



Safeguarding Policy and Procedures

Reviewed by the Designated Person for Safeguarding and the Safeguarding Trustee

September 2023

Next Review Due: September 2024

The Well Sheffield Baptist Church
603 Ecclesall Road,
Sheffield, S11 8PR

Registered Charity Number: 1163291

Safeguarding contact points within The Well

The Well Sheffield has appointed the following individuals to form part of The Well Sheffield safeguarding team:

(Further definitions of these roles can be found in Appendix 4 – Safeguarding Roles and Responsibilities)

Steph Wallace, Designated Person for Safeguarding (DPS)

They will advise The Well Sheffield 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.

Email address safeguarding@wellsheffield.com

Kate Beale, Safeguarding Trustee

They will raise the profile of safeguarding within The Well Sheffield and oversee and monitor the implementation of the safeguarding policy and procedures on behalf of The Well Sheffield trustees.

Email address: safeguarding@wellsheffield.com

Miriam Jones, Phil Smith, Nicola Ennis, Deputy Designated Persons for Safeguarding (DDPS)

They will assist the Designated Person for Safeguarding (DPS) in helping The Well Sheffield 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.

Reverend Nick Allan

To respond to any matters related to the safeguarding of children and adults at risk in conjunction with the DPS and the Safeguarding Trustee.

Safeguarding contact points related to The Well Sheffield as a Baptist Church, and Local Authority contacts.

Graham Ensor, Regional Minister (Yorkshire Baptist Association)

Phone number: 0113 278 4954

Sheffield Local Authority Safeguarding Hub

Phone number: 0114 273 4885

The Safeguarding Hub will respond to any safeguarding concerns and provide advice about next steps.

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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, so for this policy we are using the following simple definition taken from Thirtyone:Eight (Christian safeguarding organisation).

'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 Children, Young People and Adults at Risk at The Well Sheffield

The Well Sheffield recognises its responsibilities for the safeguarding of all children and young people under the age of 18 (regardless of gender, ethnicity, or ability) as set out in *The Children Act 1989* and 2004, *Safe from Harm* (HM Government 1994) and *Working Together to Safeguard Children* (HM Government 2010) and adults at risk. The Well Sheffield's policy is aligned with the BUGB (Baptist Union of Great Britain's) 'Safe to belong policy' and BUGB 'Guide to Social Media to engage and communicate with young people in The Well Sheffield' guidelines (March 2020) which are available online to reference.

Our safeguarding responsibilities

The Well Sheffield recognises its responsibilities in safeguarding all children, young people and adults at risk, regardless of gender, ethnicity or ability.

As members of The Well Sheffield we commit ourselves to the nurturing, protection and safekeeping of all associated with The Well Sheffield and will pray for them regularly. In pursuit of this, we commit ourselves to this policy and to the development of sound procedures to ensure we implement our policy well.

In fulfilling this vision, we:

- Recognise that at times there will be children and adults at risk in the life of our community
- Run activities that include children and adults at risk
- Make our premises available to organisations working with children and adults at risk when appropriate

We commit to

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 current procedures. The Well Sheffield will fully cooperate with any statutory investigation into any suspected abuse linked with The Well Sheffield.

Safer recruitment, support, and supervision of workers

The Well Sheffield 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. A worker is defined as an individual, whether paid or voluntary who has been invited to perform a role on behalf of The Well Sheffield Baptist Church.

Respecting children and adults at risk

The Well Sheffield 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 Well Sheffield 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 Well Sheffield 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 Well Sheffield is managed appropriately.

Putting the policy into practice

- The Safeguarding Team is comprised of the Designated Person for Safeguarding (DPS), the Safeguarding Trustee and other Safeguarding Officers, one of which is based at The Well at Woodseats. The DPS is ultimately responsible for maintaining relevant policies and procedures, liaising with the trustees and leadership on safeguarding issues, managing, and reporting safeguarding concerns, overseeing and supporting with training. The

Safeguarding Team support the DPS with these functions through providing training, liaising with volunteers, responding to issues and any other safeguarding matters.

- The Well's Safeguarding Policy is available on the Church Center App as well as on The Well Sheffield's website. Contact details for the safeguarding team and the reporting process are available in all buildings of The Well Sheffield, on site at Ecclesall Road and at The Well at Woodseats.
- All team members whether employed, unpaid or volunteers, are required to read The Well Sheffield Safeguarding Policy and sign to confirm they have read and understood the policy. (See sections '2.2 SAFER RECRUITMENT', and '2.3.3 – Stage Requirements for Certification' for further information)
- A full copy of the policy and procedures will be made available on request to any member of, or other person associated with The Well Sheffield.
- The policy and procedures will be monitored and reviewed annually by the DPS in conjunction with The Well Sheffield leadership team and Trustees. Any necessary revisions will be adopted into the policy and implemented through our procedures. Any changes made to the Safeguarding Policy will be shared at The Well Sheffield AGM.
- An annual safeguarding review will be completed and an anonymised report outlining safeguarding matters and recommendations will be provided to the Trustees at The Well Sheffield by the DPS and Safeguarding Trustee.

SECTION 2 - SAFEGUARDING PROCEDURES

The Well Sheffield safeguarding procedures detail how the safeguarding policy is implemented within the broad range of services which are part of the life of The Well Sheffield.

