



COLERAINE
BAPTIST CHURCH

Safeguarding Policy and Procedures

June 2022

**Abbey Street, Coleraine, BT52 1EX
www.colerainebaptistchurch.org**

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Please contact: **Stephen Chambers** (*Designated Person*) - **07868 709089** or
Peter Campbell (*Deputy Designated Person*) - **07872 171783**
should you wish to have access to these.

1. POLICY STATEMENT

It is the Policy of Coleraine Baptist Church to safeguard the welfare of all children¹ in our care and to protect them from harm. We accept and recognise our responsibility to develop awareness of the issues which cause children harm and to establish a safe environment for them. We recognise that child welfare and the protection of young people is the concern of all adults at all times, irrespective of their role. We will endeavour to protect children from any form of abuse brought to our attention.

We will endeavour to safeguard children by:

- a. Ensuring we have a lead member for Safeguarding (DP/DDP) who has received appropriate training and support for this role. The DP/DDP is responsible for dealing with any concerns about the protection of children.
- b. Following carefully the procedures laid down for recruitment and selection of volunteers² involved with children.
- c. Providing effective management of volunteers through supervision, support and training.
- d. Providing Safeguarding training by an approved outside agency for all volunteers on a triennial basis. This training is compulsory for all who wish to be leaders in any aspect of the work of the church amongst children. Evidence of those who attend training will be kept by the DP/DDP. Where leaders are unable to attend training organised by the church, they should seek to access alternative training and provide evidence of attendance to the DP/DDP.
- e. Reporting concerns to Statutory Agencies who need to know and involving parents and children appropriately.
- f. Adopting Safeguarding guidelines through a code of behaviour for volunteers.
- g. Adopting Safeguarding guidelines through codes of conduct for children participating in church activities.
- h. Sharing information about Safeguarding and good practice with children, parents, and volunteers.
- i. Ensuring safety procedures are adhered to.
- j. Ensuring all leaders³ are checked through AccessNi.
- k. Implementing our Policy and Procedures in line with guidance issued by the Volunteer Development Agency.
- l. Ensuring that the coordinator of each relevant department of the church meets annually with their leaders to discuss this policy and the specific implications for their department.
- m. Ensuring clear reporting procedures for responding to disclosure, suspicions and allegations maintaining confidentiality at all times.
- n. Reviewing our policy, procedures and practice at regular intervals, at least every three years.

A copy of this policy will be given to the parent of or person with parental responsibility for each child who attends any of the church youth departments⁴ and will be available for other members who wish to have it.

A copy of this Safeguarding Policy will be available via the church website (www.colerainebaptistchurch.org) to all elders, deacons, and all leaders, church members including the parent/guardian for each child who attends any of the church youth departments.

¹Under the Children (NI) Order 1995 a child is defined as a person less than 18 years of age. However this policy will apply as far as possible to persons who are over 18 and still involved in youth activities by reason of school year. In this policy the terms 'child' and 'young person' are synonymous.

²In this policy the terms 'Volunteer', 'Leader' and 'Helper' are synonymous.

³This includes those who have frequent or intensive contact (three or more days in any 30-day period or overnight) with children.

⁴Youth Departments include: Pathfinders, X-Change, Crèche, Youth Fellowship, Campaigners, Parent and Toddlers (Little Dippers), Youth outreach programmes, and any other event organised for children/ youth.

2. DESIGNATED PERSON (DP)/DEPUTY DESIGNATED PERSON (DDP)

See Appendix 1

The DP within the church is Stephen Chambers, Tel. 07868709089

The DDP is Peter Campbell, Tel. 07872171783

The Church has in place procedures for dealing with concern, but the first point of contact should be with the DP. However, any individual has the right to contact Social Services or PSNI if they have concerns regarding a child's safety.

3. DEFINITION OF CHILD ABUSE

The following is an extract from "Cooperating to Safeguard Children", Volume 6 of the Children (NI) Order Regulation and Guidance, which provides guidance on inter-agency cooperation for the protection of Children:

- *"Child abuse occurs when a child is neglected, harmed or not provided with proper care. Children may be abused in many settings, in a family, in an institutional or community setting, by those known to them, or more rarely, by a stranger. There are different types of abuse, and a child may suffer more than one of them."*

4. TYPES OF ABUSE

Physical Abuse

Physical abuse is the deliberate physical injury to a child, or the willful or neglectful failure to prevent physical injury or suffering. This may include hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating confinement to a room or cot or inappropriately giving drugs to control behaviour.

