

Hereford Baptist Church

November 2025

Child Protection and Adults at Risk Policy Statement and Procedures

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INTRODUCTION

The safeguarding policy, procedures and best practice has been put together from the template produced by the Baptist Union of Great Britain (Last update May 2023). It is divided into four sections:

- 1) **Safeguarding Policy Statement** – this is a template policy that you can use as a starting point for your own church's policy
- 2) **Safeguarding Contacts**
- 3) **Safeguarding Procedures** – these sections provide a clear outline of the reporting procedures needed in every local Baptist Church, and are adapted to Hereford Baptist Church (HBC)
- 4) **Best Practice Guidelines** – these guidelines provide detailed information on key areas of safeguarding in the life of Hereford Baptist Church (HBC)
- 5) **Useful contacts**

Annual Review

The safeguarding policy, procedures and practices should be reviewed on an annual basis. This would usually be done by the DPS and Safeguarding Trustee, reporting back to the Leadership Team.

DEFINITIONS OF TERMS

For the purpose of this guide, the term 'child' refers to anyone under the age of 18 years.

There is no standard single definition for an adult at risk. This policy uses the following simple definition taken from CCPAS (Churches' Child Protection Advisory Service):

'Any adult aged 18 or over who due to disability, mental function, age, illness or traumatic circumstances may not be able to take care or protect themselves against the risk of significant harm, abuse, bullying, harassment, mistreatment or exploitation'.

SECTION 1 – SAFEGUARDING POLICY STATEMENT

SAFEGUARDING POLICY STATEMENT FOR HEREFORD BAPTIST CHURCH

The vision of Hereford Baptist Church ("the church") is to be the kind of church God wants and the world needs as we seek first His Kingdom.

In fulfilling this vision the church:

- Has a program of activities with children, young people and adults
- Welcomes children, young people and adults into the life of our community
- Makes our premises available to appropriate organisations working with children, young people and adults

The church recognises its responsibilities for the safeguarding all children, young people and adults at risk, regardless of gender, ethnicity or ability. As members of this church we commit ourselves to the safeguarding of all children and adults at risk, and ensuring their well-being in the life of the church. In pursuit of this we commit ourselves to the safeguarding policy and to the development of procedures to ensure their implementation.

- **Prevention and reporting of abuse**

It is the duty of each church member to help prevent the abuse of children and adults at risk, and the duty of each church member to respond to concerns about the well-being of children and adults at risk. Any abuse disclosed, discovered or suspected will be reported in accordance with our procedures. The church will fully co-operate with any statutory investigation into any suspected abuse linked with the church.

- **Safer recruitment, support and supervision of workers**

The church will exercise proper care in the selection and appointment of those working with children and adults at risk, whether paid or voluntary. All workers will be provided with appropriate training, support and supervision to promote the safekeeping of children and adults at risk.

- **Respecting children and adults at risk**

The church will adopt a code of behaviour for all who are appointed to work with children and adults at risk so that all children and adults are shown the respect that is due to them.

- **Safer working practices**

The church is committed to providing an environment that is as safe as possible for children and adults at risk and will adopt ways of working with them that promote their safety and well-being.

- **A safer community**

The church is committed to the prevention of bullying. The church will seek to ensure that the behaviour of any individuals who may pose a risk to children, young people and adults at risk in the community of the church is managed appropriately.

SECTION 2 - SAFEGUARDING CONTACT POINTS

Iain Darwood, Designated Person for Safeguarding (DPS)

The DPS will advise the church on any matters related to the safeguarding of children and adults at risk and take the appropriate action when abuse is disclosed, discovered or suspected.

Tel: **07948 380386**

Email address: safeguarding@herefordbaptist.org.uk

Ian Burrell, Deputy Designated Person for Safeguarding (DDPS)

The DDPS for Safeguarding (DPS) assists the church on any matters related to the safeguarding of children and adults at risk.

Email address: IanBurrell@herefordbaptist.org.uk

Iain Darwood, Safeguarding Trustee

He will raise the profile of safeguarding within the church and oversee and monitor the implementation of the safeguarding policy and procedures on behalf of the church trustees.

Email address: safeguarding@herefordbaptist.org.uk

Keith Baldwin, Safeguarding Officer

Heart of England Baptist Association (HEBA)

Tel: **07903 045670**

Email address: keith@baptist-heartofengland.org

THIRTYONE:EIGHT (Previously CCPAS)

An independent Christian charity offering safeguarding solutions to organisations, faith, community and government groups, making sure that they are equipped and empowered to protect vulnerable people.

Tel: **0303 003 1111**

Website: <https://thirtyoneeight.org>

Herefordshire Children's Social Care

Tel: **01432 260800**

Website: www.herefordshire.gov.uk/childrens-social-care-1

A church minister is also an important part of the Church Safeguarding Team. Where possible, the Church Safeguarding Team will work together if and when issues arise. However, each person has a responsibility to report allegations of abuse as soon as they are raised.

Further definitions of these roles can be found in [Appendix 4.1: Safeguarding Roles & Responsibilities](#)

Putting our policy into practice

- A copy of the safeguarding policy statement will be displayed permanently on the church noticeboard and church office and is available on our church website.
- Each worker with children and/or adults at risk will be given or signposted to a full copy of the safeguarding policy and procedures and will be asked to confirm that they will follow them.
- A full copy of the policy and procedures will be made available on the public facing church website and signposted to members.
- The policy and procedures will be monitored and reviewed annually, and any necessary revisions adopted into the policy and implemented through our procedures.
- The policy statement will be read or signposted annually at the church AGM, together with a report

on the outcome of the annual safeguarding review.

SECTION 3 - SAFEGUARDING PROCEDURES

Responsibility for Safeguarding of the Children's and Youth Ministries within the Church lies with Trustees who with the Senior Minister worker delegate responsibility to the designated leader of each group. These leaders will have been approved and appointed by the Trustees and Church meeting and will ensure the requirements of these guidelines are fully communicated and implemented.

Each trustee and church leader (paid or voluntary) needs to be familiar with the procedures laid out in the Safeguarding Policy, and attend both Level 2 and Level 3 BUGB Excellence in Safeguarding training (delivered through HEBA, our local Baptist association team) to ensure that they have the knowledge and confidence needed to deal with safeguarding issues as they arise.

All church workers (paid and voluntary) who work with children and/or adults at risk should attend the BUGB Level 2 Excellence in Safeguarding training before they are able to work without supervision. The DPS/DDPS may make a temporary exception where evidence of a DBS is available through another agency and the person works under supervision, on condition they obtain Level 2 training at the earliest opportunity. The Baptist Union of Great Britain also publishes a [Gateway to Level 2 Excellence in Safeguarding guide](#) for new workers (paid and voluntary) that is available free of charge from the BU website. This document is designed to be an interim measure whilst a new member of staff or volunteer is waiting for a Level 2 Excellence in Safeguarding course to take place.

Baptist Union Safeguarding resources including Excellence in Safeguarding are available here:

https://www.baptist.org.uk/Groups/269528/BUGB_Guides.aspx

3.1 PROCEDURE FOR RECOGNISING, RESPONDING TO AND REPORTING ABUSE

3.1.1 What to do if Abuse is Suspected or Disclosed

Abuse and neglect are forms of maltreatment of a child or adult at risk. Somebody may abuse or neglect a child or adult by inflicting harm, or by failing to act to prevent harm. Children and adults at risk may be abused in a range of settings, by those known to them or, more rarely, by a stranger. There are many ways in which people suffer abuse. For more information, please see [Appendix 1](#).

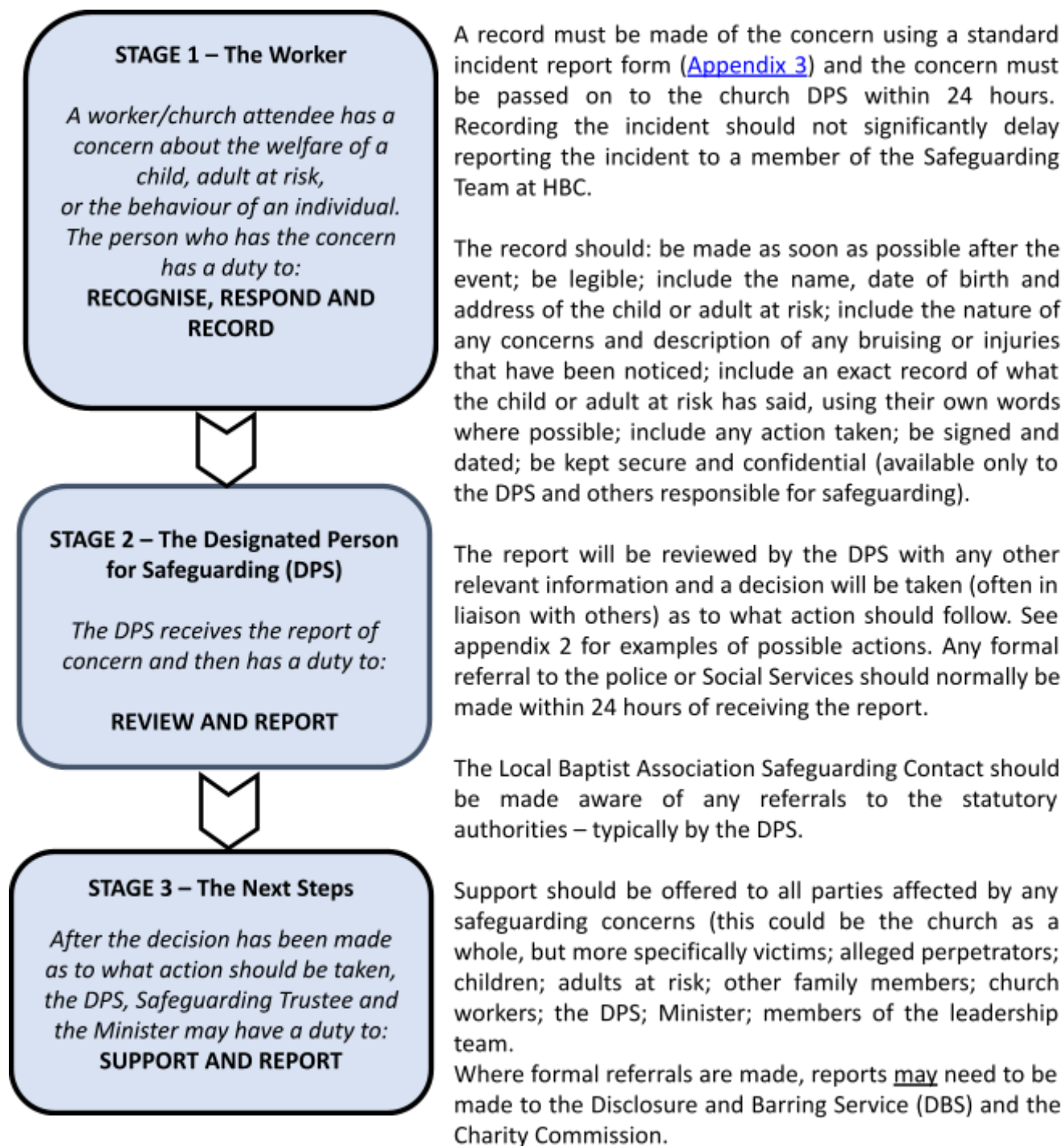
Everyone has his or her part to play in helping to safeguard children and adults at risk within the life of the church:

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

WHAT TO DO	WHAT NOT TO DO
● Listen and acknowledge what is being said. ● Try to be reassuring & remain calm. ● Explain clearly what you will do and what will happen next. ● Try to give them a timescale for when and how you / the DPS will contact them again. ● Take action – don't ignore the situation. ● Be supportive. ● Tell them that: - They were right to tell you; - You are taking what they have said seriously; - It was not their fault; - That you would like to pass this information on to the appropriate people, with their permission (permission is not required to safeguarding a child < 18 years); - Be open and honest. - Give contact details for them to report any further details or ask any questions that may arise.	● Do not promise confidentiality. ● Do not show shock, alarm, disbelief or disapproval. ● Do not minimise what is being said. ● Do not ask probing or leading questions, or push for more information. ● Do not offer false reassurance. ● Do not delay in contacting the DPS. ● Do not contact the alleged abuser. ● Do not investigate the incident any further. ● Never leave a child or adult at risk waiting to hear from someone without any idea of when or where that may be. ● Do not pass on information to those who don't need to know; not even for prayer ministry.