Each trustee, church leader and worker (paid or voluntary) will be familiar with the safeguarding policy and procedures and will attend relevant training as detailed below.

The Well Sheffield onboarding process ensures that Trustees, Church leaders, Volunteers and Workers will have completed 5 stages before they are able to work independently with children, young people and adults at risk in any capacity. This includes a self-disclosure form, enhanced DBS check, attendance at relevant safeguarding training and completion of The Well Sheffield Safeguarding Workshop.

2.1 PROCEDURE FOR RECOGNISING, RESPONDING TO AND REPORTING ABUSE

2.1.1 What to do if Abuse is Suspected or Disclosed

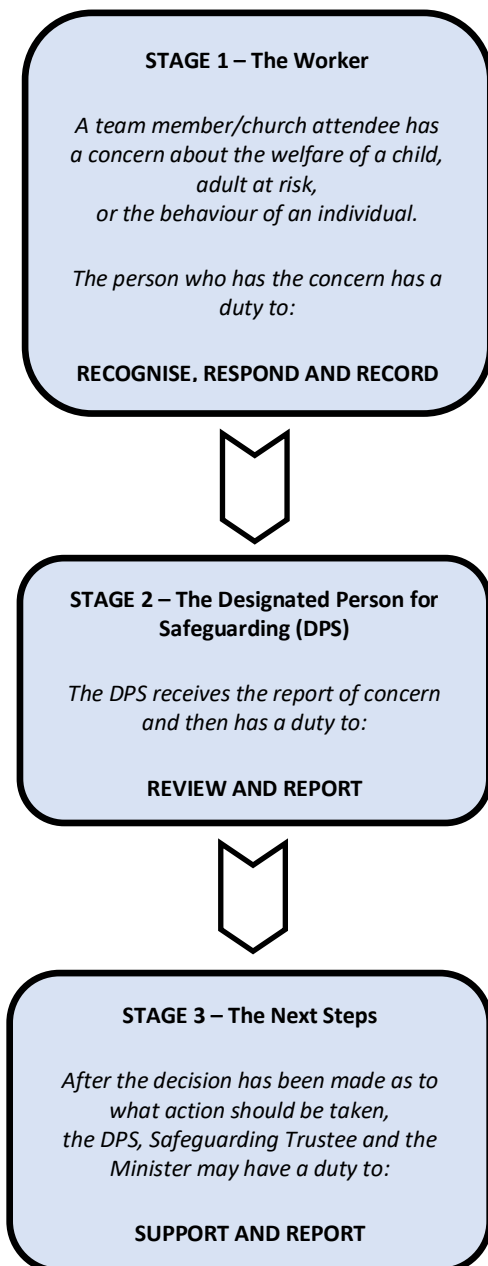
Abuse and neglect are forms of maltreatment of a child or adult at risk. Somebody may abuse or neglect a child or adult by inflicting harm, or by failing to act to prevent harm. Children and adults at risk may be abused in a range of settings, by those known to them or, more rarely, by a stranger. There are many ways in which people suffer abuse. For more information, please see Appendix 1. Everyone has their part to play in helping to safeguard children and adults at risk within the life of The Well Sheffield:

- 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
<ul style="list-style-type: none"> <input type="checkbox"/> Listen to and acknowledge what is being said. <input type="checkbox"/> Try to be reassuring & remain calm. <input type="checkbox"/> Explain clearly what you will do and what will happen next. <input type="checkbox"/> Try to give them a timescale for when and how you / the DPS will contact them again. <input type="checkbox"/> Take action – don't ignore the situation. <input type="checkbox"/> Be supportive. <input type="checkbox"/> Tell them that: <ul style="list-style-type: none"> <input type="checkbox"/> They were right to tell you; <input type="checkbox"/> You are taking what they have said seriously; <input type="checkbox"/> It was not their fault; <input type="checkbox"/> That you may need to pass this information on to the appropriate people; <input type="checkbox"/> Be open and honest. <input type="checkbox"/> Give contact details for them to report any further details or ask any questions that may arise. 	<ul style="list-style-type: none"> <input type="checkbox"/> Do not promise confidentiality. <input type="checkbox"/> Do not show shock, alarm, disbelief or disapproval. <input type="checkbox"/> Do not minimise what is being said. <input type="checkbox"/> Do not ask probing or leading questions, or push for more information. <input type="checkbox"/> Do not offer false reassurance. <input type="checkbox"/> Do not delay in contacting the DPS. <input type="checkbox"/> Do not contact the alleged abuser. <input type="checkbox"/> Do not investigate the incident any further. <input type="checkbox"/> Never leave a child or adult at risk waiting to hear from someone without any idea of when or where that may be. <input type="checkbox"/> Do not pass on information to those who don't need to know; not even for prayer ministry.

2.1.2 Responding to Concerns

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



The Well staff, volunteers and members of the public can report safeguarding incidents, accidents, and raise concerns or worries through the online form which can be found at www.wellsheffield.com/safeguarding. Information recorded on this form is emailed directly to a confidential inbox accessed by the Designated Person for Safeguarding (DPS) and the Safeguarding Trustee. Reports can also be sent directly to safeguarding@wellsheffield.com. Records of incidents and safeguarding concerns at The Well must be passed on to The Well Sheffield DPS within 24 hours.

