Media websites.
- ◆ Continuous review of safeguarding practice forms the backbone of safe working for young people and volunteers and staff;
- ◆ GHM Workers will normally communicate with the Service Users' Parent, Guardian or Carer, rather than directly with the Service User.

## 6. Procedure

### 6.1 Introduction

See \\GHMserver\Shared \GHM Forms for all GHM Forms.

### 6.2 Prevention and reporting of abuse and 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 your GHM Supervisor, a GHM Staff Member or the on call Staff Member by using the GHM Emergency Phone Number. If none of the GHM personnel are available contact the SBC Designated Person for Safeguarding – or in their absence take action yourself;
- ◆ Write down what is said – 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 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.

These notes will be passed on to your GHM Supervisor, a GHM Staff Member or the SBC 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 by GHM Staff.** All documents including copies of everything sent to Children's Social Care Team, will be signed by you, dated and kept at the GreenHouse/ Stopsley Baptist Church office in a locked cabinet.

## 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.

4.1 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.

4.2 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 can 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 can refer it directly to Children's Social Care Team or seek appropriate professional advice, eg. from the 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 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.

### 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.

### **F. 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 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).

**Stage 1**

A worker has a concern about the welfare of a child/young person or the behaviour of an adult

The person who has the concern has a duty to

**RECORD AND REPORT**

A written record must be made of the concern using a standard incident report form and the concern should be reported to the Designated Person within 24 hours.

If a child is in imminent danger of harm a referral should be made to the police or Social Care Team without delay- 01582 547653 (RATS) or 0300 3008123 (Emergency Duty Team).



**Stage 2**

The Designated Person receives the report of concern

The Designated Person has a duty to

**REVIEW AND REFER**

The report will be reviewed by the Designated Person with any other relevant information and a decision will be taken (often in liaison with others) as to what action should follow. Any formal referral to Social Care Team should normally be made within 24 hours of receiving the report.

If a child is in imminent danger of harm a referral should be made to the police or Social Care Team without delay.



**Stage 3**

After the decision has been made as to what action should be taken

The Designated Person, the Safeguarding Trustee and the Minister may have a duty to

**SUPPORT AND REPORT**

Support should be offered to all parties affected by any safeguarding concerns and where formal referrals are made reports may need to be made to the local Association, the Independent Safeguarding Authority or the Charity Commission.



STOPSLEY BAPTIST CHURCH

Recognise Record Respond

SAFEGUARDING CHILDREN  
RECORDING FORM

**VERY IMPORTANT: If you consider the concern to be of an urgent nature action should be taken immediately and this recording form completed afterwards.**

Child's name		Date of concern	
Your name		Job Title	

1	<p><b>Concern:</b></p> <p>Describe the event or observation (see reverse for body map). If the child has made a disclosure, record what the child said, using his/her own words on a piece of paper and attach to this form.</p>
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2	<p><b>Impact:</b> Is there any identifiable impact on the child, i.e. their physical or emotional wellbeing?</p>
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3	<p>Now, take this form to the Designated Senior Member of Staff for Child Protection</p>
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4	<p>Discuss the concern with the Designated Person and agree what actions to take.</p> <p>They will keep this form on file and add a brief summary of the concern, impact and</p>
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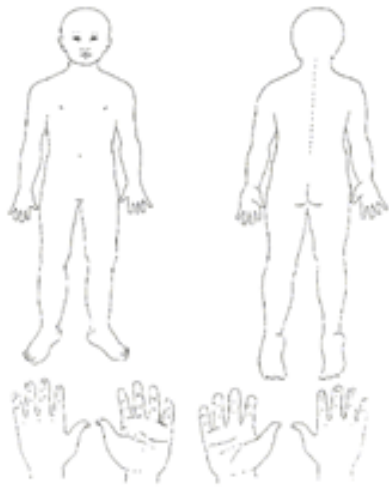
5	<p>Agree when and how the actions will be reviewed</p>
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Today's Date (if different from above)	
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**PLEASE KEEP THIS FORM SAFE – DO NOT LEAVE IT FOR OTHERS TO SEE**

**Body Map**

If concern is about a mark or injury, circle area of body where marks appear, use box 1 overleaf to describe the mark. In this event seek advice immediately.

