



# **KENSINGTON BAPTIST CHURCH**

## **CHILD SAFEGUARDING POLICY**

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## **1. CHURCH STATEMENT**

Kensington Baptist Church has a long history of working with children and young people and the church takes very seriously its responsibility to protect and safeguard the welfare of those under the age of 18 entrusted into its care.

As Christians our first responsibility is to glorify God by living according to the principles in His Word. It is therefore our desire that all our church activities, especially those involving children and young people, be characterised by integrity, wisdom and love. It is our desire to provide Christian teaching and example in an atmosphere of safety and enjoyment.

As a church we therefore state our commitment to:

- Value all children and young people as those loved by God and made in His image.
- Pray for our Children's Work.
- Do our utmost to ensure their protection within church premises and during organised trips and events.
- Encourage and support parents/carers.
- Ensure that our children's/youth workers are given support and training.
- Have a system for dealing with concerns about possible abuse.
- Maintain good links with the statutory child care authorities.

We recognise that many children and young people today are victims of neglect and physical, sexual and emotional abuse. Accordingly we have adopted the policy contained in this document setting out agreed guidelines relating to the following areas:

- Appointing children's/youth workers.
- Supervision of activities and practice issues.
- Responding to allegations of abuse, including those made against leaders or members of the church.
- Helping victims of abuse.
- Working with offenders.

This policy was originally agreed at an Elders' and Deacons' meeting on November 27th 2003.

The content of this policy has formed the basis for a Child Safeguarding Course which all those who regularly work under our banner with children/young people are required to attend.

The policy underwent a review in February/March 2017 and was agreed at an Elders' and Deacons' meeting on April 27<sup>th</sup> 2017.

The policy will be reviewed annually.

## **2. RECRUITING CHILDREN'S/YOUTH WORKERS**

We recognise that children are impressionable and influenced by those they look up to. Therefore:

- All adult (above school year 13) children's/youth workers at Kensington will be committed Christians, who are in agreement with Kensington's Statement of Faith, and who recognise their responsibility to be good role models, seeking to live in obedience to God's Word and so commend the Lord Jesus Christ in every area of their lives.
- If it becomes clear that a children's/youth worker is not fulfilling this responsibility, the Elders reserve the right to ask them to discontinue in their role.

### **General Recruitment Procedure (18+ years)**

1. The candidate may observe one session of the children's work they are interested in.
2. An informal interview to be carried out by one Child Protection Officer (CPO), or the person responsible for Easton Sunday Morning Clubs, Village Church Children's Work, BC3 Children's Work, Kensington Evening Clubs, or the Puppet Team.
3. A Ministry Application Form to be completed and given to the Recruitment Officer.
4. The interviewers to confirm the candidate's suitability for children's work, making detailed recommendations if necessary. A Disclosure and Barring Service check (DBS) at Enhanced Level to be carried out for a new worker without an up to date DBS/CRB at Enhanced Level. However, the submission of a relevant certificate no older than 12 months will be accepted. Candidates issued certificates after January 2014 are encouraged to join the Update Service, allowing them to keep their record up to date for reuse within the same "workforce" (i.e. children or adults). With their permission a CPO will obtain a 'status check' when 5 years has elapsed provided the type of check remains the same. Those failing to comply may be charged for their next check.
5. References to be sought, commenting on the candidate's experience with children. Workers who have recently lived overseas will be required to provide at least 1 reference from their church leader overseas.
6. The new worker to read a copy of Kensington's Children's Work Policy.
7. A Process 2 Form to be signed by the Department Leader before the new worker may start their settling-in period of 4 months minimum (see below).
8. The candidate to attend the next available Kensington Child Protection Course where possible, or within 4 months at the latest.
9. On completion of the settling-in period, the Department Leader to fill out Process 3 Form.
10. A satisfactory comment enables the candidate to become an approved worker.