The written record should: be made as soon as possible after the event; be legible; include the name, date of birth and address of the child or adult at risk; include the nature of any concerns and description of any bruising or injuries that have been noticed; include an exact record of what the child or adult at risk has said, using their own words where possible; include any action taken; be signed and dated; be kept secure and confidential (available only to the DPS and others responsible for safeguarding).

The report will be reviewed by the DPS with any other relevant information and a decision will be taken (often in liaison with others) as to what action should follow. See appendix 2 for examples of possible actions. Any formal referral to the police or social services should normally be made within 24 hours of receiving the report.

The local Baptist Association safeguarding contact should be made aware of any referrals to the statutory authorities.

Support should be offered to all parties affected by any safeguarding concerns. This could be The Well Sheffield as a whole, but more specifically victims; alleged perpetrators; children; adults at risk; other family members; church workers; the DPS; Minister or members of the leadership team.

Where formal referrals are made, reports may need to be made to the Disclosure and Barring Service (DBS) and the Charity Commission.

If the DPS is not available, or is implicated in the situation, any reports or concerns should be passed to another member of The Well safeguarding team or Safeguarding Trustee.

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

2.1.3 Responding to Concerns Raised about Adults at Risk

When a concern is raised about an adult it will be treated in the same way as a concern about a child i.e. The Well Sheffield team member (paid or voluntary) will:

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 Designated Person for Safeguarding (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.

2.1.4 Allegations Against Workers

If you see another worker acting in ways which concerns you or might be misconstrued, speak to the Designated Person for Safeguarding (DPS) about your concerns as soon as you can. This includes the actions or behaviours of those in leadership positions in The Well Sheffield.

Church workers will encourage an atmosphere of mutual accountability, holding each other to the highest standards of safeguarding practice. The following procedure will 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 has been reported to the DPS they can liaise with the relevant statutory authority and with the regional Baptist Association Safeguarding Contact if they need further advice.
- 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 Well Sheffield 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 will 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 Well Sheffield 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 will always be reported immediately to the local Baptist Association Safeguarding Contact in addition to following The Well Sheffield's usual procedures. Do not tell the Minister that a concern has been raised about them.

When concerns are expressed about The Well Sheffield DPS / Safeguarding Trustee

Any safeguarding concerns involving the DPS or Safeguarding Trustee will be raised with the Minister, they in turn will consult the regional Baptist Association safeguarding contact. Do not tell the DPS / Safeguarding Trustee that a concern has been raised about them.

2.1.5 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.

2.1.6 Allegations Made Against Children and Adults at Risk

Children and young people are by nature curious about sexual attraction to others. 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.

Allegations made against adults at risk of a sexual nature will follow safeguarding policy and procedures. 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 will be followed:

- 1) Do not approach the person about whom the allegation has been made or their parents / carers
- 2) Follow The Well Sheffield's safeguarding procedure: **Recognise, Respond, Record, Report**
- 3) Seek advice from the Designated Person for Safeguarding (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.

2.1.7 Pastoral Care

Following an allegation / suspicion

When an allegation/suspicion arises in The Well Sheffield, a period of investigation will follow, which may be stressful for all involved. The Well Sheffield will endeavour to provide sufficient team to enable one person to be responsible for dealing with the authorities, another to offer support to the victim/s and their family, and yet another to give 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 underway, 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 endeavour to offer appropriate care, support and signposting for those who have experienced abuse and refer to the Baptist Union of Great Britain ***Supporting Those who have Experienced Abuse*** guide as 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 Well Sheffield 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. All Ministry Leaders and Community Leaders have access to a list of relevant local information and contacts, ready for anyone who may need it.

2.2 SAFER RECRUITMENT

The Well Sheffield is committed to safer recruitment practices.

2.2.1 Recruitment of Paid workers

When recruiting paid church workers, the following process will be applied:

- 1) There will be a clear role profile, person specification and application form;
- 2) When advertising a role which involves working with children or adults at risk, any appointment is subject to an Enhanced DBS check;
- 3) All applicants will be asked to complete an application form and include the names of two referees; For any new recruitments beyond September 2023, formal written references will be requested, ideally in the form of at least one professional and one personal reference.
- 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 at least two people, including the line manager or group leader;
- 6) The five steps on boarding process will be completed before the appointed person starts in their role.
- 7) In addition to the above checks, an applicant's UK residency status and/ or right to work in the UK will be checked when recruiting for a paid role.

NB: 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.

Appointment and Supervision

The Well Sheffield's safeguarding policy and procedures will be discussed with the applicant, and they will be required to sign their agreement to adhere to them. 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.

Training

Each member of the Staff Team (both employed and un-paid) is required to have already undertaken, or commits to working towards (within 3 months of recruitment), at least a Level 2 in Safeguarding Children and Adults at Risk provided by BUGB or similar.

Senior ministers will have completed Level 3 BUGB Excellence in Safeguarding training, once every 3 years.

Additionally, all our Pastoral team members are required to have completed annual Safeguarding Training updates.

In addition, in line with BUGB recommendations all newly appointed staff team at The Well Sheffield will receive a Gateway to Level 2 Excellence in Safeguarding guide while waiting for their training to be completed. This will be renewed every four years. Where a worker is successfully recruited but has not yet been able to attend the training, they will be given a 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, for example, in First Aid.

