



Safeguarding Policy

2025

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1. Safeguarding Policy

Details of the place of worship

Name of Place of Worship /:

**Ebenezer Baptist Church, Glanrafon Road, Mold, Flintshire, CH7 1PA.
Registered Charity No. 1144374**

Membership of Denomination: **FIEC (Fellowship of Independent Evangelical Churches)**

Regulators details :

Charity Commission

Insurance Providers:

Integra Insurance Solutions Ltd trading as Congregational Insurance

Insurance Cover:

Employer and Public Liability Insurance

1.1 About us

Ebenezer Baptist Church is a Bible centred, family church rooted in the community of Mold. The aim of the church is worshipping God, loving his people, making and equipping disciples locally and globally.

There are services held on a Sunday which includes Junior Church and creche facilities. Events held during the week involve vulnerable adults and children, and may include: coffee morning, youth groups, parent and toddler group, holiday club, deaf church, Bible study and prayer groups, home groups and individual pastoral care.

1.2 Our commitment

Our desire is that this church, and the homes of all those who are involved with this church, are safe places.

We hold that abuse in all its forms is unacceptable and is inconsistent with the Christian faith and the Christian way of living.

As Christians, we are responsible to God for the way we treat everyone, and we seek high standards because we want to honour Him. We undertake to listen, support and care for those affected by abuse.

We undertake to clearly teach that abuse is wrong, and that Scripture should never be interpreted to justify or excuse any form of abuse, or to demand that a spouse tolerate or submit to abuse.

We believe the best biblical category for understanding abuse is the term 'oppression', as this provides a framework for such behaviour within Scripture and captures the domination, power imbalance and fear that it involves.

Our intent is to promote a culture which:

- Recognises equality among people, including husbands and wives;
- Develops healthy relationships of mutual responsibility in marriages, families and our own congregation;
- Ensures that all people feel welcomed, respected and safe from abuse;
- Strives to follow good practice in protecting those experiencing abuse;
- Refuses to condone or turn a blind eye to any form of abuse; and
- Enables concerns to be raised and responded to clearly and consistently.

As a church we recognise the need to provide a safe and caring environment for children, young people and adults. We acknowledge that children, young people and adults can be the victims of physical, sexual and emotional abuse, and neglect. We accept the UN Universal Declaration of Human Rights which states that everyone is entitled to "all the rights and freedoms set forth therein, without distinction of any kind, such as race, colour, sex, language, religion, political or other opinion, national or social origin, property, birth or other status". We also concur with the Convention on the Rights of the Child which states that children should be able to develop their full potential, free from hunger and want, neglect and abuse. They have a right to be protected from "all forms of physical or mental violence, injury or abuse, neglect or negligent treatment or exploitation, including sexual abuse, while in the care of parent(s), legal guardian(s), or any other person who has care of the child." As a Leadership we have therefore adopted the procedures set out in this safeguarding policy in accordance with statutory guidance. We are committed to build constructive links with statutory and voluntary agencies involved in safeguarding.

The policy and attached procedures are based upon the guidance provided by Thirty One Eight and prepared in consultation with FIEC and the Wales Safeguarding Procedures.

The Leadership undertakes to:

- endorse and follow all national and local safeguarding legislation and procedures, in addition to the international conventions outlined above.

- provide on-going safeguarding training for all its workers and will regularly review the procedural guidelines attached.
- ensure that the premises meet the requirements of the Equality Act 2010 and all other relevant legislation, and that it is welcoming and inclusive.
- support the Safeguarding Coordinator(s) in their work and in any action they may need to take in order to protect children and vulnerable adults.
- This document is for the purpose of Ebenezer alone, we do not accept liability if other organisations use it.

2. Safeguarding Procedures

2:0 Procedure for recognising and responding appropriately to an allegation or suspicion of abuse

Definition of abuse and neglect

Defining child abuse or abuse against an adult is a difficult and complex issue. A person may abuse by inflicting harm, or failing to prevent harm. Children and adults in need of protection may be abused within a family, an institution or a community setting. Very often the abuser is known or in a trusted relationship with the child or adult.

2.1 Definitions of Abuse (Adults):

The Safeguarding of Adults as defined in Social Services and Well-Being (Wales) Act 2014.

The Safeguarding duties apply to an adult who:

- *is experiencing or is at risk of abuse or neglect,*
- *has needs for care and support (whether or not the authority is meeting any of those needs), and*
- *as a result of those needs is unable to protect himself or herself against the abuse or neglect or the risk of it.*

This section considers the different types and patterns of abuse and neglect and the different circumstances in which they may take place. This is not intended to be an exhaustive list but an illustrative guide as to the sort of behaviour which could give rise to a safeguarding concern.

Physical abuse – including assault, hitting, slapping, pushing, misuse of medication, restraint or inappropriate physical sanctions.

Domestic violence – including psychological, physical, sexual, financial, emotional abuse; so-called ‘honour’ based violence.

Sexual abuse – including rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography, subjection to pornography or witnessing sexual acts, indecent exposure and sexual assault or sexual acts to which the adult has not consented or was pressured into consenting.

Psychological abuse – including emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, cyber bullying, isolation or unreasonable and unjustified withdrawal of services or supportive networks.

Financial or material abuse – including theft, fraud, internet scamming, coercion in relation to an adult’s financial affairs or arrangements, including in connection with wills, property, inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits.

Modern slavery – encompasses slavery, human trafficking, forced labour and domestic servitude. Traffickers and slave masters use whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment.

Discriminatory abuse – including forms of harassment, slurs or similar treatment; because of race, gender and gender identity, age, disability, sexual orientation or religion.

Organisational abuse – including neglect and poor care practice within an Institution or specific care setting such as a hospital or care home, for example, or in relation to care provided in one's own home. This may range from one off incidents to on-going ill-treatment. It can be through neglect or poor professional practice as a result of the structure, policies, processes and practices within an organisation.

Neglect and acts of omission – including ignoring medical, emotional or physical care needs, failure to provide access to appropriate health, care and support or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating.

Self-neglect – this covers a wide range of behaviour neglecting to care for one's personal hygiene, health or surroundings and includes behaviour such as hoarding. Incidents of abuse may be one-off or multiple, and affect one person or more.

2.2 Definitions of Abuse (Children)

2.2.1 Risk

S.130 (4) of the Social Services and Well-being (Wales) Act 2014 defines a child at risk as a child who:

1. Is experiencing or is at risk of abuse, neglect or other kinds of harm;
2. Has needs for care and support (whether or not the authority is meeting any of those needs).

It is important to note:

- The use of the term 'at risk' means that actual abuse or neglect does not need to occur, rather early interventions to protect a child at risk should be considered to prevent actual harm, abuse and neglect;
- The two conditions necessary to demonstrate a child is at risk of abuse or neglect ensures that protection is provided to those with care and support needs who *also* require actions to secure their safety in the future;
- Risk of abuse or neglect may be the consequence of one concern or a result of cumulative factors.

2.2.2 Harm

Harm is defined as:

- ill treatment this includes sexual abuse, neglect, emotional abuse and psychological abuse
- the impairment of physical or mental health (including that suffered from seeing or hearing another person suffer ill treatment).
- the impairment of physical intellectual, emotional, social or behavioural development (including that suffered from seeing or hearing another person suffer ill treatment).

2.2.3 Types of harm

The following is a non-exhaustive list of examples for each of the categories of harm, abuse and neglect;

- **physical abuse** - hitting, slapping, over or misuse of medication, undue restraint, or inappropriate sanction
- **emotional/psychological abuse** - threats of harm or abandonment, coercive control, humiliation, verbal or racial abuse, isolation or withdrawal from services or supportive networks, witnessing abuse of others
- **sexual abuse** - forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of what is happening, including: physical contact, including penetrative or non-penetrative acts; non-contact activities, such as involving children in looking at, or in the production of, pornographic material or watching sexual activities or encouraging children to behave in sexually inappropriate ways;
- **financial abuse** - this category will be less prevalent for a child but indicators could be:
 - not meeting their needs for care and support which are provided through direct payments; or
 - complaints that personal property is missing.
- **neglect** - failure to meet basic physical, emotional or psychological needs which is likely to result in impairment of health or development.

Risk from other actual or potential harm to a child or young person may also result from:

- **Criminal exploitation such as county lines (CCE)**
- **Child sexual exploitation**
- **Radicalisation** (PREVENT <https://www.gov.uk/government/publications/prevent-duty-guidance>)
- **Female genital mutilation**
- **Modern slavery**

2:3 Recognising & Responding to an allegation or suspicion of abuse

2.3.1 What to do if a child tells you that they or another young person is being abused

Under no circumstances should a worker carry out their own investigation into an allegation or suspicion of abuse.