Emotional Abuse

Emotional abuse is the persistent emotional ill-treatment 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 involve causing children to frequently feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of ill-treatment of a child, though it may occur alone. Domestic violence, adult mental health problems and parental substance misuse may expose children to emotional abuse.

Sexual Abuse

Sexual abuse involves forcing or enticing a child to take part in sexual activities. The activities may involve physical contact, including penetrative or non-penetrative acts. They may include 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.

Neglect

Neglect is the persistent failure to meet a child's physical, emotional and/or psychological needs, likely to result in significant harm. It may involve a parent or carer failing to provide adequate foods, shelter and clothing, failing to protect a child from physical harm or danger, failing to ensure access to appropriate medical care or treatment, lack of stimulation or lack of supervision. It may also include non-organic failure to thrive."

Exploitation

Exploitation is the intentional ill-treatment, manipulation or abuse of power and control over a child or young person in order to take selfish or unfair advantage of a child or young person, for personal gain. It includes child labour, slavery, servitude, engagement in criminal activity, begging, benefit or other financial fraud or child trafficking. It can be sexual in nature (Child Sexual Exploitation).

Bullying

Bullying is not in itself a form of abuse, but a child who is bullied may be suffering any of the types of abuse defined above. It takes many forms, but the main types are:

- Physical (hitting, kicking, theft)
- Verbal (name calling, sarcasm, spreading rumours, teasing)
- Racist (racial taunts, graffiti, gestures)
- Sexual (unwanted physical contact or sexually abusive comments)
- Cyber (via mobile phones, email, websites)
- Emotional (excluding, being unfriendly).

The damage inflicted by bullying can frequently be underestimated.

5. GENERAL PRINCIPLES

a) Parental Responsibility

It is our policy that parental consent must be given by a person with parental responsibility for a child or young person to be involved in any aspect of our youth work. The definition of what constitutes parental responsibility is taken directly from the 1995 Children Order for Northern Ireland:

“Parental Responsibility means all the rights, duties, powers, responsibilities and authority which by law a parent of a child has in relation to the child and his property.”

The 1995 Order is clear about who by law can claim to have this parental responsibility for a child or young person:

“1. Where a child’s father and mother were married to each other at the time of his/her birth, they shall each have parental responsibility for the child.

2. Where a child’s father and mother were not married to each other at the time of his/her birth:

- *the mother shall have parental responsibility for the child.*
- *the father shall not have parental responsibility for the child, unless he acquires it in accordance with the provisions of this Order.*
- *the father shall have parental responsibility for the child if post April 2002 he has jointly registered the child’s birth with the mother.”*

Should anyone working within the church context need further clarification for a specific situation they should contact the DP/DDP.

b) Contact with the Person(s) with Parental Responsibility (PR)

- It should always be a priority of each organisation to ensure the safety and well-being of each child in its care.
- When a young person first joins any organisation the adult(s) with PR should complete the Consent Form (See Appendix 2). Details of any health problems should be noted. Consent Forms will be renewed annually to ensure in particular that emergency contact numbers are up to date.
- Permission to travel to particular events will require a separate Consent Form from a person with PR.
- The adult(s) with PR will be invited to attend specific church events in which their child is involved.
- Leaders will keep the adult(s) with PR informed if any problems are encountered in the course of a session.
- Those with PR are encouraged to raise any matter of concern with the relevant leaders. Details of addresses, telephone numbers of all leaders are to be kept up to date.

c) Use of Images

All images of children and young people whether stills or video should be used only to demonstrate, display or enhance the activities of the particular organisation. Consent for use of images will be specified on the general consent form to be completed at the start of each new session of activities i.e. September or when the individual joins if that happens to be later in the year.

The context of the image must be considered. Individuals should be suitably dressed, certain activities may be regarded as unsuitable for photography e.g. swimming, gymnastics and athletics when the risk of potential misuse is much greater than for other activities. A good rule of thumb when taking photographs is to focus on the activity and not specific children or young people. No individual should be able to be identified by their name being displayed along with their image. An increased level of consideration should be applied if images of children and young people are to be used on our web site.

When taking young people to events (e.g. Campaigners tournament) parents should be advised that an official photographer could be in attendance and ensure they consent to both the taking and publication of photographs.

Anyone who suspects inappropriate use of images linked in any way to our church should report the matter to the DP/DDP who will deal with the concern using the procedures in Section 8.

d) Use of Mobile Phones and Social Media

LEADERS

Leaders should be aware of the potential misuse of camera phones and also that the effectiveness of their supervision may be compromised if they are using their mobile phone whilst in charge of children or young people. Therefore:

- Leaders should refrain from the use of mobile phones during the operation of their organisation.
- If a mobile phone must be used it should be done in an area away from children, unless in the case of a genuine emergency.
- Contacting children and young people should never be undertaken without parental consent or knowledge.
- Leaders should not contact children or young people directly as individuals but may do so as part of a disclosed list where they are disseminating information in relation to events. Disclosed lists should only be used for sending organisation information. Prior permission must be granted before someone can be included on such a list. Groups should also give the individuals the opportunity to request that their contact details be removed from that list.
- Leaders should not contact young people through social media sites for the purpose of social communication. Contact is acceptable for information regarding events/ meetings. Inclusion in groups is always done with the young person's permission.

CHILDREN / YOUNG PEOPLE:

We recognise that mobile phones are an important aspect of life for many young people and have a positive safety role by improving communication with parents. The misuse of phones can be at the very least a distraction and at worst a source of real distress which may need to be dealt with using our anti-bullying procedures. Therefore:

- If a mobile phone is to be brought to a church activity it is the responsibility of the owner to keep it secure.
- During the activity phones should be kept on silent/switched off and should cause no distraction.
- Mobile phones should never be used to cause hurt or embarrassment to another person.

e) Supervision

Planning for the proper supervision of children is one of the most effective ways of minimising opportunities for children to suffer harm of any kind whilst in our care.

- Leaders in charge should be satisfied that those leaders and additional adults who accompany group parties are able to fulfil the required duties.
- Children must be supervised at all times.*
- Any activity using potentially dangerous equipment should have constant adult supervision.
- Children will be safer if supervised by two or more adults.
- Dangerous behaviour by children should not be allowed.
- Emergency contact phone numbers of children should be in the possession of leaders.

*** The only exception to this is in some aspects of the Youth Fellowship Programme. In these types of activity those with PR will be fully informed and their specific consent for these will be obtained.**

f) First Aid

- All leaders/ helpers must be aware of where the first-aid equipment is kept.
- A report should be made to the leader-in-charge or elder/deacon where deficiencies in the equipment are noted.
- Leaders are encouraged to undergo first-aid training.
- If any child requires first-aid a person with PR must be informed, and details recorded on the appropriate Incident/Accident form (Appendix 3)

g) Planned Activities

See Appendix 4

6. PROTECTING CHILDREN AND WORKERS

1. Good practice means we do not...

- Spend excessive amounts of time alone with individual children away from others.
- Take individual children alone in a car or journeys, however short. This can be avoided by two children being left off at an agreed point e.g. a family home.
- Take individual children to their homes.
- Take individual children to our homes.

Where it is unavoidable that children be transported by car, it should only occur with the consent of a person with PR and the knowledge of a leader in charge of the organisation.

2. You should never...

- Engage in rough physical games including horseplay apart from structured sports activities.
- Engage in sexually provocative games.
- Allow or engage in inappropriate touching of any form.
- Allow children to use inappropriate language unchallenged.
- Make sexually suggestive comments about or to a child even in fun.
- Let allegations which a child makes go unreported or unrecorded.
- Do things of a personal nature for children that they can do for themselves.

3. It may be necessary...

- To do things of a personal nature for children, particularly if they are very young or are children with disabilities. These tasks should only be carried out with the full understanding and consent of parents. In an emergency situation which requires this type of help, parents should be fully informed as soon as reasonably possible.

4. Leaders are expected to...

- Ensure the safety of all children by careful supervision.
- Actively encourage children not to discriminate against others.
- Challenge dangerous play, bullying or bad language.
- Administer first aid in the presence of others.
- Have access to a phone at all times to contact emergency services.
- Maintain confidentiality about sensitive information.
- Be a role model remembering that children learn by example.
- Access ongoing training and information on all aspects of leading/managing activities for youths, particularly on Safeguarding.
- Abide by the church Safeguarding Policy and Procedures.

5. Young people have a right to...

- Be safe.
- Be listened to.
- Be respected.
- Privacy.
- Be protected from abuse wherever the cause of that abuse may arise.
- Be believed.
- Ask for help.

7. REPORTING AN INCIDENT/ ACCIDENT

An Incident/Accident Reporting Form is included at Appendix 3. Every incident/accident should be recorded on the appropriate form, and it should be given to the DP/DDP who will assess what further action is required. They will be responsible for storing any report in a safe and secure environment.

If an incident/accident does occur, parents should be informed by the leader-in-charge as soon as possible. Leaders/helpers should make sure that an injured child is cared for and seek appropriate medical help if necessary. Follow-up contact with the family should be made by the leader-in-charge or the DP/DDP as appropriate.

The pastor/ elders will be kept informed as appropriate.

PSNI 101, the non-emergency telephone number.

Local Social Service Gateway Teams: Northern HSC Trust 0300 1234 333

8. PROCEDURES IN A CASE OF SUSPECTED ABUSE

- Suspicion of abuse may arise from observation or information received.
- The child should be listened to seriously and assured of concern⁵.
- It should be explained that confidentiality cannot be guaranteed. Do not promise to keep secrets.
- Leading questions should not be directed at the child. It is the helper's responsibility to be a listener, and once it is ascertained that abuse may have taken place, no further information should be sought.
- The child's story should be carefully recorded on the 'Allegations or Suspicions of Abuse Form' asap (Appendix 6). Only factual information is necessary, not comment or interpretation.
- Report the matter as soon as possible to the DP or if he is unavailable the DDP. No-one else should be informed at this stage.
- If there are reasonable grounds for believing that the child has been abused or is at risk of abuse, the DP/DDP will make a report to Social Services.
- In cases of emergency, where a child appears to be at immediate and serious risk and the DP/DDP is unable to contact a duty social worker, the PSNI should be contacted. Under no circumstances should a child be left in a dangerous situation pending intervention by the statutory authorities.
- If the DP/DDP is unsure whether reasonable grounds for concern exist or not, he should informally consult Social Services who will advise whether or not the matter requires a formal report.
- The DP/DDP will advise the pastor/elders when a referral has been made.
- If the DP/DDP does not make a referral they must record the reasons why.

9. ACCUSATION AGAINST A LEADER

- If an accusation is made against a leader, that person should be informed immediately, unless to do so would prejudice any future investigation.
- He/she should write down his/her memory of the 'incident' and not discuss the situation with others. This is intended as an aide memoire and not a formal statement which would be taken by the appropriate authorities if a full investigation is instigated by Social Services or the PSNI.
- If any other leaders have witnessed the alleged incident, they also could be asked to record their memories of it. Once again this is purely to assist in clarification of events and should not be seen as instigating an investigation into the matter or making a formal statement.
- Names of other children who may also have been present should be taken. This information may be passed on to the Social Services/PSNI.
- At this stage the DP/DDP must decide if the 'incident' should be referred to Social Services/PSNI.
- Depending on the circumstances, it may be appropriate for the leader to stand aside until the situation is investigated or resolved.
- Every effort should be made to resolve the issue as soon as possible.

⁵ See Appendix 5

10. BULLYING

Although bullying is not defined as abuse, in its more extreme form it would be regarded as a form of abuse. Bullying is the use of aggression with the intention of hurting another person. Bullying results in pain and distress to the victim.

Bullying can be:

- Emotional – being unfriendly, excluding, tormenting e.g. hiding possessions, threatening gestures.
- Physical – pushing, kicking, hitting, punching or any use of violence.
- Racist – racial taunts, graffiti, gestures.
- Sexual - unwanted physical contact or sexually abusive comments.
- Homophobic – because of or focusing on the issue of sexuality.
- Verbal – name-calling, sarcasm, spreading rumours, teasing.
- Cyber – all areas of the use of the internet such as email and chat room misuse, mobile phone threats by text messaging/social media groups and calls, misuse of associated technology e.g. camera or video facilities.

The damage inflicted by bullying can frequently be underestimated. It can cause considerable distress to children to the extent that it affects their health and development or, at the extreme, causes them significant harm. In these circumstances bullying should be considered as child abuse and treated as such.

We are committed to providing a caring, friendly and safe environment for all children involved in church activities. Bullying of any kind is unacceptable. If bullying does occur, all children should be able to tell and know that incidents will be dealt with promptly and effectively. This means that anyone who knows that bullying is happening is expected to tell the leader.