All workers at The Well Sheffield (paid or voluntary) who work with children will have completed the E-learning entitled 'Safeguarding Children' provided by the [Sheffield Children Safeguarding Partnership](#)

Certification in Safeguarding Children can be obtained through the Sheffield Children Safeguarding Partnership (<https://www.safeguardingsheffieldchildren.org/scsp>).

Training in Safeguarding Adults at Risk is obtained through the Sheffield Adult Safeguarding Partnership.

All staff will be required to attend an internal Well Safeguarding Workshop provided by the Safeguarding Team in line with those working with children and/or adults at risk without supervision (See Section 2.3 – Onboarding of Ministry Team Volunteers). This will be made available at regular times in the year to facilitate attendance.

Young helpers under 18 years of age

In law, anyone 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. When considering ratios of staff to children, young helpers need to be counted as children, not leaders. The safeguarding procedures apply to a young helper just as they do to any other person. Parent / carer permission

needs to be sought for young helpers to attend an event or help with a children's group just as you would for any other person under 18 years of age.

2.3 ONBOARDING OF MINISTRY TEAM VOLUNTEERS

We take the recruitment of our ministry team volunteers (MTVs) seriously and work hard to ensure recruitment processes are robust and that each team member is given ample opportunities to engage with training in best-practice.

2.3.1 First Contact

On first contact, the Ministry Team Leader will conduct an informal interview with the prospective volunteer to ascertain their suitability for the position. Questions will specifically probe into motivations for volunteering, any past relevant experience, availability/commitment and the applicant's character.

If the Ministry Team Leader agrees to trial the applicant, the applicant is informed of the Stages required to ensure full compliance, being :

1. Self Declaration
2. Enhanced DBS
3. Safeguarding Policy
4. Safeguarding Training
5. Internal Safeguarding Workshop

Only after an applicant has met the 'Pass' criteria of each Stage can they be considered fully certified to serve on a Ministry Team unsupervised.

Application by a Minor

A minor (13-17) may be considered to serve as a ministry team volunteer as long as the following conditions have been met :

- a) Parent/Carer consent has been obtained
- b) They are Supervised by a fully certified ministry team volunteer or leader..

2.3.2 Self Declaration

1. Confidential Self-Declaration

Once an applicant has been considered suitable to trial within a Ministry Team they will be sent by email an invitation to Church Center to complete a 'Confidential Self-Declaration' form.

This form can be found at : <https://wellsheffield.churchcenter.com/people/forms/305511>

(Guidance on Confidential Self-Declaration taken from the Baptist Union - <https://www.baptist.org.uk/Publisher/File.aspx?ID=191665&view=download>)

Pass Criteria - This Stage is considered Passed, and therefore the criteria having been met, once the completed form has been received by the Ministry Leadership.

2.3.3 Enhanced DBS

1. Enhanced DBS

Once an applicant has been considered suitable to trial within a Ministry Team they will be sent by email an invitation to Church Center to complete a 'Children, Youth & Adult DBS Background Check' form.

The issuing of an Enhanced DBS certificate can take up to 2 weeks and The Well Baptist Church contracts with Due Diligence Checking Ltd. to provide this service.

(www.ddc.uk.net)

This form can be found at : <https://wellsheffield.churchcenter.com/people/forms/270975>

Pass Criteria - This Stage is considered Passed, and therefore the criteria having been met, once the Certificate has been issued by the Disclosure & Barring Service and shows that the applicant is cleared to work with Children and Adults at Risk.

The Certificate MUST be received within 6 weeks of First Contact for the applicant to serve on team.

Notes

- a) In line with national best practice, and in accordance with internal policy, all MTVs must apply for a renewed Enhanced DBS Certificate every 3 years (36 months).
- b) Enhanced DBS certificates obtained through a recognised third-party and issued within the last 6 months will be accepted for a period of 3 months whilst a new Enhanced DBS certificate issued by The Well can be obtained. Failure to obtain a new Enhanced DBS certificate issued by The Well will result in the applicant being removed from service roles until certification is regained.

2.3.4 Safeguarding Policy

To ensure all our MTVs are as up to date as possible on current policies and procedures they are required to have read The Well Sheffield Safeguarding Policy. A signed Declaration is required to confirm that the Policy has been read.

The latest version of the Safeguarding Policy can be found at

<http://www.wellsheffield.com/safeguarding>. This form can be found at :

<https://wellsheffield.churchcenter.com/people/forms/473422>

Pass Criteria - This Stage is considered Passed, and therefore the criteria having been met, once the applicant has submitted a Declaration confirming they have read the Policy and agree to act by its conditions.

The Declaration must be submitted within 6 weeks of First Contact.

2.3.5 Certified Safeguarding Training

To ensure all our MTVs are as up to date as possible on best practice when working with Children in our care, all MTVs are required to have completed and obtained certification through an eLearning course on 'Safeguarding Children' delivered through the Sheffield Children Safeguarding Partnership (SCSP). Further information can be found on the SCSP website (<https://www.safeguardingsheffieldchildren.org/scsp>).

MTV's engaged in adult focused ministry's can access training delivered through the Sheffield Adult Safeguarding Partnership, the principles of safeguarding document and other relevant training for example domestic violence.