Following guidance within the Wales Safeguarding Procedures:

<https://www.safeguarding.wales/en/chi-i/>

- Show the child that you have heard what they are saying, and that you take their allegations seriously;
- Encourage the child to talk, but do not prompt or ask leading questions; Don't interrupt when the child is recalling significant events. Don't make the child repeat their account;
- Explain what actions you must take, in a way that is appropriate to the age and understanding of the child;
- Do not promise to keep what you have been told secret or confidential, as you have a responsibility to disclose information to those who need to know. Reporting concerns is not a betrayal of trust;

- Write down as soon as you can and no later than 24 hours what you have been told, using the exact words if possible;
- Report your concerns to Sarah Wisbey (Child Safeguarding Coordinator) or if she is not available to Ben Slatter or Elen Probert (Child Safeguarding Coordinator Deputies);
- Do not confront the alleged abuser;
- Do not worry that you may be mistaken. You will always be taken seriously. It is better to have discussed it with somebody with the experience and responsibility to make an assessment;
- Make a note of the date, time, place and people who were present at the discussion.

In the absence of the Safeguarding Co-ordinator or, if the suspicions in any way involve the Safeguarding Co-ordinator, then the report should be made to Ben Slatter or Elen Probert (hereafter the "Deputies"). If the suspicions implicate both the Safeguarding Co-ordinator and the Deputies, then the report should be made in the first instance to Thirty One Eight, PO Box 133, Swanley, Kent, BR8 7UQ. Telephone 0845 120 4550. Alternatively contact Flintshire Social Services or North Wales Police.

- Where the concern is about a child the Safeguarding Co-ordinator should contact Flintshire Children's Social Services. Where the concern is regarding an adult in need of protection contact Adult Social Services or take advice from Thirty One Eight as above.

The local Children's Social Services office telephone number (office hours) is 01352 701000 (Flintshire) 01978 292039 (Wrexham) 01824 712200 (Denbighshire). The out of hours emergency number is 0845 0533116 Wrexham, Denbighshire, Flintshire.

The local Adult Social Services office telephone number (office hours) is 03000 858858(Flintshire) 03004561000 (Denbighshire). The out of hours emergency number is 08450533116 (Flintshire) 08450533116 (Denbighshire).

- Suspicions must not be discussed with anyone other than those nominated above. A written record of the concerns should be made in accordance with these procedures and kept in a secure place.
- Whilst allegations or suspicions of abuse will normally be reported to the Safeguarding Co-ordinator, the absence of the Safeguarding Co-ordinator or Deputies should not delay referral to Social Services, the Police or taking advice from Thirty One Eight.
- The Leadership will support the Safeguarding Co-ordinator/Deputies in their role, and accept that any information they may have in their possession will be shared in a strictly limited way on a need to know basis.

- It is, of course, the right of any individual as a citizen to make a direct referral to the safeguarding agencies or seek advice from Thirty One Eight, although the Leadership hope that members and attendees of Ebenezer will use this procedure. If, however, the individual with the concern feels that the Safeguarding Co-ordinator/Deputies has not responded appropriately, or where they have a disagreement with the Safeguarding Co-ordinator(s) as to the appropriateness of a referral they are free to contact an outside agency direct. We hope by making this statement that the Leadership demonstrate its commitment to effective safeguarding and the protection of all those who are vulnerable.

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

2.3.2 Detailed procedures where there is a concern about a child:

2.3.2.1 Allegations of physical injury, neglect or emotional abuse.

If a child has a physical injury, a symptom of neglect or where there are concerns about emotional abuse, the Safeguarding Co-ordinator/Deputies will:

- Contact Children's Social Services (or Thirty One Eight) for advice in cases of deliberate injury, if concerned about a child's safety or if a child is afraid to return home.
- Not tell the parents or carers unless advised to do so, having contacted Children's Social Services.
- Seek medical help if needed urgently, informing the doctor of any suspicions.
- For lesser concerns, (e.g. poor parenting), encourage parent/carer to seek help, but not if this places the child at risk of significant harm.
- Where the parent/carer is unwilling to seek help, offer to accompany them. In cases of real concern, if they still fail to act, contact Children's Social Services direct for advice.
- Seek and follow advice given by Thirty One Eight (who will confirm their advice in writing) if unsure whether or not to refer a case to Children's Social Services.

2.3.2.2 Allegations of sexual abuse

In the event of allegations or suspicions of sexual abuse, the Safeguarding Co-ordinator/Deputies will:

- Contact the Children's Social Services Department Duty Social Worker for children and families or Police Child Protection Team direct. They will **NOT** speak to the parent/carer or anyone else.
- Seek and follow the advice given by Thirty One Eight if, for any reason they are unsure whether or not to contact Children's Social Services/Police. Thirty One Eight will confirm its advice in writing for future reference.

2.3.3 Detailed procedures where there is a concern that a vulnerable adult is in need of protection:

Suspicious or allegations of abuse or harm including; physical, sexual, organisational, financial, discriminatory, neglect, self-neglect, forced marriage, modern slavery, domestic abuse.

If there is concern about any of the above, Safeguarding Co-ordinator/Deputies will:

- contact the Adult Social Care Team who have responsibility under the Care Act 2014 to investigate allegations of abuse. Alternatively Thirty One Eight can be contacted for advice.
- If the adult is in immediate danger or has sustained a serious injury contact the Emergency Services, informing them of any suspicions.

2.3.4 Allegations of abuse against a person who works with children/young people

Refer to Wales Safeguarding Procedures <https://www.safeguarding.wales/chi/index.c3pt1.html>

If an accusation is made against a worker (whether a volunteer or paid member of staff) whilst following the procedure outlined above, the Safeguarding Co-ordinator, will need to liaise with Children's Social Services in regards to the suspension of the worker. Advice will also be taken from Thirty One Eight.

2.3.5 Allegations of abuse against a person who works with adults with care and support needs.

There is a duty upon Adult Services to investigate situations of harm to adults with care and support needs. This may result in a range of options including action against the person or organisation causing the harm, increasing the support for the carers or no further action if the 'victim' chooses for no further action and they have the capacity to communicate their decision. However, this is a decision for Adult Services to decide not the church.

2.4 Responding to Domestic abuse

Domestic abuse is not always easy to define and recognise. It is important to realise that domestic abuse is not a marriage problem, or anger problem. It is never the fault of the victim. All forms of domestic abuse are wrong, and domestic abuse is a criminal offence. Definitions of abuse are described in Section 2.1.

In an emergency, if someone needs immediate medical assistance, this is best done by taking them to A&E or calling 999 and asking for an ambulance if they will not go. The police can also be contacted if someone is believed to be in danger.

If there is any concern that children have seen, heard or experienced the effects of abuse, this should be reported to the Safeguarding Officer within 24 hours. Children who have seen or heard the effects of abuse are regarded under the law as victims¹.

Be very gentle with a victim. Name the abuse for what it is. Express concern for the victim's safety and their immediate welfare. Assist with the provision of a safe place to stay if necessary. Use the resources list in Appendix 4 to offer the victim options in obtaining professional help.

Check if it is acceptable to follow up with the victim. Establish their preferred means of contact, and ensure that this is safe, remembering that an abuser may well monitor a victim's phone and electronic communications. Establish their preferred means of contact.

It is recommended that you make a brief objective note of dates, facts and the context of what you have been told. This should be kept in strict confidence.

Within 48 hours of the disclosure, but only with the victim's consent, you should share the incident with someone who is qualified in the area of domestic abuse. This may be the Domestic Abuse Safety Unit North Wales or the National Domestic Violence Helpline.

Encourage the victim to consider the need for a safety plan if they decide to remain with the abuser. Ideally this should be carried out in conjunction with Eb's Women's Pastoral Worker, the Domestic Abuse Safety Unit North Wales or the National Domestic Violence Helpline.

Do not take any information back to the abuser. Although Matthew 18:15 would normally encourage direct conversation with someone who has sinned, it would be dangerous to apply this to a situation of abuse.

Learn the victim's story of their suffering, weep with those who weep. Bring words of comfort from a Saviour who cares.

Be aware that, for abuse victims in Christian circles, Scripture may well have been weaponised, particularly verses such as Ephesians 5:22 and 1 Corinthians 7:4.

2.4.2 Responding to perpetrators

Without the victim's consent, never initiate a meeting with an alleged perpetrator.

In the event that a perpetrator (or alleged perpetrator) seeks a meeting, if they are an active part of Eb's congregation they should be referred to Eb's elders.

¹ <https://www.legislation.gov.uk/ukpga/2021/17/part/1/enacted>, clause 3

If the perpetrator is a member of Eb, or a part of the congregation, then this should be reflected in the safety planning. If the perpetrator is a member, church discipline should be initiated and if a non-member a way forward agreed.

