

Bramhall Baptist Church

**Safeguarding Children and Young People
Policy and Procedures**

March 2019

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Bramhall Baptist Church Safeguarding Children & Young
People Policy and Procedures, March 2019

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1. Introduction and Statutory Context

This document contains the Policy and Procedures for safeguarding children and young people at Bramhall Baptist Church.

Bramhall Baptist Church has a responsibility to ensure that it make arrangements to safeguard and promote the welfare of children and young people. In discharging this responsibility, account must be taken of:

- Working Together to Safeguard Children (HM Government March 2015)
- *Safe to Grow* (Baptist Union of Great Britain, 2011)

It is part of being a responsible church to take seriously the work that is done with children.

A **child** is defined in The Children Act (1989) as a person under the age of 18. This is the definition used throughout this document wherever the terms **child**, **children** and **children and young people** are used. Unless a section of the document is stated as applying to a limited age range within this definition, it applies to the entire age range.

This document is to be read and used as a resource by those involved in work with children (as defined above) at Bramhall Baptist Church. This includes leaders and regular helpers in all types of activities for children regardless of whether they are paid or voluntary. Throughout this document, the term children's worker is used for these people.

It is the responsibility of the Trustees of Bramhall Baptist Church under the leadership of the Pastor to maintain this policy and monitor its usage. The Trustees have appointed a Designated Person for Safeguarding who will perform a key role in helping the church to respond appropriately to any concerns that are raised about the safety or wellbeing of children in the church.

1.1. How to read this document

This document is intended to be read by all those people who are involved in running the children's work at Bramhall Baptist Church. It will be read by all new applicants for such work and will be read by all existing workers when it is issued or whenever it is revised.

On first reading, it should be read through from beginning to end with the exception of section 7 which covers recruitment and is aimed at the leaders of groups. If you are applying for a position as a worker you may wish to read section 6 as it sets out the procedure that will be followed for your application.

Section 7 contains guidelines that cover work with various ages of children. Depending on the group(s) that you work with, some of these sections will not apply. It is important that you know that the guidelines exist even if you don't have to use them in your group situation.

It is intended to be available as a continuing resource for workers to refer to and it should be used to clarify the procedures in the event of a worker having a concern regarding Safeguarding.

1.2. DBS (Disclosure and Barring Service)

DBS Disclosures will be obtained for all those working with children and young people.

2. Roles & Responsibilities

2.1. The Pastor, Elders, Trustees and the Nominated Safeguarding Trustee

It is the role of the Trustees under the leadership of the Pastor to ensure that Bramhall Baptist Church's Safeguarding Children and Young People - Policy and Procedures is implemented and resourced in the church. The responsibilities include:

- Ensuring that the policy is followed when safeguarding incidents occur

- Implementing Safer Recruitment Processes
- Monitoring implementation of the Safeguarding Children and Young People - Policy and Procedures
- Giving support to people in the church working with children and young people
- Ensuring that safeguarding training is available to people who work with children and that each worker attends that training at least once every 3 years.
- Communicating the Safeguarding Children and Young People Policy to the church members meeting and the wider church community and ensuring that it is reviewed annually and updated where appropriate
- Appointing a Trustee as the Safeguarding Lead for the Team. The Safeguarding Trustee will ensure that responsibilities of the Trustees in terms of safeguarding are discharged, however the responsibility of Safeguarding still remains the responsibility of all the Trustees.

2.2. The Designated Person for Safeguarding

The Designated Person for Safeguarding is the key link person for people in the church to come to for advice about safeguarding and this person will help the church to respond appropriately to any concerns that are raised about the safety or well-being of a child or young person. The person should be someone with relevant knowledge and skills for the role. The responsibilities include:

- Receiving and recording information from anyone who has safeguarding concerns.
- Assessing the information promptly and carefully, clarifying or obtaining more information where they need to. A person without professional experience will need to take more advice from others with the expertise. There will be an identified list of people in the church who have professional experience in safeguarding children who the Designated Person for Safeguarding can contact to discuss particular cases. Seeking advice from others and gathering further information should not cause undue delay in taking any necessary action and should be fully recorded.
- Consulting with the Regional Minister or outside bodies such as Children's Social Services or the Police.
- Making a formal referral to Social Services or the police when appropriate or as advised. Should this occur, the Pastor and Safeguarding Trustee will be informed. This may also include making referrals as appropriate to the Independent Safeguarding Authority and the Local Authority Designated Officer (LADO) (organisations are required to report any allegations against people who work with children to the LADO (WTTSC, 2015)).
- Being the link between the Church and the local Baptist Association for safeguarding matters.
- Attending Safeguarding Training at least every 3 years.
- Ensuring that DBS Disclosures, Induction & Training are recorded on the Church Database which is held securely by the Designated Person for Safeguarding/Deputy.
- Ensuring that any safeguarding concerns/allegations expressed in relation to the Pastor are reported immediately to the Regional Minister in addition to following the Church's Safeguarding Children and Young People – Policy and Procedures.
- Being aware of any church members who may have professional expertise in the area of safeguarding and child protection and would be willing to be consulted if necessary.
- Where the Designated Person is also part of the Children's Workers Team, careful consideration needs to be given that there is no conflict of interest and the Church must mitigate against this. It must also be noted that the Designated Person does not need to be part of the Church Leadership and they should not be the Pastor.

There may also be a Deputy Designated Person for Safeguarding who performs the above duties in the absence of the Designated Person. Currently there is not a Deputy Designated Person for Safeguarding.

2.3. The Pastor and Trustees

As a Trustee, the Pastor shares the safeguarding responsibilities with the rest of the Trustees. However, it is expected that the Pastor will provide leadership to the team and be proactive in ensuring the Church takes seriously its responsibilities in terms of safeguarding children.

As well as this, the Pastor will be aware of safeguarding issues within the Church and offer pastoral care, particularly in the context of a safeguarding investigation. *Safe to Grow* (2011) notes that it is not appropriate for one person to offer pastoral care to both the victim and the alleged perpetrator and that this should be done by more than one person.

In the absence of the Pastor, another Trustee (other than the Safeguarding Trustee) will take on these responsibilities.

2.4. Children and Young People's Workers

All Children's and Young People's Workers need to take personal responsibility for ensuring that the Bramhall Baptist Safeguarding Children and Young People - Policy and Procedures is implemented. The safeguarding responsibilities include:

- Attending Safeguarding Training at least every 3 years.
- Being aware of the ways in which children and young people are harmed and to be able to recognise the possible signs of abuse.
- Knowing what to do if a child or young person discloses abuse.
- Knowing what to do if an allegation is made about a fellow worker.
- Knowing whom to speak to if they have any suspicions or concerns.
- Following the agreed Code of Behaviour for Children's Workers and the Behaviour Management Plan for the particular group within which they work.

2.5. Leaders of Children and Young People's Work

As well as following the responsibilities of the Youth Worker, the leaders of Children & Young People's Work will also have the following responsibilities:

- Knowing how to recruit new Children's Workers using Safer Recruitment Processes and ensure they are implemented.
- Ensure the Children's Workers have completed an induction and attended safeguarding training when they start to work with the team and at least 3 yearly thereafter.
- Providing effective supervision to the Children's Team Workers. This should be offered at least every 6 months. This may include accessing pastoral support for a worker.
- Knowing what to do if a worker shares with them concerns about a child and accessing advice from the Designated Person for Safeguarding as soon as possible. Ensuring that the Safeguarding procedure is followed including the duty to record the concern.
- Ensuring that each Children and Young People's Group has an age appropriate behaviour plan in place.

This can be developed with the children.

2.6. Church Members and the Church Community

The Church members have a responsibility to welcome children as Jesus did (Mark 9.7). They should be aware of the Bramhall Baptist Church Safeguarding Children and Young People - Policy and Procedures and know who the Designated Person for Safeguarding is so they know who to speak to if they suspect that a child or young person is being harmed.

3. Children and Young People's Activities at BBC

The church activities with children and young people fall into the following broad headings all of which have the potential for abuse to be disclosed, discovered or suspected. This policy applies to all children's/young people's work inside and events outside the church that the church has organised. However, there may be special considerations depending on the settings.

The safeguarding policy and procedures apply to all these events and, in view of that, all children's and young people's workers are required to obtain a DBS disclosure and to sign a Disclosure Declaration Form on an annual basis.

A person who is banned from working with children and young people is not allowed to be involved in the running of any of these activities or to attend them. Should the Designated Safeguarding Officer believe that any individual is unfit to work with children or young people, they will have the authority to ensure that such person is withdrawn/barred from such activities until such occasion as that concern is lifted.

3.1. Young Worshipers, Crèche, Young People Groups & Special Holiday Events

These groups usually operate in the parent's/carer's absence and safeguarding practice is important in terms of safer recruitment of workers, appropriate behaviour by workers (which includes an appropriate response to a child/young person's behaviour) and a safe environment for the groups to flourish. Here workers need to be mindful of abusive behaviours by other workers towards children/young people and child on child abuse as well as abuse that may be occurring outside of church.