**Settling-in period:** (Approximately 4 months) See also page 8

Departmental Leaders are responsible for supervising and supporting workers during this time. Workers during their settling-in period are subject to the following limitations:

- They must be supervised at all times, even when running an activity within the session.
- They must not be left alone with a child or group of children.
- They cannot escort a child or children to the toilet.

### **Department Leaders**

- Prospective leaders must be members of Kensington and hold a current Disclosure and Barring Service check at Enhanced Level.
- Prospective leaders will have been known to the leadership of Kensington Baptist Church for at least one year.
- They will have had good experience in working with children.

- If the prospective Department Leader has recently lived overseas, at least one reference must be from the leader of their church overseas.
- The new Department Leader will attend leaders' training.
- Department leaders are required to attend regular Child Protection training sessions.

## **Young Workers (under 18s)**

### **Recruitment**

No young person below school year 10 will be recruited into Children's Work.

This will follow the general procedure above except:

- NEW ▪ A Disclosure and Barring Service check is required only when Young Workers reach 18. The young person to meet with the prospective Department Leader to talk through the role and the application process
- Follow-up discussions to be arranged approximately every 6 months with the Young Worker, involving the Department Leader to provide extra support.
- At the end of the settling-in period, any agreed parameters to continue to apply, but it is recognised that these may change as the Young Worker matures in their role.
- Any limitations, imposed because the Young Worker is not a Christian, to remain.

### **Protection of Young Workers (under 18 year olds)**

Good practice dictates that Young Workers should not be referred to as 'leaders' but only as 'helpers'.<sup>1</sup>

- NEW ▪ Every Young Worker should either be encouraged to respond to the gospel, or be helped to mature in their faith and trained in their ministry.
- Department Leaders should remain aware of those workers who are not believers, and how this might impact upon the duties given to them.
- NEW ▪ All Young Workers should be constantly supervised and supported in their work, and they remain probationary workers until they reach the age of 18, when a DBS must be completed
- Under 16 helpers should not be left alone with children, either in the activity area or beyond
- At the discretion of the Department Leader, Young Workers may 'run' an activity as part of their training, provided an adult approved worker is present to oversee it.
- Only Young Workers 16+ can be included in child-adult ratios.

### **Prospective workers who have already been checked as part of employment or voluntary work elsewhere**

The normal recruitment procedure will apply in all respects, except that prospective workers will not be required to undergo a DBS if they can provide proof of their current status by submitting a certificate at Enhanced Level less than 12 months old, which will then be copied, and the copy stored by the 'registered person'.

### **Occasional Helpers**

Unless they are already approved Kensington children's workers, the following applies:

They must only be used for one-off occasions

They must hold a current DBS (within one year, or be signed up with the update service)

They must wear a red lanyard marked "Helper" during the activity.

<sup>1</sup> Government Guidance contained in 'Safe from Harm' publication. All workers should be police checked. Under 16s cannot be and so therefore cannot be regarded as 'approved workers'.

They are subject to the limitations of a probationary worker at all times.

## **SAFEGUARDING OUR ACTIVITIES**

Details of the Child Protection Team and a general statement on Child Protection at Kensington Baptist Church will be posted in the lobbies and in appropriate areas of 208 Stapleton Road, the premises of BC3 and The Village Church each time the buildings are used.

### **Children's and Young People's Clubs**



All probationary and approved workers are to wear an orange lanyard before and during the activity. Occasional helpers are to wear a red "Helper" lanyard.

Where possible, only those directly involved in the children's work activity should be permitted to remain in the room while the activity is in session. Otherwise leaders and helpers should be aware of who is a visitor, and care should be taken to keep any visitors separate from the children.

### **Information Folders**

It is the responsibility of the leader of the activity to make sure that the Information Folder is kept up to date and stored confidentially.