Always be aware that perpetrators may present themselves as misunderstood victims, and that they can come across as persuasive and credible, and may well express remorse which is not, in practice, backed up by genuine repentance, accountability and change.

Do not allow perpetrators to use theological excuses for their behaviour. Be clear that the abuse is their sin, and not the victim's sin. Encourage them to seek help from an organisation such as Respect, and to engage in one-to-one counselling with an elder of Eb.

Do not ask why a perpetrator did what they did; they will tend to point the finger of blame elsewhere. Instead, ask what they did, and ask questions to uncover how they benefitted from this behaviour.

Do not allow a perpetrator to misuse Scriptures such as Matthew 6:14-15 or Psalm 103:12 to try and rush towards forgiveness; genuine repentance will recognise the deep harm done, and will not pressure for immediate reconciliation.

2:5 Prevention of abuse

2.5.1 Safer recruitment

The Leadership will ensure all employees and volunteers are appointed, trained, supported and supervised ensuring the safety of children and adults. Therefore, the following recruitment process will occur:

- There is a written job description / person specification for the post
- Those applying have completed an 'intention to serve' form
- Safeguarding has been discussed at interview
- Written references where appropriate have been obtained
- Where necessary a disclosure and barring check will be completed prior to appointment, following Thirty One Eight process.
- A suitable training programme is provided for the successful applicant
- The applicant has support from other church workers and the safeguarding co-ordinator
- The applicant has been given a copy of the Ebenezer's safeguarding policy and knows how to report concerns.

2.5.2 Abuse of Trust

Broadly speaking, a relationship of trust can be described as one in which one party is in a position of power or influence over the other by virtue of their work or the nature of their activity. It is vital for all those in position of trust to understand the power this can give them over those they care for and the responsibility they must exercise as a consequence of this relationship. All adults working with children, young people and vulnerable adults are in positions of trust. It is therefore vital workers ensure they do not, even unwittingly, use their position of power and authority inappropriately.

Employees and volunteers should always maintain professional boundaries and avoid behaviour which might be misinterpreted. Any kind of sexual relationship between an adult worker and a child (under the age of 18) is never acceptable and if concerns arise in this area, this should be recorded and reported to the Safeguarding Coordinator.

2.5.3 Training in safeguarding awareness

The Leadership is committed to on-going safeguarding training and development opportunities for all employees and volunteers, developing a culture of awareness of safeguarding issues to help protect everyone. Best practice is for all our workers to receive induction training and undertake recognised safeguarding training on a regular basis (minimum every three years) either provided by the safeguarding co-ordinators, or organisations such as Thirty One Eight.

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

As a Leadership we are committed to supporting all employees and volunteers, ensuring they receive support and supervision as required. All workers have been issued with a code of conduct towards children, young people and adults with care and support needs.

SECTION 3

3.0 Procedures For Running Activities

As a church working with children, young people and vulnerable adults we wish to operate and promote good working practice. This will enable employees and volunteers to run activities safely, develop good relationships and minimise the risk of false or unfounded accusation.

3.1 Safeguarding Principles for a Group or Activity

Some general principles for running a club, activity or service include:

- Ensuring that everyone is treated with dignity and respect in attitude, language and actions.
- Consideration for the number of workers needed to run the group and whether they should be male, female or both.
- A clear strategy for summoning additional help (if needed) in situations where a worker is working alone with a child, young person or vulnerable adult.
- The level of personal care (e.g. toileting) required appropriate to the needs of the individual.
- Clear guidelines on personal privacy e.g. when working with children avoiding questionable activity such as rough or sexually provocative games and comments.
- Not allowing anyone under 16 years of age to be left in charge of children of any age or those attending the group being left unsupervised.
- Only workers assigned to the group being allowed to participate in the activity. Other adults should not be allowed free access.
- Making a note of other people in the building during the activity and any other events taking place at the same time.

3.2 Keeping Records

Organisations need to keep records of their activities for management and accountability purposes. These records should be proportionate and purposeful and personal data should only be kept when there is a good reason for doing so.

a. Keeping a Register

When a child becomes a member or becomes involved in an activity run by an organisation, it is important at the outset that a general information and consent form is completed and returned giving contact details of parents/carers, plus medical and other details such as allergies or special dietary requirements. This form should be renewed annually.

A register of those attending a club or activity should also be maintained, together with a register of workers. This should include a record of arrival and departure times, particularly if the participant does not attend the whole session. It is also good practice to keep parents/carers informed of the nature of activities.

Parents/carers may or may not attend a place of worship even though a child, young person does. It is important that parents/carers are given information about the group and activities including contact telephone numbers.

b. Logbook

A logbook should be maintained for all activities where workers can write down unusual events or conversations that they witnessed. This may be very helpful if, for example, leaders have to deal with a difficult member who subsequently makes an accusation of assault or a young person repeatedly makes sexual comments about workers that may, at a later date, result in an allegation of abuse. In this situation, written records would enable any allegations to be seen in context.

Patterns of behaviour or concerns might also emerge from log records that might not otherwise be so obvious - for example, bruising noted on a regular basis or a number of young people making similar comments about one worker that raises concerns. Other information might include records of incidents such as fights and the action taken. Logbooks safeguard both children and workers.

Every child, young person, vulnerable adult, parent or carer should be able to view what is recorded about them in the logbook. This information would need to be kept in a way that does not breach the confidentiality of an individual. Whilst it is important to observe data protection requirements, remember safeguarding is always the priority. Information about the prevention and detection of crime is exempt from data protection requirements. It may, therefore, be inappropriate to release information to a parent that has been disclosed by a young person, without first consulting the statutory agencies.

Information of a sensitive nature (e.g. a child disclosing abuse) will need to be kept separately in a secure place. However, a cross reference could be recorded in the logbook along the lines of "Jenny spoke to Bill tonight - see separate note in her file". In certain circumstances this information would need to be cross referenced between records. Concerns can be raised many years after an event and therefore records should be kept indefinitely as advised by insurance companies.

Where disclosing information might place a child, young person or vulnerable adult at risk, then safeguarding considerations take precedence over data protection. In certain circumstances the Data Protection Act allows for disclosure of information without the consent of the person involved, including for the prevention or detection of crime, or the apprehension or prosecution of offenders. Our Data Protection Policy can be found [here](#).

Children, young people and vulnerable adults have the right to be protected from harm and therefore information relating to concerns that a child, or any other vulnerable person, is at risk of significant harm should not be withheld on the basis that it might be unlawful.

Information about allegations or concerns of abuse should not be shown to a parent or carer. Advice should always be sought from Children's Social Services, Adult Services, or the police. thirtyone:eight can also advise in such circumstances.

c. Accident Book

All accidents, however minor, should be recorded in an accident book. In the event of an accident, the parent/carers of a child or young person should be asked to read and sign the accident book. Whether a vulnerable adult can sign the book will depend on the nature and extent of their disability.

If the child, young person or vulnerable adult is not collected at the end of a session, a letter should be sent to the parent or carer explaining what has happened in much the same way a school would respond.

3.3 Risk Assessments

Taking care of children, young people and vulnerable adults involves taking responsibility for their well-being at all times, being prepared for unforeseen eventualities, anticipating situations where they could be harmed and taking steps to minimise the risks.

Organisations have a responsibility to assess the risk involved in the activities that are provided. This can include an informal check before the start of an activity that the building is safe and that the planned activities have been assessed for any risks.

It is advisable to appoint someone specifically for carrying out risk assessments. An easy and effective way of doing this is to compile a checklist for the activity, identifying any risks that could be encountered, the action required, and the person responsible to carry this out and when any action has been completed.

The following are some areas that should be considered:

- Identification of hazards.
- Consider who might be harmed and how this might happen.
- Assess the risks and take action to remove or reduce them as far as possible.
- Record details of the action taken

3.4 Challenging Behaviour

Sometimes children and young people become angry, upset or disruptive. Occasionally their behaviour may endanger themselves or others. The Government has developed national standards in relation to early years and day care and the following guidelines can be adopted by organisations providing services to children and young people.

If someone is being disruptive:

- Ask them to stop.
- Speak to them to establish the cause(s) of the upset.
- Inform them they will be asked to leave if the behaviour continues.
- Warn them if they continue to be disruptive, this might result in longer-term exclusion from the group.

If they are harming themselves, another person or property then others in the group should be escorted away from the area where the disruption is occurring. At the same time, and with a second worker present, request them to STOP. If your request is ignored, you might need to warn the individual that you will consider calling the Police. As a last resort, in the event of them harming themselves, other people or property, physical restraint may be needed until the Police to arrive.

Training in appropriate restraint techniques may be available through the local Police or Area Youth and Community services.

The workers involved should always record what happened in writing as soon as possible after the incident. This should include:

- What activity was taking place.

- What might have caused the disruptive behaviour.
- The person's behaviour.
- What was said and how the worker and others responded.
- A list of others present who witnessed the incident.