3.2 Little Lambs

This group operates whilst the parent/carer is present with the child. In this setting, workers will need to be aware of behaviour that they may observe whilst running the group e.g. witnessing a parent physically chastise a child, swearing at a child/calling names, being consistently negative about a child, threatening or leaving a child, etc. The workers will also need to be aware of parents/carers who may feel low in mood and be struggling to cope.

3.3 Hot Shots

Hotshots is based in a local primary school outside of school hours. All school children, teaching staff and parents/carers have left the premises. All sessions are in enclosed indoor and outdoor areas under the direct supervision of members of the Hotshots team. Safeguarding is important and all children and adults need to be checked in. The process must be reversed at the end of the session and no child is allowed to leave without their parent/carer. Meals are prepared off site but served at each session and must be prepared in a Food Hygiene approved kitchen. Food allergy information needs to be provided prior to the meal being served. Parents/carers are encouraged to sit at a table in the hall where tea and coffee is served. Team members will be alert to any possible safeguarding concerns.

3.4. Pastoral Care of Families :

It is easy for pastoral care with a parent/carer to become adult focussed as they relate their problems to members of the church team. It is important that issues that will affect the welfare of children are discussed with the Designated Person for Safeguarding and appropriate action taken with the knowledge of the individual who is discussing their personal issues. Issues that may be included in this are disclosures of domestic abuse, florid mental illness, chaotic substance misuse, etc. This list is not exhaustive. It is important that people offering pastoral care always "Think Family" and as such they should also attend Safeguarding Children training every three years.

3.5. Externally held events where the parents/carers are not present

These are events that may be organised by individual groups or the whole church and could involve the children being away from home for one or more nights. Some examples are:

- Weekends away organised by the Church
- Group outings to external venues
- The children's section of a Church event such as an Away Day or a Church Weekend

4. Recognising Abuse

Safeguarding is a complex area requiring prudent judgement and action if harm/abuse is disclosed, discovered or suspected. Professionals who work in this area daily still find it difficult to assess situations as often it is not clear cut and the abuse is hidden amongst a number of concerning, positive and resilient issues. The effect of the worker's own history/childhood should not be underestimated. It is therefore important that clear definitions are used and advice/supervision is sought. It is essential that workers respond to their instincts and discuss these with the Designated Person for Safeguarding or their Deputy.

As children's workers at Bramhall Baptist Church, it is not our responsibility to confirm whether abuse has taken place or to investigate abuse; it is to follow the Safeguarding Children and Young People - Policy and Procedures and report any concerns to statutory organisations that will perform this function.

These definitions of abuse are taken from *Working Together to Safeguard Children* (HM Government, 2015) and from *Safe to Grow* (2011). **A more comprehensive list of forms of abuse is found at Appendix A.**

4.1. Abuse and neglect

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or an institutional or community setting, by those known to them or, more rarely by a stranger, for example via the internet. They may be abused by an adult or adults, or another child or children.

• Physical Abuse

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

• Sexual Abuse

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

- **Emotional Abuse**

Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another (such as domestic abuse). It may involve serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

- **Neglect**

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

- provide adequate food, clothing and shelter (including exclusion from home or abandonment);
- protect a child from physical and emotional harm or danger;
- ensure adequate supervision (including the use of inadequate care-givers); or
- ensure access to appropriate medical care or treatment

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

- **Spiritual Abuse**

Safe to Grow (Baptist Union of Great Britain, 2011) highlights spiritual abuse, which

"occurs when someone uses their power within a framework of spiritual beliefs or practices to satisfy their own needs at the expense of others."

This can relate to situations where a child is labelled as "evil" or being "demon possessed", placing pressure on children to make a decision that is not appropriate to their age or developmental stage or creating an environment in which children are discouraged from asking questions or holding an alternative view. All these scenarios can be linked/lead to one or more of the four main definitions of abuse above.

- **Bullying**

Bullying is another way in which children or adults abuse children. It can be verbal, physical, sexual or via electronic communication such as texting, emailing and social networking sites.

4.2. Signs to be aware of

It is not possible to be prescriptive or exhaustive about the signs and symptoms of abuse and neglect but some areas that might be suggestive of abuse are as follows:

- Unexplained injuries or injuries with an inconsistent explanation
- Injuries on areas of the body not usually prone to injury such as cheeks, buttocks and other soft tissue areas
- An injury that has not been treated/received medical attention

- Changes in behaviour or mood (e.g. becoming very quiet, withdrawn or displaying sudden bursts of temper), an eating disorder or self-harming behaviour
- Inappropriate sexual awareness that is beyond their age/development stage
- Signs of neglect such as undernourishment, untreated illness, inadequate care, being left home alone, inappropriate clothing for the weather, consistently unclean, etc.

If a worker notes any of these indicators, it is not confirmation that abuse is taking place but they should discuss their concerns with the Designated Person for Safeguarding and report to statutory agencies what is observed if necessary. This is not an exhaustive list.

5. Responding to concerns

5.1. What to do if a child or young person discloses abuse to you

All children and young people should know how to contact the Designated Person for Safeguarding in the church. However, children often only disclose any abuse that has happened to them to people they trust and when they feel safe, which means that every children's worker needs to know what to do if a disclosure is made to them.

The most important thing is to listen.

- Don't panic or show anxiety about what you are being told. React calmly so as not to further distress the child or young person
- Create a safe environment in which the child or young person can share their concerns
- Again listen carefully to what you are being told
- Allow time for them to say what they want
- Don't rush or interrupt them or ask more questions than you need to in order to establish whether there is cause for concern or to ensure a clear and accurate understanding of what has been said
- If you need to ask questions to clarify what the child is saying, always use open questions and not closed questions. (i.e. questions with a yes/no answer.)
- As soon as you believe there is cause for concern allow the child to finish, but do not question them any further. Explain that you will have to tell someone who knows what to do next. Reassure them that you need to do this to keep them safe
- Accept what the child or young person says and take seriously what you are hearing
- Reassure the child or young person and tell them that you know how difficult it must be to confide in you
- Tell the child or young person that she/he is not to blame and she/he has done the right thing in speaking to you
- Help the child or young person to understand what is going to happen next – the child should be informed that other people will need to be told about the concerns which have been shared and who those people may be
- Do not promise or lead a child to believe that any child protection concern which affects them or other children or young people will be kept confidential
- Be aware that a child or young person may be frightened and that they may have been threatened if they tell of what has been happening to them

- Remember that most children feel loyalty to their parents or significant people in their lives and often find it difficult to say things to their detriment
- Make a record as soon as possible after you have seen the child about what you have been told and use the child's language and recording any questions that you asked to prompt a response. Make sure you date, write the time and sign the record to demonstrate a contemporary record

The disclosure must be reported to the Designated Person for Safeguarding or their Deputy in their absence within 24 hours of the disclosure being made.

In Summary If Someone Discloses Something to You...

✓ Do's	X Don'ts
✓ Listen & Clarify	X Minimise
✓ Give Support	X Show Shock, Alarm or Disapproval
✓ Explain What Happens Next	X Question or Push for Information
✓ Take Action	X Offer False Reassurance

5.2. What to do if you are concerned that a child is being harmed

Everyone has their part to play in ensuring the safeguarding of children and young people within the church.

Source of Concerns...

- **If** the behaviour of a child or young person gives any cause for concern...
- **If** an allegation is made in any context about a child or young person being harmed (including child on child abuse which must be taken as seriously as adult on child abuse)...
- **If** the behaviour of any adult (including fellow children's workers and members of the public) towards children or a young people causes you concern...
- **Do not** dismiss your concern, in particular do not ignore or dismiss concerns about a professional or a colleague
- **Do not** confront the adult about whose behaviour you have concerns (the exception to this may be to reflect with a colleague something they have done that they may not be aware of or have forgotten such as "Did you realise that you just took a child on their own into an enclosed room?" – however if it is a repeat occurrence discuss with the Designated Person for Safeguarding)
- **Do not** take responsibility for deciding whether or not a child is being abused
- **Do not** investigate allegations – this is the role of the police or children's social services
- **Do not** act alone
- **Do not** take sole responsibility for what has been shared or any concerns you may have
- **Do** follow the church's Safeguarding Children and Young People - Policy and Procedures, in particular the Procedure for Responding to Concerns

5.3. Procedure for responding to concerns

Stage 1 – A worker has a concern about the welfare of a child/young person or the behaviour of an adult

The person with the concern has a duty to **Record and Report**

A written record (Appendix C) must be made of the concerns and the concern should be reported to the Designated Person within 24 hours (if verbally, followed up in writing ASAP)

If a child or young person is in imminent danger of harm a referral should be made to the Police or Social Services without delay and the Designated Person informed as soon as possible after.

Stage 2- Designated Person

The Designated Person receives the report of concern and has a duty to:

Review and Refer

The report will be reviewed by the Designated Person with any other relevant information and a decision will be taken (often in liaison with others) as to what action should follow.

Any formal referral to Social Services should normally be made within 24 hours of receiving the report. If the police or social services advise the church to make a formal referral, this advice should be followed.