Information Folders will be available every time the activity runs and will contain:

- **A register:** Taken each time the activity runs and noting the children, leaders and any one else who attends the activity and if someone arrived particularly late or early. Old registers should be kept in Information Folders or archived via the Church Office.
- **Incident Log forms:** Available for all leaders and helpers to use to note any 'significant incidents' that occur. This would include accidents, aggressive, unusual or suspicious behaviour and the details of any discipline that might need to be exercised. Each log entry should be signed and dated. These forms will be available for any parent/carer should they wish to see them.
- **Concern and Disclosure Log forms:** Confidential information, such as a disclosure or any strong suspicions of abuse should not be included. These should be handwritten, signed, dated and handed to a CPO<sup>2</sup> for filing.
- **Parental Consent Forms:** To be completed for each child/young person attending. A child coming with the parent of a friend may have the adult acting *in loco parentis* sign a Visitor's Consent Form. Their parent/carer must fill out a Parental Consent Form for the child to attend again.
- **Special Activities Parental Consent Forms**
  - For activities that go beyond the regular hours and/or activities of the group.
  - No child may take part in the event without a completed form.
  - All consent forms should be taken on the activity by the accompanying event leader.
  - All consent forms will remain confidential to the leaders/helpers of the activity.
- **This policy document**
- **Spare Forms**

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<sup>2</sup> In accordance with the advice given in the Nolan report these will be kept for an indefinite period of time (100 years is recommended!). This is because it is possible for allegations of abuse to be made years after the alleged event.

- **Helpful telephone numbers:** To include CPOs, Bristol Social Services/out-of- hours desk.

### **Activities in people's homes**

- All leaders and helpers of children's clubs activities will be subject to the conditions of the recruitment procedure above.
- If there are only 2 approved workers present, they should endeavour to remain together for the session. If group work is undertaken it is strongly advised that these take place in the same room, or adjoining rooms with the doors open.
- Where the hosts are not leaders/helpers of the club, they will not be required to hold a DBS check at Enhanced Level. However, the following will apply:
  - Parents of the children attending should be made aware, possibly via a Parental Consent Form, or other communication giving details of different events, of the fact that hosts are not part of our children's work, and thus are not subject to the same checks.
  - The hosts will not be counted in adult/child ratios.
  - The hosts should not be left alone with the children.
- Leaders and helpers should ensure that children are aware which parts of the house/grounds they are permitted to use.
- Each permitted area should be supervised by the leaders/helpers.

### **Child-worker ratios**

There is currently no legal requirement for churches to have specific ratios of adults to children for activities they run.

We will seek to operate on the following basis for activities where the leader judges that the risks are no greater than usual. If the risks are judged to be higher than usual, the ratios will be increased.

	<u>Approved Workers (16+)</u>	<u>Children</u>
0-2 years	2	up to 6 ( <i>see also 'Toilet Trips'</i> )
2-4 years	2	up to 8 ( <i>see also 'Toilet Trips'</i> )
4+ years	2	16

It is good practice for an adult not to be alone with a group of children. Workers should avoid being alone with a lone child. If this is totally unavoidable, it is advisable to leave the door open, or ask another adult to be nearby.

16 and 17 year olds may be counted in the adult-child ratios, but please also refer to Young Workers on page 4.

### **Sunday crèches:**

At least 2 'approved workers' will be present.

In addition parent helpers who do not necessarily hold a DBS check may be used, but it is preferred that all workers hold a DBS.

All parents using the crèche should be made aware of a situation where parent helpers without a DBS are used, and agree in writing via the Crèche Parental Consent Form.

Parent helpers will be permanently subject to the same limitations as workers in their 'settling-in' period.

### **Other crèches**

At least one approved worker will be present.

At least one other worker, who may be a parent helper, preferably with a DBS will assist. Where a parent helper does not hold a DBS all parents using the crèche should be informed of this. Where a need may arise to take a child out of the room, there should either be the possibility to call another approved worker to assist in the room, or there should be 2 approved workers present at the activity.

### **Toilet trips**

- As a general rule workers should not take children of school age into the toilet.
- It may be necessary for leaders to escort children to the outside of the toilet.
- It is best for a group of children to go together rather than leaders take individual children.
- Younger children or children with special needs may need help on toilet trips – they should be accompanied only by approved workers, or their parents.  
Where this is necessary, it is preferred that workers are of the same sex as the child.  
Where possible and practicable, the toilet door should be left ajar.
- At least one approved worker should be left with the children in the activity area.
- No under 18 year old or non-approved workers should escort children on toilet trips.

N.B. For groups where children need escorting to the toilet because of age or other special needs, there will need to be at least 2 approved workers (16+) on the rota for each session (please see note on 16 and 17 year olds and toilet trips).

### **Discipline Policy**

The Kensington Discipline Policy for children's workers will be made available to parents/carers on completion of the relevant Parental Consent Form.

All children's and youth workers agree to abide by the discipline policy.

### **Giving lifts** (please also refer to *Kensington Baptist Church Transport Policy for Children's Work*)

- All drivers/runners will hold an Enhanced Disclosure.
- In the church minibus there will always be two workers present.
- Workers should try to avoid transporting a single child.
- Where possible children should sit in the back of the vehicle.
- Where a single worker is required to drive children home they should endeavour to arrange the 'drops' so that two children are dropped last.
- Where it is unavoidable that a single worker is alone in the car with a single child, another worker should be made aware of this, and it is good practice for this to be logged, either via a text to the other worker, or in written form.

### **Other church events**

- Where the children's activity takes place in a separate room to the main event/s, at least 2 approved workers will be present.  
The suggested adult-child ratios should be adhered to where possible.
- Where the children's activity takes place within the main event area, there should be at least one approved worker present at all times.  
Non-approved workers may be used where necessary.  
The approved worker/s must ensure good supervision of non-approved helpers.

### **Visiting children at home**

We recognise that it will be helpful from time to time for our children's/youth workers to visit children and their families at home. In these cases the worker will:

- inform another leader/worker of the proposed visit.
- never enter the child's home if a parent/carer is absent.
- keep a record of the visit (in a diary, for instance), noting date and purpose.



For ministries which involve entering homes where there are children present, or who could be present, the following will apply:

- Workers involved should be subject to DBS checks at Enhanced Level, and should have read this policy document.
- There must always be an adult member of the household present if a child is on the premises.
- The workers should avoid being alone with a child or children in a room.
- The worker should keep a log of the visit, and where possible should indicate who was present in the home and whether they are adults or children.
- The Lone Worker Policy should be complied with.
- If a worker is not able to comply with the above in a given situation, they should endeavour to make arrangements for an alternative visit.

### **Reading the Bible one-to-one with under 18 year olds**

The purpose of reading the Bible one-to-one in the church situation is to encourage the young person in discipleship and therefore this will largely consist of Bible study, prayer, fellowship and the practical development of the young person's walk with Christ.

The relationship will not be one of a counsellor/counselee, although some issues may arise where advice is sought. The leader should not claim to be an expert counsellor.

- The Kensington Child Protection Team strongly recommends the minimum age for a young person to be in a formal one-to-one arrangement should be those in school year 11. Therefore, while we recognise that parents are free to make their own arrangements for their children below this age, these would not come under the auspices of this Child Protection Policy.
- The leader will have been known to the Elders for at least 1 year.
- The leader will be subject to requirements of the Kensington CWP, including attendance of a Kensington Child Protection training session.
- The leader will receive training, and will be assigned to a supervisor, who will have regular contact with them during the settling-in period.
- By necessity, during the settling-in period, the limitations on page 3 "*Settling-in period*" do not apply.
- The supervisor will give help and support, and will provide accountability.
- The supervisor will be accountable to the Children's Work Elder, and will be responsible for commenting on the leader's suitability to become an approved worker.
- After the settling-in period, leaders will remain assigned to their supervisor to ensure that there is ongoing accountability. The regularity of meetings will be mutually agreed.
- The Child Protection Team will maintain a log of all leaders and their supervisors.
- If a young person is interested in reading one-to-one, they should approach one of the Youth Group leaders. Before a one-to-one relationship is commenced, the Youth Group leader will approach the parent/guardian to discuss the situation. The One-to-One Parental Consent Form should be completed, signed and returned by the parent or legal guardian. This will be stored by the Child Protection Team.
- The leader and young person must be of the same sex.
- Whilst privacy of sessions will be required, the leader must never meet completely alone with the young person. A location where others are in the building must be chosen.
- The leader will record the date, time and place of meetings that have taken place, or are scheduled, on a spreadsheet.
- This sheet will be regularly sent into the Church Office where it will be kept confidentially. The parent/s of the young person will be notified by email of meetings which have taken place and which are scheduled.
- At each meeting of the Child Protection Team the spreadsheets will be discussed and any concerns will be followed up.

- The leader should avoid transporting the young person in their car. Where this would potentially place the young person in danger, the leader should contact the young person's parent, their Department Leader, or a Child Protection Officer before taking the young person in their car.

## **'Special Activities' including residential and day trips**

### **Designated Leader**

The activity will be supervised by a 'designated leader' who is suitably competent and will have overall responsibility for Child Protection and Health and Safety during the activity.

### **Other leaders/helpers**

- It is preferred that on residential trips only approved workers should be used.
- If workers in their settling-in period are used, they can be counted in the adult-child ratios, but they will need to be supervised at all times.
- If 16 or 17 year olds are used, they can be counted in the adult-child ratios, but consideration should be given to the responsibilities given to them.
- If under 16 year olds accompany a trip, they cannot be counted in adult-child ratios, and they are subject to the same limitations as for normal children's work activities.

### **Special Activity Parental Consent Form (SAPC Form)**

No children/young people will be allowed to participate in the activity unless their parent/carers has completed a SAPCF.

### **Risk Assessment Form**

- Prior to the activity the designated leader will complete a Risk Assessment Form. This will involve assessing and minimising potential risks connected with the activity.
- The completed Risk Assessment Form, along with a list of the children attending and accompanying adults, will be given to the Church Office prior to departure.

### **Sleeping arrangements on residential activities**

- Boys and girls will always be accommodated in separate rooms/tents.
- Only under extreme circumstances would the possibility of children sharing a room with adults be considered. This decision would be the responsibility of the Child Protection Team. Where the Child Protection team has deemed this situation permissible, there should be 2 or more children in the room and written permission by the parents or legal guardians must be given in writing.
- Workers will never be accommodated on their own with children.
- S/he will be of the same sex as those children.
- Workers should avoid entering the bedroom of children unless there are two or more children present. Workers should never invite children into their own bedroom.
- 16/17 year old helpers will, where possible, have a room on their own. Where this is not possible they may, with the approval of the Child Protection Team, be accommodated with 2 or more approved workers of the same sex, but the adult workers should endeavour never to be alone with the young workers in the room. Written parental permission for this arrangement will need to be sought.

### **Photographs and videos of children**

Those who wish to harm children/young people have been known to use photographs, names or details found on church websites to target individuals. We therefore adopt the following policy concerning the use of photographs and video of children/young people:

- Parental permission will be sought on the Parental Consent Form before we use a photograph or video of a child in our church publicity.
- Images will only be used for purposes relating directly to church activities and ministries.
- Names, addresses, emails and telephone numbers of children will never be used alongside photographs.
- Photographs of a child who is easily identifiable will only be posted on the church website with express permission from a parent/carer.
- If a single child is used in publicity, special permission will be sought from the parent/carer.
- To help avoid photos and videos being misused, children and young people should avoid being recorded in inappropriate dress, and should never be recorded in swimwear or nightwear.
- Videos and photographs should only be taken where they have a direct connection to the activities of the group.
- Due consideration should be given as to whether it is appropriate to retain photographs and video footage of the children.
- Adults other than children's work leaders should, where possible, be discouraged from taking images of children.