As a church we take bullying seriously. Children and parents should be assured that they will be supported when bullying is reported.

Bullying will not be tolerated.

Signs and Symptoms

A child may indicate by signs or behaviour that he or she is being bullied. Adults should be aware of these possible signs and that they should investigate if a child for example:

- is frightened of attending the group.
- becomes withdrawn, anxious, or lacking in confidence.
- cries themselves to sleep at night or has nightmares.
- has possessions which are damaged or “go missing”.
- asks for money or starts stealing money (to pay bully).
- is afraid to use the internet/ mobile phone.
- is nervous or jumpy when a phone message/notification is received.

These signs or behaviours could indicate other problems, but bullying should be considered a possibility and should be investigated.

Our main aims are...

- To set out clearly how we intend to encourage the development of a culture within which bullying is less likely to occur.
- To establish agreed procedures to be used to deal with observed or reported bullying incidents.

Promotion of a Positive Culture of Tolerance and Care (Proactive Measures)

Create an ethos which is based upon openness, respect, trust, team spirit and an awareness of the equality of God's love and value for everyone.

Strategies:

- Direct teaching from God's word.
- Clear and consistent leadership.
- Adherence to the safeguarding procedures as set out in this policy by all adult leaders.
- Provision of a good variety of activities which allow children/young people to develop spiritually, socially, physically and emotionally.
- Encouragement of young people to share their feelings both positive and negative.
- Avail of opportunities to build strong and open communication between the church organisation and families.

Procedures for dealing with bullying incidents (Reactive Measures)

Always respond constructively to reported or observed bullying incidents so that those affected are reassured.

Stages:

1. Gather as much information as is needed to clarify what took place and why, the roles of all involved and any past history there may be. It is a good idea to gain views of witnesses as well as those directly involved.
2. If bullying is confirmed deal decisively and clearly with the bully's behaviour, however never 'bully the bully'. Possible steps are set out below.
 - Verbal warning and reconciliation between the parties.
 - The bully (bullies) may be asked to genuinely apologise.
 - Separate possible "bullying allies" by carefully structuring activity groups.
 - Use of "time-out" if bully repeats behaviour.
 - Provision of a "buddy" to give support to a vulnerable person.
 - Contact parents of each child to provide information and seek support.
 - Continue to monitor the situation closely to ensure repeat bullying does not take place.

11. APPOINTMENT OF A LEADER

The work of Coleraine Baptist Church relies on the time and commitment freely given by volunteers and without this the opportunity for outreach to young people would not exist. We are committed to ensuring that only suitable people are selected to work with children. All leaders must agree to abide by the Safeguarding Policy and Procedures.

1. Any suggestions for appointing a leader/ helper should first be passed to the pastor/elders without reference to the person concerned.
2. The pastor/elders, having discussed the proposal, will gauge the person's suitability for the post and then contact the person concerned.
3. It is our policy that all leaders will undergo a criminal history check by AccessNi. In order to process these checks Baptist Youth will act as the umbrella body for Coleraine Baptist Church. "AccessNi enables organisations in Northern Ireland to make more informed recruitment decisions by providing criminal history information about anyone seeking paid or unpaid work in certain defined areas, such as working with children or vulnerable adults." (AccessNi website)

4. Permission will be sought from all leaders to pursue requests to AccessNi. The DP/DDP will be responsible for supplying the necessary forms which should be processed as soon as possible after completion, so that the necessary checks can be finalised.
5. In the case of a newcomer to the church, a Volunteer Reference Form will be completed by two referees, preferably from a previous church, before an appointment is made.
6. Every new leader/helper should be properly briefed on and given a copy of the church Safeguarding Policy and Procedures.
7. The leader of the organisation/department concerned should regularly check the progress of the new helper.

12. CONFIDENTIALITY

The confidentiality of sensitive information gathered as a consequence of this policy must be respected and shared on a 'need to know' basis only. In particular the forms completed for AccessNi, Incident/Accident Report Forms and Allegations or Suspicions of Abuse Forms must be held securely by the DP/DDP. Information must only be kept for as long as necessary and in line with our GDPR policy.