3.1.2 Responding to Concerns

When there are concerns that a child, young person or adult is being abused, the following process must be followed. More detailed information can be found in [Appendix 2](#).



If the DPS is not available, or is implicated in the situation, any reports or concerns should be passed to another member of the church Safeguarding Team.

If you think that anyone is in imminent danger of harm, a report should be made immediately to the police by calling 999.

3.1.3 Responding to Concerns Raised about Adults at Risk

When a concern is raised about an adult it should be treated in the same way as a concern about a child, i.e. the church worker (paid or voluntary) should:

- 1) **Recognise** that abuse may be taking place
- 2) **Respond** to the concern
- 3) **Record** all the information they have received
- 4) **Report** the concern to the DPS who may, in turn, report it to the statutory authorities

It is not your role to decide whether someone has mental capacity, and is therefore able to make decisions that impact on their safety and well-being. Decisions on mental capacity are best made by professionals with the relevant background information to hand. Always share your concerns with the DPS even if you do not have the consent of the adult to do so – in this instance, make sure the DPS knows that the person concerned has not given consent for the information to be passed on.

The Care Act 2014 provides helpful guidance on these situations:

“If the adult has the mental capacity to make informed decisions about their safety and they do not want any action to be taken, this does not preclude the sharing of information with relevant professional colleagues. This is to enable professionals to assess the risk of harm and to be confident that the adult is not being unduly influenced, coerced or intimidated and is aware of all the options. This will also enable professionals to check the safety and validity of decisions made. It is good practice to inform the adult that this action is being taken unless doing so would increase the risk of harm”.

The DPS will consider all the information to hand and decide whether it is appropriate for the information to be reported to the statutory authorities (see appendix 2 for further information). If there are any concerns about an adult's mental capacity, the DPS will contact the Local Authority Adult Safeguarding Team for advice.

3.1.4 Allegations Against Workers

If you see another worker acting in ways which concern you or might be misconstrued, speak to the DPS about your concerns as soon as you can. This includes the actions or behaviours of those in leadership positions in the church.

Church workers should encourage an atmosphere of mutual accountability, holding each other to the highest standards of safeguarding practice. The following procedure should be followed:

- 1) When an allegation of abuse has been made do not approach the alleged perpetrator about it
- 2) Follow the usual safeguarding procedure: **Recognise, Respond, Record, Report**
- 3) Once the allegation is reported to the DPS they can liaise with the relevant statutory authority – this should occur immediately if a child, young person or adult is at imminent risk.
- 4) Whilst waiting for an outcome from the statutory authorities, the worker about whom concerns have been raised will be supervised as closely as possible, without raising suspicion.
- 5) Once the statutory authorities are involved, the church will follow their advice with regard to the next steps to take (for example, suspension of worker, putting a contract in place).
- 6) A written record of all discussions with statutory authorities or other parties should be maintained by the DPS and stored securely and confidentially, where only those directly involved in safeguarding (DPS, Safeguarding Trustee, Minister) can access them.

- 7) No information about the allegation will be shared with people in the church other than those directly involved in safeguarding; not even for prayer purposes.

The suspension of a worker following an allegation is, by definition, a neutral act. Our priority as a church is to protect children and adults at risk 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 / adult at risk or to satisfy the needs of an investigation, for the alleged perpetrator to worship elsewhere. In such cases the new church DPS will be informed of the reasons for this happening.

When concerns are expressed about the Minister

Any safeguarding concerns involving a Minister should always be reported immediately to the local Baptist Association Safeguarding Contact in addition to following the church's usual procedures. Do not tell the Minister that a concern has been raised about them.

When concerns are expressed about the church DPS / Safeguarding Trustee

Any safeguarding concerns involving the DPS or Safeguarding Trustee should be raised with the Minister. Do not tell the DPS / Safeguarding Trustee that a concern has been raised about them.

3.1.5 Abuse of Trust

Relationships between children and adults at risk and their church workers can be described as 'relationships of trust'. The worker is someone in whom the child or adult at risk has placed a degree of trust. This may be because the worker has an educational role, is a provider of activities, or is even a significant adult friend. It is not acceptable for a church worker to form a romantic relationship with a child or adult at risk with whom they have a relationship of trust.

While by no means restricted to young leaders, those who are in their early adult years will need to be particularly aware of the need not to abuse their position of trust in their relationships with other young people who are not much younger than themselves.

[The Police, Crime, Sentencing and Courts Act 2022](#) expanded the list of roles which are legally considered to be positions of trust to include anyone who is in a teaching, coaching, instructing, training or supervising role within sport or religion. This means that since May 2022 if an adult of any age is in a role where they are working directly with young people aged 16 and 17 and forms a romantic or sexual relationship with them, they could be charged with criminal offences. If you have concerns about a relationship forming between an adult helper and a young person then you should notify the DPS.

3.1.6 Allegations Made Against Children and Adults at Risk

Children and young people are by nature 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

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. When such an instance occurs, they are investigated by the statutory authorities 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, as they may have also been abused. It cannot be assumed that young people will grow out of this type of behaviour, as most adult sex offenders started abusing in their teens or even younger. Allegations against adults at risk will be investigated by the statutory authorities. If the alleged perpetrator is unable to understand the significance of questions put to them or their replies, they can access support from an 'appropriate' adult whilst they are being questioned. This role can be filled by a range of people, such as a family member, carer, social worker, etc. In court, adults at risk may be allowed to be assisted by an intermediary or give evidence through a live link.

When an allegation is made against a child or adult at risk the following procedure should be followed:

- 1) Do not approach the person about whom the allegation has been made or their parents / carers
- 2) Follow the church's safeguarding procedure: **Recognise, Respond, Record, Report**
- 3) Seek advice from the DPS, who will speak to the police or social services about when to inform a parent. The DPS will also seek advice about what steps need to be taken to ensure the needs of both the victim and alleged perpetrator are met; this may include placing the child or adult at risk on a Safeguarding Contract or equivalent (see section 3.4: Safer Community / Working with Alleged or Known Offenders)
- 4) Make sure there is pastoral support in place for the child or adult at risk throughout the process involved.

3.1.7 Pastoral Care

Following an allegation / suspicion

When an allegation/suspicion arises in the church, a period of investigation will follow, which will be stressful for all involved. The church will ensure that one person is responsible for dealing with the authorities, another offers support to the victim/s and their family, and another gives pastoral care to the alleged perpetrator, without compromising the alleged victims or their families. It may be necessary to appoint other people to support the families involved.

Where a statutory investigation is under way, this support will be provided with the knowledge of the statutory authority involved.

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.

Supporting those who have experienced abuse

As a church, we are committed to caring for those who have experienced abuse and refer to the Baptist Union of Great Britain ***Supporting Those who have Experienced Abuse*** guide to ensure that we adhere to a model of best practice.

We recognise it is important that those who have experienced abuse:

- Are accepted for who they are, without being made to forgive or being put into a position of feeling guilty and responsible for what happened to them.

- Know that God loves them unconditionally, and that nothing can or will change this truth.
- Can be confident that those in the church community who know about the abuse are with them on their journey – no matter how long or difficult that journey may be.

It may be necessary to signpost individuals to specialist support. The DPS has a list of relevant local information and contacts, ready for anyone who may need it.

3.2 SAFER RECRUITMENT

As a church, we are committed to safer recruitment practices. When recruiting both paid and volunteer church workers, the following process will be applied:

- 1) We will develop a clear role profile, person specification & application form ([Appendix 4](#))
- 2) When advertising a role which involves working with children or adults at risk we will make it clear that any appointment is subject to a DBS check;
- 3) All applicants will be asked to complete an application form and include the names of two referees ([Appendix 6](#))
- 4) Shortlisting of applicants will be carried out by at least two people, including the line manager or group leader directly overseeing the role being recruited for
- 5) Interviews will be carried out by a line manager or group leader. Depending on the role there may be a preference for two interviewers – a group leader and 1 other (i.e. deacon, elder, minister or co-volunteer). At least two people, including a line manager or group leader, will agree an appointment. The interview is usually more informal than an interview for paid employment, and may form part of the conversation relating to the role and responsibility. This conversation should be structured so that it informs on whether or not the person is suitable to work with children and young people, and whether the candidate has the gifts to work in the particular role and co-operate well with the other leaders of the group.
- 6) References, a Self Disclosure Form and an appropriate DBS check must be completed satisfactorily before the appointed person starts in their role (a DBS certificate from a current employer/organisation will usually suffice pending an endeavour to obtain one through HBC). All church volunteers should renew their DBS every five years.

Note: Under the Criminal Justice and Court Services Act 2000, it is an offence for anyone disqualified from working with children or adults at risk to knowingly apply, accept or offer to work with children or adults at risk. It is also a criminal offence to knowingly offer work with children or adults at risk to an individual who is so disqualified or to knowingly allow such an individual to continue to work with children or adults at risk.

General Principles

- The ordinary way in which HBC attenders are invited to volunteer in ministry with children or adults at risk of harm is that a senior minister, senior pastoral worker or senior children's worker will approach suitable candidates. However, a general appeal to church attenders may be made. All prospective volunteers will need to agree to an interview process as outlined in this policy.
- Leaders of groups should be church members, however helpers can be regular attenders.

Additional checks for paid workers

In addition to the above checks which should be completed for both paid and volunteer church workers, an applicant's UK residency status and/ or right to work in the UK will be checked when recruiting for a paid role.

References

Formal written or emailed references will be requested, ideally in the form of at least one professional and one personal reference.

Appointment and Supervision

The church administrator will provide access to an electronic copy (or paper on request) of the church's safeguarding policy and instruct the candidate to familiarise themselves with its contents. The candidate will be required to sign their agreement to adhere to the safeguarding policy. All workers will have a role description and clear lines of accountability to a leader and the leadership team.

Paid workers will also have an assigned supervisor whom they will meet with regularly to discuss work and address any issues or areas of concern. There will be a probationary period of six months in the role before any paid appointment is confirmed.

There will also be regular team meetings to review procedures, share concerns and identify other matters that may need clarification and guidance. Formal written confirmation of the appointment and the above issues is to be provided and a signed copy of the applicant's acceptance and understanding of the Safeguarding policy is held on file ([Appendix 7](#)).

Training

It is important that all workers understand our church's agreed safeguarding procedures and attend BUGB Excellence in Safeguarding training (Level II) at least once every four years. Where a worker is successfully recruited but has not yet been able to attend the training, they should be given copy of the Baptist Union of Great Britain's **Gateway to Level 2 Excellence in Safeguarding** booklet and asked to complete the relevant sections.

Additional specialist training will also be arranged where needed, e.g. in First Aid. HEBA have a training resources and courses available: <https://www.baptist-heartofengland.org/safeguarding/heba-safeguarding/>

All Deacons, Trustees, Ministers and Safeguarding Leads require Advanced (Level III) safeguarding training which is valid for 4 years.

Young helpers under 18 years of age

In law, young helpers under the age of 18 are children and cannot be treated as adult members of a team. Training and mentoring will be given to ensure that they are helped to develop and hone their skills, attitudes and experience. Young helpers must always be closely supervised by an adult leader and never given sole responsibility for a group of children. The safeguarding procedures apply to a young leader just as they do to any other person. Parent / carer permission needs to be sought for young leaders just as you would for any other person under 18 years of age.

Only those aged 17 or over may be included in ratios (and staff under 17 should be supervised at all times). Students on long term placements and volunteers (aged 17 or over) and staff working as apprentices in early education (aged 16 or over) may be included in the ratios if the provider is satisfied that they are competent and responsible (ref. DfE, Statutory framework for the early years foundation stage).

3.3 SAFER BEHAVIOUR

The church has a code of behaviour for all those working with children and/or adults at risk so that everyone is shown the respect that is due to them:

- Treat everyone with dignity and respect.
- Use age and ability appropriate language and tone of voice. Be aware of your body language and the effect you are having on the child or adult at risk.
- Listen well to everyone. Be careful not to assume you know what a child or adult at risk is thinking or feeling. Listen to what is being spoken and how it is said. At the same time, observe the individual's body language to better understand what is being said.
- Be aware of any physical contact you may have with a child or adult at risk and record it when necessary. For instance, if you need to stop a fight, administer First Aid, give a hug to someone in distress, or protect yourself or others from danger.
- Do not make sexually suggestive comments about or to a child or adult, even in 'fun'.
- Do not scapegoat, belittle, ridicule or reject a child or adult at risk.
- Keep a record of any significant incidents or concerns on a Safeguarding Incident Form (see Appendix 3). Enter the names of all those present and anything of note which you observe, e.g. details of any fights broken up by the workers, allegations made, etc. All workers who witnessed the incident, overheard it or responded in any way should record the details and sign and date the form.