If a child or young person is in imminent danger of harm a referral should be made to the Police or Social Services without delay.

Stage 3 – Action Taken

All action taken should be recorded and kept securely. The Designated Person should make the Safeguarding Trustee and the Pastor aware so there is another layer of scrutiny. If the allegation includes the Pastor then this discussion should be with the Regional Minister and if it involves the Designated Person, then discuss with the Safeguarding Trustee or the Pastor. Due to the urgency of a clear safeguarding issue, a referral to social services or the police is made straight away. If this is the case then the Pastor and Safeguarding Trustee should be informed as soon as possible.

Report and Support

Support should be offered to all parties affected by any safeguarding concerns including the referrer (by more than one person for the different parties). All allegations against a children's worker should be referred to the LADO in the local authority to investigate. If a worker is subsequently dismissed from their work with children, then a referral needs to be made to the Disclosure and Barring Service. Child Safeguarding incidents should be reported to the Charity Commission as a serious incident in the annual return.

5.3.1. Stage 1 - Record and Report

It is the duty of the person who has the concern to **RECORD** the concern and to **REPORT** it to the Designated Person

As soon as possible after a child or young person tells you about harmful behaviour or an incident takes place that give cause for concern, a written record should be made and should:

- Be legible and state the facts accurately (if hand-written notes are typed up later the original handwritten notes should be retained securely)
- Include the child's full name, address, date of birth (or age if 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 and the demeanour of the child
- Include an exact record of what the child has said using the child's words
- Include what was said by the person to whom the concerns were reported including any questions asked
- Include any action taken as a result of the concern
- Be signed with date and time
- Be kept securely and confidentially and made available only to the Designated Person and professionals in other agencies if a referral is appropriate.

A verbal report may be given also to the Minister and the person(s) providing pastoral support to any of the parties.

5.3.2. Stage 2 – Review and Refer

It is the duty of the Designated Person in Bramhall Baptist Church to **REVIEW** the report and decide to whom the report should be **REFERRED**.

The Designated Person may:

- Refer back to the worker who made the initial report if there is little evidence that a child or young person is being harmed, asking for appropriate continued observation
- Refer the concern to others who work with the child or young person in question asking for continued observation
- Speak directly to the adult about whom the concern has been raised – this may be the parent/carer of the child or it may be one of the children or young people's workers. **If there is any question at all of possible sexual abuse or serious physical abuse the Designated Person should never address the adult directly but should refer their concerns to the Police or Social Services.** In these circumstances, to take the concern to the alleged perpetrator may place the child or young person at more risk, or could make any statutory investigation difficult to pursue because the child or young person may be intimidated.
- Make a formal referral to the local police or social services department.

The Designated Person should make a written report that is stored confidentially and securely at the church office that outlines this decision-making process, balancing the risks with protective factors. Any advice from persons with professional expertise should be clearly documented. A person with professional expertise is someone who works in the field of safeguarding children. The Designated Person has a list of members of the church with relevant expertise.

The Designated Person will update the Safeguarding Trustee regarding any report who will in turn advise the other Trustees whilst maintaining a level of confidentiality about the matter. The Trustees will be advised by the Designated Person and Safeguarding Trustee of action that may be required.

5.3.3. Stage 3 – Report and Support

In the event of a formal referral, it is the duty of the Designated Person in Bramhall Baptist Church to **REPORT** the referral and it is the duty of the Safeguarding Trustee and the Pastor to provide appropriate **SUPPORT** for those involved in or affected by the reporting of a concern. If a Formal Referral is made to Social Services or the Police...

- Report the referral to the Safeguarding Trustee and to the Pastor if neither are involved in the report of concern and to the Regional Minister
- **LADO** - If an allegation is made against a children's worker, the allegation should also be reported to the Local Authority Designated Officer (LADO) by the Designated Person or the Safeguarding Trustee. The LADO is located within social services and should be alerted to all cases in which it is alleged that a person who works with children or young people has:
 - Behaved in a way that has harmed, or may have harmed a child or young person
 - Possibly committed a criminal offence against a child or young person, or related to a child or young person
 - Behaved towards a child or young person in a way that indicates they are unsuitable to work with children or young people

The allegations do not have to be substantiated before being referred to the LADO. A LADO helps coordinate information-sharing with the correct people. They monitor and track any investigation with the expectation that it is resolved as quickly as possible.

The LADO is involved from the initial phase of the allegation through to the conclusion of the case.

- **Disclosure & Barring Service** – If a worker is removed from their post of working with children or young people or would have been removed from the post had they not resigned because of the risk they pose to children and young people, there is a statutory duty to report the incident to the DBS.
- **Charity Commission** – If a worker has been accused of causing harm to children or young people this would be classed as a serious incident that should be reported to the Charity Commission in the annual return.
- A record should be kept of all safeguarding incidents and should be considered in the annual review of Bramhall Baptist Church's Safeguarding Children and Young People - Policy and Procedures as these may highlight potential gaps in the policy.

5.4. When a known offender against children attends church

Bramhall Baptist Church aims to be a church that is welcoming and open to all. It is a place for people who have failed and for people in need. However, the Gospel imperative to welcome the sinner needs to be set alongside the Gospel imperative that the protection of children and young people must be paramount. This is a challenge when it comes to those who have sexually abused children or young people. In Safe to Grow (2011), the Baptist Union recommends that the person's behaviour in church is properly managed and a contract is put in place.

Before any contract is designed (a template for a model version is available on the Safe to Grow website) a proper risk assessment that outlines the risks and the protective factors must be conducted and reported to the Core Leadership Team. This risk assessment must be stored securely and reviewed quarterly. If an offender is on the Sex Offenders' Register, they will come under MAPPA guidelines (Multi-agency Public Protection Arrangements), which support the principle of a written contract for an offender attending a place of worship.

In producing a contract the Pastor and Trustees will take advice from the Baptist Union's safeguarding office external agencies (such as the police, children's social services and probation service). Typically this process will involve the following:

- Decisions about who should be aware of this person situation beyond the Pastor, Trustees and the Designated Person for Safeguarding.
- Receiving input from a Specialist Probation Officer if the person is on the Sex Offenders' Register or under supervision.
- Discussing the information gathered with the Regional Minister.
- An open conversation with the person so that boundaries are made clear such as:
 - Which meetings the person may attend e.g. no small group where children or young people attend, etc.
 - Which area of the church the person should sit in e.g. never in the family area.
 - They are always accompanied by a befriender on church premises.
 - The person should decline hospitality where there are children or young people.
 - The person should never be alone with a child or young person whilst attending church functions.
 - The person should not be allowed in the areas where children and young people meet.
- Consideration of how the contract will be monitored and enforced given that an offender's behaviour is often manipulative.
- What will happen in the event the contract is breached.

If the person joins another church, the church leadership at the new church should be informed of the circumstances so they can also put protective factors in place. The Specialist Probation Officer should also be made aware

These principles are likely to need to be applied to a person who has not been convicted but a DBS disclosure reveals that the person has faced a series of allegations about the sexual abuse of children or young people.

6. Safer Recruitment, Support & Supervision of Workers

Bramhall Baptist Church will exercise proper care in the selection and appointment of those working with children and young people, whether paid or voluntary.

No person for whom it is known that they have been convicted of a crime against a child or young person will be able to work at Bramhall Baptist Church as a Children's Worker. For further information on this standard in a spiritual context please see **Safe to Grow** (2011) pages 9-10.

Under the Criminal Justice and Court Services Act 2000, it is an offence for anyone who is disqualified from working with children and young people to knowingly apply, accept or offer to work with children. The Act specifically includes trustees of charities working with children. This means that a person banned from working with children cannot serve as a member of the Core Leadership Team. It is also a criminal offence to knowingly offer work with children to an individual who is so disqualified or to knowingly allow such an individual to continue to work with children. It will be made clear to all Children's Worker applicants that Bramhall Baptist Church requires an enhanced Disclosure and Barring Service (DBS) disclosure.