13. POLICY ON THE RECRUITMENT OF EX-OFFENDERS

It is a requirement of AccessNi's Code of Practice that all applicants for Disclosure Certificates who have a criminal record are treated fairly and not discriminated against because of a conviction or other information revealed. It also requires Registered Bodies to have a written policy on the recruitment of ex-offenders, a copy of which can be given to Disclosure applicants at the outset of the recruitment process. This document meets that requirement.

1. Coleraine Baptist Church complies fully with the Code of Practice, issued by the Department of Justice, in connection with the use of information provided to registered persons, their nominees and other recipients of information by AccessNi under Part V of the Police Act 1997, for the purposes of assessing applicants suitability for employment purposes, voluntary positions, licensing and other relevant purposes. We undertake to treat all applicants for positions fairly and not to discriminate unfairly or unlawfully against the subject of a Disclosure on the basis of conviction or other information revealed.
2. This policy is made available to all Disclosure applicants at the outset of the recruitment process.
3. We will request an AccessNi Disclosure only where this is considered proportionate and **relevant** to the particular position. This will be based on a thorough risk assessment of that position and having considered the relevant legislation which determines whether or not a Standard or Enhanced Disclosure is available to the position in question. Where an AccessNi Disclosure is deemed necessary for a post or position, all applicants will be made aware at the initial recruitment stage that the position will be subject to a Disclosure and that Baptist Youth will request the individual being offered the position to undergo an appropriate AccessNi Disclosure check
4. In line with the Rehabilitation of Offenders (Northern Ireland) Order 1978, Coleraine Baptist Church will only ask about convictions which are defined as "unspent" within the terms of that Order, unless the nature of the position is such that we are entitled to ask questions about an individual's entire criminal record.
5. We undertake to ensure an open and measured and recorded discussion on the subject of any offences or other matters that might be considered relevant for the position concerned eg the individual is applying for a driving job but has a criminal history of driving offences. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of the conditional offer of the opportunity to volunteer.

6. We ensure that all those in Coleraine Baptist Church who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of Disclosure information. We also ensure that they are familiar with the relevant legislation relating to employment of ex-offenders (e.g. the Rehabilitation of Offenders (Northern Ireland) Order 1978).
7. We undertake to make every subject of an AccessNi Disclosure aware of the existence of the Code of Practice, and to make a copy available on request.

Having a criminal record will not necessarily bar you from volunteering with us. This will depend upon the nature of the position and the circumstances and background of your offences.

14. POLICY ON THE HANDLING AND SAFEKEEPING OF DISCLOSURE INFORMATION

General Principles

As an organisation using Access Northern Ireland to help assess the suitability of applicants for positions of trust, Coleraine Baptist Church complies fully with AccessNI's Code of Practice regarding the correct handling, use, storage retention and disposal of Disclosure Applications and Disclosure information. Coleraine Baptist Church also complies fully with its obligations under the Data Protection Act 1998 and other relevant legislation pertaining to the safe handling, storage, retention and disposal of Disclosure information.

Storage and Access

Disclosure information is kept securely, in lockable, non-portable, storage containers with access strictly controlled and limited to those who are entitled to see it as part of their duties.

Handling

In accordance with section 124 of the Police Act 1997, Disclosure information is only passed to those who are authorised to receive it in the course of their duties. We maintain a record of all those to whom Disclosures or Disclosure information has been revealed and it is a criminal offence to pass this information to anyone who is not entitled to receive it.

Usage

Disclosure information is only used for the specific purpose for which it was requested and for which the applicant's full consent has been given.

Retention

Once a recruitment decision has been taken, we do not keep Disclosure information for any longer than is necessary. Information will not be retained but destroyed once a decision, recruitment or otherwise has been made.

Disposal

Once the retention period has elapsed, we will ensure that any Disclosure information is immediately destroyed by secure means ie by shredding, pulping or burning. While awaiting destruction, Disclosure information will not be kept in any unsecured receptacle (eg waste-bin or confidential sack). We will not keep any photocopy or other image of the Disclosure or any copy or representation of the contents of a Disclosure or any other relevant non-conviction information supplied by police but not included on the Disclosure. However, despite the above, we may keep a record of the date of issue of a Disclosure, the name of the subject, the type of Disclosure requested, the position for which the Disclosure was requested, the AccessNi unique reference number of the Disclosure Certificate and the details of the recruitment decision taken.

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Appendix 1

The Role of the Designated Person/Deputy Designated Person

The DP/DDP is responsible for dealing with any concerns about the protection of children. The DP/DDP should ensure that he is knowledgeable about Safeguarding and that he undertakes any training, considered necessary, to keep up to date with new developments.