Pass Criteria - This Stage is considered Passed, and therefore the criteria having been met, once the applicant's eLearning Certificate has been issued by Virtual College and a copy of the Certificate has been forwarded to The Well Office at info@wellsheffield.com

An applicant will have 6 weeks from the point of registration to complete the eLearning module and gain certification.

Notes

- a) It is required that certification be refreshed every 3 years.
- b) Submission of certification gained through a third-party accredited organisation may be considered as long as it is of a suitable level and has been obtained within the past 12 months. The final decision regarding acceptance of third-party accreditation is at the discretion of the Trustee with responsibility for Safeguarding or Designated person for safeguarding.

- c) Whilst eLearning through SCSP is currently considered the to be the most appropriate medium for training, the Designated Person for Safeguarding reserves the right to change the provider of safeguarding training.

2.3.6 Internal Safeguarding Workshop

Where 'Policy meets Practice'. These quarterly Workshops are provided to consider practical Safeguarding Case Studies. to consider and discuss what an appropriate response looks like and to ensure MTVs know how to effectively report on Safeguarding concerns at The Well in line with current Safeguarding Policy and national best practice.

Pass Criteria - This Stage is considered Passed, and therefore the criteria having been met, once the applicant has attended a Workshop.

An applicant will be given 6 months from First Contact to attend a Workshop.

Notes

- a) It is required that MTVs attend one Workshop session every eighteen months following full certification as part of Continued Professional Development.

2.4 SAFER BEHAVIOUR

The Well Sheffield 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. Do not 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, using the incident form. 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 at risk, 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.
- 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 Well Sheffield. 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:

- Internal doors should be left open.
- At least two people should be present before external doors are opened for an event.
- Consider whether you could combine groups together or rearrange planned activities.
- Reconsider whether you can run the group safely, carrying out a Risk Assessment to record your findings.

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.
- Train additional leaders as soon as possible.

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

- You try to hold the conversation in a corner of a room where other people are present.
- You leave the door open if you are in a room on your own.
- Another team member knows where you are.

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 married couple, or two members of the same family should be considered to count as only one person when considering the distribution of workers through different groups. If a married couple wants to work together then a third person will need to be assigned to that group.

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 3 - BEST PRACTICE GUIDELINES

The Well Sheffield has 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 Well Sheffield 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.

3.1 – WORKING WITH CHILDREN

3.1.1 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 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 consider special circumstances such as behavioural issues, developmental issues, disability and so on, which may mean an increase to the recommended ratios. In calculating the ratios of workers to children, young helpers who are under the age of 18 should be counted as one of the children, not one of the workers. A married couple or other directly related people should be counted as one adult for the purposes of the recommended ratios rather than two workers.

3.1.2 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. Some children 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 and ask the parent/carer to lead on all self-care activities.

3.1.3 Visiting Children, Young People, or adults at risk at Home or in other settings

On occasion, a youth worker may plan a meeting with a young person outside the organised activities for example a hospital visit or part of the mentoring scheme. These meetings will always be planned and consent from the young person will be confirmed beforehand. All visits will be agreed with the safeguarding team beforehand. These meetings will be held in a public setting. There may be the odd occasion where a home visit occurs, if this is the case, then this must be agreed with the Designated Person for Safeguarding and recommended that two workers visit the home and if deemed appropriate the parent will be present.

If a worker visits an adult at risk at home, then the safeguarding team will be informed before the visit happens. The date, time, and address should be passed onto the safeguarding lead along with clear plans for how any potential risk will be mitigated against. It is recommended that home visits are done in pairs.

3.1.4 Children with no adult supervision

When children turn up to and want to join in with church activities without an adult/ carer, workers will:

- Welcome the child and try to establish their name, age, address, and telephone number and use Church Center to record this information.
- Ask the child if a parent/carer is aware of where they are. If the child is of junior school age, then the parents will be informed of the location of the child. If the child is of secondary school age, then a log will be made on Church Center. If they become a regular attender to the activity, then contact will be made with the parent.
- Without interrogating the child, find out as soon as possible whether they have any specific needs (eg. medication) so that you can respond appropriately in an emergency.
- Pass contact details for The Well Sheffield or The Well at Woodseats to the child to give to their parents/ care givers in order to obtain consent for any further church activities.

3.1.5 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 The Well Sheffield's Youth Mentoring Agreement to say they are aware that the mentoring is happening and who it is with.
- Mentoring meetings will only be held in agreed places and will be in view of other people.
- A mentoring meeting will have an agreed start and end time and someone other than the people attending will be aware that a meeting is taking place and where it is being held.
- A basic record will be kept of dates of significant meetings and any text messages or emails.
- Appropriate boundaries will be put in place in regard to times and demand, ie not phoning or texting late at night, etc.
- A written record will be kept of issues/themes/decisions discussed at meetings.
- As part of the mentoring contract, safeguarding and confidentiality policies and procedures will be outlined.

3.1.6 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.

3.1.7 Physical Contact

- Keep everything public. A hug within a group context is very different from one behind closed doors.
- Consent will always be obtained before any physical contact is made. The only exception to this is when there is a medical need, or the person is at immediate risk.
- Touch is related to the child's needs, not the worker's.
- Touch will be age-appropriate and generally initiated by the child rather than the worker.
- Workers will 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 will 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 will monitor one another in regard to physical contact. They will 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 will raise this with the Designated Person for Safeguarding.