A copy should be given to the leader, a copy retained by the worker and a copy kept with the logbook. Parents should be informed if their child has been restrained.

It may be helpful, after such an incident, for the worker involved to meet with their line manager to talk things through, reviewing what happened and considering whether there is a way of doing things differently so that the incident could be de-escalated avoiding the need for restraint.

3.5 Anti-bullying (Children & Young People)

There should be a known zero tolerance to bullying so if it does occur children and leaders are able to report the matter and it can be dealt with promptly and effectively. There can be an expectation that anyone who knows that bullying is happening will report it.

Whilst the child being bullied needs protection, the person/people doing it need to address the reasons for their behaviour and be encouraged to relate to others in more positive ways.

Bullying is the use of aggression with the intention of hurting another person. Children can bully each other, be bullied by adults and can sometimes bully adults. Any form of bullying results in pain and distress to the victim and is unacceptable behaviour within any organisation. Some common forms of bullying can be:

- Verbal - name-calling, sarcasm, spreading rumours, teasing including via emails or text messaging
- Emotional - being unfriendly, excluding, tormenting, graffiti, gestures, racial taunts
- Physical - pushing, kicking, hitting, punching or any use of violence
- Sexual - sexually abusive comments or gestures
- Racial - any of the above because of, or focusing on the issue of racial differences
- Homophobic - any of the above because of, or focusing on the issue of sexual orientation
- Unofficial activities such as initiation ceremonies and practical jokes which may cause children physical or emotional harm even though this may not be intended
- Online bullying (or Cyber-Bullying) is becoming an increasing issue with the growth in the use of the Internet and social media by children

3.6 Tobacco and Alcohol

There is a smoking ban in all enclosed public spaces throughout the UK and a no-smoking policy should therefore be enforced within any buildings where the organisation operates.

It is also illegal for anyone under the age of 18 in England and Wales to be sold cigarettes (or other products like roll-up tobacco and cigars) over the counter or at a vending machine. The organisation is able to impose a no-smoking policy, so it is important all those attending the activity are aware of and agree to abide by it.

There are also strict regulations on the sale and consumption of alcohol where children and young people are concerned. Workers do not have the right to confiscate alcohol found in a young person's possession but they can enforce a no-alcohol policy.

There may be occasions where it is felt necessary to inform parents /carers that a child/young person has been drinking, particularly if they are under the influence of alcohol at the group or there are concerns for their health or safety. Obviously this may affect working relationships and there is a moral question that will need to be considered before any action is taken.

3.7 Solvents and Illegal Substances.

Workers should be alert to possession and use of illegal substances.

If a worker becomes aware a child, young person or vulnerable adult may be abusing solvents they should be encouraged to seek professional help from their doctor or a counsellor specialising in this area.

Having said this, it is a criminal offence to allow anyone attending an activity run by an organisation to supply illegal drugs or use them on the premises. It is important to adopt zero tolerance on all illegal substances and draw up a protocol with the local police for dealing with such situations should they arise. All those attending the activity should be made aware of this protocol which should be clearly displayed. For the individual involved:

- Ask them to stop, warning them of the consequences if they do not e.g. suspension or ban from the group.
- Inform parents/carers if the young person is under 16 years.
- Inform the parents/carers if the young person is over 16 years (with their permission).
- Discuss with the young person the proposed course of action, particularly if they re-offend (e.g. informing the police).
- Write down the content of any discussion with the young person, including the action taken and keep this in a secure place.
- Liaise with the police to devise a strategy for dealing with the use of illegal substances.

3.8 Unexpected Attendance at Activities

Sometimes children, young people or vulnerable adults will want to join in with an Ebenezer activity without the knowledge of parents or carers e.g. children playing outside or wandering the streets with no adult supervision. In these circumstances it is important to:

- Welcome them but try to establish their name, age (children), address and telephone number. Record their visit in a register.
- Ask if a parent/carer is aware where they are, and what time they are expected home. If this is before the session ends, they should be encouraged to return home, unless the parent/carer can be contacted and they are happy with the arrangement. In the case of children in particular, suggest the child seeks the parent/carer's permission to return the following week.
- Link the visiting person with a regular attendee who can introduce them to the group and explain about the activity.

- On leaving, give the person a leaflet about the group with contact telephone numbers etc and perhaps a standard letter to the parent/carer inviting them to make contact.
- Without an interrogation, you will need to find out as soon as possible whether they have any special needs, (e.g. medication), so that you can respond appropriately in an emergency.

3.9 Additional Needs and Disabilities

Workers should be aware that any child, young person or vulnerable adult attending an activity who has a special need or disability may need extra help in areas such as communication and mobility (e.g. use of sign language and assistance in going to the toilet). They may behave in a non-age appropriate way. For example, a young person of 17 might behave more like a 2-3 year old, particularly in demanding cuddles or sitting on a worker's lap. So it is important to set appropriate boundaries that take their needs into account, but also protect workers from false accusation.

The organisation should:

- Ask the child, young person or vulnerable adult attending the activity, and parents or carers how their needs can be met, ensuring all workers involved with them are aware of their expectations. This includes the number of workers needed to assist for a specific activity to prevent injury. Some of these needs may be more easily met than others, so be realistic. A family may ask for changes to enable easier access to the building (ensure you meet the requirements of the Equality Act 2010). Listen, and give feedback to the person, family or carer as to what can or can't be achieved and the reasons why.
- Ideally ensure that a worker of the same gender assists if they need help with toileting, but again discuss with the person, their family or carer to discuss their preference and your ability to provide this. For example you may have a Sunday School with only female workers, so is a male child happy for a female to provide personal care, are the parents comfortable with this? Generally these issues once discussed can be agreed upon.
- Make buildings accessible (e.g. ramps, toilets for the disabled and hearing loop system) and encourage integration within the group.
- Developing appropriate disability awareness including the use of different forms of communication (e.g. sign language) and language etiquette.

3.10 Intimate Care

In Ebenezer, intimate care may be provided for small children e.g. those attending crèche, and for children and adults with disabilities. Workers should therefore be operating within clear guidelines in this area. It would be expected where possible to ask the parent or carer for the child to perform intimate care.

Workers involved with intimate care need to be sensitive to the individual needs of each person and that some care tasks could be open to misinterpretation. False allegations of sexual abuse are rare but guidelines will safeguard both the children and adults. People feel safer if expectations are clear and methods of working are, as far as possible, consistent.

3.11 Parents/Carers Staying with Children's Groups

There may be occasions where parents ask if they can stay to watch the children's group's activity. It is important not to appear guarded but there may be concerns, particularly where the expectation is that all adults who work with children in any capacity should undertake Disclosure and Barring Service (DBS) checks.

Organisations should therefore consider the following:

- Parents can be permitted to observe groups but not take part. A distinction should be made.
- It can help certain children settle into a group, if the child knows that a parent/carer is there. After the settling in period, if a parent/carer wishes to continue to stay, consideration could be given to them becoming a helper/worker but they would be required to undertake the same recruitment and selection procedure as with any other worker.
- Whilst a person watching may be a parent/carer for one or more of the children, to the rest of the children they are strangers.
- Organise an open evening from time to time as part of the on-going children's programme to build relationships and encourage parents to take an active role in supporting the group.

Be aware that for some children with special needs, it may be appropriate for their parent/carer to stay with them for an extended period. This should be considered on an individual basis to help the child become fully integrated into the group/activity.

3.11 Outings

If the church arranges day trips or visits for children and young people under 18, parents or carers should complete and sign a consent form for the activity. The church should also carry out a risk assessment of the activity to ensure all eventualities are covered and all adults in the team know what to do in the event of an accident or emergency.

On the day it is important to remember to take a fully charged mobile phone, all essential records and equipment and allocate named children to named pairs of adults.

3.12 Transportation

Where children, young people or vulnerable adults are being transported by mini-bus the church needs to ensure there are guidelines in place and that these apply to all drivers and journeys carried out on behalf of and with the knowledge of the church. This does not apply to private arrangements for transportation made, for example, between adults with parental responsibility.

Advice for transporting children, young people or vulnerable adults is as follows:

- Driving should be restricted to those who have gone through Ebenezer's recruitment procedures for workers.
- All drivers must have read the safeguarding policy of the church and agree to abide by it.
- Parents / carers should be asked to sign a Transportation Consent Form (or include it in the General Information and Consent Form).