The role of the DP/DDP is to:

- Have up to date contact information for Social Services' staff responsible for Safeguarding in our catchment area.
- Provide information and advice on Safeguarding within the church.
- Promote awareness of the Safeguarding Policy and Procedures within the church particularly among the leaders and volunteers.
- Influence policy and procedures within the church in order to prioritise children's/young people's needs.
- Ensure everyone in a regulated position completes Safeguarding training and an appropriate vetting check.
- To act as an advisory resource to leaders and volunteers on best practice in working with children/young people.
- Promote the values, attitudes and structures which make activities safe and fun for children/young people.
- Commit to attendance at training as required in order to act as a resource to members in relation to children's/ young people's needs.
- Securely keep sensitive documentation generated as a result of our Safeguarding and Procedures Policy.
- Ensure that our Safeguarding Policy and Procedures are followed and particularly to inform Social Services within the Trust of the relevant concerns about individual children.
- Ensure that appropriate information is available at the time of referral and that the referral is confirmed in writing, under confidential cover.
- Liaise with Social Services and other agencies as appropriate.
- Keep the pastor/elders informed about any action taken and any further action required.
- Ensure that an individual case record is maintained of the action taken by the church, the liaison with other agencies and the outcome.
- Advise the pastor/elders/deacons (as appropriate) of Safeguarding training needs.
- Report regularly to the pastor/elders/deacons (as appropriate) on Safeguarding issues.

Responsibility

The DP/DDP is responsible for acting as a source of advice on Safeguarding matters, for co-ordinating action within the church and for liaising with Health and Social Services Trusts and other agencies about suspected or actual cases of child abuse.

The DP/DDP does not have the responsibility of investigating or validating Safeguarding concerns within the church and has no counselling or therapeutic role. The Statutory Authorities as outlined in 'Our Duty to Care' fill these roles.

Appendix 2

COLERAINE BAPTIST CHURCH GENERAL CONSENT FORM



I/We are willing for _____

to attend and participate in _____ .

I/We will do my/our best to encourage him/her to respect the principles of the Organisation and obey the rules for safety and enjoyment.

In the event of an emergency please give us a name(s); address(es) and telephone number(s) where a responsible adult can be contacted. (PLEASE PRINT BLOCK CAPITALS)

Name _____ Name _____

Relationship _____ Relationship _____

Address _____ Address _____

Post Code _____ Postcode _____

Tel: _____ Tel: _____

In addition to this form we may require a specific consent form for individual activities through the year.

Please make us aware if there are any special needs, health conditions (including dietary requirements) or details of any regular medication.

Leaders may take pictures of young people involved in the various activities of the church. These will only be used to demonstrate, display or enhance the activity of the particular organisation.

Please 'tick' if you **do not** consent to such photographs being taken of your child.

Signature* _____ Date _____

(Print) _____

*This form must be signed by a person with 'parental responsibility'. Parental responsibility is defined in the Children (NI) Order as 'Where a child's father and mother were married to each other at the time of his birth, they each shall have parental responsibility for the child. Where a child's father and mother were not married to each other at the time of his birth (a) the mother shall have parental responsibility for the child; (b) the father shall not have responsibility for the child unless he acquires it in accordance with the provisions of this Order' i.e. the Children (NI) Order 1995

Appendix 3

COLERAINE BAPTIST CHURCH INCIDENT/ACCIDENT REPORTING FORM



This form is for all Leaders and must be completed in the event of any incident/accident which involves a child, young person.

Name of person affected: _____

Date of incident/accident: _____ Time of incident/accident: _____ am/pm

Place where incident/accident occurred: _____

Was the incident/accident witnessed by anyone? YES/NO

If YES, by whom? _____

Please state on your own words what happened including details of names and status of those involved.

Describe what action was taken (e.g. details of first-aid, police or other medical involvement).