3.1.8 Electronic Communications - Cyber Safety

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 will also include the expectations of The Well Sheffield in relation to their use. On the general consent form, parents/carers will sign to agree that the young person can receive such communications.

WhatsApp will be used as a group communication tool with secondary aged children. This is because it can be closed to invite only and is a quick, effective method to communicate. It is acknowledged that this app is recommended for those children aged 16+. As a result, parents' written consent will be required, and obtained, at the start of each calendar year for those aged 11+ using this app. If a parent or young person declines to be part of the WhatsApp group, communication will be given verbally, in a printed form and emailed to parents.

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 will not be pressurised otherwise.

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 a message. No emojis will be used.

Electronic communication will **not be** used with children in junior school and below. 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 as well as the **Guide to using Social Media to Communicate with Young People**, which is also available on their website.

Email

Emails will be limited to parents. The information shared will reflect what has been shared on the group WhatsApp.

Mobile Phones

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

- Mobile phones will primarily be for the purposes of information sharing with young people.
- Workers will keep a log of any significant conversations/texts using the google drive linked to The Well's staff teams. Messages which raise a safeguarding concern can be sent to safeguarding@wellsheffield.com.
- Any texts or conversations that raise concerns will be passed on to the worker's supervisor and DPS.
- Workers will use clear language and be wary of abbreviations or emojis which could be misinterpreted.
- Workers should not take photos of children or young people where children can be easily identified. Where children can easily be identified, permission must be sought in advance from a parent or carer with legal responsibility. Any photographic material should not be stored on personal phones, instead transferred to secure archival and deleted. See The Well Sheffield's Privacy Policy for further information.

Communicating using Instant Messaging (e.g. Snapchat, WhatsApp, Instagram) and use of Social Media

- Instant messaging will be kept to an absolute minimum. Workers will save significant conversations and keep a log stating with whom and when they communicated.
- Workers will not send private messages to children on social networks. Workers will ensure that all communications are transparent and open to scrutiny.
- Workers will not accept 'friend' or 'following' requests from children on their personal site, nor seek to be 'friends' or a 'follower' of any child known to them in a church context.

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. Previous legislation was reinforced through the introduction of the General Data Protection Regulation (GDPR) in May 2018. There are several issues to be aware of:

- Permission must be obtained, via the consent form, of all children who appear identifiably 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 church weekend away, this is regarded as a public area and permission from a crowd is not necessary so long as children are not easily identifiable.
- 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 or videoing a church nativity play, for example.
- Children and young people under the age of 18 will 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.

3.2 WORKING WITH ADULTS AT RISK

3.2.1 Premises

The Well Sheffield 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.

3.2.2 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).

3.2.3 Worship

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

- considering the need for large print type in printed materials
- encouraging speakers to always face the congregation and to not cover their mouths when talking, enabling those who rely on lip-reading.
- encouraging the use of 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.

3.2.4 Insurance

We will take reasonable steps to safeguard adults at risk and will follow any specific safeguarding requirements as laid out by The Well Sheffield's insurance company.

3.2.5 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 will not seek personal financial gain from their position beyond any salary or recognised allowances or expenses.
- Workers will not be influenced by offers of money.
- Any gifts received will be reported to The Well Sheffield trustees, who will decide whether the gift can be accepted.
- Any money received by The Well Sheffield will be handled by two unrelated church workers.
- Care will be taken not to canvas for church donations from those adults who may be at risk, such as the recently bereaved.
- Workers will ensure that 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 will be reported to the trustees. Workers will 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 will 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.

3.2.6 Photographs

As a publicly accessed building, permission is not required to take pictures of adults. The minister or leader of the service will make people aware of live streaming or recording of services to enable people to move out of the way of the cameras if needed or desired.

3.2.7 Record keeping

A record of planned pastoral conversations, visits or meetings, will be made noting the date, time, location, subject and any actions which are to be taken, with a review time scale if needed. Any record of these meetings will stick to facts and will avoid opinion. Copies of these records will be held in secure archival in line with The Well Sheffield's Privacy Policy. Any records of safeguarding allegations, concerns or disclosures will be passed on to the DPS and stored in a safe and secure manner for at least 75 years. All records will be stored following the Information commissions office guidelines.

3.2.8 Pastoral Relationships

All those involved in pastoral ministry will work in a way that follows clearly defined procedures, which set out the boundaries to protect those carrying out the pastoral ministry as well as those receiving it. They will receive training that covers the areas below as well as relevant policies and procedures:

- Workers will be made aware through external and internal training of the potential power imbalance within pastoral relationships and the potential for abuse of trust.
- Behaviour that suggests favouritism or gives the impression of a special relationship, will be avoided.
- Workers will be made aware through external and internal training of the dangers of dependency within a pastoral relationship.
- Workers will be made aware through external and internal training to 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 will be treated with respect and will be reminded that any decisions made, or actions taken, following any pastoral conversation is their responsibility alone.
- Workers are advised not to 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. People will be signposted to their GP or local relevant services.

3.2.9 Students

Sheffield has a large university student population and as a result there are many students who adopt The Well Sheffield as their home church during their time at university. If there is a safeguarding or pastoral concern that involves a student, then they will be encouraged to access their university's student support services alongside support they can receive from The Well.