- The driver should hold a full driving licence; the vehicle must be adequately insured and the vehicle road worthy.
- Having checked drivers, it is reasonable to expect that they may be alone with a child for short periods. Consideration should therefore be given to dropping off the least vulnerable last and plan routes accordingly. Two workers in a vehicle does not in itself guarantee safety - there have been incidents where workers have acted abusively together.
- Drivers should not spend unnecessary time alone in the vehicle with someone they are transporting. If, for example, a child wants to talk to a driver about something and has waited until other children have been dropped off, the driver should explain that it isn't convenient to talk there and then, but arrange to meet them at a location where there are other adults around with the knowledge of the group leader. (Remember they may want to talk to the driver about an abusive situation).
- When travelling in groups with more than one vehicle it is good practice to insist those being transported stay in the same groups on the out-going and return journey. This will avoid anyone, at worst, being left behind.
- At collection or dropping off points no child or young person should be on their own and the driver should make sure they are collected by an appropriate adult. This may also apply to a vulnerable adult, depending on the nature of their vulnerability and/or disability.
- It is advisable to be aware of instances where it may be unwise for a particular driver to transport a particular individual e.g. where there has been a disagreement or they have romantic feelings for a driver.
- If parents or carers do some transporting, ensure they are made aware that such arrangements are their own responsibility and not the organisation's.

3.13 Sleep-overs

Sleepovers should be discussed and arranged in advance by the workers so that agreements can be made on the best way of caring for the children given the venue, number of children, age and gender mix etc. Children are best protected in an environment where the adults caring for them are aware of the possibility of abuse by adult and child alike and accept the need to be watchful.

The following issues need to be considered when organising a sleep-over:

- There must be adequate insurance cover on the building to cover this activity including any limits on numbers.
- Prior to the sleepover the building should be checked for suitable fire exits and workers should know where the water, electricity and gas can be turned off and the location of fire extinguishers. A fire drill should be carried out as soon as possible after entering the premises for the night.
- Parents/carers must complete a medical consent form and an activity consent form in respect of their children's medical care, travel and collection arrangements, sleeping conditions, food, other specific activities (e.g. games).
- Parents/carers should be given written details of the arrangements for the night with the contact number of an identified children's worker, not simply the phone number of the premises.
- Specific responsibilities should be designated to workers to ensure clarity of roles.

- Make sure there is a qualified first-aider in attendance.
- Males and females should sleep separately. If is a mixed sex group, female and male leaders will be needed.
- Adults should not sleep in the same room as the children unless it is considered the group needs to be supervised at all times. It may be more appropriate to appoint an adult to conduct random night patrols.
- Appropriate night attire must be brought.
- Changing and showering facilities should be single-sex and separate for children and adults. If there are limited facilities, timetables need to be drawn up.
- All medical information and emergency contact numbers must be easily accessible and workers should have access to a telephone or mobile phone.

3.13 Swimming Trips

In advance of the trip, the swimming ability of a child/young person should be established. A swimming consent form for each child (or a copy) should be taken by the group leader on the trip. A copy should also be retained by the contact person in your church.

Before any visit to a swimming pool check:

- there will be a qualified lifeguard present at all times
- first aid/rescue equipment is readily available and this would preferably include a poolside telephone/alarm.

If appropriate to your party, check that the pool caters for children with disabilities.

Checks should be made that the changing rooms are safe and hygienic and there is a changing room for each sex. They should be supervised while children are in there by at least two leaders per changing room. They should be of the same gender as the children, but supervised in such a way that the leaders do not watch the children actually getting changed. Children and children's workers should follow the rules of the pool. It is important children and young people know how to behave and take their lead from workers' own behaviour. Group leaders should supervise behaviour at all times and there should be a minimum of two leaders present while the children are in the pool.

Whilst the pool's lifeguard will be on duty to supervise swimmers this does not reduce the duty of care of leaders and workers, including being able to account for the whereabouts of all those participating in the event.

Swimming in the sea or other natural waters is a potentially dangerous activity and should only be allowed as a supervised activity after a risk assessment. Sensible precautions should be taken and swimming should preferably be in a recognised bathing area with a lifeguard present.

3.14 Internet Safety for Children, Young People and their Parents/Carers

The internet opens up a world of entertainment, opportunity and knowledge. To help children enjoy it all safely, the UK Council for Child Internet Safety (UKCCIS) has developed the Click Clever, Click Safe child internet safety

strategy. UKCCIS brings together organisations from industry, charities and the public sector to work in partnership to keep children safe online:

<https://www.gov.uk/government/groups/uk-council-for-child-internet-safety-ukccis>

By following the digital code 'Zip it, Block it, Flag it', parents and children can adopt a few simple strategies to help them stay safe online, while continuing to enjoy the internet. The code highlights three things that parents can encourage their children to do:

- Zip It: Get your children to keep their passwords private
- Block It: Make sure your children know how to block people that upset them
- Flag It: Ask your kids regularly if they have seen or done anything online that has upset them

3.15 Sexting

One of the down sides to the recent advances in internet and related technologies is the potential for inappropriate material to be made public. This can include sexually explicit images that have been shared between young people where perhaps a relationship has ended and they have been posted on networking sites or sent to friends. Whatever the circumstances, young people need to be made aware of the consequences, including the possible legal implications of both taking and sharing inappropriate images.

3.16 Cyber-Bullying

Bullying of any sort, whether of the traditional kind or through digital technologies such as mobile phone or social networking sites- known as cyber bullying- should not be tolerated. Bullying is always distressing for a child and, with cyberbullying, the bullying can seem inescapable because there is nowhere out of reach of the bullies. Even the child's bedroom is not a sanctuary if there is a computer or mobile device present. Children need support in being able to speak out about cyberbullying, especially as it is so pervasive, both on and off line.

3.17 Abusive Images of Children

There are two specific offences. Under section 1(1) of the 1978 Protection of Children Act, it is an offence for a person to:

- take, or permit to be taken, or to make any indecent photograph or pseudo-photograph of a child
- distribute or show such indecent photographs or pseudo-photographs
- have in his/her possession such indecent photographs or pseudo-photographs, with a view to their being distributed or shown by himself/herself or others
- publish or cause to be published any advertisement likely to be understood as conveying that the advertiser distributes or shows such indecent photographs or pseudo-photographs, or intends to do so.

Under section 160(1) of the Criminal Justice Act 1988, possessing an indecent photograph or pseudo- photograph of a child is a criminal offence.

3.18 Filming and Taking Photographs

Care must be taken when considering taking photographs or film footage of people, and how these images are used. This does not mean that photographs should not be taken or that filming is prohibited, but there are certain protocols that must be followed to comply with data protection legislation as well as to ensure that children, young people and vulnerable adults are kept safe.

Permission must be obtained of both children and adults before a photograph is taken or film footage recorded. However, it is perfectly acceptable to ask parents/carers to let the organisation know if they do NOT want their child photographed or filmed. The worker should write to parents or carers to explain what is happening and leave the onus on the parent/ carer to contact them if they have any objections. In addition to this:

- It must be made clear why the image(s) or film is being used, what it will be used for and who might want to look at the pictures.
- When using photographs of children and young people, use group pictures and never identify them by name or other personal details. These details include e-mail or postal addresses, telephone or fax numbers.
- Obtain written and specific consent from parents or carers before using photographs on a website.

3.19 Home Visits

Workers and leaders may need to make home visits from time to time. In these circumstances Ebenezer should issue formal identification to the person doing the visit.

Guidelines for visiting:

- Inform a supervisor or another worker of the proposed visit.
- In the case of children and young people never go into a home if a parent or carer is absent unless the child would be at risk of significant harm if you do not do so.
- Keep a written record of the visit detailing the following:
 - Purpose
 - Time you arrived and left
 - Who was present
 - What was discussed
- If the parent/carers is absent when the call is made, leave some means of identification and explanation for the visit that can be given to them.
- An invitation to a worker's home should only be extended with the knowledge of the team/leadership and the permission of the parent/ carer.

3.20 Gifts, Rewards and Favouritism

- The giving of gifts or rewards to children, young people and vulnerable adults can be part of an agreed policy for supporting positive behaviour or recognising particular achievements. In some situations, the giving of gifts as rewards may be accepted practice for a group of children, whilst in other situations the

giving of a gift to an individual child or young person will be part of an agreed plan with the knowledge of a manager and the parent or carer.

- Any gifts should be given openly and not be based on favouritism. Adults need to be aware however, that the giving of gifts can be seen as a gesture to bribe or groom a young person.
- Adults should exercise care when selecting children and/or young people for specific activities or privileges to avoid perceptions of favouritism or unfairness. Methods and criteria for selection should always be transparent and subject to scrutiny.
- Care should also be taken to ensure that adults do not accept any gift that might be construed as a bribe or lead the giver to expect preferential treatment.

There are occasions when children, young people or parents wish to pass small tokens of appreciation to workers, for example, on special occasions or as a thank-you, and this is acceptable. However, it is unacceptable to receive gifts on a regular basis or of any significant value.