Specific considerations when working with children:

- Do not invade the privacy of children when they are using the toilet or showering
- The level of assistance with 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. Groups of younger children (under 7 years) should be taken to the toilets in groups so that an appropriate ratio of supervisors is maintained at all times, and children in creche can be changed within the creche room with appropriate facilities.
- Avoid rough games involving physical contact between a worker and a child
- Avoid sexually provocative games
- When it is necessary to discipline children, this should be done without using physical punishment. There may, however, on the rare occasion be circumstances where a child needs to be restrained in order to protect them or a third person.
- Only invite children and young people to your home or on trips in groups and always make sure that another worker is present.
- Notify the DPS of any children's trips which take place in the name of the church. Parental permission must always be sought.
- Do not give lifts to children or young people on your own. Ensure that if transporting children as part of your church role, you have the correct insurance cover in place as well as parental permission.
- 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.
- No one should normally be left working alone with children, young people or adults at risk, but should instead work as part of a team.

If there are insufficient leaders for groups:

- Reconsider whether you can run the group safely (Risk Assess & record your findings).
- Consider combining groups or rearrange planned activities.
- Internal doors should be left open (wherever possible all doors should be fitted with glass panels and blinds to porta-cabins open). At least two people should be present before external doors are opened for an event.

If workers do find themselves on their own with children or adults at risk, they should:

- Assess the risk of sending the child or adult at risk home.
- Phone another team member and let them know the situation.
- Address causes urgently with consideration for additional recruitment and training.
- Make a written report of the situation immediately afterwards and give a copy to the Designated Person for Safeguarding and the Safeguarding Trustee/Deacon. (The report serves two functions. It helps to ensure appropriate accountability for situations where there is increased vulnerability and risk. It also allows for the monitoring of situations where workers are on their own with children and young people. If the same situation keeps recurring, working practices can be reviewed).

If a child or adult at risk wants to talk on a one-to-one basis you should make sure that:

- If the worker believes that to speak to the young person on their own would place them in a vulnerable position (for example, because the young person has developed an inappropriate attachment to the worker) the worker should insist that another worker should also be present
- If it is possible for the conversation to be held in a quiet corner of the room where others are present, but where sufficient privacy can be assured, this option should be taken. If this is not possible, the conversation is best held in a room with the door left open or where there is glass in the door so that others can see inside the room
- Another adult should be aware of interview and present in the building. The young person should know that they are there.
- A worker should set an agreed time limit prior to the conversation and stick to it. It is the responsibility of the worker as the adult involved to set this ground rule and to end the session at the designated time.
- A youth worker should not invite a child or young person to their home alone nor go to the child or young person's home if they are alone.

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. [See section 3.11 for recommended ratios.](#)

A couple or immediate family members should be considered to count as only one person when considering the distribution of workers through different groups; for example if a couple or immediate family members want to work together then a third person will need to be assigned to that group. Wherever possible couples or people who are related to each other should work with separate groups.

The only adults allowed to participate in children's and adult at risk activities are those safely appointed and appropriately trained. The leader of the activity should be aware of any other adults who are in the building whilst the activity is running.

SECTION 4 - BEST PRACTICE GUIDELINES

The church is in an amazing position in society, with the opportunity to minister to individuals from the whole community, from the very young to the very old. These best practice guidelines are in place to help those working on behalf of the church to do it well, prioritising the safety and well-being of those they are working with. Whilst this section is divided into adults and children, some aspects of good practice will overlap.

4.1 – WORKING WITH CHILDREN

4.1.1 Ratios

When working with children the following recommended minimum ratios of workers to children apply:

Age range	Recommended minimum ratio for INDOOR* activities	Recommended minimum ratio for OUTDOOR/OFFSITE activities
0 – 2 years	1:3 (minimum 2)	1:3 (minimum 2)
3 years	1:4 (minimum 2)	1:4 (minimum 2)
4 – 7 years	1:8 (minimum 2)	1:6 (minimum 2)
8 – 12 years	2 adults for up to 20 children (preferably one of each gender) with an extra adult for every 10 additional children	2 adults for up to 15 children (preferably one of each gender) with an extra adult for every 8 additional children
13 years and over	2 adults for up to 20 children (preferably one of each gender) with an extra adult for every 10 additional children	2 adults for up to 20 children (preferably one of each gender) with an extra adult for every 10 additional children

This does not take into account special circumstances such as behavioural issues, developmental issues, disability and so on, which may mean an increase to the recommended ratios. Only those aged 17 or over may be included in ratios (and staff under 17 should be supervised at all times). Students on long term placements and volunteers (aged 17 or over) and staff working as apprentices in early education (aged 16 or over) may be included in the ratios if the provider is satisfied that they are competent and responsible (ref. DfE, Statutory framework for the early years foundation stage).

*Indoor activities: care must be taken that appropriate ratios are maintained when activities occur across different rooms/spaces with the (Church premises).

4.1.2 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, and may have limited understanding and behave in a non-age-appropriate way. It is good practice to speak with the parents/carers of children/young people with special needs and find out from them how best to assist the child or young person. Where appropriate a risk assessment should be carried out to meet the needs of the child.

4.1.3 Visiting Children or Young People at Home

It is unlikely that workers will need to make pastoral visits to children and their families at home on behalf of the church. If a situation occurs where it is needed then it should be done in pairs, and with the prior agreement of the Minister.

4.1.4 Children with no adult supervision

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

- Welcome the child and try to establish their name, age, address and tel. number.
- Record their visit in a register.
- Ask the child if a parent/carer is aware of where they are. Where possible, phone and make contact.
- Without interrogating the child, find out ASAP whether they have any specific needs (eg. medication) so that you can respond appropriately in an emergency.
- Give a consent form and explain it needs to be filled in and returned next time.

4.1.5 Mentoring

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

- The parents of all young people involved in mentoring are required to sign a letter to say they are aware that the mentoring is happening and who it is with.
- Mentoring meetings should only be held in agreed places, and should be in view of other people.
- A mentoring meeting should have an agreed start and end time and someone should be aware that a meeting is taking place and where it is being held.
- A basic record should be kept of dates of significant meetings and any text messages or emails.
- Appropriate boundaries should be put in place in regard to times and demand, i.e. not phoning or texting late at night. A record should be kept of all communications with a young person by the mentor.
- A written record should be kept of issues/decisions discussed at meetings.

4.1.6 Peer Group Activities for Young People

All youth activities will be overseen by named adults who have been selected in accordance with safer 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 present to oversee any peer-led activities taking place.

4.1.7 Physical Contact

- Keep everything public. A hug within a group context is very different from one 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.
- Workers should 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 their personal dignity.
- Children have the right to decide how much physical contact they have with others, except in exceptional circumstances such as when they need medical attention.

- When giving first aid (or applying sun cream, etc), workers should 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 should help each other by constructively challenging anything which could be misunderstood or misconstrued.
- If a team member is unsure about whether the actions of another volunteer or worker constitutes a concern, they should raise this with the Designated Person for Safeguarding.

4.1.8 Electronic Communications - Cyber Safety

The BUGB has produced a guide to Cyber Safety with information about cyber abuse and some guidance on how to keep safe online – available here: www.baptist.org.uk/Groups/269528/BUGB_Guides.aspx

Modern Technologies and Safe Communication

A worker's role description will include an acknowledgement and approval of technologies such as email, social networking and mobile phone communications as a legitimate means of communicating with young people. It should also include the expectations of the church in relation to their use. It is not appropriate to use these communication methods with children aged 11 years and younger.

On the general consent form, parents/carers sign to agree that the young person can receive such communications. Only workers who have been appointed under the church's agreed safeguarding procedures should use any electronic means of communication to contact children or young people on behalf of the church or one of the church's organisations.

Young people also need to be aware of the protocols that workers follow in relation to electronic communications. It is important to remember that as well as the parent/carer, young people have a right to decide whether they want a worker to have their contact details and should not be pressurised otherwise.

For more information on cyber safety, please refer to the Baptist Union of Great Britain [Cyber Safety Guide](#), which can be found on their website.

General principles:

- Discourage the use of electronic communication and the use of social media as a means of communicating in times of crisis. Where a young person in need or at a point of crisis uses this as a way of communicating with a worker:
 - discourage continuing such a conversation through electronic communication or social media (however secure) in preference to appropriate face to face communication.
 - significant conversations should be saved as a text file if possible, and a log kept of who and when they communicated and who was involved this should be shared with the DPS, Youth Minister, Youth Deacon or another appropriate person.
- Workers should not share any personal information with children and young people, and should not request or respond to any personal information from the child or young person other than that which is necessary and appropriate as part of their role
- Workers should be careful in their communications with children and young people to avoid any possible misinterpretation of their motives. Use clear, unambiguous language, avoiding the use of unnecessary abbreviations (e.g. "lol"; "luv X"; "xoxoxo"). Simply sign your name.

- Electronic communication should only be used between the hours of 8.00 am and 10.00 pm
- General parental consent should include approval for communication via social networking or any other means of internet communication

Email

Email should be limited to sharing generic information, for example, to remind young people about meetings. E-mails to young people should include a church header and footer showing this to be an official communication from a youth team member. If email is being used, workers will ensure that they are accountable by copying each message to one other leader, the church administrator, and if appropriate the DPS. It is important workers use clear and unambiguous language to reduce the risk of misinterpretation, for example, avoiding inappropriate terms such as 'love' when ending an email.

Instant Messaging and Social Networks

Hereford Baptist Church (HBC) may have Youth Accounts on selected platforms (e.g. Facebook and Instagram). Young people will be advised that youth leaders may use social media to promote HBC activities through these platforms. However, youth leaders will not use electronic communication to provide individual pastoral support.

One or more adult youth leaders and the Church Administrator will have access to these HBC platforms to support and monitor communication on these platforms.

Instant messaging should be kept to a minimum: communication with young people should preferably be on open selected group sites - not through individual messaging.

Further Principles relating to Social Networks (e.g. Facebook)

- Youth leaders should use the HBC social media account for youth work communication in preference to their personal social media account.
 - o If youth leaders communicate via their personal site they should ensure that all of its content is appropriate for young people to see
 - o be aware of the content of photos that may be uploaded on to your site
 - o be aware that children and young people could view photos and communications of other people linked to that social networking site (security settings can often be changed to avoid this)
 - o ensure that a Youth Minister or Youth Deacon are aware of this practise
- Leaders should not 'Friend' or 'Follow' children or young people on social media (Children or young people may friend or follow leaders on social media so leaders should make sure any content they post is appropriate).
- Lower age limits of social networking sites should be adhered to
- Workers should ensure that all communications are transparent and open to scrutiny
- Any inappropriate posts by Children or Young people should be removed by the designated supervisor, and reasons explained to the person who posted the content
- Where possible sites should be kept private so that only members can view content posted on the site.

- Messages for children and young people should be written on an open page, wall, or in “group chats”, and not in a private message or “chat”.
- Copies of communications should be retained and where possible the Youth Minister/Deacon (or other youth leader as agreed with youth Minister/Deacon) should be copied in on communication.

Mobile Phones

Workers need to take care in using mobile phones to communicate with young people:

- Parental permission should be sought if the leader in this role will be contacting children or young people via mobile phone.
- Mobile phone use should primarily be for the purposes of information sharing.
- Workers should keep a log of significant conversations, and any texts or conversations that raise concerns should be passed on to the Youth Leader and/or DPS.
- Workers should use clear language and should not use abbreviations like ‘lol’ which could mean ‘laugh out loud’ or ‘lots of love’.
- Paid workers will be issued with a mobile phone under a contract that provides itemised billing.
- Messaging and playing games by individuals should be discouraged when it is a distraction from a safe awareness of the environment
- Workers should not take photos of children, young people or adults at risk unless permission is sought in advance, and be in compliance with the church’s policy on photos/videos. Do not store such photos on personal phones.

Taking Videos and Photographs of Children

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

- Permission must be obtained, via the consent form, of all children who will appear in a photograph or video before the photograph is taken or footage recorded.
- It must be made clear why that person’s image is being used, what you will be using it for, and who might want to look at the pictures.
- If images are being taken at an event attended by large crowds, such as a sports event, this is regarded as a public area and permission from a crowd is not necessary.
- Many uses of photographs are not covered by the Data Protection Act 1998, including all photographs and video recordings made for personal use, such as a parent/carer taking photographs at school sports days or videoing a church nativity play.
- Children and young people under the age of 18 should not be identified by surname or other personal details, including email, postal address or telephone number.
- When using photographs of children and young people, it is preferable to use group pictures.

Consideration of safeguarding when live streaming church services and events

- When a service or event is being live streamed or recorded to be shared online at a later date we will ensure people are aware that they are being recorded and appropriate consent will be sought from those who participate in the service, or who may be visible to the camera.
- Where children and young people are participating in services or events, we will ensure that appropriate parent or guardian consent is in place. Where children and young people are unable to be shown on camera consideration will be given to how else they can participate in the service.
- This is in line with the guidance as set out in the Baptist Union of Great Britain guide:
https://www.baptist.org.uk/Articles/636833/Recording_and_Live.aspx

4.2 WORKING WITH ADULTS AT RISK

4.2.1 Premises

The church building will be made as accessible as possible to all people. Any restrictions to access, visibility, audibility, toilet facilities, lighting or heating will be addressed wherever possible, and where necessary, aids and adaptations put in place.

4.2.2 Language

Every effort will be taken to use appropriate language and suitable vocabulary, enabling the greatest level of inclusivity and accessibility. We will be mindful of the language used within worship and the language used to describe people (such as derogatory words focusing on aspects of someone's disability, race or sexuality rather than the person themselves).

4.2.3 Worship

In all worship services, we will consider the varied requirements of our congregation and try to be as inclusive as possible, by:

- Providing some copies of large print type for all printed materials
- Speakers always facing the congregation and not covering their mouths when talking, enabling those who rely on lip-reading
- Describing what is being presented on a screen for those who cannot see it clearly
- Using inclusive language
- Using a variety of liturgy and resources to cater for different levels of understanding
- Using a microphone during times of open prayer so that all can hear
- Considering holding a service which specifically caters for certain groups of adults at risk, such as those with learning disabilities, the deaf or the visually impaired.

4.2.4 Insurance

We will take reasonable steps to safeguard adults at risk and will follow any specific safeguarding requirements as laid out by our insurance company.

4.2.5 Financial integrity

Arrangements are in place for dealing with money, financial transactions and gifts, as outlined below:

- Those who work with adults at risk may become involved in some aspects of personal finance - collecting pensions or benefits, shopping or banking, etc. If handling money for someone else, always obtain receipts or other evidence of what has been done.
- Workers should not seek personal financial gain from their position beyond any salary or recognised allowances or expenses.
- Workers should not be influenced by offers of money.
- Any gifts received should be reported to the church trustees, who should decide whether or not the gift can be accepted.
- Any money received by the church should be handled by two unrelated church workers.
- Care should be taken not to canvass for church donations from those adults who may be at risk, such as the recently bereaved.

- Church and personal finances are kept apart to avoid any conflict of interest.
- If someone alters their will in favour of an individual known to them because of their church work or pastoral relationship, it should be reported to the trustees. Workers should not act as Executors for someone they know through their work or pastoral role, as this may lead to a conflict of interests.
- Expert legal advice should be sought on matters such as Power of Attorney and Appointeeship to ensure that the situation is clearly understood and is the most appropriate course of action for the adult at risk.

4.2.6 Photographs

Workers should make sure that they have the person's permission to take a picture, and that the subject is happy with the intended use of the pictures. When taking group pictures, workers should remember to get permission from everyone who will be photographed.

4.2.7 Computers

Church computers will all have a login requirement, have suitable parental controls and blocks. While not a failsafe, it will make inappropriate use of computers more difficult, whilst protecting any vulnerable users.

4.2.8 Record keeping

It is good practice to record pastoral visits or meetings, noting the date, time, location, subject and any actions which are to be taken. The record of these meetings should stick to facts and try to avoid opinion. Any records of safeguarding allegations, concerns or disclosures should be passed on to the DPS and stored in a safe and secure manner for at least 75 years.

4.2.9 Pastoral Relationships

Those involved in pastoral ministry should follow clearly defined procedures, which set out the boundaries to protect those carrying out the pastoral ministry and those receiving it:

- Workers should be aware of the power imbalance within pastoral relationships and the potential for abuse of trust.
- Behaviour that suggests favouritism or gives the impression of a special relationship, should be avoided.
- Workers should be aware of the dangers of dependency within a pastoral relationship.
- Workers should never take advantage of their role and engage in sexual activity with someone with whom they have a pastoral relationship.
- All people receiving pastoral ministry should be treated with respect and should be encouraged to make their own decisions about any actions or outcomes.
- Workers should not pastorally minister to anyone whilst under the influence of alcohol or drugs.
- Workers need to recognise the limits of their own abilities and competencies, and get further help when working with situations outside of their expertise or role.

4.3 HEALTH AND SAFETY - Safe Practice and Safe Premises

4.3.1 Consent forms

It is essential that we have important information about all children and young people involved in any activities at the church, which is recorded on our consent forms. The first week someone attends workers must record their name, medical emergency information and a contact name and number. Then they must bring their completed form back with them. Similar details will be gathered for adults at risk ([See appendix 8: specimen consent form](#)).

4.3.2 Health and Safety

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

All Accidents must be recorded in one of the Accident Books kept in the kitchens along with the First Aid Kits. Completed forms handed into the Health & Safety Deacon. For HBC events involving food preparation at least one worker will hold a valid Basic Food Hygiene Certificate.

Buildings being used for children's and adult at risk groups will be properly maintained. A representative from those teams that use the building should be invited to the annual health and safety review, and have the opportunity to contribute towards all aspects of safety for everyone involved in using the premises.

4.3.3 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 care. It is a legal requirement that all leaders/responsible persons are familiar with the emergency procedures in the event of a fire.

4.3.4 First Aid

Our church has a number of trained First Aiders and there is a list showing who they are on the noticeboard and on the outside of the first aid kits. All church groups will ensure that they have sufficient trained first aiders on their regular team so that there is always a first aider present at events and activities.

We have two first aid kits as well as an accident/incident reporting book, which must be completed in the event of any accidents, injuries or incidents. There is also an additional first aid kit for external events. A nominated individual will ensure that the contents of the first aid kits are checked on a regular basis. Completed accident forms should be passed on to the nominated individual.

4.3.5 Supervision of children / adults at risk of harm

The person responsible for a group/activity must sign in at the start and end of that activity so that it is apparent who the 'responsible person' for that activity is – even if you were already in the building or are staying on afterwards. You also need to make sure that you keep a register so that you know who is on the premises.

4.3.6 Food Hygiene

The Food Safety (General Food Hygiene) Regulations 1995 state that anyone who handles food or whose actions affect its safety must comply with the regulations. It therefore follows that those with responsibility

for food will need to possess the Basic Food Hygiene Certificate and be aware of food safety (preparation, handling and storage, disposal of waste, etc).

4.3.7 Risk Assessment

Before undertaking any activity with children or adults at risk, the leader will ensure that a risk assessment is carried out. It is advisable to appoint someone specifically for this task.

4.3.8 Insurance

Residential activity organisers will check that there is adequate insurance cover for any activities planned. If the trip is at a centre it is also important to establish that there is appropriate public liability insurance in place.

4.3.9 Transport

These guidelines apply to all drivers involved in the transportation of children, young people and adults at risk on behalf of the church. They do not apply to private arrangements, for example, transport arrangements made between friends.

- Only those who have gone through the church safer recruitment procedures for workers will transport children and adults at risk (within the DBS eligibility criteria).
- All drivers will have read the church's Safeguarding Policy and agree to abide by it.
- Drivers will be aged 25 or over and have held a full driving licence for at least two years.
- Drivers must ensure that they have adequate insurance cover and that the vehicle being used is road worthy.
- All hired minibuses will have a small bus permit, the necessary insurance and a driver with a valid driving licence that entitles them to drive a minibus.

Our practice specifically for transporting children is as follows:

- Parental consent will be given for all journeys.
- All children and young people should be returned to an agreed drop-off/pick-up point. At collection or drop off points, children should never be left on their own; make sure they are collected by an appropriate adult.
- At least two workers should be present when transporting children as part of a church role.
- Licences - Copies of licence are to be taken each year and those transporting children will be required to notify the church of any new convictions. Convictions that suggest a concern of a drivers ability to safely transport young people will prevent them being used for the transportation of children and young people. Those with in excess of 6 points on their licence will also be prevented from transporting children
- 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. Where possible
- Churches should not use people as drivers for children and young people when their criminal record shows a record of driving offences that suggests that the person may not be a safe driver.

4.3.10 Outings and Overnight Events involving Children

There are some specific considerations which need to be made for outings and overnight events involving children:

- A risk assessment must be carried out beforehand.
- Parents will be informed in writing of all the arrangements.
- A contact phone number overnight for the parent/carer should be obtained for the particular night(s) of the event.
- Consent forms will be obtained for the specific activities involved.
- Ensure that parents/carers have returned a health form stating any special dietary requirements and current medication, and also giving the name and telephone number of the child's doctor and consent for emergency medical treatment.
- Consideration should be given to having a meeting with parents/carers prior to the event
- There will be workers with first aid and food hygiene certificates with the group.

Sleeping Arrangements

Sleeping arrangements for overnight events will be carefully considered. 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 and there is more than one worker per room. Workers will not share sleeping accommodation with fewer than three children. Arrangements will be age-appropriate, provide security for the child/young person and be safe for everyone involved. The event leader will ensure that parents understand what the arrangements will be and are happy with them.

Males and females should sleep separately. If it is a mixed group of both boys and girls, there must be a mix of male and female adult workers. Come to a measured judgement based on the circumstances of the group you are taking away as to whether it is wise for adults to share sleeping accommodation with children or young people. This will depend on the ages of the children, their need of support, the likelihood of older children bullying younger children, and the nature of the venue. If adults share sleeping accommodation with children and young people, children and young people should always be able to dress and undress separately from adults. An adult should never sleep alone in a room with children or young people.

Adventurous Activities

No child will participate in adventurous activities without the written consent of the parent /carer. The activity leader 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 activity leader needs to ensure that the premises are licensed.

Fire Safety

The event leader will have a fire safety procedure in place, which will include the following:

- Everyone will be warned of the danger of fire. If the overnight event is in a building, then everyone must be made aware of the fire exits. A fire drill will be practised on the first day.
- 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. The building will also need to 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).

Safety

It is the responsibility of the workers to always know the whereabouts of every child/young person participating in an overnight event, and this may include monitoring access on and off the site.

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

Swimming Trips

There will be an increased adult to child ratio for swimming trips. Prior to the trip, workers will establish the swimming ability of the children attending and obtain specific consent. Workers should never change in front of the children.

4.3.11 Welcoming Children into an all age community

The church community is unlike many other communities that work with children and young people. The church community is an all-age community seeking to make space for all - all ages, all abilities, all backgrounds. Indeed, one of the five core values of the Baptist family is that we believe that we are called to be inclusive communities, with a gospel welcome extended to all.

There will be a number of occasions when children and young people will be present on church premises as part of the all-age community of the church where careful consideration needs to be given as to what it means to provide them with a safe environment:

- before and after church services
- family or all-age services
- social events that are open to the whole church family
- rehearsals for productions that might include children, young people and adults.

These situations highlight the importance of the Safeguarding Policy being adopted, owned and understood by the whole church membership. The annual review of the policy should address areas of church life where adults, children and young people come together but where no formal children's or youth activities are being organised. The report of the review should also give an occasion for educating the church meeting and helping all church members and members of the congregation to understand their responsibilities with regard to safeguarding. Whenever children and young people are on church premises, regardless of whether they are in the care of their parents or of the church, the church will be responsible for health and safety issues regarding the church premises.

It should be clear when workers take responsibility for children and young people and when they hand responsibility back to parents. It is not good practice to allow children under 7 years to leave their group or class unaccompanied. Churches with larger groups should have a system in place so that they know that each child has gone with the correct adult. Once the children have been collected from their group the responsibility for each child reverts from the group leaders to the parents or adult who is in charge of collecting them.

If children under the age of 7 attend unaccompanied by any adults either their parents/carers should be informed of the level of care that the church is able to take for their welfare (i.e. when they will be in the formal care of workers); or the workers in their groups should take responsibility for them from the time they

arrive at church to the time they leave. A meeting point and time should be agreed before the service. After the group finishes the worker will be responsible for the child until the child leaves the church premises.

