

# Lower Earley Baptist Church

To be a community where Jesus is encountered and lives are transformed

## **Supplementary Safeguarding Procedures** **for** **Children & Young People**

*A supplementary set of agreed procedures to be read in conjunction with the Safeguarding Children & Young People Policy & Procedures.*

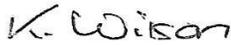
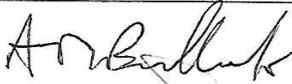
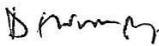
FOR THE PURPOSE OF THIS DOCUMENT THE TERM 'CHILDREN' REFERS TO ANYONE UNDER THE AGE OF 18 YEARS AND. 'YOUNG PEOPLE' REFERS TO ANYONE AGED 11 AND OVER. THE TERM 'CHURCH' REFERS TO LOWER EARLEY BAPTIST CHURCH. THE SAFEGURDING TEAM COMPRISES THE DESIGNATED PERSON, SAFEGUARDING TRUSTEE AND OTHERS IDENTIFIED WITHIN THE ANNUAL CHURCH APPOINTMENTS LIST.

# Contents

Introduction .....	4
Young people working with children .....	4
Sex offenders.....	5
Emergency cover for children’s work .....	6
Photography .....	7
Showing films, clips and images .....	7
Cyber safety.....	8
Contact details .....	9

## Leader affirmation

These Supplementary Safeguarding Procedures are affirmed by the leaders of Lower Earley Baptist Church.

	Signature	Date
Keith Wilson (Minister)		15-8-19
Vic Pizzey (Secretary)		15-8-19.
Robert Adamson (Treasurer)		15-8-19
Dorothea Lowman (Trustee)		15-8-19
Alan Bullock (Trustee)		15-8-19
Richard Bater (Trustee)		25/8/14.
Don Wimpenny (Safeguarding Trustee)		15-8-19

To be reviewed annually

# Introduction

These supplementary procedures provide guidance in relation to:

- young people working with children
- sex offenders
- emergency cover for children's work
- photography
- cyber safety.

## Young people working with children

Young people working under supervision as helpers do not count towards meeting the minimum adult to child ratio. They should be encouraged to attend groups that are specifically run for their age range.

Where a young person has their parent's or guardian's permission to assist in crèche or a children's group then they should be asked to read and agree to the following.

*We really appreciate the work you do. To keep you and the children safe we have a Safeguarding Policy. It would be great if you read it, but the main points we would like you to follow are given below:*

1. *If you are not able to help on the day shown on the rota then please tell the leader ASAP.*
2. *If you are unsure what you should be doing then ask one of the adult leaders.*
3. *The instructions of the adult leaders must be followed at all times.*
4. *Your name must be included in the register to show you were there on the day.*
5. *Do not take any child out of the room unless the leader has asked you to do this.*
6. *If you see a child hurt or being harmed or bullied then tell one of the adults ASAP.*
7. *Please do not pick up a baby unless a leader has agreed to this.*
8. *If you do not feel safe or you see something which looks unsafe then tell a leader.*
9. *If there is a fire alarm follow instructions so everyone gets safely out of the building.*
10. *Please do not bring toys, food, medicine or electrical equipment into the room (if you have a mobile phone please turn it off to avoid it being a distraction).*
11. *If you feel unwell before or while working in the group then please tell a leader.*
12. *Please tell a leader before you leave the group.*

This statement should be signed by the young person and the parent or guardian should countersign to indicate their permission.

Young people should only exercise leadership responsibility by assisting adult workers or taking part in a peer-led group session under adult supervision. In all other cases the default position is that young leaders in the young people or children's ministries should be subject to the same appointment processes as adult workers.

## **Sex offenders**

When someone who is known to have abused children or is on the Sex Offenders' Register is attending the church then the following steps should be taken.

A risk assessment shall be undertaken by the Designated Person or the Safeguarding Trustee/Deacon and they should determine whether the individual is subject to supervision or is on the Sex Offenders' Register. If so, the Designated Person or the Safeguarding Trustee/Deacon should make contact with the offender's specialist probation officer (SPO) who will provide relevant information on the offender and any restrictions that apply to them.

The Designated Person or the Safeguarding Trustee/Deacon should inform and consider any advice from the Regional Minister in the local Baptist Association in assessing whether it is appropriate for an individual to attend services or other functions at LEBC. For a one-off visit then as a minimum a person appointed by The Designated Person or the Safeguarding Trustee/Deacon should be assigned to accompany the person during their time on the church premises to ensure they do not attempt to make contact with any children or young person. The individual shall receive a verbal warning where their behaviour gives cause for concern. The Designated Person for Safeguarding should be informed and a record made on a Safeguarding Incident Form.

If the behaviour continues then they should be immediately asked to leave the church premises. A Safeguarding incident report should be raised and the offender's Specialist Probation Officer (SPO) advised.

If an offender is on the Sex Offender's Register they will be monitored under guidelines known as the Multi-agency Public Protection Arrangements (MAPPA). This includes provision to require a written contract to be in place if the offender wishes to attend a place of worship. Where a known offender regularly visits then the SCBA should be advised and a formal contract established with the offender to define the boundaries that the person will be expected to keep using the template on the BU web site.

The trustees/deacons in discussion with other church leaders will identify the meetings the person may attend.

The individual will be required to abide by the following rules:

- They will always sit apart from children and at no time be left alone with children or young people while attending church functions
- They must be always be escorted on church premises by someone selected for this role by the trustees/deacons

- They will not attend small group meetings where children or young people are present
- They will decline hospitality where there are children or young people
- They will avoid loitering in areas inside or outside the building where children or young people meet.

The contract should be monitored and enforced by the Designated Person and Safeguarding Trustee. Those who offend against children and young people can often be manipulative. If the contract is broken the situation will be reviewed and the church reserves the right to refuse access to individual who may put others at risk.

The church leadership will ultimately act in the best interests of children attending the church, but will also seek to act supportively to any individual with a conviction by:

- Only sharing sensitive information with relevant personnel.
- Respecting the individuals rights
- Being courteous, while the individual is visiting
- Being clear about expectations from both parties (church and individual concerned).

If only a few people know of the person's conviction, more people might be told in order to protect children and young people. In doing this a balance has to be made between protecting the civil liberties of the offender, the requirements of the Data Protection Act and the protection of children and young people. Any disclosure of the person's criminal background would need to be the minimum necessary to achieve the aim of safeguarding the children and young people in the church's care.

Ultimately, it might be necessary to ban the person from attending the church. If the person is on the Sexual Offenders Register the Safeguarding Trustee/Deacon should make the offender's Specialist Probation Officer (SPO) aware that they have been banned from the church and reasons for this.

## **Emergency cover for children's work**

There are occasions when it is necessary to provide emergency short term cover, including but not limited to times of illness and bereavement and holiday periods.

Those routinely working with children and young people must go through the full appointment procedure. Those providing emergency cover do not need to follow the full appointment procedure but must meet the following minimum criteria:

- DBS check on behalf of LEBC in the last 5 years
- Signed to confirm they have read the Safeguarding procedures and any supplementary procedures and will promote and apply them
- Always be accompanied by another adult children's worker.

It is expected that those providing emergency cover will not work with children more regularly than four times in a calendar year to differentiate it from routine working with children.

## **Photography**

The taking of photographs and videos of children and young people on the church premises or during church related activities is not permitted except by the express permission of the church leadership.

All photography shall be in strict accordance with LEBC GDPR Policy and permissions given under that policy.

Photographing children and young people should be conducted with sensitivity and courtesy and wherever possible their consent requested before the photograph is taken.

Where photographs are displayed, children and young people should not be identified by name nor should it be possible to infer the identity of individual children and young people from the photograph or any other details given.

Photographic images should be stored securely in a place that has been agreed and minuted by the trustees/deacons.

## **Showing films, clips and images**

Care needs to be exercised when showing images to children and young people. Each person has a different threshold and response to seeing images which are potentially disturbing.