The following Safer Recruitment Processes will be followed:

- **Need to Recruit** – it is not recommended that announcements for the need for children's workers is announced from the front of church or put in the church newsletter. It is much better that people are

approached. This is a decision for the Pastor and Elders/Trustees. All roles should also have a clear role description

- **Application Form** – all applicants must complete the Bramhall Baptist Church Application Form for Children & Young People's Work (Appendix H). This contains some statements against which the applicant must sign
 - That the applicant has read the Bramhall Baptist Church Children's Safeguarding Policy and Procedures and agrees to adhere to it
 - A Criminal Records Statement
 - That all the information on the application form is correct and complete
- **Interview** – The interview should be completed by two people. It is recommended that the Safeguarding Trustee and a member of the Children's Work Team carry out the interview. The interviewer should not be related to the applicant
- **References** - Formal references will be requested in writing using the Reference Request Letter Template (Appendix I)
- **Identity Checks** – As part of the DBS disclosure application process, the applicant must provide documentation for proof of identity (passport, driver's license, etc.)
- Where applicable an applicant's UK residency status and/or right to work in the UK will be checked
- **Enhanced DBS Disclosures & Barring List** – all applicants will be required to complete an Enhanced DBS Check and the Barring List will also be checked. Applicants should be made aware of this. A criminal offence will not necessarily be a bar to a person serving with children or young people. Any decision will be dependent on the nature of the position and the nature and circumstances of the offence(s) and will be taken in discussion with the Designated Person for Safeguarding and the Safeguarding Trustee. The decision will be ratified by the Pastor and the decision documented. Bramhall Baptist Church will always use a risk-based approach to decision making

Those applicants who have lived overseas in the past 5 years must have their criminal check completed also in the country within which they have been resident

- **Letter of Welcome and Appointment** - this must be sent to those who are successful and a copy kept on file. The letter must contain the requirement for an induction to be completed, safeguarding training to be undertaken and outline the three-month probationary period
 - **Induction** – The Children's Team Leader will devise an induction appropriate to the age groups the applicant is to work with. This must be completed and signed off. A copy of the completed and signed induction should be kept on file
 - **Probationary Period** – The first three months following an appointment are a probationary period. The new recruit needs to be assigned a mentor of whom they can ask questions and be given objective feedback as required. When the three months has come to an end, this must be formally acknowledged and documented in the file. If there have been difficulties during the probationary period then a decision needs to be taken with the Children's Work Team Leader and the Safeguarding Trustee. The decision should be ratified by the Pastor
- The Safer Recruitment Checklist (Appendix K) should be completed for each applicant and a copy kept in the file.

6.1. Young Leaders under the Age of 18 Years

In law, young leaders under the age of 18 are children and cannot be treated as an adult member of the team. They should be assigned a mentor who will encourage them and help to develop their skills. There are some practical considerations:

- A young leader must always be supervised and never left alone with the children

- They should not be counted in the ratios of staff to children
- Permission of the Parent/Carer needs to be sought for the young leader just as you would for any other person under the age of 18
- The Safeguarding Children and Young People - Policy and Procedures applies to the young leader as it does to any child or young person
- As soon as the young leader turns 18 years of age, Bramhall Baptist Church needs to instigate the above Safer Recruitment Processes even though the Young Person may have been involved in Children's Work for some time

6.2. Children's Worker Database

The Designated Safeguarding Officer/Deputy Safeguarding Officer will keep a simple database/spreadsheet that will be held securely and will contain the following information:

- Name
- Date of Birth
- Address
- Date Recruited
- References Gained
- Date Enhanced DBS Disclosure Completed & Satisfactory and dates of any subsequent DBS Disclosures
 - Date Induction Completed
- Probationary Period Completed Successfully
- Dates Safeguarding Training Completed
- Signature gained to say that they have read the Bramhall Baptist Church Safeguarding Children and Young People - Policy and Procedures – this includes regular drivers for church activities where children or young people are transported such as to camp, etc
- Regular drivers for church activities where children or young people are transported will also have the date their driver's license was checked

This is to enable the Church to monitor implementation of the Bramhall Baptist Church Children's Safeguarding - Policy and Procedures, particularly in relation to Safer Recruitment and Training.

6.3. Appointment and Supervision

Any appointee will have a written agreement which includes a clear role description, lines of accountability to the church leadership and an assigned supervisor with regular opportunities for planned meetings so that work can be discussed, issues aired and areas of concern dealt with. These supervision meetings should be carried out at least six monthly.

There will be regular team meetings to review procedures to ensure a common approach, sharing of concerns and identifying other matters that may need clarification and guidance.

6.4. Training

It is important that all workers understand the agreed procedures for protecting children. Safeguarding Children training must be attended at least once every 3 years.

For up to date advice on recruitment procedures refer to the following website:

http://www.safenetwork.org.uk/help_and_advice/employing_the_right_people/pages/safer_recruiting.aspx

7. Safe Behaviour: Guidelines for Children's Workers

This section contains a code of behaviour that the church has adopted for all who are appointed to work with children and young people so that children and young people are shown the respect that is due to them whatever their age, gender, racial background, culture or disability.

7.1. General Guidelines

The aim of these general guidelines is to ensure quality childcare, protect children from possible abuse and workers from false accusation.

Workers should treat all children /young people with dignity and respect in attitude, language and actions. In particular:

- Use age appropriate language and tone of voice
 - Do not engage in any of the following:-
 - Invading the privacy of children or young people when they are using the toilet or shower
 - Rough games including contact between a leader and a child or young person
 - Sexually provocative game/comments
 - Scapegoating, ridiculing or rejecting a child or young person
- When it is necessary to control and discipline children and young people, this should be done without using physical punishment. (A situation may, however, arise where a child needs to be restrained in order to protect them or a third person.) Each Children's and Young People's Group where parents/carers aren't present should have a behaviour management plan
- No children's worker should normally be left working alone with children and young people At least two adults should be present before external doors are opened for an activity. Depending on the gender mix and age of the group it may be appropriate for there to be one leader of each gender before the doors are opened
- If workers do find themselves on their own they should
 - Assess the risk of sending child/young person home
 - Phone another team member and let them know the situation, phone the parent.
 - Get a second worker as soon as possible
 - Write down a record of what happened
- A children's worker should never act alone in telling a child they are not allowed to attend a church group anymore. This is a children's worker team decision and should involve the team leader. Advice can also be sought from the Designated Person for Safeguarding.
- If a child or young person wants to talk on a one-to-one basis you should make sure that you hold the conversation in a public space (e.g. church foyer, café) where other adults are present.
- The only adults allowed to participate in children's and young people's activities are those appointed and trained as children's workers unless it is an irregular occurrence for a special event to make up numbers or do a specific task in which case they should be under the supervision of an appointed and trained children's worker. The leader of the activity should be aware of any other adults who are in the building.

- The parents/carers may or may not attend church and it is important therefore that they have been given information about the group including contact telephone numbers

7.2. Worker to Children ratios

Below are suggested ratios of adults to children, recommended for all activities with children and young people. **There should always be AT LEAST TWO ADULTS (employee or volunteer) present. (e.g. A ratio 1:4 = 2 adults for any number of children up to 8. An extra adult is required for every further 4 children.)**

Age Group	Adult	Number of Children
2 years and under	1	1+/or parent with own child 1:1
3 years	1	2 - 4
4 to 7 years	1	8
8 years or older	1	10

Where possible, ensure that male and female volunteers are present.

The level of personal care (e.g. toileting) must be appropriate and related to the age of the child whilst also accepting that some children have special needs.

If any group has a child or young person needing special support, these ratios must include an extra volunteer to oversee that child or youngster within the group.

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.

7.3. Physical Contact

The following guidelines should be followed regarding physical contact:

- Keep everything public
- Touch should be age-appropriate and generally initiated by the child rather than the worker
- Avoid any physical activity that is, or may be thought to be, sexually stimulating to the adult or the child
- Children are entitled to privacy to ensure personal dignity
- Children have the right to decide how much physical contact they have with others, except in exceptional circumstances when they need medical attention
- When giving first aid (or applying sun cream etc), encourage the child to do what they can manage themselves, but consider the child's best interests and give appropriate help where necessary

Team members should monitor one another in the area of physical contact. They are free to help each other by constructively challenging anything which could be misunderstood or misconstrued.

7.4. Nappy Changing & Toileting Children

Children who attend Crèche may require a nappy change whilst there. It has been agreed that should this arise, the parent be contacted to do this. This is for practical reasons as there must be at least two people in the room and it would be unsuitable to change the nappy in the crèche with the other children present and likewise it would not be appropriate for one of the team to leave the room and be alone with the child in the toilets or leave the other team member alone in the room with the rest of the children. This is to safeguard children and the workers.

A toilet is available on the upper floor for children in Young Worshipers. It is expected that children in this group will be toilet trained. In the exception where this is not the case, a special arrangement will be made with the parent/carer to phone them in the service to come upstairs and attend to the child.

7.5. Mentoring/One to One Discipleship

If a worker is working as part of a recognised mentoring programme for the church with a young person such as support, individual discipleship, etc:

- The parents of all young people involved in mentoring will sign a letter to say they are aware that the mentoring is happening and who it is with
- A mentoring meeting should have an agreed start and end time and someone should be aware that you are meeting
- Keep a basic record of dates of significant meetings, text messages and emails
- Appropriate boundaries in regards to times and demand should be in place, ie. not phoning during the night or school hours, etc
- A written record should be kept of issues/decisions discussed at meetings
- The person offering the mentoring should access supervision monthly from someone in the church to provide oversight and objectivity to the work. This is essential as it is easy to become unaware that boundaries are being breached especially when someone has a very real need

7.6. Visiting Children or Young People at Home

It is unlikely that workers will need to make a pastoral visit of children and their families at home on behalf of Bramhall Baptist Church. If a situation occurs where it is needed then it can only be done with agreement of the Pastor.

7.7. Children with Special Needs

Children and young people who have a disability can be at greater risk of abuse. They will often require more help with personal care, such as washing, dressing, toileting, feeding, mobility etc, may have limited understanding and may behave in a non- age-appropriate way. It is good practice to speak with the parents of children/young people with special needs and find out from them how best to assist the child or young person. They may require an individual behaviour management plan.

7.8. Children with no parental/carer supervision

When children turn up to and want to join in with church activities without the knowledge of their Parents/Carers, we will:

- Welcome the child and try to establish their name, age, address and telephone number, and record their visit in a register
- Ask the child if a parent/carer is aware of where they are. One of the Children's Workers should phone and make contact
- On leaving, give the child a consent form and explain it needs to be filled in and brought back next time
- Without interrogating the child, you will need to find out as soon as possible whether they have any special needs (e.g. medication) so that you can respond appropriately in an emergency

7.9. Peer-led activities for young people

All youth activities will be overseen by named adults who have been selected in accordance with Safer Recruitment Processes. It is accepted that groups aged 16+ may benefit from being led and run by

peers. In this situation adult leaders will contribute to programme planning and reviews and will always be readily available on the premises when peer-led activities take place.

7.10. External events

These guidelines cover events that are held off the church premises and, typically, are not held with parents/ carers present. This applies mainly to residential events (where the children are away from home over one or several nights) but includes events held other than at BBC for durations of a day or less.

These require robust arrangements including:

- Risk assessments (See Appendix L) of the venue (washing/toileting facilities, fire exits, sufficient sleeping arrangements for overnight stays, local services in case of an emergency, etc) and adult to child ratios. This list is not exhaustive
- Parents/Carers should be informed in writing of the arrangements and consent gained from the person with parental responsibility (this is a legal status which gives the adult all the rights and responsibilities of a parent. Married people automatically have it and so do mothers but unmarried fathers do not). See Appendix D for Consent Form
- The children/young people should be divided into groups, each with a responsible adult (even if the whole group is to remain together) who should be given a list of names of the children for whom they have the responsibility
- If travelling in small groups, it is best practice that the same children are accompanied by the same adult on the outgoing as well as the returning journey to mitigate against a child becoming lost
- If overnight stays, boys and girls must sleep separately
- If the group is a mixed sex group, then the workers should also be mixed sex
- The risk assessment should also include an aspect of whether adults should share sleeping accommodation with children/young people as this will depend on the age of the children, their need of support, likelihood of bullying/abuse from other children, nature of the venue, etc. If it is decided that the adult will share sleeping accommodation with the children/young people, the children should be able to dress/undress separately from the adults and an adult should never sleep alone in a room with a single child or young person
- For overnight stays, there must be parental consent for each separate event and emergency contact details for parents documented and likewise parents/carers should be given the contact details of the venue to be used in case of an emergency

If the event is a joint venture with one or more groups from other churches or youth centres the Safeguarding Officer at BBC must be informed in writing of exactly who has overall responsibility for the event, whose Safeguarding Policy is being adopted and therefore who has responsibility for safeguarding and the Risk Assessment must be produced and agreed before the event can go ahead. Leaders and volunteers within a joint venture should be given specific roles in order to clarify responsibilities.

Any child or young person needing special support or deemed to be vulnerable, should be included in the Risk Assessment and provision should be made for safeguarding of this person.

- Other health & safety issues to consider are:
 - a worker with First Aid
 - the person responsible for catering should hold a Basic Food Hygiene Certificate
 - insurance cover for the building and whether there are limits on the numbers it accommodates

- Fire Safety (accommodation should have at least two fire exits, know the fire drill for the building)
- once there, familiarise yourself with the building (e.g. how to turn gas, electricity or water off, etc)
- kit list for the activities planned so that the appropriate clothing is brought
- suitably licensed activities
- ensuring that the vehicles and their drivers are appropriately insured and qualified, etc.

This is not an exhaustive list.

Although not all scenarios can be accounted for, these general principles will help to minimise risk but it is the risk assessment that will identify unique mitigating actions that need to be undertaken for particular outings.

7.11. The use of technology

Advanced technology in the form of mobile devices (mobile phones, tablets, laptop computers and digital cameras) and the internet is increasingly used by both adults and children.

Because of the informal style of electronic communication, workers can easily cross appropriate boundaries in their relationships with children and young people.

In general:

- It is important that use of any of these technologies is as public and open as possible when used in the context of children and young people's work in the church
- A worker's role description will include an acknowledgement and approval of these technologies as a legitimate means of communicating with young people but should also include the expectations of the Church in relation to their use
- Any texts, emails or posts on Social Networking sites that raise concerns should be passed on/shown to the Children's Worker's Line Manager/Supervisor
- Care must be taken when sharing phone numbers, email addresses or social networking identities with the children in a group. Workers may prefer to have separate email addresses/identities for use when communicating with the children

7.11.1. Sharing Information with the children

Where appropriate, electronic communication can be used to notify and remind children about events.

All young people need to be aware of the protocols that workers follow in relation to email, messenger services, social networks and mobile phones including texting. It is important to remember that as well as the parent/carer, young people will have a right to decide whether they want a worker to have their email address or mobile telephone number and should not be pressurised into divulging information they would rather keep to themselves.

- Contact with children and young people should generally be for information-giving purposes only and not for general chatter
- Each group should have its own policy as to whether electronic communication can be used to communicate with the children to advise them of meeting dates, cancellations etc. It is important that any such policy does not exclude any children - alternative arrangements should be made for children where this is the case
- It is not appropriate to use electronic communication directly with primary school aged children, 11 years and younger. If practical, electronic communication with parents/carers could be used instead

- On the general consent form parents/carers sign to agree that the young person can receive such communications
- Where an email address, mobile phone number or similar is required, this should be recorded as part of the contact details for the child
- If email is used to communicate with the children, the other leaders of the group should be copied in
- It is important that workers use clear and unambiguous language to reduce the risk of misinterpretation

7.11.2. Messaging Services

Because of its closed and potentially secretive nature, the use of any form of messaging (ie text, WhatsApp) should be avoided.

- Workers should avoid using messaging or similar facilities to communicate with children on a one to one basis
- Should a worker receive an unsolicited text message (or similar) from a child, careful consideration should be given as to whether a reply should be sent and, if so, what it should be. It may be appropriate to discuss the response with other leaders

7.11.3. Social Networking

Social networking can be useful as a means of publicising events or notification of changes but should generally be backed up with a more direct means of communication. Note that due to the variety and evolving nature of social networking sites, it is difficult to provide comprehensive guidelines.

- Age limitations on social media sites must be respected – where children in the group are below the age for use of such a site, the communication method should not rely on them being registered (regardless of whether the parents allow it)
- Details of leaders' personal accounts on social media sites used by leaders should not be shared with the children. Instead, group accounts or facilities such as Facebook pages or a twitter identity for the group should be used
- It is essential that all content including photos is suitable as young people look up to workers
- Copy other workers into communication in order to be transparent

7.11.4. Use of mobile devices by children

In the context of this section, mobile device means any device that is portable enough for a child or young person to bring along to a meeting. This could range from a basic mobile phone, smart phones to tablets and laptops. In view of the fact that most of these devices include a camera of some sort, this section should be read in conjunction with the section about use of cameras.

- Each group should have its own policy regarding the use of mobile devices when the group is meeting. It may be appropriate not to allow the use of them during the meeting or even to request that children do not bring them
- It is important that parents are aware of any rules that a group might have regarding mobile devices and that information about this is given to them when a child joins a group
- Leaders need to bear in mind that some parents like their children to have mobile phones with them so that they can stay in contact

7.11.5. Mobile Phones

Particular diligence needs to be applied when workers use mobile phones to communicate with young people:

- All mobile phone use will be primarily about information sharing

- Workers should keep a log of significant conversations/texts
- Workers should use clear unabbreviated language, particularly when texting
- Workers should not take photos on their personal equipment

7.11.6. Taking Video and Photographs of Children

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

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

7.12. Bullying

Each group will have a behaviour code of conduct that addresses bullying and it will be discussed as a topic and why it matters. Children and young people should know how to report any incidents of bullying:

- Take any allegations of bullying seriously and report it to the Leader for the Children's Team
- Ensure that details are carefully checked before action is taken
- All incidents of bullying should be recorded by the children's worker
- Consideration should be given to informing the parents/carers of the bully, but this should only be done if workers are satisfied there is no bullying/abuse going on at home that might exacerbate the situation. Ordinarily parents/carers of all children should be kept informed in order to support the Children's Workers and be part of the solution.
- If it is thought that an offence has been committed, then the Designated Person for Safeguarding should be contacted and it be treated as safeguarding issue where consideration is given to contacting the police
- The bullying behaviour or threats of bullying must be investigated and stopped quickly. The children's workers involved will meet with the Designated Person for Safeguarding and the Safeguarding Trustee to agree a plan. This must be documented and stored securely so the plan can be reviewed and revised as circumstances change. The child or young person who is bullying should be given a warning and be asked to apologise to the child who has been on the receiving end. If possible, those involved should be reconciled
 - The child or young person doing the bullying should be helped to address their bullying behaviour
- Once the bullying has been dealt with, the situation should be monitored to ensure that it doesn't happen again. All children should be able to feel safe when attending church

7.13. Group Codes of Conduct and Behaviour Management Plans

To keep children and workers safe, it is important that each children and young people's group has a code of conduct that is developed and agreed by the group if age appropriate. For all ages it is best to keep the codes of conduct simple and put them in a positive framing e.g. "Be kind" rather than "No bullying". If a child or young person is not cooperating with the code of conduct, it is then easy to say, "we agreed how we would behave...".