It is not wise for children under the age of 7 to be on church premises unless they are in the care of an adult. Either it should be insisted that children under the age of 7 are accompanied by a parent/carer (or another adult identified by the parent/carer) when not part of an organised children's group, or during those times the church should make arrangements for an adult to supervise such young children.

The church should be aware of any particular hazards to children and young people during these periods. Consideration should be given to:

- Whether children and young people congregate in rooms unsupervised
- Whether there are hazards associated with the serving or preparing of hot drinks
- Whether young children can wander outside the church premises unsupervised
- The kitchen & baptistery should normally be out of bounds to children and young people.

If there are any adults in the congregation who pose a risk to children and young people their behaviour should be closely monitored during these times. If your church has a known offender attending it is important that the conditions of the offender's contract are fully enforced and adhered to.

4.3.12 Outings and Overnight Events involving Adults at Risk

As with outings and events for children, there are additional considerations for a group taking adults with additional needs, such as learning difficulties or mental health needs, on outings or overnight events:

- A risk assessment must be carried out beforehand
- Planning for the trip should take into account specific medical, physical and support needs of each group member, bearing in mind that there may be people in the group who have individual care needs that will have to be met (including personal care)
- Adults at risk should be included in the planning of trips and events
- Consideration should be given to the suitability and accessibility of the venue and accommodation, travel time and mode of transport, and the affordability of the event
- Adults at risk should be given all the information about the trip beforehand so that they know where they are going, how long it will take to get there and what type of activities they will be taking part in.
- There should be a minimum of two leaders with each group; the individual needs of those attending may determine the additional number of people required.

Sleeping Arrangements

Consideration should be given to the individual needs of those staying overnight. If there is a need for personal care or additional support during the night, it would be better that the person's usual caregiver also attends the event and therefore shares a room with them.

Personal Care

It is not appropriate for church workers to perform personal care for adults at risk unless this is their usual task (i.e. if they have come along to help generally, but also have a caring role for a member of the group, they can provide personal care for that person).

Activities

Leaders should consider the mobility needs of the group when deciding on activities or events. For example, if members of the group have difficulty walking, then including a walking tour around a town may be inaccessible to some who are attending. If you have members of the group who use wheelchairs then consideration needs to be given as to whether you have sufficient workers to support those who may need pushing.

Safety

It is the responsibility of the workers to always know the whereabouts of every person in the group; this may include monitoring access on and off the site.

General safety rules will be applied as appropriate and advice sought from the event organiser / venue about the fire evacuation procedures. A copy of the event / venue risk assessment should be included with the group leader's risk assessment.

Consent and Medical Information

It is important to recognise that adults at risk are mostly able to give consent for their own involvement in activities, inclusion in photographs and medical treatment. However, in some situations the question of capacity may arise. The guidelines clearly state that an adult at risk should have a say in their care and any arrangements made for them, however, there may be occasions when you need to involve others in decision making. In these situations, seek advice from the DPS with regard to who should be involved.

A medical consent form should be completed by each member of the group and held by the leader. This will include any health concerns, emergency contact information and contact details for their GP. This will allow emergency medical personnel to have access to information should the need arise.

Holding and Dispensing of Adults Medication

Church workers should never agree to hold or dispense medication for those on an event. If someone is unable to manage their own medication then consideration should be given as to whether their usual carer could attend with them or whether they will not be able to attend the event.

4.3.13 Hiring of Church Premises

The responsible adult for an activity held at Hereford Baptist Church should be familiar with the Baptist Union of Great Britain guidance: [Guidance Leaflet PC10: Hiring of Church Premises](#).

4.4 SAFER COMMUNITY

4.4.1 Bullying

Bullying is another form of abuse, and it can be verbal or physical. Bullying doesn't just happen to children, often adults can be victims too. There is no legal definition of bullying, but it is usually defined as a repeated pattern of behaviour intended to cause emotional or physical harm to another person, or exert power over them. The effect of bullying on the victim can be profound, both emotionally and physically, regardless of their age, ability or status.

It is important to recognise that bullying happens within churches, and it is not isolated to the children and young people. Anyone in the church can be a victim of bullying, just as anyone in the church can be the bully, including those in leadership.

Some examples of bullying that could arise in the church context are:

- Being verbally or physically abusive towards another person
- Isolating or deliberately ignoring someone, or excluding them from group activities
- Spreading rumours and malicious untruths about another person in the church
- Use of email, phone or social media to publicly challenge or undermine someone
- Name calling and personal insults
- Making false accusations
- Sending abusive messages or degrading images via phone, email or social media

Bullying will always cause a great deal of pain and harm for those on the receiving end. Many people affected by bullying, both children and adults, believe they have nowhere to turn. They are scared to speak out and often blame themselves. They can become fearful and reclusive. It is important that churches are able to recognise when bullying is occurring and are prepared to take action to resolve the situation.

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

- Withdrawal from group or church activities; appearing anxious, tearful or more reticent than usual, particularly in a certain context; development of mental health difficulties, such as depression or anxiety disorders; drop in performance relating to any church roles; physical injuries.

In order to help prevent bullying, the following procedures will be adopted within the church:

- The children and young people will be involved in agreeing a code of behaviour for their groups, which makes it clear that bullying is unacceptable. This should then be displayed somewhere visible to the whole church.
- The church will display signs stating the importance of valuing and respecting each other even in disagreements and this will be practically embedded into the leadership approach to others.
- Everyone in the church, whether children or adults, should know how they can report any incidents of bullying.
- All allegations of bullying will be treated seriously and details will be carefully checked before action is taken.
- The bullying behaviour will be investigated and bullying will be stopped as quickly as possible.
- An attempt will be made to help bullies change their behaviour.

- All allegations and incidents of bullying will be recorded, together with the actions that are taken.
- Where an allegation of bullying is made against a church or group leader, advice will be sought from the local Baptist Association Safeguarding Contact as this should be addressed.
- Incidents of bullying may be reported to the statutory authorities in line with the church safeguarding procedures.

It is important to distinguish bullying from other behaviour, such as respectfully challenging or disagreeing with someone else's beliefs or behaviours, setting reasonable expectations with regard to work deadlines and activities or taking legitimate disciplinary action.

4.4.2 Working with Alleged or Known Offenders

When someone attending the church is known to have abused children or adults at risk, or a serious allegation has been made, the church safeguarding team will supervise the individual concerned and offer pastoral care, but in its commitment to protect vulnerable groups, will set boundaries for that person which they shall be expected to keep. These will be set out in what is known as a Safeguarding Contract.

When it is known that a person who has been convicted of abusing children, young people or adults is attending our church, it is important that their behaviour within the church community is properly managed and that a contract is put in place. There are also times when it will be appropriate to take such measures with a person who has faced allegations of abuse, but hasn't been convicted.

In determining the details of the contract:

- The DPS will inform and take advice from the local Baptist Association Safeguarding Contact.
- A risk assessment will be undertaken with the help of the local Baptist Association Safeguarding Contact to determine the contents of the Safeguarding Contract.
- There will be a discussion about who should be informed about the nature of the offence and the details of the contract.
- The rights of the offender to re-build their life without people knowing the details of their past offence should be balanced against the need to protect children, young people and adults at risk.
- The members of the church Safeguarding Team will always be informed.
- The DPS should determine whether the person is subject to supervision or is on the Sex Offenders' Register. If so, the DPS should make contact with the offender's specialist probation officer (SPO) who will inform the church of any relevant information or restrictions that they should be aware of.

An open discussion will be held with the person concerned in which clear boundaries are established for their involvement in the life of the church. A written contract will be drawn up which identifies appropriate behaviour. The person will be required to sign the contract and it will be monitored and enforced. If the contract is broken certain sanctions will be discussed and considered with the local Baptist Association Safeguarding Contact.

4.4.3 Alleged or known offenders who are themselves adults at risk

A formal contract may be quite a daunting process for someone with learning difficulties or a young person, yet having safeguards in place is still necessary. Therefore, an alternative may be to arrange a meeting with the individual in question where they can be taken through the main elements of a formal contract in a way that is non-threatening and easy to understand. Notes would be taken and the individual would need to verbally agree to the requirements laid out in the meeting.

Rather than signing a formal 'contract', the individual would instead sign to say that they agree with the minutes or meeting notes, and that they will stick to what has been agreed during the meeting. This will result in the same outcome as a contract, but is a more informal and appropriate approach for an adult at risk. The agreed requirements will need to be reviewed regularly to make sure that the individual is complying, exactly as a formal contract would be.

APPENDIX 1: DEFINITIONS OF ABUSE

Understanding, Recognising and Responding to Abuse

Abuse and neglect are forms of maltreatment of a child or adult at risk. Somebody may abuse or neglect a child or adult by inflicting harm, or by failing to act to prevent harm. Children and adults at risk 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 a child or children. There are many different ways in which people suffer abuse. The list below is, sadly, not exhaustive.

Type of abuse	Child	Adult at risk
<i>Physical</i>	Actual or likely physical injury to a child, or failure to prevent physical injury to a child.	To inflict pain, physical injury or suffering to an adult at risk.
<i>Emotional</i>	The persistent, emotional, ill treatment of a child that affects their emotional and behavioural development. It may involve conveying to the child that they are worthless and unloved, inadequate, or that they are given responsibilities beyond their years.	The use of threats, fear or power gained by another adult's position, to invalidate the person's independent wishes. Such behaviour can create very real emotional and psychological distress. All forms of abuse have an emotional component.
<i>Sexual</i>	Involves forcing or enticing a child to take part in sexual activities, whether or not the child is aware of what is happening. This includes 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.	Any non-consenting sexual act or behaviour. No one should enter into a sexual relationship with someone for whom they have pastoral responsibility or hold a position of trust.
<i>Neglect</i>	Where adults fail to care for children and protect them from danger, seriously impairing health and development.	A person's wellbeing is impaired and their care needs are not met. Neglect can be deliberate or can occur as a result of not understanding what someone's needs are.
<i>Type of Abuse</i>	Additional Definitions	
<i>Financial</i>	The inappropriate use, misappropriation, embezzlement or theft of money, property or possessions.	
<i>Spiritual</i>	The inappropriate use of religious belief or practice; coercion and control of one individual by another in a spiritual context; the abuse of trust by someone in a position of spiritual authority (e.g. minister). The person experiences spiritual abuse as a deeply emotional personal attack.	

<i>Discrimination</i>	The inappropriate treatment of a person because of their age, gender, race, religion, cultural background, sexuality or disability.
<i>Institutional</i>	The mistreatment or abuse of a person by a regime or individuals within an institution. It can occur through repeated acts of poor or inadequate care and neglect, or poor professional practice or ill-treatment. The church as an institution is not exempt from perpetrating institutional abuse.
<i>Domestic Abuse</i>	Domestic abuse is any threatening behaviour, violence or abuse between adults who are or have been in a relationship, or between family members. It can affect anybody regardless of their age, gender, sexuality or social status. Domestic abuse can be physical, sexual or psychological, and whatever form it takes, it is rarely a one-off incident. Usually there is a pattern of abusive and controlling behaviour where an abuser seeks to exert power over their family member or partner.
<i>Cyber Abuse</i>	The use of information technology (email, mobile phones, websites, social media, instant messaging, chatrooms, etc.) to repeatedly harm or harass other people in a deliberate manner.
<i>Self-harm</i>	Self-Harm is the intentional damage or injury to a person's own body. It is used as a way of coping with or expressing overwhelming emotional distress. An individual may also be neglecting themselves, which can result in harm to themselves.
<i>Mate crime</i>	'Mate crime' is when people (particularly those with learning disabilities) are befriended by members of the community, who go on to exploit and take advantage of them.
<i>Modern Slavery</i>	Modern slavery is the practice of treating people as property; it includes bonded labour, child labour, sex slavery and trafficking. It is illegal in every country of the world.
<i>Human Trafficking</i>	Human trafficking is when people are bought and sold for financial gain and/or abuse. Men, women and children can be trafficked, both within their own countries and over international borders. The traffickers will trick, coerce, lure or force these vulnerable individuals into sexual exploitation, forced labour, street crime, domestic servitude or even the sale of organs and human sacrifice.
<i>Radicalisation</i>	The radicalisation of individuals is the process by which people come to support any form of extremism and, in some cases, join terrorist groups. Some individuals are more vulnerable to the risk of being groomed into terrorism than others.
<i>Honour / Forced Marriage</i>	An honour marriage / forced marriage is when one or both of the spouses do not, or cannot, consent to the marriage. There may be physical, psychological, financial, sexual and emotional pressure exerted in order to make the marriage go ahead. The motivation may include the desire to control unwanted behaviour or sexuality.
<i>Female Genital Mutilation</i>	Female genital mutilation (FGM) comprises all procedures involving partial or total removal of the female external genitalia or other injury to the female genital organs for non-medical reasons as defined by the World Health Organisation (WHO). FGM is a cultural practice common around the world and is largely performed on girls aged between 10 and 18. Performing acts of FGM is illegal in the UK as is arranging for a child to travel abroad for FGM to be carried out.