Material shown to children and young people must be age appropriate and relevant to the session.

Only U rated films (or excerpts from those films) may be shown to children, unless parental permission has been specifically given for the material being shown.

If the leader has any concerns about content then they should email parents in the week before the session, requesting guidance.

Where visiting children are present, wherever possible, their parents should be alerted to the content before the session commences.

Children and young people should be reminded during each term that if they are not comfortable about seeing a particular film, clip or image then they should tell a leader at the time or their parents.

# Cyber safety

This section is based on the BUGB Cyber Safety guide (see contacts).

Cyber abuse is the use of information technology (email, mobile phones, websites, social media, instant messaging, chatrooms, etc.) to harm or harass other people in a deliberate manner. It can include communications that seek to intimidate, control, manipulate, put down, falsely discredit, or humiliate the recipient. It may also include threatening a person's earnings, employment, reputation or safety.

Cyber abuse can happen at any time, including when a person is on their own. A cyber bully may be someone known to the person being abused, or they may exploit on-line anonymity.

Cyber abuse includes:

- Harassment - repeatedly sending offensive, rude and insulting messages
- Denigration - posting derogatory information about someone, and/or digitally altered photographs
- Flaming - fighting online, often using vulgar language
- Impersonation - hacking another's email or social media account to post embarrassing material
- Outing and Trickery - sharing another's secrets or tricking someone into revealing embarrassing information
- Cyber Stalking - repeated threats or online activity that makes a person afraid for their safety
- Trolling - the starting of arguments in online communities and online insults, provocations and threats
- Grooming - building an emotional connection with a person in order to gain their trust for the purposes of sexual abuse or exploitation
- Sexting – sharing inappropriate or explicit messages online or via mobile phones.

Some indicators of this form of abuse may include:

- Low self-esteem
- Withdrawal from family and spending a lot of time alone
- Reluctance to let parents / carers or family members anywhere near their mobile, tablet, laptop, etc.
- Friends dropping away
- Being excluded from social events
- Finding excuses to stay away from school or work
- Changing appearance to try and fit in
- A change in personality i.e. anger, depression, crying, becoming withdrawn, etc.

Cyber abuse can affect anyone at any age and may leave someone feeling very upset and alone

In the event of suspected cyber abuse the individual affected should follow the steps below:

Do	Don't
Block the person who is cyber bullying	Forward abusive messages or posts
Warn them “do not contact me again”, and record this along with any further contact with the person	Take retaliatory action or give them the satisfaction of an emotional reaction
Record evidence of cyber abuse - dates, times and descriptions of instances, eg by saving and printing screenshots, emails and text messages	
Report to the Designated Person for Safeguarding anyone who starts to become abusive	

Most websites and phone providers have means to report abuse.

Cyber abuse should be recorded as an incident in the **Church Incident Book** in the case of bullying **or on the Safeguarding Incident Report Form**. The police should be informed by the Designated Person for Safeguarding if the reported abuse includes:

- Threats of violence
- Child pornography or sending sexually explicit messages or photos
- Taking a photo or video of someone in a place where he or she would expect privacy
- Stalking, trolling and hate crimes.

Further contacts for support in dealing with cyber abuse are given below.

## Contact details

Southern Counties Baptist Association Tel: 01235 517673

Baptist Union ( [www.baptist.org.uk/Articles/456609/BUGB\\_Guide\\_to.aspx](http://www.baptist.org.uk/Articles/456609/BUGB_Guide_to.aspx) )

National Crime Agency’s CEOP Command [www.ceop.police.uk/safety-centre](http://www.ceop.police.uk/safety-centre)

Think U Know – latest information about new technologies and sites children and young people are visiting [www.thinkuknow.co.uk](http://www.thinkuknow.co.uk)

Bullying UK [www.bullying.co.uk/cyberbullying](http://www.bullying.co.uk/cyberbullying) Tel: 0808 800 2222

The Cybersmile Foundation - combating cyber abuse: [www.cybersmile.org](http://www.cybersmile.org)