It is important that the children's workers develop a behaviour management plan for their group as this gives everybody a defined way to work. This keeps children's workers safe who may have different parameters about what is acceptable. There are various people in the church who can provide assistance if necessary and direct children's workers to examples of good practice.

If there is a child with special needs in the group, it may be advisable to come up with an individual behaviour management plan for them that is developed with their parent or carer.

7.14. Transporting Children & Young People

The policy of Bramhall Baptist Church is that it is not appropriate for Youth Workers and Leaders (whether employed or volunteers) to provide lifts to children or young people on a weekly or regular basis to and from mid-week youth clubs and groups other than their own child or children **unless no other means of transportation can be arranged**. Transportation is the responsibility of the parent/carer and they **should be encouraged to** arrange such transportation amongst themselves. **However, if a child's parent/carer is unwilling or unable to transport their child, it is permissible to obtain a signed consent form which should be given to the Safeguarding Officer**. It **is permissible** to transport the friend of one's own child or children provided that there is a friendship established outside of church and that reciprocal arrangements exist and occur at other times during the week (ie to/from school, other events and activities). Church attenders should only transport someone else's child or children to Sunday church services and mid-week clubs where the child or children are family friends and reciprocal arrangements exist and occur at other times during the week (ie to/from school, other events and activities). **Where there can be** no reciprocal arrangement (ie the church member/youth worker/**volunteer** does not have their own child or children and they are bringing the child of a friend) then the matter should be discussed with the Safeguarding Officer prior to any transportation. **For purposes of this document "friend" may also mean a person well-known to and on friendly terms with the driver**. **If more than one child or young person is regularly transported, the one dropped off last should be varied so that the same child/young person is not always last**. If parents are transporting children/young people then the last one in the car will be a son/daughter. If the driver is not a parent, then the driver must ensure the last child/young person to leave the vehicle has been seated in the back seat and the journey time should be logged – the child/young person to be dropped off last should phone his/her parents to say they are leaving church or have a pre-arranged time to be home.

If any guidance is required for any individual circumstances the detail should be discussed with the Safeguarding Officer.

7.15. Events held away from the Church or regular Venue

If it is practical and possible, it is often better to arrange to meet at a venue rather than arrange transport since children's workers can put themselves in a vulnerable situation when offering lifts to children or young people.

However, when lifts are necessary, the group leaders need to include consideration of the transportation when carrying out the risk assessment for the event. Particular consideration needs to be given if a child is vulnerable (such as coming from a troubled background) and displays behaviour traits (for example, sexualised behaviour) or is suspected as having a crush on the Children's worker. In these cases, providing lifts may put workers and other children at risk.

The following guidelines should be followed:

- Parents need to give written permission for their child to be given a lift and should be informed of when to expect their child home
- At collection or dropping off points, children should not be left on their own. A child should always be collected by an appropriate adult

- Whenever possible two adults should be in the car and children's workers should avoid giving regular lifts to children and young people on their own to and from church activities. If the children or young people are given regular lifts then the rota in which the children get picked up first and dropped off last should be rotated so the same child is not the same one to be picked up or dropped off first each time
- If unforeseen emergency circumstances arise during the course of a mid-week club requiring a Children's Worker to give a child a lift alone, then the child should be asked to sit in the back of the car. The Children's Worker should inform one of the Safeguarding Team prior to making the journey
- Children's workers should not spend long periods of time in the car talking
- All identified drivers of children should go through Bramhall Baptist Church's Safer Recruitment Processes unless they are chaperoned by a Children's Worker who has. Drivers should also have read the Bramhall Baptist Church Safeguarding Children and Young People - Policy and Procedures and signed to say they have done so
- Car drivers should be 21 years or over and have held a driving license for at least 2 years. Note that there are extra licensing regulations for driving minibuses; drivers who passed their test after January 1st 1997 cannot drive a minibus that is designed to seat more than 16 people on a standard car license. Note that there may be extra age restrictions for hired vehicles
- Where private vehicles are used for transportation, it is the responsibility of the driver and owner to ensure that the vehicle and driver are correctly insured, well maintained and road worthy. Unless absolutely certain, the owner should confirm that the insurance will cover this use of the vehicle (some insurers regard this as 'business use')

Where hired vehicles (such as minibuses) are used, it must be confirmed at the time of hire that the insurance cover is correct.

8. Monitoring the Effectiveness of the Policy

Annually, Bramhall Baptist Church is to carry out a self-assessment audit to ensure that it is compliant with the Bramhall Baptist Safeguarding Children and Young People - Policy and Procedures. See Appendix B for the annual audit tool. The Bramhall Baptist Church Annual Self- Assessment Safeguarding Audit is to be carried out annually by the Safeguarding Trustee or delegated to a nominated person. The results of the audit are to be reported to the Annual General Meeting held in November each year, along with any actions that are required.

If gaps are identified following the audit, then an action plan needs to be drawn up that outlines the specific action required, the person accountable for implementing it and the timescale for implementation. The action plan will be performance managed by the Trustees until completion and progress reported until completion at the Church Member Meetings. Progress and sign off of the plan should be recorded in the minutes.

APPENDIX A - DEFINITIONS OF ABUSE

Understanding, Recognising and Responding to Abuse

Abuse and neglect are forms of maltreatment of a child or adult at risk. Somebody may abuse or neglect a child or adult by inflicting harm, or by failing to act to prevent harm. Children and adults at risk may be abused in a family, or in an institutional or community setting; by those known to them or, more rarely, by a stranger. They may be abused by an adult or adults or a child or children. There are many different ways in which people suffer abuse. The list below is, sadly, not exhaustive.

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

<i>Institutional</i>	The mistreatment or abuse of a person by a regime or individuals within an institution. It can occur through repeated acts of poor or inadequate care and neglect, or poor professional practice or ill-treatment. The church as an institution is not exempt from perpetrating institutional abuse.
<i>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.
<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.
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Whilst it is not possible to be prescriptive about the signs and symptoms of abuse and neglect, the following list sets out some of the indicators which might be suggestive of abuse:

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

It should be recognised that this list is not exhaustive and the presence of one or more indicators is not in itself proof that abuse is actually taking place. It is also important to remember that there might be other reasons why most of the above are occurring

APPENDIX B – ANNUAL SAFEGUARDING SELF ASSESSMENT

Annual Safeguarding Self Assessment		
Standard	Yes or No?	If answer is no, what action is required?
1. Has the BBC Safeguarding Children's Policy been reviewed this year prior to annual ratification to ensure it is current and up to date including the Safeguarding Statement?		
2. Is there a Designated Person for Safeguarding, and Core Leadership Safeguarding Lead in post?		
3. Have all Children's Workers Signed that they have read the BBC Safeguarding Children's Policy?		
4. Have all Children's Workers had Child Safeguarding Training within the past 3 years?		
5. Has all the Pastoral Support Team who visit families attended Child Safeguarding Training within the past 3 years?		
6. Have all Children's Workers had a DBS check and of those with a DBS check have they had one done in the past 3 years?		
7. Have all child safeguarding incidents been reported and a written record confidentially kept and have they been reviewed for themes so that the Safeguarding Children's Policy can be strengthened if any gaps have been identified?		
8. Have all child safeguarding concerns followed the Report & Refer Procedure?		
9. Have groups at church been able to maintain appropriate ratios of staff throughout the year? If not where have the gaps been and has there been a risk assessment to identify if the work is safe to proceed?		
10. Have Safer Recruitment Procedures been applied to all new starters in the last 12 months? If not, where are the gaps as these need to be reported as a safeguarding incident?		

Annual Safeguarding Self Assessment

Standard	Yes or No?	If answer is no, what action is required?
11. Have all new starters had an induction and a probationary period signed off within the last 12 months?		
12. Have all Events Outside of Church (including overnight stays) been properly risk assessed?		
13. Has parental consent been gained for Events Outside of Church for each child in the past 12 months?		
14. Have the written reports regarding any concerns complied with the record keeping standards within the BBC Safeguarding Children's Policy?		
15. Have all Children's Workers been offered supervision/a one to one at least 6 monthly in the last six months?		
16. Have all drivers on official church events who transport children been checked that they hold the correct driving licence; the vehicle has the correct insurance, tax, MOT, seats, seatbelts and a first aid box?		
17. Are all computers belonging to church used by young people equipped with 'parent controls' to ensure safe internet use?		
18. Is the BBC Safeguarding Children's Policy available to workers, church members, parents/carers and the public?		