3.21 Suggestions and Complaints by Parents/Carers

Where a parent or carer wishes to make a complaint or make a suggestion about any activity or group the church is providing, it should be taken seriously. It is a good idea in the first instance for them to speak to the group leader who should endeavour to resolve the matter. If the complaint is not resolved at this stage it should be referred by the group leader to the Elders and Deacons.

This should be followed up by a written response to the issue that has been raised and should be recorded and stored appropriately. The group leader should also be kept informed.

The above refers to complaints of a general nature. In the case of safeguarding concerns, these should follow the procedures in the safeguarding policy.

SECTION 4

4.0 Pastoral Care

4.1 Supporting those affected by abuse

The Leadership is committed to offering pastoral care, working with statutory agencies as appropriate, and support to all those who have been affected by abuse who have contact with or are part of Ebenezer.

The Leadership recognise that they may need support from statutory organisations or thirtyone:eight to achieve this and will seek that support if necessary.

4.2 Working with offenders

When someone attending Ebenezer is known to have abused children, or is known to be a risk to vulnerable adults the Leadership will supervise the individual concerned and offer pastoral care, but in its safeguarding commitment to the protection of children and vulnerable adults, set boundaries for that person which they will be expected to keep.

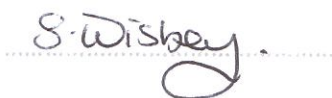
Support will be gained from thirtyone:eight and completion where required of a risk assessment. A contract will be agreed between the Leadership, Safeguarding Co-ordinator, Statutory Agencies and the individual.

4.3 Working in Partnership

The diversity of organisations and settings means there can be great variation in practice when it comes to safeguarding children, young people and adults. This can be because of cultural tradition, belief and religious practice or understanding, for example, of what constitutes abuse. We therefore have clear guidelines in regards to our expectations of those with whom we work in partnership, whether in the UK or not. We will discuss with all partners our safeguarding expectations and have a partnership agreement for safeguarding.

It is also our expectation that any organisation using our premises, as part of the letting agreement will have their own policy that meets safeguarding standards.

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

Signed by **Sarah Wisbey:**  [Safeguarding Co-ordinator]

Date: 

This should be signed and dated annually and shared at the church AGM

APPENDIX 1.

Managing Trustees Safeguarding Statement

The Managing Trustees (Elders and Deacons) – hereafter referred to as the Managing Trustees, recognise the importance of its ministry /work with children and young people and adults in need of protection and its responsibility to protect everyone entrusted to our care.

The following statement was agreed by the Managing Trustees of Ebenezer Baptist Church on:

This place of worship/organisation is committed to the safeguarding of children and vulnerable adults and ensuring their well-being.

Specifically:

- We recognise that we all have a responsibility to help prevent the physical, sexual, emotional abuse and neglect of children and young people (those under 18 years of age) and to report any such abuse that we discover or suspect.
- We believe every child should be valued, safe and happy. We want to make sure that children we have contact with know this and are empowered to tell us if they are suffering harm.
- All children and young people have the right to be treated with respect, to be listened to and to be protected from all forms of abuse.
- We recognise that we all have a responsibility to help prevent the physical, sexual, psychological, financial and discriminatory abuse and neglect of adults who have care and support needs and to report any such abuse that we discover or suspect.
- We recognise the personal dignity and rights of adults who find themselves victims of forced marriage or modern slavery and will ensure all our policies and procedures reflect this.
- We believe all adults should enjoy and have access to every aspect of the life of the place of worship/organisation unless they pose a risk to the safety of those we serve.
- We undertake to exercise proper care in the appointment and selection of all those who will work with children and adults with care and support needs.

We are committed to:

- Following the requirements for UK legislation in relation to safeguarding children and adults and good practice recommendations.
- Respecting the rights of children as described in the UN Convention on the Rights of the Child.
- Implementing the requirements of legislation in regard to people with disabilities.
- Ensuring that workers adhere to the agreed procedures of our safeguarding policy.
- Keeping up to date with national and local developments relating to safeguarding.

- Following any denominational or organisational guidelines in relation to safeguarding children and adults in need of protection.
- Supporting the safeguarding co-ordinator/s in their work and in any action they may need to take in order to protect children/vulnerable adults.
- Ensuring that everyone agrees to abide by these recommendations and the guidelines established by this place of worship/organisation.
- Supporting parents and families
- Nurturing, protecting and safeguarding of children and young people
- Supporting, resourcing, training, monitoring and providing supervision to all those who undertake this work.
- Supporting all in the place of worship/organisation affected by abuse.

We recognise:

- Children's Social Services (or equivalent) has lead responsibility for investigating all allegations or suspicions of abuse where there are concerns about a child. Adult Social Care (or equivalent) has lead responsibility for investigating all allegations or suspicions of abuse where there are concerns about an adult with care and support needs.
- Where an allegation suggests that a criminal offence may have been committed then the police should be contacted as a matter of urgency.
- Where working outside of the UK, concerns will be reported to the appropriate agencies in the country in which we operate, and their procedures followed, and in addition we will report concerns to our agency's headquarters.
- Safeguarding is everyone's responsibility.

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

If you have any concerns for a child or adult with care and support needs then speak to one of the following who have been approved as safeguarding co-ordinators for this place of worship/organisation.

Sarah Wisbey -Child Safeguarding Coordinator

- Deputy Child Safeguarding Coordinator

Elen Probert - Deputy Child Safeguarding Coordinator

Sarah Wisbey - Adult Safeguarding Coordinator

- Deputy Adult Safeguarding Coordinator

A copy of this Safeguarding Policy may be obtained from the church secretary.

Copies will be kept by the Managing Trustees and Safeguarding Co-ordinator and Deputies.

Signed by and on behalf of the Managing Trustees of Ebenezer Baptist Church

Trustee signature:



Trustee signature:



Print Name:

K D REYNOLDS

Print Name:

J. D. EDWARDS

Date:

20/2/25

Date:

20/02/2025

APPENDIX 2

Recruitment Information

It is good practice to ask all workers (paid and volunteers to complete an 'intention to serve' form)

Please ensure once someone has been appointed to a role they are referred for relevant DBS checks prior to an individual starting a role.

Please ensure each individual has a copy of the expected code of conduct and statement of faith prior to starting working.

1 .Code of Conduct

2. Statement of Faith

3. Job Descriptions

4. Intention to serve form

Code of expected conduct for all helpers and workers

Thank you for agreeing to help with the children's work at Ebenezer Baptist Church. We would like you at all times to adhere to the following expected code of conduct when working with our children and also be aware of the further procedural implications and practice guidelines within our safeguarding policy. We would also expect that you teach the principles set with our 'statement of faith'.

If you have any concerns, need further support or training please speak to either Ben Slatter, your department leader or contact the safeguarding co-ordinator, Sarah Wisbey.

1. Abuse of trust

- You will not use your position to gain access to information for your own or others' advantage
- You will not use your position to intimidate, bully, humiliate, threaten, coerce or undermine others.
- It is vital that children and vulnerable adults are safeguarded and protected from sexual exploitation from workers within this place of worship. Therefore, ensure topics of conversation are age appropriate. The use of sexually explicit material or language will be avoided.
- Workers will not put themselves in situations which could be open to allegations of abuse.
- Workers are representing this place of worship and abuse of trust is not acceptable.
- Children and vulnerable adults will not be placed in situations where an abuse of trust from workers could be established.
- If an allegation by either the child, vulnerable adult or by a third party has been made where it is clear that an abuse of trust has occurred then a referral to children's services must be made and the worker is withdrawn from all activities concerning children's work or care of vulnerable adults. Confidentiality must be observed and information will only be shared on a need to know basis.
- It is expected that the development of sexual relationships between the person in a position of trust and the individual or individuals in their care should be avoided; and that any sexual relationship within a relationship of trust is unacceptable so long as the relationship of trust continues.
- It is expected that a caring relationship is established between worker and individuals. Workers must be aware of the use of touch and use this appropriately for example it can be used to reassure and protect from harm. Touch should be initiated by the child.

2. Allegations of abuse

If you suspect that a child or vulnerable adult is being abused then the safeguarding policy and Wales Safeguarding procedures must be followed.

Statement of Faith

1. GOD

There is one God, who exists eternally in three distinct but equal persons: the Father, the Son, and the Holy Spirit. God is unchangeable in his holiness, justice, wisdom and love. He is the almighty Creator; Saviour and Judge who sustains and governs all things according to his sovereign will for his own glory.

2. THE BIBLE

God has revealed himself in the Bible, which consists of the Old and New Testaments alone. Every word was inspired by God through human authors, so that the Bible as originally given is in its entirety the Word of God, without error and fully reliable in fact and doctrine. The Bible alone speaks with final authority and is always sufficient for all matters of belief and practice.