	<p>Notes</p>
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<b>For Designated Person Use Only</b>	When the actions have been completed and reviewed, make a note of the outcome here.

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 Company Number - 7605036,  
 Registered Charity Number - 1150563,  
 Registered Office - Stopsley Baptist Church, St Thomas' Road, Luton, LU2 7XP

## 6.3 Safe recruitment, support and supervision of workers

### A. 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, 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.

#### 1. References

Two formal references will be requested from people who have known the person for more than two years and who are not directly related to them.

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

#### 2. Interviews

All prospective workers will have an interview.

### B. Appointment and Supervision

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

Any worker 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.

For staff, it is also advisable to have a probationary period (say 6 months) before the appointment is confirmed. For other workers see GHM Disciplinary Policy & Procedure.

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.

## 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 3 years.**

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

## 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.

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

### 6.4 Safe behaviour: a code of behaviour for workers

#### 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/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 in a building 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 (see Section B Mentoring) 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. All GHM Workers will be issued with formal identification and should wear this whenever at work.

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

Age group	Adult Helpers	Number of Children	
		Indoors	Outdoors
2 years and under	1	3	3
2 to 3 years	1	4	4
4 to 8 years	1	8	6
8 years to 13 years	2	20 (+1 for every 8)	15 (+1 for every 8)
13 and over	2		20 (+1 for every 10)

Where there is a mix of male and female young people there should also be a matching mix of male and female workers.

- ◆ 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.

### A. 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.

### B. Mentoring

If a Worker is working in a mentoring situation for GHM with a young person:

- ◆ The parents of all young people involved in mentoring will sign a parental consent form to say they are aware that the mentoring is happening and who it is with.
- ◆ All Workers should notify their GHM supervisors of the date, time and venue of their mentoring meetings and/or sessions so that another adult is aware that they are meeting with a young person. A mentoring meeting should have an agreed start and end time;
- ◆ They will keep a basic record of dates of meetings, and any significant 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 any safeguarding issues/decisions raised.
- ◆ A young person must never be invited to a volunteer's home.
- ◆ If the Worker is a GHM Young Parent Mentor then it is expected that the session may be conducted at the home of the young parent mentee(s). The Worker must inform their GHM Supervisor, their designated Buddy and the GHM Relationships Team, so that they know where they are and what time the session starts. The Worker must contact their designated Buddy or Supervisor at the end of the session to confirm that the session has finished and that they are safe, in compliance with the GHM Lone Working Policy.
- ◆ Worker should behave in a decent manner at all times whilst observing the ethos of GHM.
- ◆ GHM discourages rough play in any of our activities or sessions and the appropriate ground rules should be observed at all times.
- ◆ If it is necessary to manage and discipline the young person/people then this should be done in line with proper procedures set out by GHM/SBC.
- ◆ Worker should read and adhere to the GHM Transportation Policy. They should avoid providing transport for children on their own without permission from the GHM Manager. If the Worker is alone, they will ask the young person to sit in the rear of the car.

### C. 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 SBC. If a situation occurs where it is needed then it can only be done with agreement of one of the Pastors.

### D. 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.

### **E. Children with no adult supervision**

When children turn up to and want to join in with church activities without the knowledge of their parents, GHM will explain that access to GHM activities is by referral and parental consent only.

If they are over 16 and a young parent candidate, then an appointment with the GHM Manager or delegate will be suggested and if possible arranged.

### **F. 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.

### **G. Electronic Communication**

#### 1) Modern Technologies and Safe Communication

Electronic communication includes using mobile phones, smartphones, computers and other devices for email, text, instant messaging and social networking.

Volunteers and GHM Staff will be given a copy of the GHM Online & Phone Safeguarding Policy in their Volunteer Pack and asked to read and sign to confirm their acceptance of the policy.