3.3 HEALTH AND SAFETY - Safe Practice and Safe Premises

3.3.1 Consent forms

It is essential that we have important information about all children and young people involved in any activities at The Well, which is recorded on our consent forms. The first week that someone attends, workers must record the person's name, medical emergency information and a contact name and number. They will be given a consent form which must be returned on their next visit. Similar details will be gathered for adults at risk.

3.3.2 Health and Safety

All activities for children, young people and adults at risk will comply with The Well Sheffield's current health and safety policy with particular attention paid to the sections on Fire Action, First Aid, PAT testing, Health and Safety and Kitchen and Food Hygiene.

Whenever possible, at all events involving 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 the teams involved will take part in an annual health and safety review in order to consider all aspects of safety for everyone involved in using the premises.

3.3.3 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. In addition, it is a legal requirement that all group leaders/responsible persons are familiar with the emergency procedures in the event of a fire.

3.3.4 First Aid

There are five first aid kits as well as an incident reporting book, which must be completed in the event of any accidents, injuries, or incidents. A nominated individual will ensure that the contents of the first aid kits are checked on a regular basis. Completed accident forms will be passed on to the

nominated individual. Routine Risk Assessments are carried out to determine appropriate levels of First Aid provision during Church activities

3.3.5 Supervision of Groups

For any group meeting on Church premises, the Staff Team member, Well Community Leader or External Hirer who makes the formal room booking through The Well Sheffield Office becomes the 'responsible person' for that activity and is required to maintain appropriate records as to group attendance. Where possible this is achieved through the Registrations module in The Well Sheffield Management System (ChMS), Planning Center.

3.3.6 Food Hygiene

The Food Hygiene (England) Regulations 2013 state that anyone who handles food or whose actions could affect its safety must comply with the regulations. It therefore follows that those with responsibility for food preparation will need to possess the Basic Food Hygiene Certificate and be aware of food safety (preparation, handling and storage, disposal of waste, etc).

3.3.7 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.

3.3.8 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.

3.3.9 Transport

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

- Only those who have gone through The Well Sheffield safer recruitment procedures for workers will transport children and adults at risk (within the DBS eligibility criteria).
- All drivers will have read The Well Sheffield's Safeguarding Policy and agree to abide by it.
- Drivers will be aged 21 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 will be returned to an agreed drop off point. At collection or drop off points, children will never be left on their own; make sure they are collected by an appropriate adult.
- At least two workers (unrelated to each other) will be present when transporting children as part of a church role.

3.3.10 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 and shared with the Safeguarding Team for advice and guidance using the safeguarding@wellsheffield.com email address.
- Parents will be informed in writing of all the arrangements.
- Consent forms will be obtained for the specific activities involved.
- Where not already provided, as appropriate, we will ensure a worker is present who is first aid trained or holds a valid food hygiene certificate.

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.

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 2004, 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 will never change in front of the children.

3.3.11 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, past trauma, on outings or overnight events:

- A risk assessment will be carried out beforehand.
- Planning for the trip will consider 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).
- The needs of Adults at risk will be considered in the planning of trips and events.
- Consideration will 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 will 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 will 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 will 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 will 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 will 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 Designated Person for Safeguarding (DPS) with regard to who should be involved.

A medical consent form will 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 Medication

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

3.4 SAFER COMMUNITY

3.4.1 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 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.

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

Some examples of bullying that could arise in a 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 Well Sheffield
- 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 Well Sheffield:

- 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 Well Sheffield 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 Well Sheffield, whether children or adults, will be made aware of how they can report any incidents of bullying using the safeguarding procedures.
- 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 relevant changes made to mitigate the risk of further bullying.
- 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 minister, advice will be sought from the Designated Person for Safeguarding.
- Incidents of bullying may be reported to the statutory authorities in line with The Well Sheffield safeguarding procedures.

3.4.2 Working with Alleged or Known Offenders

When someone attending The Well Sheffield is known to have abused children or adults at risk, or a serious allegation has been made, The Well Sheffield 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 The Well Sheffield, it is important that their behaviour within The Well Sheffield 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 Designated Person for Safeguarding (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 will be balanced against the need to protect children, young people and adults at risk.
- The members of The Well Sheffield Safeguarding Team will always be informed.
- The DPS will determine whether the person is subject to supervision or is on the Sex Offenders' Register. If so, the DPS will contact the offender's specialist probation officer (SPO) who will inform The Well Sheffield of any relevant information or restrictions that they should be aware of.

An open discussion will be held with the person concerned which will contribute to the risk assessment and in which clear boundaries are established for their involvement in the life of The Well Sheffield. 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. If we are informed that an alleged offender moves to another church we will inform the DPS of that new church about our concerns/previous actions.

3.4.3 Alleged or known offenders who are themselves adults at risk

A risk assessment and 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. The Well Sheffield will work with the Association Safeguarding Contact throughout this process.

SECTION 4 - USEFUL CONTACTS

The Well Sheffield has appointed the following individuals to form part of The Well Sheffield safeguarding team:

Steph Wallace, Designated Person for Safeguarding (DPS)

They will advise The Well Sheffield 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.

Email address safeguarding@wellsheffield.com

Kate Beale, Safeguarding Trustee

They will raise the profile of safeguarding within The Well Sheffield and oversee and monitor the implementation of the safeguarding policy and procedures on behalf of The Well Sheffield trustees.