3. THE HUMAN RACE

All men and women, being created in the image of God, have inherent and equal dignity and worth. Their greatest purpose is to obey, worship and love God. As a result of the fall of our first parents, every aspect of human nature has been corrupted and all men and women are without spiritual life, guilty sinners and hostile to God. Every person is therefore under the just condemnation of God and needs to be born again, forgiven and reconciled to God in order to know and please him.

4. THE LORD JESUS CHRIST

The Lord Jesus Christ is fully God and fully man. He was conceived by the Holy Spirit, born of a virgin, and lived a sinless life in obedience to the Father. He taught with authority and all his words are true. On the cross he died in the place of sinners, bearing God's punishment for their sin, redeeming them by his blood. He rose from the dead and in his resurrection body ascended into heaven where he is exalted as Lord of all. He intercedes for his people in the presence of the Father.

5. SALVATION

Salvation is entirely a work of God's grace and cannot be earned or deserved. It has been accomplished by the Lord Jesus Christ and is offered to all in the gospel. God in his love forgives sinners whom he calls, granting them repentance and faith. All who believe in Christ are justified by faith alone, adopted into the family of God and receive eternal life.

6. THE HOLY SPIRIT

The Holy Spirit has been sent from heaven to glorify Christ and to apply his work of salvation. He convicts sinners, imparts spiritual life and gives a true understanding of the Scriptures. He indwells all believers, brings assurance of salvation and produces increasing likeness to Christ. He builds up the Church and empowers its members for worship, service and mission.

7. THE CHURCH

The universal Church is the body of which Christ is the head and to which all who are saved belong. It is made visible in local churches, which are congregations of believers who are committed to each other for the worship of God, the preaching of the Word, the administering of Baptism and the Lord's Supper; for pastoral care and discipline, and for evangelism. The unity of the body of Christ is expressed within and between churches by mutual love, care and encouragement. True fellowship between churches exists only where they are faithful to the gospel.

8. BELIEVERS' BAPTISM AND THE LORD'S SUPPER

Baptism and the Lord's Supper have been given to the churches by Christ as visible signs of the gospel. Believers' baptism is a symbol of union with Christ and entry into his Church but does not impart spiritual life. The Lord's Supper is a commemoration of Christ's sacrifice offered once for all and involves no change in the bread and wine. All its blessings are received by faith.

9. THE FUTURE

The Lord Jesus Christ will return in glory. He will raise the dead and judge the world in righteousness. The wicked will be sent to eternal punishment and the righteous will be welcomed into a life of eternal joy in fellowship with God. God will make all things new and will be glorified forever.

Brief Job Descriptions for helpers in Ebenezer who would require a DBS check

Youth Worker or Youth Leader (to include Covies, Theo's group, Open the Book, Jucos)

Duties may include:

- The Youth Worker will have responsibilities with the organisation and teaching of scripture to young people (Secondary School age children) using various teaching methods e.g verbal (talks), through drama, music, art, games etc.
- Be a team member and support new workers as required.
- Ensure the safety of the young people is of paramount importance. (for example; fire safety, first aid awareness, safeguarding, food hygiene, behaviour management, emotional support).
- Involved in the organisation and running of fun activities such as trips out, social evenings, cooking.
- May be required to support schools workers in local schools and other youth groups within the area.
- Ensure that the safeguarding policy and government policy is adhered to at all times and escalate concerns as stated within the policies.
- Will attend training as offered by the church

Junior Church Leader

Duties may include:

- The Junior Church Leader will have responsibilities with the organisation and teaching of scripture to primary school aged children using various teaching methods e.g verbal (talks), through drama, music, art, games etc. This will usually occur on a Sunday during the morning service for school aged children but will also include holiday clubs
- Be a team member and support new workers as required.
- Ensure the safety of the children within their care is of paramount importance. (for example; fire safety, first aid awareness, safeguarding, food hygiene, behaviour management).
- Ensure that the safeguarding policy and government policy is adhered to at all times and escalate concerns as stated within the policies.
- Will attend training as offered by the church

Junior Church helper, Youth Worker Helper, Holiday Club helper.

Duties may include:

- Supporting the youth leader or teachers in the work they do
- Supporting individual children on a one to one basis who require extra support either educationally or behaviourally
- Maybe involved with the preparing of food and drinks.
- Be a team member and support new workers as required.
- Ensure the safety of the children within their care is of paramount importance. (for example; fire safety, first aid awareness, safeguarding, food hygiene, behaviour management).
- Ensure that the safeguarding policy and government policy is adhered to at all times and escalate concerns as stated within the policies.
- Will attend training as offered by the church.

Crèche Leader or Crèche Helper**Duties may include:**

- Caring for pre-school children in the crèche with age appropriate toys usually during the morning service but also during special services or events where crèche facilities are required
- Providing a safe environment for the babies and toddlers
- Be a team member and support new workers as required.
- Ensure the safety of the children within their care is of paramount importance. (for example; fire safety, first aid awareness, safeguarding, food hygiene, behaviour management).
- Ensure that the safeguarding policy and government policy is adhered to at all times and escalate concerns as stated within the policies.
- Will attend training as offered by the church.

Minister, Elders, Minister Trainee, Student Church Worker**Duties may include:**

- Teaching of the Bible to all ages within the church either formally within a sermon, in small groups or one to one teaching sessions.
- Offering pastoral support to members of the congregation and their wider families, this could include home visits and one to one contacts with vulnerable people of all ages.
- May include teaching and helping in any of the children's work within the church.
- Be a team member and support new workers as required.
- Ensure the safety of the children within their care is of paramount importance. (for example; fire safety, first aid awareness, safeguarding, food hygiene, behaviour management).
- Ensure that the safeguarding policy and government policy is adhered to at all times and escalate concerns as stated within the policies.
- Will attend training as offered by the church

Female Pastoral Worker**Duties may include**

- Pastoral care and discipling of women of all ages within the church in large or small groups, or one to one sessions.
- Arrange or provide training for others in pastoral care
- Offering pastoral support to attendees of Eb including home visits and visits to the vulnerable in care homes and hospitals.
- Providing assistance with appointments, domestic tasks and personal care.
- Ensure that the safeguarding policy and government policy is adhered to at all times and escalate concerns as stated within the policies.
- Will attend training as offered by the church

Pastoral care team worker

Duties may include

- Offering pastoral support to attendees of Eb including home visits and visits to the vulnerable in care homes and hospitals.
- Providing occasional assistance with appointments, domestic tasks and personal care.
- Ensure that the safeguarding policy and government policy is adhered to at all times and escalate concerns as stated within the policies.
- Will attend training as offered by the church



Intention to Serve Form

Area of service (e.g Junior church, Theos etc): _____

We ask all prospective workers with children, young people and vulnerable adults to complete this form. The information will be kept confidentially by the place of worship/organisation, unless requested by an appropriate authority.

Full Name: _____

Address: _____

Tel No: _____ Mobile Tel No: _____

Email address: _____

Please briefly tell us about your Christian experience/experience in the church(es)/organisation(s) you have been involved.

Please briefly give details of previous experience of looking after or working with children, young people or vulnerable adults.

To help us ensure that we are complying with all relevant safeguarding legislation, please read the accompanying notes and complete the following declaration.

I consent to a criminal records check. I am aware that details of pending prosecutions, previous convictions, cautions, or bind-overs against me may be disclosed along with any other relevant information which may be known to the police.

I agree to inform the person within the place of worship/organisation responsible for processing disclosure applications if I am convicted of an offence after I take up any post within the place of worship/organisation. I understand that failure to do so may lead to the immediate suspension of my work with children or vulnerable adults and/or the termination of my employment.

I agree to inform the person within the place of worship/organisation responsible for processing disclosure applications if I become the subject of a police and/or a social services/(Children's Social Care or Adult Social Services)/Social Work Department investigation. I understand that failure to do so may lead to the immediate suspension of my work with children or vulnerable adults and/or the termination of my employment.

Signed: _____

Date: _____

APPENDIX 3.

Consent Forms:

Parental / Carer Consent Form for Children and Youth Work in Ebenezer Baptist Church Mold

Parental/Carer Consent Form for Sunday evening 'Chill'

Activities and Day Visits Consent Form

Consent for Transporting Children Form

Swimming Activities Consent Form



Parent/Carer Consent Form for Children and Youth Work in Ebenezer Baptist Church, Mold

Please ensure the person with parental responsibility completes this form.