APPENDIX C – DISCLOSURE DECLARATION FORM

Bramhall Baptist Church

Woodford Rd, Bramhall, Stockport

Disclosure Declaration Form

Name:

Current Role/s:

As part of the conditions of your volunteering/employment (delete as applicable), you are required to inform us if you are ever charged, cautioned, warned or convicted of a criminal offence. This means that you must disclose ALL criminal convictions (including those defined as spent under the Rehabilitation of Offenders Act), cautions, reprimands, final warnings, motoring offences and any other information that may have a bearing on your continued suitability for the role you perform, specifically as it pertains to your suitability to work with children or adults at risk.

Failure to disclose any convictions, reprimands, cautions, final warnings or any other relevant information may result in you no longer being able to continue in the role.

It is also a condition of your volunteering/employment that a Criminal Records Bureau check is carried out periodically throughout your employment and that the results of these are satisfactory. You will be contacted by the Safeguarding Team when a new check is required.

PLEASE NOTE: - A signature is required even if you have nothing to declare.

(Please write NONE, if you have nothing to declare)

Nature of Offence/s (ie Conviction, caution, reprimand, warning or allegation)	Offence/s	Date of Offence/s	Disposal (if known)

Do you have any outstanding cases waiting to be heard? ☐ Yes ☐ No (Please tick appropriate box)

Date (if known) and details	
Name: (print)	
Signed:	Date:
Safeguarding Officer: (print)	
Signed:	Date:

APPENDIX D – CONSENT FORM

Bramhall Baptist Church Parental/Guardian Consent Form for Events, Activities & Residential Holidays for Under 18's

Group Name			
Event			
Venue		Date	
This form must be completed by a parent/guardian in order for the child/young person to participate in the event/activity. It should be signed and returned to:			
Name		By this Date	
PLEASE NOTE: IF THIS FORM IS NOT COMPLETED IN FULL AND RETURNED TO THE PERSON NAMED ABOVE THE CHILD/YOUNG PERSON WILL NOT BE ABLE TO PARTICIPATE IN THE EVENT/ACTIVITY.			
Full Name of Child/Young Person		Date of Birth	
Address & Postcode			
Telephone			
The person to contact in case of emergency during this event is:			
Name		Relationship to Child/YP	
Address			
Telephone			
Should the above not be available, please contact:			
Name		Relationship to Child/YP	
Address			
Telephone			
Child's/young person's registered GP			

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Name				
Address				
Telephone				
NHS Number				
Date of last Tetanus Vaccine				
Does the Child/Young Person suffer from any allergies?	Yes		No	
For example medicines, food, insects, etc...	If yes, please give detail			
Please tick				
Does the Child/Young Person have any medical conditions about which we need to be aware or any special dietary requirements?	Yes		No	
	If yes, please give detail			
Please tick				
Does the Child/Young Person have a disability about which we should be aware?	Yes		No	
	If yes, please give detail			
Please tick				
Is the Child/Young Person taking any medication?	Yes		No	
	If yes, please give detail			
Please tick				
Has the Child/Young Person been in contact with or suffered from any disease which is or may be contagious or infectious, in the last four weeks?	Yes No			
	If yes, please give detail			
Please tick				

Declaration

Please note that this declaration can only be signed by those with parental responsibility.

I give permission for[insert name] to take part in the event named above.

I consider my son/daughter to be medically fit to participate in the activities outlined.

I require that my son/daughter be excluded from the following:

I UNDERTAKE TO INFORM THE LEADER SHOULD ANY OF THE ABOVE INFORMATION CHANGE BY THE DATE OF THE EVENT.

In an emergency and/or if I cannot be contacted, I am willing for my child to receive necessary hospital or dental treatment including an anaesthetic (please tick):

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

Signed (parent or adult with parental responsibility) Date/...../.....

APPENDIX E – INCIDENT REPORT

Bramhall Baptist Safeguarding Incident Report					
This incident report is for the purpose of keeping a record of reports made to the Designated Person for Safeguarding. As well as this report, you should make a full factual written record of your observations and any conversations, which should be signed and dated.					
Name of Worker					
Name of Group					
Name of Child					
Date and Time of Incident					
Nature of the Concern					
Action Taken So Far					
In Particular...					
Have you made a full written record of the incident/concern?	Yes		No		
Who have you spoken to about your concerns?					
Child	Yes		No		
Parent/Carer	Yes		No		
Church Leaders	Yes		No		Name(s)
Social Services	Yes		No		Name(s)
Other (insert organisation name)	Yes		No		Name(s)

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What feedback have you received?			
Signature of Children's Worker		Date & Time	
Signature of Designated Person for Safeguarding		Date & Time	

APPENDIX F – NOTE OF CONCERN FORMS

**Bramhall Baptist Church
Safeguarding Note of Concern**

Name of child	Activity	Date: Time:
<p>Issue: Please record the details of the incident/issue you are concerned about. Include verbatim comments where possible. Please keep the account very factual. If you are reporting a potential incident of physical abuse remember to include a 'record of marks observed on a child'. (see reverse).</p>		
<p>Signed: _____ Print Name : _____ Role : _____</p> <p>(Please continue on the back if necessary)</p>		
<p>How did you become aware of the issue? please circle observation disclosure</p>		
Reported to:	Date and time report completed:	

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To be completed by DSP

Outcome Please include the outcome of discussions with parents/carers where this is appropriate

Signed:

Date:

Time:



Skin Map – used by **non-medical staff** to assist you in reporting your concerns. **THIS IS NOT A MEDICAL ASSESSMENT.**

Name of Child:

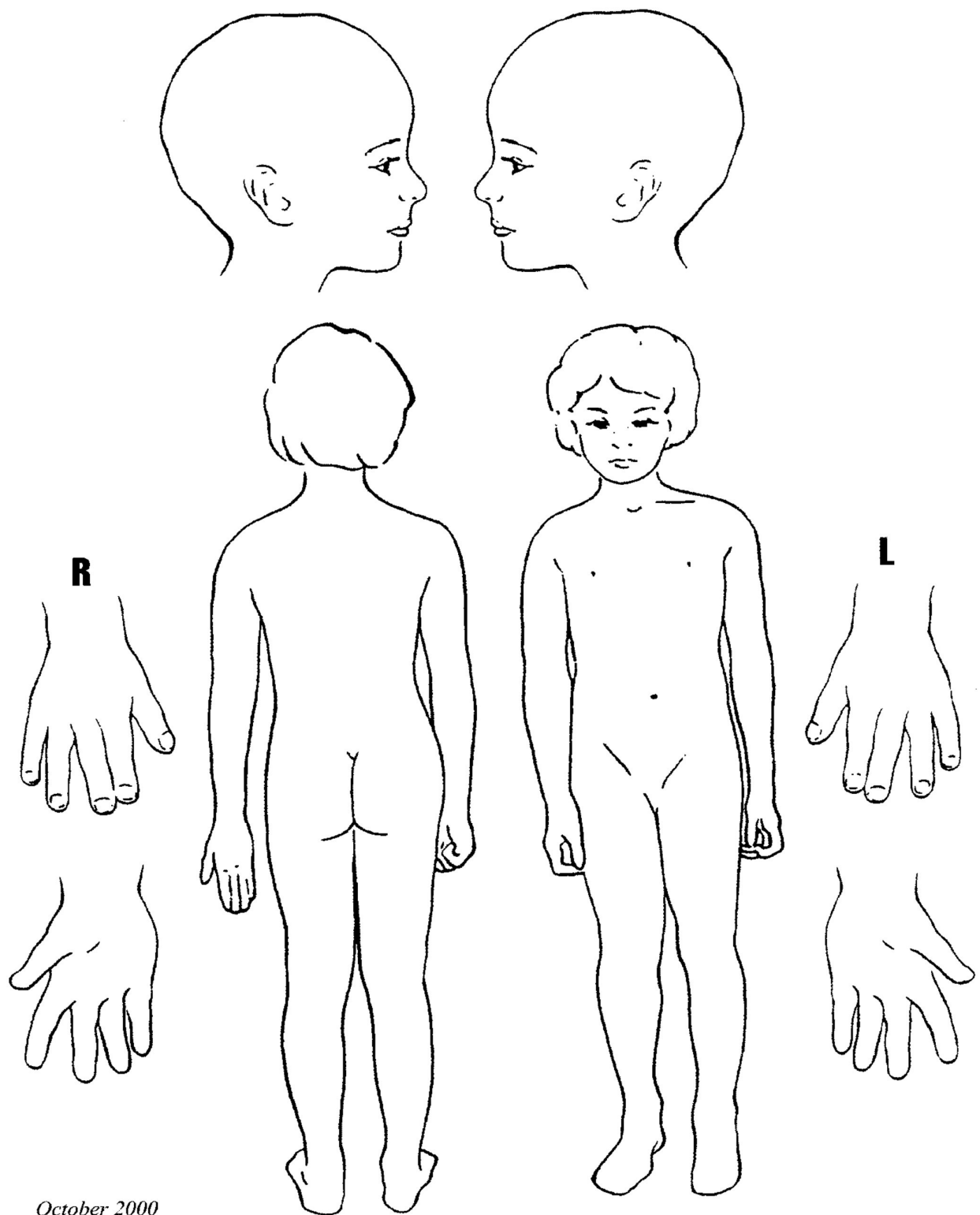
Date & time marks noticed:

Recorded by:

Role:

Report passed to:

(Please record the size, shape, location and colour of the mark if you have seen something). **Do not** ask a child to show you a mark.