Email address: safeguarding@wellsheffield.com

Miriam Jones, Phil Smith and Nicola Ennis, Deputy Designated Persons for Safeguarding (DDPS)

They will assist the Designated Person for Safeguarding (DPS) in helping The Well Sheffield 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.

Reverend Nick Allan

To respond to any matters related to the safeguarding of children and adults at risk in conjunction with the DPS and the Safeguarding Trustee.

Where possible, The Well Sheffield 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.

Safeguarding contact points related to The Well as a Baptist Church, and Local Authority contacts.

Graham Ensor, Regional Minister (Yorkshire Baptist Association)

Phone number: 0113 278 4954

Sheffield Local Authority Safeguarding Hub

Phone number: 0114 273 4885

The Safeguarding Hub will respond to any safeguarding concerns and provide advice about next steps.

APPENDIX

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 Well Sheffield 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.

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 Well Sheffield Safeguarding Team will be contacted instead.

Concerns will be passed on to the Designated Person for Safeguarding (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 will be informed as soon as possible afterwards.

A written record using the standard incident report form will 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 will:

- be written as soon as possible after the event
- be legible and state the facts accurately (if 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 Well Sheffield Safeguarding Team (including The Well Sheffield 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 Designated Person for

Safeguarding (DPS). It will 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 will explain that they will need to speak with the DPS, who will have greater expertise in dealing with the issue at hand.

If a concern is brought to the attention of a group leader by one of the workers, the leader will remind the worker of their duty to record and report, and will follow up with the worker to ensure the concern was passed on to the DPS.

STAGE 2 – THE DESIGNATED PERSON FOR SAFEGUARDING (DPS)

The duty of the Designated Person for Safeguarding (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:

- will 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 Well Sheffield 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 Well Sheffield 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 Well Sheffield'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 Well Sheffield Safeguarding Team and the Minister.

The duty to SUPPORT

Once concerns, suspicions and disclosures of abuse have been addressed, The Well Sheffield continues to have a responsibility to offer appropriate support if needed 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 abuse towards children, young people or adults at risk this would be classed as a serious incident that will be reported to the Designated Person for Safeguarding, Trustees of The Well Sheffield Baptist Church, and 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).

APPENDIX 3: Incidents and Accidents

Incidents and accidents should be reported via wellsheffield.com/safeguarding. When this is not possible the below paper forms can be used and provided to the Designated Person for Safeguarding.



INCIDENT FORM

Activity/ Event	
Date and time	
Leaders Present	
Any other activities or people in the building or at the event?	

DETAILS OF INCIDENT -- What happened (use the persons own words if known), when and where did it happen, who witnessed it, who was allegedly involved and in what way?

--

ACTIONS TAKEN --

Have carers/ parents/ guardians been informed? Please state yes or no detailing when and by whom?

	Have statutory authorities been informed? If so, complete below table:
Authority	
Name	
Position	
Contact details (email and phone)	
Contacted by	
Date and time of contact	

FUTURE ACTION – what action needs to be taken? Who is responsible for this?

--

Your name (please print)	
Your signature	
Signature of Designated Safeguarding Person	
Date and Time	
Signature of minister, or Church Safeguarding Team member	
Date and Time	



ACCIDENT FORM

Full name of injured person, and their age if under 18		Date/ time of accident	
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Did the accident occur within a structured activity/ meeting? If so, which meeting?

Name of any witnesses to the accident	Name of First Aider
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Recommendations to the Health and Safety Committee in light of this accident:

Was it necessary to call the Emergency Services or take or send them for further treatment? Give details:

What treatment or advice was given?	Items used from First Aid Kit:
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Give details of how the accident occurred, where it occurred, what supervision was being given at the time and the nature of the injury sustained. Continue on the back of the form if necessary – diagrams may be helpful.

Injured Person signature	
First Aider signature	
Parent/ Guardian signature (where applicable)	

APPENDIX 4 - Safeguarding Roles and Responsibilities

Every Church needs to identify and fill several important posts that underpin effective safeguarding in The Well Sheffield. These notes outline the main responsibilities relating to safeguarding connected with key leadership roles.

Trustees

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

Safeguarding Trustee

Not necessarily the person who heads up safeguarding in The Well Sheffield – could be a trustee with an interest and willingness to learn.

- Takes a lead on safeguarding matters for the trustees,
- Is the point of contact with trustees 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 Well Sheffield and other agencies or bodies on safeguarding matters

Disclosure and Barring Service (DBS) Verifier

- Responsible for all aspects of processing Enhanced 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 Well Sheffield's safeguarding policy

- Takes responsibility to attend to the pastoral needs of Baptist Members as appropriate.
- May need to be made aware of safeguarding issues in line with the guidance on page 6

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.

BUGB Excellence in Safeguarding training for your church:

Information and booking arrangements for the BUGB Levels 2 and Level 3 Excellence in Safeguarding training can be made through your local Baptist association team. Please see their website for details of nearby courses or the opportunity to host safeguarding training at your church.

In an emergency:

If you find yourself facing an emergency situation, where you believe that someone attending The Well 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.



Safeguarding Team, Baptist Union of Great Britain, Baptist House, PO Box 44, 129 Broadway, Didcot OX11 8RT

Tel: 01235 517700 Email: safeguarding@baptist.org.uk Website: www.baptist.org.uk

BUGB operates as a CIO with registered charity number 1181392