When was the person with parental responsibility informed? Date _____ Time _____ am/pm

By whom? _____

Name of Group Leader _____

Signature of Group Leader _____ Date _____

Appendix 4(a)

SUPERVISION ON TRIPS

Planning for the proper supervision of children is one of the most effective ways of minimising opportunities for children to suffer harm of any kind whilst in your care. It is good practice when organising journeys/visits/trips that the following should be adhered to:

Planned Activities

- The organisers of journeys/visits should plan and prepare a detailed programme of activities for the children who are involved in the project.
- Organisers are responsible for the welfare and safety of the children for the whole time they are away from home.
- Young people should not be left to their own devices in, for example, a town for the evening or shopping expeditions*.
- All children should be adequately supervised and engaged in suitable activities at all times.
- In circumstances when planned activities are disrupted, e.g. due to weather conditions, then organisers should have a number of alternative activities planned.
- Organisers should obtain, in writing, parental consent to children joining an organised trip.
- Parents should be given full information about a trip, including details of the programme of events, the activities in which the children will be engaged and the supervision.

Supervision of Children

- Leaders in charge must be satisfied that those workers and adults who accompany group parties are fully competent to do so.
- Children must be supervised at all times*.
- Children must not be left unsupervised at any venue whether it be indoors or out of doors*.
- Leaders/helpers should know at all times where children are and what they are doing.
- Any activity using potentially dangerous equipment should have constant adult supervision.
- Children will be safer if supervised by two or more adults.
- Dangerous behaviour by children should not be allowed.

Adult/ Child Ratios

Levels of supervision must be adequate whether at the organisation's venue or on a journey/visit. Therefore, when deciding how many adults are required to supervise, leaders must take into consideration a range of practical matters such as:

- The number of participants in the group.
- The nature of site/ venue.
- The activities to be undertaken. If the activity is one of a hazardous nature, e.g. mountain climbing, then there are specific ratios of adults to children, which must be adhered to. This can be verified by contacting relevant sporting bodies or the Education and Library Board Youth Service.

It is important that each individual supervisor knows the responsibilities he is expected to bear.

It is recommended that no journey/ visit should be undertaken without a minimum of two adults in attendance, one of whom must be a leader. Bus drivers should not be considered as supervisors.

It is for the leader in charge to exercise his/her professional judgment in deciding the level of supervision considering the guidance as stated above.

Where a party consists of children of both sexes, male and female supervision should be provided unless otherwise agreed.

* The only exception to this is in some aspects of the Youth Fellowship Programme. In these types of activity those with PR will be fully informed and their specific consent for these will be obtained.

Appendix 4(b)



COLERAINE BAPTIST CHURCH RISK ASSESSMENT FORM

NAME OF ORGANISATION / EVENT	DATE UNDERTAKEN	UNDERTAKEN BY

HAZARDS IDENTIFIED AND RISKS ARISING	PERSONS AT RISK	HOW IS THE RISK CONTROLLED? WHAT FURTHER CONTROLS ARE NEEDED?	PERSON RESPONSIBLE FOR CONTROL	REVIEW DATE AND REVISIONS MADE?

SIGNED	
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Appendix 5

HOW TO REACT AND WHAT TO DO IN A CASE OF SUSPECTED ABUSE

DO	DO NOT
<ul style="list-style-type: none">Stay calm	<ul style="list-style-type: none">Do not panic
<ul style="list-style-type: none">Listen and hear - give time to the person to say what they want	<ul style="list-style-type: none">Do not ask leading questions
<ul style="list-style-type: none">Reassure that they have done the right thing in telling	<ul style="list-style-type: none">Do not promise to keep secrets
<ul style="list-style-type: none">Record in writing what was said as soon as possible	<ul style="list-style-type: none">Do not enquire into details of the abuse
<ul style="list-style-type: none">Report to the DP/DDP using the 'Allegations and Suspicions Form' as soon as possible	<ul style="list-style-type: none">Do not make a child repeat a story unnecessarily
<ul style="list-style-type: none">Record your report	

Appendix 6

COLERAINE BAPTIST CHURCH

Allegations or Suspicions of Abuse Reporting Form



Name of Child: _____ Date of Birth: _____ / _____ / _____

Parent's Name(s): _____ Parent's Contact Number: _____

Home Address: _____

Is the person making the report expressing their own concerns or passing on those of somebody else?

What has prompted the concerns? Include dates times etc of any specific incidents.

Are there any physical signs? Behavioural signs? Indirect signs?

Has the child been spoken to if so, what was said?

Have the parents been contacted? If so, what was said?

Has anybody been alleged to be the abuser? If so, record details.

Has anyone been consulted? If so, record details

Person making the report: _____ Date _____

Signature: _____



COLERAINE
BAPTIST CHURCH