October 2000

APPENDIX G – VOLUNTEER ROLE DESCRIPTION

Role Description

Youth, Children's & Toddlers' Volunteer Worker

- This is a volunteer role and as such does not include any remuneration
- **There is a requirement that the post holder is a committed Christian**
- Generally we would expect volunteers to be attendees at Bramhall Baptist Church or closely linked to the church through family ties

Purpose of Job

1. To provide support to those leading the various activities and groups associated to Bramhall Baptist Church
2. To make yourself available, weekly, or on a rota basis, as requested by the youth leader/s
3. To carry out activities and roles as directed by those leading the various activities and groups

Key Duties

Sunday Morning (including Creche):

Working as part of a team, within a specified age group, and on a rota basis either:

- a. Prepare a lesson for a designated age group
- b. Support the leader of that group
- c. Support the rest of the team when preparing combined activities or presentations (ie Mothers' Day, Christmas Nativity)
- d. Look after younger children and babies in the crèche room

Sunday Evening:

Provide support as required either:

- a. Lay out food, drinks and cleaning up afterwards
- b. Supervise the young people during the meal
- c. Supervise and take responsibility for an activity/study

Little Lambs Toddler Group:

- a. Arrive in sufficient time to help set up the main hall with toys prior to the arrival of parents and childminders. Toys will need to be carried from the crèche cupboard. This may include moving chairs to the edge of the room
- b. Set out all relevant material for display, including register and box for money. Check area is safe for small children, unlock fire door and leave key in back fire door, unlock foyer car park door. Put any plastic chairs near kitchen corridor to keep children from that area, keep safety catches on other external doors to prevent children escaping. Parents/carers are responsible for their own children at all times
- c. Prepare the kitchen ready to provide drinks to adults and water and biscuits to toddlers midway through the morning. Cups, snacks and mat for children to sit on are kept in Cupboard 1 in the Grapevine Room
- d. Serve hot drinks and snacks at the hatch to adults and toddler cups of water and snacks to the children sitting on the mat in the foyer
- e. Tidy and clean kitchen when all drinks have been consumed. Wash & dry cups, return toddler items to cupboard
- f. Count money and write in book. Cash to be given to group leader
- g. Once toddler families have returned toys to the crèche room, tidy away into relevant boxes and return all toys to the cupboard in the Creche room
- h. Lock up church if a keyholder, ensuring all lights are switched off, the kitchen hatch is closed and all fire doors are shut and all external doors locked

Midweek Church Based Youth Groups:

- Arrive at a set time prior to the group start time to assist in the setting up and preparation for the evening
- Support the leaders during activities, games, talks etc, providing assistance as required and taking responsibility for activities when asked to do so
- Ensure children/young people are supervised at all times and ensure that none leave the building during the evening or at the end unless accompanied by a parent
- Assist in the tidying up and clearing away once all children/young people have left the building
- If a keyholder for the church, ensure that all lights are switched off, the kitchen hatch and fire doors are all closed, and external doors are all locked up

HotShots

- Arrive at a set time prior to the group start time to assist in the setting up and preparation for the evening
- Support the leaders during activities, games, talks etc, providing assistance as required and taking responsibility for activities when asked to do so
- Ensure children/young people are supervised at all times and ensure that none leave the building during the evening or at the end unless accompanied by a parent
- Assist in the tidying up and clearing away once all children/young people have left the building

Youth Worker: Candidate Specification

Skills and abilities

Essential

Desirable

Able to demonstrate a passion for work among children and their families

✓

Ability to work on own initiative
✓ and as part of a team

Ability to remain calm under ✓ pressure

Willingness to work flexible ✓ hours

Knowledge

Mature Christian faith firmly rooted in the authority of the Bible

✓

Knowledge of children and families
work principles

✓

Knowledge of issues concerning children and families

✓

Experience

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Proven track record in children ✓
and families work and/or a
related field

Experience in dealing with ✓ church matters and
pastoral/relational skills

Applicants will be asked to undertake a short and informal interview with the youth leader and one of the elders prior to taking on the role. If the applicant is not known to the eldership then it may be appropriate to ask for references as to the individual's suitability.

It is a condition of volunteer work at Bramhall Baptist Church that you hold an enhanced DBS certificate. This will be applied for prior to your taking up the position.

APPENDIX H – APPLICATION FORM

Bramhall Baptist Church Application Form to Work with Children or Young People			
Name			
Address and Postcode			
Telephone Number		Date of Birth	
Please detail any experience you have had already of working with children either in the church, in children's evangelism or in a secular occupation.			
What has brought you to this point of wanting to work with children in BBC?			
What gifts and abilities do you think you can bring to this role?			

What age group do you feel led to work with? Please tick							
0-1		2-4		5-7		8-11	
year	years	years	years	years	s		12+
References – please provide two references – at least one reference should be someone from outside the church and able to comment on your ability to work with children. They must be over 18 years of age and not related to you.							
Referee One				Referee Two			
I confirm I have read the Bramhall Baptist Church Safeguarding Children’s Policy and I will follow the procedures outlined within it. If I am found to be in breach of these procedures, I understand that it will be considered whether I can continue to work with Children and Young People at Bramhall Baptist Church.							
Print Name.....Signature.....Date.....							
Criminal Records Statement							
In order to safeguard children and young people, you will be asked to apply via Bramhall Baptist Church for a DBS Criminal Records Check.							
Have you ever been convicted by the courts or cautioned, reprimanded or given a final warning by the police for any crime against children?							
Please Tick							
	Yes			No			
Are you on a list that prevents you from working with children?							
Please Tick							
	Yes			No			
I confirm that the information provided on this application form is correct and complete.							
Print Name.....Signature.....Date.....							

Please note this information is kept confidentially.

APPENDIX I – REFERENCE REQUEST LETTER

This letter needs to be on Bramhall Baptist Church headed paper.

Date

Dear

Name of Children's Worker Applicant:

The person named above has offered to help with our children's/young people's work at Bramhall Baptist Church.

In order to act at all times in the best interests of our children and young people we must do all we can to ensure that all new volunteers are appropriate people to be in a relationship of trust with those who are under 18. The applicant has given us your name as someone who can give a character reference.

I would be grateful if you would complete the enclosed questionnaire, which will be treated in the strictest confidence, and return it in the pre-paid envelope as soon as possible. In commenting on the volunteer worker, please bear in mind that it is the church's duty to protect children from harm of a physical, emotional or sexual nature.

Thank you in anticipation. Yours sincerely,

Print & sign name

APPENDIX J – REFERENCE FORM

Bramhall Baptist Church Reference Form <i>Private & Confidential</i>	
Section 1 – To be Completed by the Church	
Name of Volunteer Children's Worker	
<p>The above person has applied to work with children/young people at Bramhall Baptist Church. Their responsibilities will include:</p>	
Name of Referee	
Section 2 – To be Completed by the Referee	
What is your relationship/connection to the volunteer?	
How long have you known the volunteer?	
What personal experience do you have of the volunteer's ability to work with and relate to children and young people?	
What are the gifts and experience the volunteer will bring to the role?	
Please comment on the volunteer's honesty and reliability	
To your knowledge, is there anything about the volunteer's past behaviour, their character or attitude that gives you any cause for concern about their suitability to work with children and young people?	

Are there any comments you wish to make about the volunteer?

Print Name..... Signature..... Date.....

APPENDIX K – RECRUITMENT CHECKLIST**Bramhall Baptist Church Safer Recruitment Checklist**

This form is to be stored securely with the church database records.

Name of Recruiter					
Name of Applicant					
Tick Against the Applicable Answer					
Application Form Completed and Signed	Yes		No		
Interview Completed – Candidate appears suitable for work	Yes		No		
Good Written References Returned	Yes		No		
Check a piece of identification	Yes		No		
Completed DBS Check returned with no concerns in relation to working with Children	Yes		No		
Barring List Checked and the Person is not on it	Yes		No		
If the person has lived overseas in the past 5 years, a check has been sought from that country?	Not Applicable	Yes	No		
If there are any No's in the rows above, then the person may be unable to move forward to work with the children and young people. Discussion is required with the CLT Safeguarding Lead & Designated Person for Safeguarding. Their decision should be ratified by the Minister.					
Letter of Welcome & Appointment Sent Keep a copy for file	Yes		No		
Induction completed Date:	Yes		No		
Safeguarding Training completed Date:	Yes		No		

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Probationary Period of 3 months completed satisfactorily	Yes		No	
Signature of Recruiter			Date	

APPENDIX L – RISK ASSESSMENT FORM

Risk Assessment Form					
Name of Person Completing the Risk Assessment:			Signature:		Date:
Identify the Risks	Who might be harmed and how?	Evaluate the Risk Low, Moderate, Severe	What Actions Can You Put in Place to Reduce the Risk?	Evaluate the Risk with Actions Implemented	Date Risk Reviewed & Amendments Made
6.					
7.					
8.					

9.					
10.					