<i>Historic Abuse</i>	Historic abuse is the term used to describe disclosures of abuse that were perpetrated in the past. Many people who have experienced abuse don't tell anyone what happened until years later, with around one third of people abused in childhood waiting until adulthood before they share their experience.
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Whilst it is not possible to be prescriptive about the signs and symptoms of abuse and neglect, the following list sets out some of the indicators which might be suggestive of abuse:

- unexplained injuries on areas of the body not usually prone to such injuries
- an injury that has not been treated/received medical attention
- an injury for which the explanation seems inconsistent
- a child or adult at risk discloses behaviour that is harmful to them
- unexplained changes in behaviour or mood (e.g. becoming very quiet, withdrawn or displaying sudden bursts of temper)
- inappropriate sexual awareness in children
- signs of neglect, such as under-nourished, untreated illnesses, inadequate care.

It should be recognised that this list is not exhaustive and the presence of one or more indicators is not in itself proof that abuse is actually taking place.

It is also important to remember that there might be other reasons why most of the above are occurring

APPENDIX 2: DETAILED GUIDANCE ON REPORTING REQUIREMENTS

STAGE 1 – THE WORKER

The duty of the person who receives information or who has a concern about the welfare of a child, young person or adult at risk is to RECOGNISE the concerns, make a RECORD in writing and RESPOND by passing on their concerns to the DPS. If he/she is not contactable, or they are implicated in the situation, another member of the church Safeguarding Team should be contacted instead.

Concerns should be passed on to the DPS within 24 hours of the concern being raised. If anyone is considered to be in imminent danger of harm, a report should be made immediately to the police by calling 999. If such a report is made without reference to the DPS, they should be informed as soon as possible afterwards.

A written record using the standard incident report form should be made as soon as possible after a child or adult at risk tells you about harmful behaviour, or an incident takes place that gives cause for concern.

The record should:

- be hand-written as soon as possible after the event
- be legible and state the facts accurately (when hand-written notes are typed up later the original hand-written notes should be retained)
- include the child or adult at risk's name, address, date of birth (or age if the date of birth is not known)
- include the nature of the concerns/allegation/disclosure
- include a description of any bruising or other injuries that you may have noticed
- include an exact record of what the child or adult at risk has said, using their own words where possible
- include what was said by the person to whom the concerns were reported
- include any action taken as a result of the concerns
- be signed and dated
- be kept secure and confidential and made available only to the church Safeguarding Team (including the church minister), representatives of any statutory authorities involved and the local Baptist association.

If concerns arise in the context of children's or adult at risk work, the worker who has the concern may in the first instance wish to talk it through with their group leader, where appropriate. However, such conversations should not delay concerns being passed on to the DPS. It should be clear that the duty remains with the worker to record and pass on their concerns to the DPS. If an issue concerns an adult at risk who does not give permission to pass on the information to anyone else, the worker should explain that they will need to speak with the DPS, who will have greater expertise in dealing with the issue at hand. If permission is still not given, the worker could say that they will talk with the DPS without mentioning the name of the person involved.

If a concern is brought to the attention of a group leader by one of the workers, the leader should remind the worker of their duty to record and report, and will also themselves have a duty to pass on the concern to the DPS.

STAGE 2 – THE DESIGNATED PERSON FOR SAFEGUARDING (DPS)

The duty of the DPS on receiving a report is to REVIEW the concern that they have received and REPORT the concern on to the appropriate people, where necessary.

The duty to REVIEW

In reviewing the report that is received, the DPS:

- should take into account their level of experience and expertise in assessing risk to children or adults at risk.
- must take into account any other reports that have been received concerning the same individual or family.
- may speak with others in the church where appropriate (including the Minister and church Safeguarding Team, unless allegations involve them) who may have relevant information and knowledge that would impact on any decision being made. Such conversations should not lead to undue delay in taking any necessary action.
- may consult with other agencies to seek guidance and advice in knowing how to respond appropriately to the concerns that have been raised.

The duty to REPORT

The DPS will decide who the report should be referred on to, working in conjunction with the church Safeguarding Team where appropriate. They may:

- refer back to the worker who made the initial report if there is little evidence that a child or adult at risk is being harmed, asking for appropriate continued observation.
- refer the concern to others who work with the child or adult at risk in question, asking for continued observation where appropriate.
- Inform parents / carers under certain circumstances, where doing so would not present any further risk of harm.
- Make a formal referral to the police or local Social Services team. With adults at risk, confidentiality means that someone's personal business is not discussed with others, except with their permission. This is not always possible when considering passing relevant information about abuse or concerns to the statutory authorities, however, it is possible to keep the information confidential to the relevant parties. This means not telling or hinting to others what has been disclosed, not even for prayer ministry purposes. For adults at risk, concerns will only be referred to the police or Social Services without consent where:
 - the person lacks the mental capacity to make such a choice
 - there is a risk of harm to others
 - in order to prevent a crime
- If an allegation is made against someone who works with children* the allegation should be reported to the Local Authority Designated Officer (LADO) or equivalent. The LADO is located within Children's Services and should be alerted to all cases in which it is alleged that a person who works with children has:
 - behaved in a way that has harmed, or may have harmed, a child
 - possibly committed a criminal offence against children, or related to a child
 - behaved towards a child or children in a way that indicates s/he is unsuitable to work with children.

- If an allegation is made against someone who works with adults at risk*, it should be reported to the police or Adult Social Services.

**If a worker has an allegation made against them, they should step down from all church duties until the incident has been investigated by the statutory authorities. It may also be appropriate to put a Safeguarding Contract in place; this should be discussed with the local Baptist Association Safeguarding Contact.*

- Whenever a formal referral is made to the police, Social Services or LADO, the DPS should report the referral to:
 - The Safeguarding Trustee
 - The Minister
 - The local Baptist Association Safeguarding Contact

A record should be kept of all safeguarding incidents and should be considered in the annual review of the church's safeguarding policy. All original reports should be retained safely and securely by the DPS and a written record should be made of the actions taken.

STAGE 3 – THE NEXT STEPS

Responsibilities to **REPORT** and **SUPPORT** in stage 3 of the process are shared by the church Safeguarding Team and the Minister.

The duty to SUPPORT

Once concerns, suspicions and disclosures of abuse have been addressed, the church continues to have a responsibility to offer support to all those who have been affected, including: Victims; Alleged perpetrators; Children; Adults at risk; Other family members; Church workers; Church Safeguarding Team; Minister; Leadership Team.

The duty to REPORT

If a church worker has been accused of causing harm to children, young people or adults at risk this would be classed as a serious incident that should be reported to the Charity Commission by those churches that are registered with the Charity Commission.

If a worker has been removed from their post or would have been removed from their post because of the risk of harm that they pose to children, young people or adults at risk, there is also a statutory duty to report the incident to the Disclosure and Barring Service (DBS).

Name of church / organisation	
Contact details of church / organisation	

Name of Designated Person for Safeguarding (DPS)	
Contact details of Designated Person for Safeguarding	

Name of concerned person or to whom disclosure was given	
Contact details of concerned person or whom disclosure was given	

APPENDIX 3: SAFEGUARDING INCIDENT FORM

This form should be completed by the Designated Person for Safeguarding

INDIVIDUAL OF CONCERN - CONTACT DETAILS

Name	
Date of birth	
Address	
Phone number / Email address	

THE INCIDENT

What happened? (Nature of concern / disclosure made - use the person's own words if known)

When did it happen? (date, time)

Where did it happen? (specific location)

Who was allegedly involved and in what way? (includes witnesses)

ANY ACTION THAT HAS BEEN TAKEN

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

(Please

Yes		No	
-----	--	----	--

If so, when and by whom?

Have the statutory authorities been informed?

Yes		No	
-----	--	----	--

If so, please complete the table:

Example:

Authority	Police				
Name	Bobby				
Position	Child abuse officer				
Email contact	bobby@police.com				
Phone contact	077999				
Contacted by	Minister				
Date & time of contact	1.30pm 1/4/15				

Has the Local Association been informed?

(Please do so if the statutory authorities are involved)

Yes		No	
-----	--	----	--

If so, when and by whom?

Any other action taken:

FUTURE ACTION TO BE TAKEN

What action needs to be taken?

Who is responsible for this?

SIGNATURES

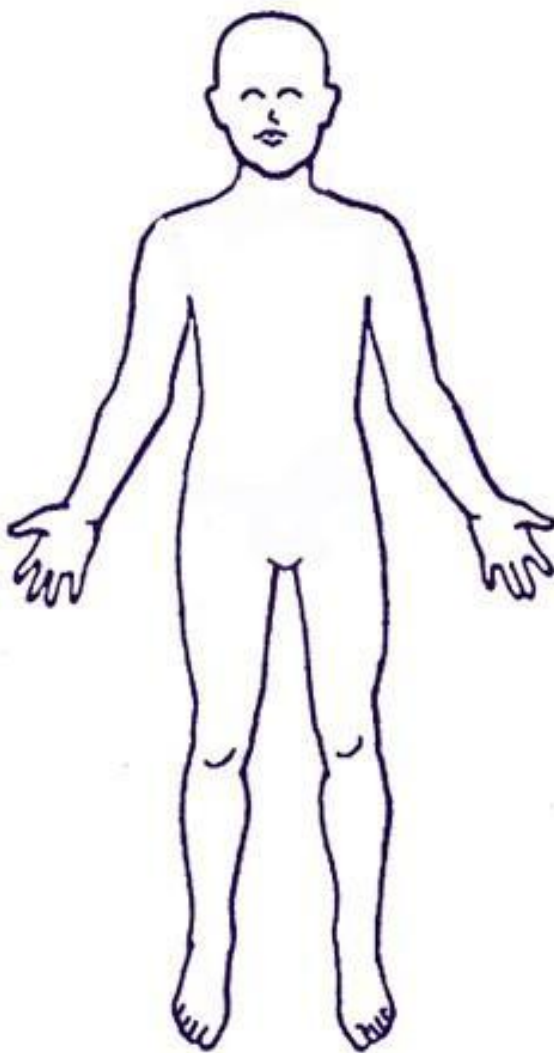
Signature of Designated Safeguarding Person		Signature of minister, or Church Safeguarding Team member	
Date & time		Date & time	

BODY MAP

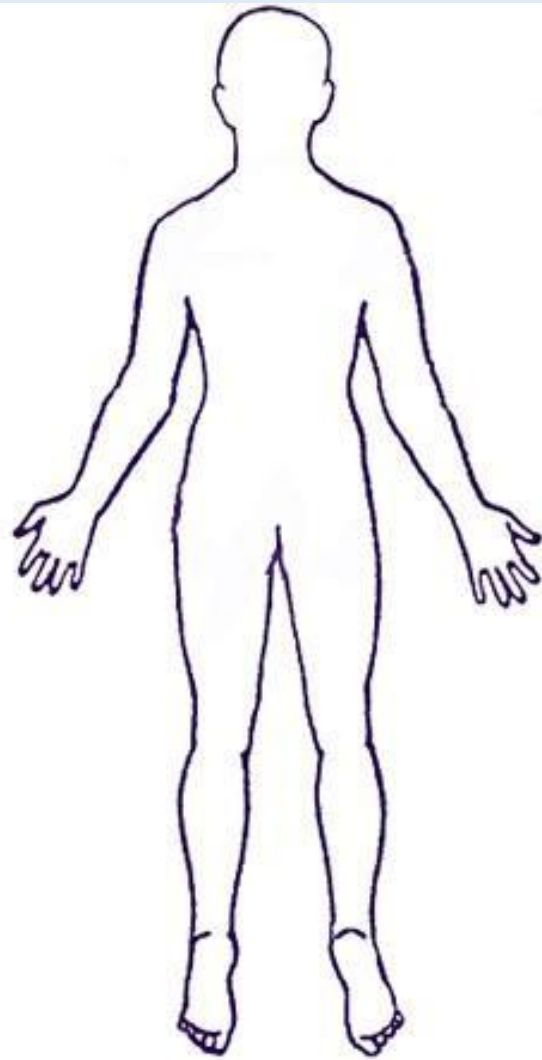
Name of Individual of Concern _____

Name of person completing this form _____

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



Front



Back

Signature _____

Date and time _____

APPENDIX 4: ROLE DESCRIPTIONS

4.1 Safeguarding Roles and Responsibilities

Each church needs to identify and fill several important posts that underpin effective safeguarding in the church. These notes outline the main responsibilities relating to safeguarding connected with key leadership roles.