### **Social Media and texting**

Social Networking is a powerful medium used by many young people as a way of keeping in touch, making arrangements etc. Its use as a way of youth groups communicating with their groups is recognised, but the potential dangers of misuse by adults and children and the vulnerability to allegations of abuse require certain safeguards to be incorporated into this policy:

- Children's and Youth Workers should not be "friends" with under 18 year olds on Facebook, except when the young person is a close relative or is a personal friend and is no more than 2 years younger than the worker.
- If Youth Workers wish to communicate with their group, they should set up a designated Facebook page, and keep all communication open for all their workers and young people to see.
- For accountability, the Child Protection Team should be given the password to the page.
- Instant Messaging should always be avoided for accountability and for protection.
- It is advisable to avoid using email, as this is not public communication.
- If it is deemed wise to use email, another worker should be copied in to the message.
- Abbreviations, many of which can be misinterpreted by other adults, should be avoided.
- It is advisable to limit texts to young people to those of a factual nature. Copying another adult into texts makes workers accountable.
- It is inadvisable to permit young people to initiate text communication of a non-factual nature.
- If a young person sends a more personal text or other written message to a worker, the worker is strongly advised to make a confidential log of the incident with a CPO, and should not respond to the message.
- Cyber-bullying can be devastating. If a worker becomes aware of the use of the internet or mobile phones as a way of a child or children bullying another young person, they should speak to their Departmental Leader or a CPO immediately.
- Children with disabilities, special needs and those who feel they are different in other ways are particularly vulnerable to being bullied. Workers should be particularly sensitive to these children and should ensure all children in their care feel valued.

### **Children placed with host families**

- In the event of a children's/youth group visiting our church and wishing to be placed with host families, the leaders of the group will be required to read this policy document.
- Prospective hosts will have been known to the Elders for at least 2 years.
- The names of all those who offer accommodation will be first cleared by the CPO who may discuss these names with the Eldership.
- We reserve the right to turn down offers of accommodation.
- Where possible, all adults in the household will undergo a DBS check at Enhanced Level.
- Where there is only a single adult, only children of the same sex will be placed with them.
- Visiting children/young people will be accommodated in separate rooms from others in the household.
- Unless absolutely necessary, hosts should not enter the bedroom of a visiting child,
- Names, parents'/carers' addresses and telephone numbers, and a contact telephone number for the leader of the visiting group must be given to host families.
- Visiting children should be permitted access to a telephone to call the leader of the visiting group where the need arises.
- Parents/carers should be given a contact address and telephone number for the host family where their child is staying.
- They should also be informed that we have a Child Protection Policy that is available on request.

### **Private Fostering**

- Private fostering is when a child under 16 - or under 18 if the child is disabled - lives for 28 days or more with someone who is not a close relative. Close relatives are a grandparent, brother, sister, uncle, aunt, step-parent or someone with parental responsibility. This might include the child living with a friend's family because of problems at home, a host family for a school term, or during a holiday, extended family because of arguments at home or whilst seeking asylum, or with the unmarried partner of a parent when the parent leaves home
- Children are not privately fostered if they are in the care of a local authority or only cared for during the day.



***Please note: Kensington has been advised by the Bristol Safeguarding Children's Board of the following legal obligations:***

- If a worker becomes aware that a child is being privately fostered, they must inform their Department leader or CPO.
- Parents and carers will be encouraged to let the council know about private fostering, even though it is a private arrangement between them. It is against the law for parents and carers not to do this.
- Where the parent or carer does not inform the council, the Child Protection Team must do so.

### **Other users of church premises - organisations**

When hiring out the church premises to organisations who plan to work with children/young people, evidence that they have a Child Protection Policy, and that they use the Disclosure and Barring Service for their children's and youth workers, will be required as a condition of booking. This evidence will be kept with their booking information or with our Child Protection material if it is confidential.