*** Required**

I consent for my child to attend (please select all that apply) *

- ☐ **Junior Church** (Sunday Morning, Reception – Year 6)
- ☐ **Jucos** (Friday Evening, Year 2 – Year 6)
- ☐ **Theos** (Sunday Morning, Year 7 – Year 9)
- ☐ **Theolate** (Sunday Evening, Year 7 – Year 9)
- ☐ **Covies** (Friday Evening, Year 7 – Year 13)

Full Name of Child/Young Person * _____

Child/Young Person's Date of Birth * _____

Address *

Postcode * _____

Does your child/young person require any regular medication or have any medical condition (e.g. asthma, diabetes etc)? *

Yes ☐ No ☐

Please give details of medication or medical condition:

Does your child/young person have any allergies or dietary requirements? *

Yes ☐ No ☐

Please give details of any allergies or dietary requirements:

Does your child/young person have any additional needs or is there anything you would like to share with group leaders which may be helpful? *

Yes ☐

No ☐

Please give details of any additional needs or information:

Name of Parent/Carer *

Contact Phone Number *

Additional contact *

Contact Phone Number *

I give permission for the named young person to take part in the normal activities of the groups selected above. I understand that whilst group leaders and helpers will take all reasonable care and supervision of the children, they cannot necessarily be held responsible for any loss, damage or injury suffered by my child during, or as a result of participating in the group. This consent form relates to activities within Ebenezer Baptist Church, Mold. Separate consent will be required for any trips or outings organised outside the Church building.

*

Yes ☐

No ☐

I give permission for my child to receive first aid if required? *

Yes ☐

No ☐

I give permission for photographs of my child to be used in the Church News (which are emailed to Church members and printed for visitors), social media posts and slide shows within the Church (which may be shown on YouTube) *

Yes ☐

No ☐

I give permission for my child to participate (as applicable) within Church services which may be live streamed and recorded on You Tube *

Yes ☐

No ☐

Full Name of Parent/Carer completing this form *

Date *



Parent/Carer Consent Form for "Sunday Evening Chill"

This group is an opportunity for young people (those in year 11 and above) to socialise together on a Sunday evening in order to build a network of friendship and support. Please note that this group will also be attended by young adults (aged 18+). The group will be hosted by x families; NAME (ADDRESS) and NAME (ADDRESS).

Please ensure the person with parental responsibility completes this form.

* Required

Full Name of Young Person * _____

Young Person Date of Birth * _____

Address *

Postcode * _____

Does your young person require any regular medication or have any medical condition (e.g. asthma, diabetes etc)? *

Yes ☐

No ☐

Please give details of any allergies or dietary requirements:

Does your young person have any allergies or dietary requirements? *

Yes ☐

No ☐

Please give details of any allergies or dietary requirements:

Does your young person have any additional needs or is there anything you would like to share with group leaders which may be helpful? *

Yes ☐

No ☐

Please give details of any additional needs or information:

Name of Parent/Carer *

Contact Phone Number * _____

Additional contact * _____

Contact Phone Number * _____

I give permission for the named young person to take part in the normal activities of the groups selected above. I understand that whilst group leaders and helpers will take all reasonable care and supervision of the young people, they cannot necessarily be held responsible for any loss, damage or injury suffered by my young person during, or as a result of participating in the group*

Yes ☐ No ☐

I understand that there will also be adults aged 18+ who will be part of the group and agree that my child can attend the group.

Yes ☐ No ☐

I give permission for my young person to receive first aid as required *

Yes ☐ No ☐

I give permission for photographs of my young person to be used in the Church News (which are emailed to Church members and printed for visitors), social media posts and slide shows within the Church (which may be shown on YouTube) *

Yes ☐ No ☐

Full Name of Parent/Carer completing this form * _____

Date * _____



Activities and Day Visits Parental/Carer Consent Form

Name of church group who are organising the Activity/Day Visit: _____

Proposed Visit or Activity _____

Design your own form to include the following:

- Name of visit or activity
- Date
- Venue/destination
- Departure place and time
- Return place and time
- Cost (inc. cheques payable to)
- Transport arrangements
- Items to be brought (coat, swimming kit, packed lunch, money etc)
- Date by which reply is to be made, and person to whom it should be sent

Include the reply slip below in your form

This form should be taken with the worker on the activity or visit. A photocopy should be kept securely at the place of worship/organisation.

Reply Slip

One form per person

Full name of child/young person _____

Address _____

Please give details of any medical conditions (e.g. asthma, epilepsy, diabetes, allergies, dietary needs) or disability that may be affected by this activity)

Telephone number for emergencies Day: _____ Evening: _____

I have read the above information and I give permission for _____ to take part in this activity.

Whenever medical advice or treatment is needed, the assistance of a GP or A&E Department of a hospital should be sought.

I enclose a cheque or cash to the sum of £ ____ : ____

Signed (parent/or adult with parental responsibility) _____

Date ____ / ____ / ____



Transporting Children Parental/Carer Consent Form

This place of worship/organisation is able to provide transport for children to and from their homes and/or for specific activities. This transport will be in a minibus/car/other and the following principles will be adhered to:.

All drivers will be safely recruited following national government guidelines and our safeguarding policy.

Transport will be provided in vehicles that are roadworthy i.e. MOT and appropriate insurance. This is the responsibility of the driver.

Seat belts will be worn at all times by all occupants of the vehicle.

I give/do not give permission for my child(ren) to be transported to and from the activity. I understand that my child(ren) will be transported to/from the address on this form or Ebenezer Baptist Church. (Delete where appropriate).

Name of Child: _____ Date of Birth: _____

Address: _____



Swimming Activities Parental/Carer Consent Form

Full name of child/young person _____

Date of Birth: ____ / ____ / ____

Address: _____

Details of any regular medication, medical conditions (e.g. asthma, epilepsy, diabetes, allergies, dietary needs, etc.) or disability which may affect the swimming activity and/or activity where being able to swim is essential:

_____ Date of last anti-tetanus injection ____ / ____ / ____

Name of parent/carers _____

Tel No: Day: _____ Eve: _____ Mobile: _____

Additional contact (grandparent etc or other holding parental responsibility)

Name: _____ Tel No: _____

If you do not have parental responsibility (e.g. you are a foster carer/grandparent etc) please give details of those with parental responsibility

Name(s): _____ Tel No: _____

Address: _____

SWIMMING ABILITY (delete as appropriate):

Is your child able to swim 50 metres? YES/NO

Is your child water-confident in a pool? YES/NO

Is your child confident in the sea or in open inland water? YES/NO

Is your child safety conscious in water? YES/NO

I give permission for _____ to take part in the specified visit and, having read the information provided, agree to him/her taking part in the activities described. I understand that while involved he/she will be under the control and care of the group leader and/or other adults approved by the church/organisation leadership and that, while the staff in charge of the group will take all reasonable care of the children, they cannot necessarily be held responsible for any loss, damage or injury suffered by my child during, or as a result of, the activity. I confirm that my child is in good health and I consider him/her fit to participate.

In an emergency and/or if I am not contactable, I am willing for my child to receive doctor/ hospital or dental treatment including an anaesthetic (please tick) ☐ YES ☐ NO

Signed (parent/or adult with parental responsibility) _____

The information requested on this form can be completed by a carer, but only those with parental responsibility can sign the consent (NB This may not include foster carer). This form should be taken by the group leader on the visit. A copy should be retained by the church contact person.

APPENDIX 4

Links to resources and references

Thirty One Eight website <https://thirtyoneeight.org/>

Working Together to Safeguard People <https://gov.wales/safeguarding-guidance>

UN rights of the child <https://www.unicef.org.uk/what-we-do/un-convention-child-rights/>

Wales: End physical punishment law <https://gov.wales/ending-physical-punishment-wales-factsheet-people-work-with-children-outside-formal-education-childcare>

Wales Safeguarding Procedures <https://www.safeguarding.wales/en/>

Social Services and Wellbeing (Wales) Act 2014 <https://www.legislation.gov.uk/anaw/2014/4/contents>

National Domestic Violence Helpline: Tel 0808 2000 247. Free and confidential 24hr helpline run by Women's Aid and Refuge. This helpline will also take calls from children and young people.

Women's Aid advice on making a safety plan. <https://www.womensaid.org.uk/the-survivors-handbook/making-a-safety-plan/>

Live Fear Free Helpline: 0808 8010 800. Domestic Abuse Safety Unit North Wales Tel 01244 830436
<https://dasunorthwales.co.uk/domestic-abuse/>

Respect: Tel 0808 802 4040. Respect offers information and advice to people who behave in abusive ways, as well as those who are victims of abuse. <https://www.respect.uk.net/>

Mankind Initiative: Tel 01823 334244. For male victims of domestic abuse.

Restored: An international Christian alliance working to end violence against women and to transform relationships <http://www.restoredrelationships.org/>

Make a Domestic Violence Disclosure Scheme application. Any member of the public has the right to ask the police if their partner may pose a risk to them. It is often called 'Clare's Law' after the landmark case that led to it. It also allows a member of the public to make an enquiry in to the partner of a close friend or family member: <https://www.northwales.police.uk/rqo/request/ri/request-information/rso/request-information-about-yourself-or-someone-else/request-domestic-violence-offender-data-clares-law/?lid=&cid=&rid=558&stepid=1-2>