Trustees / Deacons

- Ultimately responsible for safeguarding
- Responsible for the implementation of policy and procedures
- Responsible for supporting the church workers
- Responsible for raising awareness about best practice within the church
- Responsible for ensuring that the relevant people have received the appropriate training

Safeguarding Trustee / Deacon

Not necessarily the person who heads up safeguarding in the church – could be a trustee / deacon with an interest and willingness to learn.

- Takes a lead on safeguarding matters for the trustees / deacons
- Is the point of contact with trustees / deacons for safeguarding issues
- Ensures church policy and procedures are reviewed annually

Designated Person for Safeguarding

- Receives all reports of concerns regarding the safeguarding of children, young people and adults at risk
- Listens, observes and passes on those concerns appropriately, having taken advice from the relevant people
- Acts as a link between the church and other agencies or bodies on safeguarding matters

Disclosure and Barring Service (DBS) Verifier

- Responsible for all aspects of processing DBS checks for church staff and volunteers (with the exception of the accredited minister who is checked by the regional association)

The Minister

- Shares with the trustees the general responsibility for the adoption and implementation of the church's safeguarding policy
- Takes responsibility for ensuring that the pastoral needs of all are being met
- May need to be made aware of safeguarding issues in line with the guidance on page 6

A. Other Roles Descriptions

Up to date master copies are held by the church administrator

Specimen 1: Youth leader

Hereford Baptist Church Volunteer

Job Description: Youth leader.

Hereford Baptist Church values its young people and we seek to ensure that those who work with them are suited for the role, called by God and effectively supported in their role.

Description of Position

Organisation	Hereford Baptist Church – Youth Group
Age Range	11 – 18 years old
Job Title	Youth Leader

Usual location of role Hereford Baptist Church

Main Purpose

To promote the spiritual growth and transformation of the young people. To be available to young people within the church to seek to encourage and support them as well as lead them into a deeper relationship with God. To seek opportunities to reach out to young people in the community in a similar way. Youth leaders engage in a ministry with young people that emphasizes fun, identity with their Christian faith, community and learning

Key Roles

You will work within a team to:

- encourage, pray for, teach, share with and be a Christian example to the young people and fellow leaders.
- ensure a safe and secure environment for the young people as well as other leaders and promote respect for the church property
- assist in the setting up and tidying up of the facilities when required.

Accountability to: As a leader, you report to and are supported by the senior leadership within the church.

Conditions of service Voluntary

Time Commitment Wednesday Evenings - Youth Group (optional - *other time deemed necessary*)

Responsibilities:

- Nurture the spiritual growth and transformation of the young people in cooperation with their parents/guardians, other youth leaders and the rest of the church community.
- Assist and support youth leaders in planning and carrying out the youth program.
- Attend to your own personal spiritual growth and transformation by attending worship services and other church discipleship programs.
- Have fun!

Knowledge, Skills, and Abilities:

- Commitment to the spiritual growth of the young people, and the ability to see the inherent worth and dignity of every young person.
- Ability to work as a part of a youth ministry team.
- A good knowledge of what the bible teaches and what it means to be a bible believing Christian.
- Your own social and emotional support network.

Benefits and opportunities:

- Regular opportunities for additional training in-house and through other agencies.
- Opportunity to get to know the young people of Hereford Baptist Church, to support and mentor them as disciples of Jesus and to learn from them as they learn from you.

Person Specification

You will:

- preferable have experience in working with young people
- share in the spiritual life and worship of the Church.
- be able to encourage, equip, motivate and inspire
- be able to work as part of a team
- be able to communicate effectively and it is desirable that you will be able to lead group work
- communicate and interact with digital technology responsibly in keeping with the principles set out in the safeguarding policy ([Section 3.1.8](#))
- have basic listening skills and an awareness of counselling issues would be desirable.
- be expected to encourage, pray for, teach, share with and be a Christian example to the young people you come into contact with.
- be expected to assist in providing a safe and secure environment for the young people, for all volunteers and encourage respect for the church property.
- be required to attend regular planning meetings, assist in organising events and undertake pastoral care of the young people were possible.
- undertake an informal review every 6 months.

All volunteers who work with young people must adhere to the HBC safeguarding policy, be DBS checked and have level 2 safeguarding training (renewed every four years).

Reference checks and/or background checks will be requested of all volunteers working with young people.

To apply for this volunteer job, contact the Youth Deacon or Church Minister

Specimen 2: Sunday Group Leader

Hereford Baptist Church

Volunteer Job Description: Sunday Group Leader

Goal:

To promote the spiritual growth and transformation of the young people of Hereford Baptist Churches Sunday Groups. Sunday group leaders engage in a teaching ministry with the young people that emphasizes fun, identity with their Christian faith, community and learning.

Time frame:

As a leader, you commit to serving as a part of a team on a rota basis. This will usually work out at about once a month as a leader (where you prepare and lead the session) and once a month as a support, although there maybe occasions when a teaching series may require a number of weeks together. For the weeks you are leading a session, plan on two hours of preparation and 45 minutes with the young people on a Sunday morning. For the weeks when you are assisting another lead teacher, plan on 45 minutes with the young people on Sunday morning.

Statement of Accountability:

As a leader, you report to and are supported by the senior leadership within the church.

Responsibilities:

- Nurture the young people's spiritual growth and transformation in partnership with their parents/ guardians, other youth leaders and the rest of the church community.
- Plan Sunday morning sessions in partnership with other members of your team where an assistant is on the rota.
- Lead Sunday morning sessions, or assist that week's main leader.
- Pursue your own personal spiritual growth by attending worship services the weeks you are not leading.
- Be aware and support the overall vision, purpose, goals and objectives of the church's youth ministry.
- Have fun!

Knowledge, Skills, and Abilities:

- A personal faith in Jesus and a desire for Him to be Lord of your life. To make Christ known and to encourage the baptism of those professing faith in Jesus.
- Commitment to the young people's spiritual growth, and ability to see the inherent worth and dignity of every person.
- Ability to work as a part of a teaching team.
- A good knowledge of what the bible teaches and what it means to be a bible believing Christian.
- Communicate and interact with digital technology responsibly in keeping with the principles set out in the safeguarding policy ([Section 3.1.8](#))

Benefits and opportunities:

- Regular opportunities for additional support and training.
- Opportunity to get to know the young people of Hereford Baptist Church, to support and mentor them as disciples of Jesus and to learn from them as they learn from you.

All volunteers who work with young people must adhere to the HBC safeguarding policy, be DBS checked and have level 2 safeguarding training (renewed every four years).

Reference checks and/or background checks will be requested of all volunteers working with young people.

To apply for this volunteer job, contact the Children's Deacon.

Specimen 3: Student Youth Worker

Hereford Baptist Church

Student Youth Worker - Job Description and Personal Specification.

Hereford Baptist Church values its young people and we seek to ensure that those who work with them are suited for the role, called by God and effectively supported in their role.

DESCRIPTION OF POSITION

Organisation	-	Hereford Baptist Church – Youth Group
Age Range	-	11 – 18 years old
Job Title	-	Student Youth Worker
Line Manager	-	Church Minister
Usual location of role	-	Hereford Baptist Church
Hours during Term	-	14 Hours per week
Hours other	-	Term Time only (voluntary support if offered)
Financial Arrangements-		All youth-work related expenses Bursary of up to £300 per month (pledges to be requested) Book Allowance £100 per year
Holiday Entitlement	-	N/A – Term time only.
Length of Placement	-	3 years

Main Purpose

To engage in a ministry with young people that emphasizes fun, identity with their Christian faith, community and learning. To encourage the spiritual growth and transformation of the young people, being available to challenge and support them as well as lead them into a deeper relationship with God. To seek opportunities to reach out to and meet the needs of young people in the community.

Key Roles

You will :

- be a part of the youth ministry team
- be involved in exploring opportunities for youth work out in community
- be responsible for leading a Sunday morning group each week
- be involved in the weekly youth group programme and take the lead where necessary
- encourage, pray for, teach, share with and be a Christian example to the young people and fellow leaders.
- ensure a safe and secure environment for the young people as well as other leaders and promote respect for the church property

- undertake administration, communication, networking and publicity as required for the youth work.
- communicate and interact with digital technology responsibly in keeping with the principles set out in the safeguarding policy ([Section 3.1.8](#))

Responsibilities:

- Nurture the spiritual growth and transformation of the young people in cooperation with their parents/guardians, other youth leaders and the rest of the church community.
- Assist and support youth leaders in planning and carrying out the youth program.
- Attend to your own personal spiritual growth and transformation by attending worship services and other church discipleship programs.
- Have fun!

Knowledge, Skills, and Abilities:

- Commitment to the spiritual growth of the young people, and the ability to see the inherent worth and dignity of every young person.
- Ability to work as a part of a youth ministry team.
- A good knowledge of what the Bible teaches and what it means to be a bible believing Christian.
- Your own social and emotional support network.

Benefits and opportunities:

- Regular opportunities for additional training in-house and through other agencies.
- Opportunity to get to know the young people of Hereford Baptist Church, to support and mentor them as disciples of Jesus and to learn from them as they learn from you.

PERSON SPECIFICATION

Essential

You will:

- have a Christian commitment
- have experience in working with young people
- be able to communicate effectively and able to lead group work
- have experience of discipling young people effectively
- be able to work as part of a team
- share in the spiritual life and worship of the Church.
- be able to encourage, equip, motivate and inspire

Desirable

It is preferable:

- that you have basic listening skills and an awareness of counselling issues.

- That you have experience in organising events

All volunteers who work with young people must adhere to the HBC safeguarding policy, be DBS checked and have level 2 safeguarding training (renewed every four years).

Reference checks and/or background checks will be requested of all volunteers working with young people.

Specimen 4: Intern Induction Checklist

Many of the items on this checklist will seem like common sense, and if the Intern is a church member, they will know a certain amount already. However, HBC needs to ensure that each Intern is shown how things **SHOULD** work according to its policies, and that the Intern has all of the resources required to fulfil their new responsibilities. The intern should sign & date after each section on the day that it has been completed.

Lead by?	Brief outline of induction
Church Secretary	Intern Starter Pack Has HBC got a Person Information Sheet / Consent Form for the Intern? Is a DBS check required? Do we have 2 References on file? Has Intern got a Role Description stating Role and Responsibilities? Has Intern received a Work Schedule, showing Training and Induction? Has Intern received a Handbook?
	Signed: _____ Date: _____
Elder or Minister	HBC info What is HBC about, what is on the Constitution? Who do we report to, are we regulated? What is the HBC Structure? • Trustees, Elders, Deacons, Ministers, Office, Members What Projects & Ministries happen, and who are the leaders? What Targets do we work to? How are we funded?
	Signed: _____ Date: _____
Buildings Deacon	Building & Property Tour of the facilities (security gates, toilets, fire exits, storage places) Keys & Codes (relevant to Interns tasks) How to access Cleaning & Maintenance equipment
	Signed: _____ Date: _____
Work Buddy	Policies Health & Safety • Fire drills & Fire equipment (extinguishers) • Security (buzzer, Panic Alarm) • Food Hygiene & Kitchen (Making drinks, storing food & washing up) Public Relations & Social Media Accessing Computers & Wifi Equal Opportunities & Inclusion Safeguarding & Child Protection

	Signed:	Date:
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APPENDIX 5: SPECIMEN HEREFORD BAPTIST CHURCH APPLICATION FORM.

HEREFORD BAPTIST CHURCH APPLICATION FORM

We ask all prospective workers with children and young people (0 – 18) and adults at risk of harm to complete this form. If there is insufficient room to fully answer any question, please continue on a separate sheet. The information will be kept confidentially by the church, unless requested by an appropriate statutory authority.

Personal Details

Full name

Other names by which known in past

Address

Postcode

Telephone Number – Daytime

Mobile

Evening

Date of Birth / /

How long have you lived at the above address?