### **Other users of church premises – private parties**

It is the responsibility of the hirer to ensure that there are appropriate adult-child ratios.

Kensington Baptist Church takes no responsibility for Child Protection issues arising from the hire of its rooms for private parties.

#### **4. RESPONDING TO SERIOUS CONCERNS AND ALLEGATIONS**

##### **If you are seriously concerned for the safety or welfare of a child:**

- Contact the Departmental Leader or one of the CPOs as soon as possible.
- **Keep strict confidentiality.** It is absolutely essential that workers do not discuss suspicions with anyone else other than a Departmental Leader or CPO.
- **As soon as possible record your concerns in written format.**
- Do not use the activity Log Book for these as it is a public document.
- If a suspicion involves one of the CPOs, one of the other CPOs should be approached.
- **The family of the child involved should not be informed at this stage.**

##### **What to do if an allegation is made:**

In the case of a child/young person or third party disclosing alleged abuse:

- Do not promise the child/young person confidentiality.
- Avoid direct or leading questions.
- Inform the child/young person that you will be involving one of the CPOs who are trained to deal with such situations.
- Inform your Departmental Leader or one of the CPOs immediately.
- Do not contact the parent/carer of the child.
- Keep strict confidentiality.
- Complete a Concern and Disclosure Log form detailing everything that the child/young person says and anything you said as soon as you can. Hand this to a CPO.

*Departmental Leaders only:* If you cannot contact a CPO, contact CCPAS (Churches' Child Protection Advisory Service) for advice. You should follow their advice, but also inform a church leader of the action taken. The church leader will either come to be with you or will arrange for another leader to do likewise.

If the situation is considered to be serious, call First Response or the Police on 101/999.

##### **Procedures for dealing with complaints by a parent**

We are concerned to support and strengthen parental responsibility. We therefore take complaints or comments from parents about our activities very seriously.

In the first instance, complaints to do with a particular activity should be directed to the Department Leader of that activity.

If the complaint is very serious, it should either be communicated to one of the CPOs or the Elder responsible for children's work.

##### **Crisis Management Committee**

In the case of a high profile allegation or incident of abuse a Crisis Management Committee will be formed to deal with media interest, communicating with the church and supporting all parties involved. This will consist of appropriately gifted, wise and spiritually mature individuals from the church and will include the Pastor, the Elder for children's work and the Child Protection Team. In accordance with current legislation, there will also be an obligation to liaise with the Bristol Safeguarding Children's Board (and possibly the South Gloucestershire Safeguarding Children's Board), which is a Local Authority Body, and the Local Authority Designated Officer (LADO).

## **5. RESPONDING TO SEX OFFENDERS WHO ATTEND KBC**

While sexual abuse is only part of the abuse covered by this policy, the issue of how we deal with those who have committed sexual offences and start attending our church is nevertheless a crucial area of policy. While the Church of Jesus Christ welcomes all sinners, our desire is to be wise as well as welcoming.

It is well documented that those who commit sexual offences develop deeply manipulative and frequently self-deceptive behaviour. It is also clear that the strategy of such individuals is to seek to get into positions where friendship and trust can be developed with children which over time may be manipulated to satisfy the inappropriate desires of such people.

Our first priority will therefore always be to maintain the safety of the children who attend our activities.

We may be informed by the Police, Probation Service or Social Care that we have a registered sex offender worshipping regularly with us or the individual may disclose that fact to the church leadership. In either case we will act in the same way.

While seeking to extend love and friendship, we will adopt the following guidelines:

- We will seek to have direct contact with the individual's probation officer/Social Care to discuss the best course of action. We will take advice on the wisdom of welcoming the individual into church.
- If the decision is taken to accept the individual into the church, a supervisory group will be set up for a period of at least 12 months, consisting of two members of the Child Protection Team, an Elder for pastoral care, a nominated 'supervisor' who is a mature Christian (or a couple), the partner or a relevant family member, and probation officer, if appropriate.