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

Where consent is required it will be obtained from the Parent/ Guardian/ Carer for Service Users under 16. For Service Users 16 or over, consent may also be obtained from the Service User themselves.

No GHM Worker will befriend a Service User on Social Media websites.

GHM Workers should not place themselves or Service Users in dangerous situations.

Continuous review of safeguarding practice forms the backbone of safe working for young people and volunteers and staff.

GHM Workers will normally communicate with the Service Users' Parent, Guardian or Carer, rather than directly with the Service User.

GHM Workers will not instigate electronic communication with a Service User. However, if a Service User initiates or requests electronic communication then

the GHM Worker may reciprocate provided that written consent is received before responding.

## 2) Workers' Communication with Young People

All young people need to be aware of the protocols that workers follow in relation to electronic communication. 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, online id (e.g. Skype Id) or mobile telephone number and will not be pressurised into divulging information they would rather keep to themselves.

## 3) Email

Email could sometimes be 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 [ghm@stopsley.net](mailto:ghm@stopsley.net). 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.

## 4) Communicating using Instant Messaging (eg. MSN Messenger, AOL AIM, Yahoo Messenger, Facebook)

Instant messaging should be kept to a minimum. Workers should save significant conversations as a text and also keep a log of any significant communication on the GHM Contacts Database stating with whom and when they communicated.

## 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 should only use a mobile phone under a contract that provides itemised billing.

- Workers should not take photos on their personal equipment. (see GHM Photographic Policy)

## 6) Social Networks

No GHM Worker will befriend a service user on any social media site.

## 7) Taking Video and Photographs of Children

See GHM Photographic Policy.

### **6.5 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 the GHM Referral/parental consent forms.

Before someone attends we must have at least name, medical emergency information and a contact name and number.

##### 2. Operation for Use of the church buildings

The responsible adult for an activity at the main building or the GreenHouse must be aware of the building operation if there is no other responsible trained adult in the building

##### 3. Health and Safety

All activities for children and young people will comply with the Church's and GHM's health and safety policy.

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.

##### 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

SBC has a number of trained First Aiders. There is a list showing who they are on the First Aid cupboard in the kitchen of the main building. This cupboard also contains 2 first aid kits – one for adults and one for under 16s, as well as an incident reporting book which must be completed in the event of any accidents, injuries or incidents.

There is an additional first aid kit in the GreenHouse. The Executive Director ensures that the contents of the first aid boxes are checked on a regular basis. Completed accident forms should be passed on to the relevant manager/ Executive Director.

#### 6. Supervision of groups

The person responsible for a group/activity should be present in the GreenHouse at the start and end of that activity so that it is apparent who the 'responsible person' for that activity is.

A register of attendance will be kept so that you know who is on the premises.

#### 7. 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 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 explained in the GHM Transportation Policy.

- ◆ All drivers will have an enhanced DBS Certificate and will have read the Church's Child Protection 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. GHM will hold a copy of the valid license, MOT and insurance documents. 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 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 the 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 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.

### **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 disabilities (e.g. 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 (e.g. no running round tents due to the risk of injury from tripping over guy lines).

## 5. Swimming Trips

Will not be approved for Mentoring Relationships.

### 6.6 A safe community

#### **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.

### A. Working with Offenders

When someone attending the Church is known to have abused children, the Elders 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. One of these boundaries will be for no contact or volunteering within GHM.

When it is known that a person who has been convicted of sexually abusing children or young people is attending SBC, 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.

## 7. Monitoring, Evaluation & Reporting

Adherence to this policy is reviewed regularly by the GHM Manager through one to one meetings and staff meetings. Any failures will be investigated, reported in the SPR Actions Summary and a root cause analysis be carried out to prevent future failures.



## 8. Policy Review

Next policy review due before: October 2018

Policy last reviewed on: /10/2014

**Approved by:**

Sue Pirks .....

(GreenHouse Mentoring Manager)

Date .....

Lysle Osborne .....

(SBC Executive Director)

Date .....