Years	Months
1	1
2	2
3	3
4	4
5	5
6	6
7	7
8	8
9	9
10	10
11	11
12	12
13	13
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98	98
99	99
100	100

If less than 3 years, please give previous address(es) with dates

From / / To / /

Address Address

Postcode Postcode

From / / To / / From / / To / /

Experience and skills

Please tell us about your Christian experience (ie how long have you been a Christian, which church(es) have you attended (with dates), any activities undertaken):

Please give details of previous experience of looking after or working with adults at risk of harm and/or children and/or young people. Please include details of any relevant qualifications or appropriate training either in a paid or voluntary capacity:

Please state why you would like to be involved in pastoral care:

Present or most recent job: (If a student give school or college details)

Qualifications:

Do you have any nursing/first aid experience? **YES / NO** (Please circle)

If YES, please give details and dates:

Do you have a full current driving licence? **YES / NO** (Please circle)

Interests or hobbies:

Are you prepared to undertake further training in relevant aspects visiting/ assisting adults at risk of harm? **YES / NO** (Please circle)

Do you suffer, or have you suffered any illness which may directly affect your work with adults at risk of harm? **YES / NO** (Please circle) If yes, please give details:

References

Please give the names, addresses and telephone numbers and role or relationship of two people who know you well and who would be able to give a personal reference and comment on your character and work with the church. At least one referee should be external to the church. If you have experience working with adults at risk of harm, at least one referee should be a colleague with whom you have worked. If you have moved from another church in the past five years, one referee should be from your previous church. In addition, we reserve the right to take up character references from any other individuals deemed necessary.

Name
Address

Name
Address

Postcode
Email Address

Postcode
Email Address

(If referee would prefer to be contacted via email)
Connection with you

(If referee would prefer to be contacted via email)
Connection with you

Criminal Records Declaration

Because of the nature of the duties the post holder would be expected to undertake, the successful candidate will be required either to make a full declaration of their past criminal record or will be asked to co-operate in obtaining a Standard or Enhanced Disclosure from the Criminal Records Bureau. If considered suitable for the post, do you agree either to make a full declaration of your criminal record or to co-operate in obtaining a DBS Disclosure at the Standard or Enhanced level*

- **YES / NO** (Please circle)

Declaration

Have you ever been involved in court proceedings concerning a child for whom you have parental responsibility? **YES / NO** (please circle)

If YES, please give details and dates

Has there ever been any cause for concern regarding your conduct with children?

YES / NO (please circle)

If YES, please give details:

To your knowledge have you ever had any allegation made against you, which has been reported to, and investigated by, Social Services and/or the Police?

YES / NO (please circle)

If YES we will need to discuss this with you

I confirm that the submitted information is correct and complete.

Signed

Date

Name

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

Signed

Date
Name

ATTACHED NOTES: WORKING WITH CHILDREN & YOUNG PEOPLE

The Disclosure of an offence may not prohibit employment. Please refer to our Rehabilitation of Offenders Policy

Because of the nature of the work for which you are applying, this position is exempt from the provision of section 4(ii) of the Rehabilitation of Offenders Act 1974 (Exemptions Order 1975), and you are not entitled to withhold information about convictions which for other purposes are "spent" under the provisions of the Act. You must therefore declare all convictions whenever they occurred. In the event of appointment, any failure to disclose such convictions could result in the withdrawal of approval to work with children and/or young people within the church

As a church we agree to abide by the Code of Practice on the use of personal data in employee/employer relationships under the Data Protection Act 1998 as well as the expectations of the DBS.

Under the Protection of Children Act (PoCA)1999 and the Criminal Justice and Court Services Act 2000, it is an offence for any organisation to offer employment to anyone who has been convicted of certain specific offences, or included on the PoCA List or Department of Education & Skills List 99 where that employment involves regular contact with young people under the age of 18.

Voluntary Disclosure Form

STRICTLY CONFIDENTIAL

All applicants are asked to complete this form and return to us in a separate sealed envelope

To: Hereford Baptist Church C/O Iain Darwood

Address: Commercial Road Hereford, HR1 2BP

APPOINTMENT:

Voluntary Disclosure

I consent to a DBS check if appointed to the position for which I have applied. I am aware that details of pending prosecutions, previous convictions, cautions, or bindovers against me will be disclosed along with any other relevant information which may be known to the police, Department of Health or the Department for Education and Skills.

Disclosures

Have you ever been charged with, cautioned or convicted in relation to any criminal offence; or are you at present the subject of a criminal investigations/pending prosecution?

YES NO (Please circle)

If YES, please give details including the nature of the offences and the dates:

Signed Date

Print Name Address

Tel No.

APPENDIX 6: REFERENCE FORM

Specimen 1: Generic Reference Form

Date

Dear Sir/Madame

(name of volunteer/worker)

The person named above has offered to volunteer at Hereford Baptist Church, where they will work with our children/young people/adults at risk of harm. In order to act at all times in the best interests of our children and young people/ or adults at risk of harm we must do all we can to ensure that all new volunteers are appropriate people to be in a relationship of trust with those who are under 18.

_____ has given you name as someone who can provide a character reference.

I would be grateful if you would complete the enclosed questionnaire, which will be treated in the strictest confidence, and return it in the pre-paid envelope as soon as possible.

In commenting on the volunteer worker, please bear in mind that it is the church's duty to protect children and adults at risk of harm from physical, emotional or sexual abuse. Similarly adults at risk of harm may need safeguarding from financial exploitation.

With thanks, Yours

sincerely,

(Minister/Church Secretary)

Private and Confidential

Section 1 (To be completed by church)

_____ has applied to work within the following Ministry
within Hereford Baptist Church:

This ministry regularly includes working with the following persons (delete as appropriate):
Children and Young People AND / OR adults at risk of harm

His/ Her responsibilities will include:

Name of referee (s):

1. _____

2. _____

Section 2 (To be completed by the referee)

What is your relationship/connection with the volunteer?

How long have you known the volunteer?

What personal experience do you have of the volunteer's ability to work with/relate to
children and/or young people

What are the gifts and experience the volunteer will bring to the role?

Please comment on the volunteer's honesty and reliability

Please turn over...

To your knowledge, is there anything about the volunteer's past behaviour, their character or attitude that gives you any cause for concern about their suitability to work with children and young people/ and or adults at risk of harm? - **YES / NO**

Are there any other comments you would like to make about the volunteer?

Date

Signed _ Name

Specimen 2: Intern Reference Form

Private and Confidential

Section 1 (to be completed by church)

Volunteer:

This volunteer has applied to work with children/young people at HBC.

- Their responsibilities will include:
- Administration (without access to private data)
- Preparing Craft & Creative resources, inc. worship music
- Office & online functions (not including communication with the public)
- Supporting Tot Stop (under 5s)

Name of Referee:

Section 2 (to be completed by referee)

The referee must not be a relation, and must have known them for at least 2 years.

Please continue any of your answers over the page if necessary, being sure to sign at the bottom of your writing

What is your relationship/connection to the volunteer?

How long have you known the volunteer?

What personal experience do you have of the volunteer's ability to work with/relate to children and/or young people?

What are the gifts and experience that the volunteer will bring to the role?

Please comment on the volunteer's honesty and reliability.

To you knowledge, is there anything about the volunteers past behaviour, character or attitude that gives you any cause for concern about their suitability to work with children and/or young people?

Are there any other comments you would like to make about the volunteer?

Signed _____ Date _____

Name _____ Contact number / email _____

APPENDIX 7: CHECKLIST FOR APPOINTING VOLUNTEERS

Checklist for appointing volunteers		
Post:		
Name of Candidate:		
	By Whom	Date
1) Given copy of role description		
2) Received signed application form		
3) Interview	1.	
	2.	
4) References Received	1.	
	2.	
5) DBS registration Checked		
6) DBS Certificate Enhanced Disclosure		
7) Signed undertaking on Safeguarding policy		
8) Induction training completed		
9) Probationary period completed		
Date DBS Certificate to be renewed		

APPENDIX 8: CONSENT FORM (SPECIMEN)

Hereford Baptist Church Under 18's Consent form

Please complete the enclosed, sign, and return to your group leader or church office.

Safeguarding Policy

All volunteers working with under 18's have gone through an interview process where references have been taken, an enhanced DBS check completed, and Level 2 safeguarding training undertaken. The correct ratio of staff to children/young people depending on age and activity is ensured. A full policy can be requested from the HBC office.

Transport Policy

Where applicable, the church ensures only vehicles with a valid MOT and fully comprehensive insurance will be used with drivers being over 25 years with appropriate full clean license. The appropriate restraint should be used at all times. Please note – these guidelines apply to transportation organised by or on behalf of the church. If parents transport children around, to and from activities these are considered private arrangements for transportation made between parties with parental responsibility. The church is not responsible for such arrangements.

Electronic Communication/Social Media

Official HBC communications will initially be through post and noticeboards, and posted or emailed to parents. Poster, notices and programmes will be displayed on social media, direct social media communications will be with the appointed youth deacon.

Children under the age of 11 years will not be contacted directly through social media or any form of electronic communication.

For more information please contact the church office.

Permissions – Please select at the end of this form

Printed Photos	I give permission for photographs of my child to be taken and used in printed publications.
Website Photos	I give permission for photographs to be taken of my child and used on the church website/Facebook page/youth Instagram.
Contact	Year 7 and above: I am happy for my child to receive texts/emails/calls from the youth team about HBC events.
Medical	In an emergency and/or if I cannot be contacted, I am willing for my child to receive necessary hospital or dental treatment including anaesthetic.
Activities	I give permission for my child to take part in the normal activities of this group, including trips to the park during the summer term. I understand that separate permission will be sought for certain activities, including swimming, and all outings lasting longer than the normal meeting times of the group.

Social Media	I give permission for my child to be contacted about Youth events via social media by the appointed youth worker.
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Child/Youth Contact Details

First Name	
Middle Name	
Surname	
Preferred Name	
Date of Birth	
Male/Female	
Home address	
Postcode	
Home Telephone	
Youth email	
Youth Mobile Number	
(official direct communications to 11-16year olds will be CC'd to parents)	
School Attended	

Child/Youth Medical Details

GP Surgery	
GP Address	
GP Telephone number	
Does the child/young person have any allergies, please provide details.	
Does the child/young person have any medical conditions we need to be aware of, please provide details.	

Is the child/young person currently on any medication we need to be aware of, please provide details.	
---	--

Please provide at least 2 contacts

Emergency Contact Details (1)

First Name	
Surname	
Relationship to Child/youth	
Address (If different to child/youth)	
Contact Number(s)	
Email address	

Emergency Contact Details (2)

First Name	
Surname	
Relationship to Child/youth	
Address (If different to child/youth)	
Contact Number(s)	

Emergency Contact Details (3)

First Name	
Surname	
Relationship to Child/youth	
Address (If different to child/youth)	
Contact Number(s)	

Permissions - see front page for details

Printed Photos		Medical	
Website Photos		Activities	
Electronic Contact (> 11 yrs)		Social Media	

By ticking above you are agreeing to the permissions as discussed on page 1.

Signed. **Name.**

Date.

NB: This must be signed by person(s) with parental responsibility.

SECTION 5 – USEFUL CONTACTS

FOR SPECIFIC QUESTIONS PLEASE CONTACT:

Children's Team Leader (Children 11 years and younger)

Email: childrensteam@herefordbaptist.org.uk

Midweek Youth Leader (Ages 11 years / School year 7 and older)

Email: jonstark@herefordbaptist.org.uk

Office Administrator (For general enquiries, policy or more information)

Email: office@herefordbaptist.org.uk

Safeguarding Deacon (For safeguarding enquiries)

Email: Safeguarding@herefordbaptist.org.uk

GDPR Policy

This information is used and stored inline with the HBC GDPR policy.

If any of these details change please let the church office know.

Thank you.

For more information:

Please see www.baptist.org.uk for more information about safeguarding in Baptist churches, including a range of specialist guides and a library of free downloadable resources.

In an emergency:

If you find yourself facing an emergency situation, where you believe that someone attending your church is being harmed or is at imminent risk of harm, please ring the police on 999 and ask to speak to an officer in the child or adult protection teams. Always keep records and let your DPS know that you have made this call.

This policy is reviewed and updated every year. It is based on the template produced by the Baptist Union for use in Baptist churches in England and Wales.

Policy last updated: November 2025