It would be the role of this group to support the individual and discuss the boundaries to be defined while involved in Kensington Baptist Church.

These would include:

- No contact to be initiated with children.
- No involvement in any children's/young people's activities while at Kensington Baptist Church.
- No involvement in any church activity where the individual may regularly have contact with children/young people (e.g. serving refreshments or food in children's club/driving or running for the minibus).
- Attendance only at meetings/Homegroups as directed by the supervisory group.
- Agreement not to enter certain parts of the church building as directed by the supervisory group, nor any area where children's activities are in progress.
- Agreement to decline any invitations of hospitality where there are children in the home.
- Agreement not to use the public toilets unless accompanied by one of those in the supervisory group.
- For at least the 1<sup>st</sup> 12 months, the individual is to sit or stay close to the supervisor/Elder while in church. S/he will not be allowed to sit near or next to children/young people and should not attend the permitted church activities unless accompanied by the

supervisor/Elder. (Note: It may be necessary for the supervisor/Elder to pick the individual up or meet him/her outside the church building).

- Maintain regular contact with supervisor.
- Attendance at regular meetings of the supervisory group to ascertain conformity with these boundaries.
- After this 12 month period – regular meetings to occur with the supervisor or Elder. If transgression is noticed the supervisory group to be re-formed to review the situation.

A written agreement will be drawn up which will be signed by the individual agreeing to act within these boundaries. This will remain indefinitely.

It will be necessary to inform key people in the church that the individual is attending. The supervisory group will determine exactly who needs to be made aware, but it would most probably involve the crèche leader and selected children's club leaders. However, only those who need to know would be informed. A balance would need to be established between confidentiality and accountability.

If these boundaries are not observed, depending on the seriousness of the offence, and taking into account the advice we are given by the relevant authorities, the supervisory group will determine whether or how that the boundaries need to be tightened, or whether the individual should be banned from attending the church.

The Elders and Deacons will be informed at this stage and they will decide whether any other action is necessary.

If the individual stops attending Kensington for whatever reason, and we are aware that s/he is attending another church, we would inform the leadership of that church immediately as well as the relevant statutory agencies.

## **Available from the Church Office**

### **Forms**

Ministry Application Form  
Process 2 and Process 3 Forms  
Parental Consent Forms  
Visitor Consent Forms  
Special Activity Parental Consent Forms  
Risk Assessment Forms  
Registers  
Concern and Disclosure Log forms

### **Additional policies for Children's Work**

Kensington Baptist Church Children's Work Transport Policy  
Kensington Baptist Church Children's Work Special Activities Policy

### **Information Documents**

"Signs and Symptoms of Abuse"

### **Contact Numbers**

NEW

#### **Child Safeguarding Officers Easton congregation**

Malina Gitahi: 0777 681 9891  
David Cousins  
Chris Green (Recruitment Admin)  
Julia Traill  
Steve Bamford (Trustee for Safeguarding)  
Simon Price (Safeguarding Elder)

#### **Child Safeguarding Officers The Village Church congregation**

Lesley Carpenter (Lead) 0776 813 5725  
Veronica Cooper

#### **Child Safeguarding Officer BC3 congregation**

Libby Keen 0784 677 7286

**Churches' Child Protection Advisory Service:** 0845 120 4550 (24 hour helpline)

### **Emergency numbers**

NEW

**(Bristol) First Response:** 0117 903 6444  
01454 615165 Out of hours and weekend emergency service

#### **South Gloucestershire Social Care Emergency Desk:**

01454 866000 Monday to Friday 9am to 5pm  
01454 615165 Out of hours and weekend emergency service

### **NSPCC:**

**Text:** 88858



**Call:** 0808 800 5000 (24 hour helpline)