



RYE BAPTIST CHURCH

CINQUE PORTS STREET | RYE | EAST SUSSEX | TN31 7AN

CHURCH SAFEGUARDING POLICY AND PROCEDURES FOR CHILDREN AND YOUNG PEOPLE

1. Policy Statement

As the people of Rye Baptist Church we are concerned with the wholeness of each individual, within God's purpose for everyone. We seek to safeguard all members of the church community of all ages. It is the responsibility of each one of us to follow good practice guidelines in our work/interaction with young people and be alert to neglect and the physical, sexual or emotional abuse of children and young people.

2. The Church trustees and the child protection team will:

- a) oversee implementation of the policy
- b) approve all new work and workers with children and young people
- c) review annually the Safeguarding Policy and Procedures.

3. Appointment of Volunteer Workers with Children and Young People

All new volunteer workers with children and young people will:

- a) be known within the Rye Baptist Church community
- b) be approved by the Church Trustees and/or child protection team and or the leader of the group that they will be working in
- c) apply for the DBS disclosure, according to current Baptist Church guidelines and East Sussex Area Safeguarding Children's Board
- d) have a pastoral conversation with a Children and Young People's Worker within the church. During this time they will be required to fill in the relevant paper work and application forms. This process should cover:
 - the responsibilities of the job
 - supervision and support
 - applicant's background and relevant experience
 - any appropriate training.

4. Appointment of Paid Workers with Children and Young People

All new paid workers with children and young people will:

- a) be approved by the Church Trustees and child protection team
- b) apply for the DBS disclosure, according to current Baptist procedures
- c) be interviewed by an experienced Children and Young People's worker within the church
- d) provide adequate references
- e) undertake a probationary period
- f) undertake appropriate training

5. Managing Work (Volunteers and Paid staff)

- a) All workers will be provided with a job description informing them of their responsibilities and the person to whom they are accountable
- b) There is an expectation that workers will prepare thoroughly for their work.
- c) Wherever applicable, workers will undertake appropriate training, with the church's support, including Child Protection training or refresher courses at least every three years.

6. Recognising and Dealing with Abuse

- a) If abuse is suspected, workers must report this to the person to whom they are responsible.
- b) Workers must be aware of what to do in the event of a child disclosing to them alleged abuse (see Safeguarding Booklet in the church office or on request from the church's child protection team)
- c) Appropriate training in this area will be offered

7. Good Practice

- a) All workers must report to the child protection team any incidents concerning the welfare and wellbeing of a child or young person.
- b) All workers must read, sign and adhere to the Rye Baptist Church code of conduct.
- c) Workers will be made aware of procedures relating to practical issues concerning:
 - i) When only one worker is available (appendix 1)
 - ii) Transporting young people in cars and minibuses (appendix 2)
 - iii) All matters to cover health and safety.

8. One to one working with children and young people

Rye Baptist Church recognise that in some circumstances particularly with young people one to one work and mentoring relationships are a necessary part of a good youth work program. These relationships must adhere to the following guidelines

- i) Relationships of this nature are known by the youth worker or church officials
- ii) All relationships of this nature coincide with the appropriate guidelines set out in appendix 3.

9. Office Holders within the Church

Church members who are asked to consider taking an office within the church must be aware that they cannot hold office if they have any conviction or caution for sexual offences against children and young people.

10. Rehabilitation of Sex Offenders

Rye Baptist Church will set up an agreement with any known sex offender who wishes to attend the church.

11. Church website

The following restrictions are imposed on photographs of children and young people included on the church website:

- a) No children or young people will be listed by name on the website
- b) Children and young people will only be shown in groups,
- c) Photographs of children and young people will only be displayed after permission has been obtained from parents/legal guardians

12. Communicating electronically

- a) If young people want you to hold their mobile phone numbers, email addresses or similar make sure that their parents know and have agreed, (see Appendix 3)
- b) Make sure that your communication is such that, in principle, it would not embarrass you for it to be seen by the young person's parents or church officials.
- c) Do not allow communication through social networking sites (e.g. 'facebook') to become over familiar, do not post photographs of children and young people unless permission has already been obtained from parents/legal guardians. (obtained through child registration form) (see Appendix 3 for more information)

13. Resources

A variety of resources exist to assist and support Rye Baptist Church in the wellbeing of their children and young people:

- i) SEBA the regional Baptist association who will give help and guidance or endeavour to pass you on to the relevant organisation
- ii) 'Safe to Grow' the Baptist child protection guidelines (copies available from Baptist House and Rye church office)
- iii) "Can we chat? Working safely with young people one to one" John Langford, Grove publications, 2006

Appendix 1

Procedure for one worker

Except in emergencies, at least two workers should be present with children and young people at all times. If there is only one worker available then groups should merge together, use the same room or open plan adjoining rooms if possible. If this is not possible the session should be cancelled.

Appendix 2

Procedure for transporting children

Children and young people should travel with more than one adult except in emergencies whereby another responsible adult should be notified of the circumstances at the time. In each case the permission of the child's parent or guardian must be sought and agreed before the journey either verbally or in written form.

Appendix 3

Guidelines for one to one work with children and young people

Accountability – One to One worker must have support of youth worker or church official for support, guidance and accountability. It is important that a record is made of any issue that may arise through conversation with young person. To include, when and where meeting took place, essence of conversation, advice given or recommendations made and what was agreed. Young person should have rights to view these records at any time.

Maintaining distance – The worker needs to maintain healthy boundaries when working with young person. Understanding appropriate distance and healthy levels of self-awareness including appropriate times of day for corresponding with young person and adequate knowledge of where to refer a young person if necessary. Relationships must be beneficial for the development of that young person and not the worker involved.

Confidentiality – Appropriate confidentiality is necessary. Workers must never promise 100% confidentiality to young person. If worker believes young person is in risk of harm they must report this through the appropriate channels.

It is imperative that the young person knows what the boundaries of confidentiality are at the beginning of this relationship and are reminded of these when necessary. There are times when the worker may believe that it would be helpful to talk to others about the matters that have been shared. In this situation, the worker should talk this through with the young person before proceeding.

Venue – Any contact with young people should be in a public place, at an appropriate time and in view of another adult (i.e. not early morning, late night or whilst they should be at school)

Appendix 4

Good practice for electronic communication.

Text and e-mail communication - When in contact with a young person, via text or email, please keep all correspondence (e.g. archive rather than delete emails) so that upon request the youth worker or church officials are able to have a copy. Also, you must make the youth worker aware of any correspondence that goes beyond notifying young people of details of activities (times, places etc) this will ensure the youth worker is able to help and support you intervening where necessary.

Msn/instant messaging/Skype – No communication should take place on these types of computer applications

Facebook – (taking into account 12: c of the policy) we would encourage using restricted profiling, for more information about setting up a restricted profile, please see the youth worker

Date approved: 9/07/2018

Date reviewed: