



# HENLEY BAPTIST CHURCH SAFEGUARDING POLICY

## 1. SAFEGUARDING POLICY STATEMENT

Henley Baptist Church is responsible for the programmes and events that take place under its management in the d:two community facility at 55 Market Place, Henley-on-Thames, Oxfordshire RG9 2AA; this includes the café and the Family Centre. The facility also provides a base for the Nomad Youth and Community Project (which has its own safeguarding policy and procedures), and some parts of the premises are hired by external organisations and agencies; they are required to provide and adhere to their own safeguarding policies and procedures.

### Our vision

The vision statement of Henley Baptist Church (HBC) is ***To give hope, provide opportunity, and see transformation by God's powerful love.***

In fulfilling this vision, we:

- Welcome children and adults at risk into the life of our community
- Run activities for children and adults at risk
- Make our premises available to organisations working with children and adults at risk

### Our safeguarding responsibilities

Henley Baptist Church recognises its responsibilities in safeguarding all children, young people and adults at risk, regardless of gender, ethnicity or ability.

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

- **Prevention and reporting of abuse**

It is the duty of each church member to help prevent the abuse of children and adults at risk, and the duty of each church member to respond to concerns about the well-being of children and adults at risk. In the same way, church members should also respond to any suspicion of abuse of trust of adults not normally at risk by a church leader, whether voluntary or paid. Any abuse disclosed, discovered or suspected will be reported in accordance with our procedures. The church will fully co-operate with any statutory investigation into any suspected abuse linked with the church.

- **Safer recruitment, support and supervision of workers**

The church will exercise proper care in the selection and appointment of those working with children and adults at risk, whether paid or voluntary. All workers will be provided with appropriate training, support and supervision to promote the safekeeping of children and adults at risk.

- **Respecting children and adults at risk**

Codes of conduct will be included in all Codes of Practice for activities involving children and adults at risk so that all children and adults are shown the respect that is due to them.

- **Safer working practices**

The church is committed to providing an environment that is as safe as possible for children and adults at risk and will adopt ways of working with them that promote their safety and well-being.

- **A safer community**

The church is committed to the prevention of bullying. The church will seek to ensure that the behaviour of any individuals who may pose a risk to children, young people and adults at risk in the community of the church is managed appropriately.

### **Safeguarding contact points within our church**

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

#### **Sarah Aston, Designated Person for Safeguarding (DPS)**

They will advise the church on any matters related to the safeguarding of children and adults at risk and take the appropriate action when abuse is disclosed, discovered or suspected.

Phone number 079221 98451 Email address: [safeguarding@dtwo.co.uk](mailto:safeguarding@dtwo.co.uk)

#### **Joanna Malton, Deputy Designated Person for Safeguarding (DDPS)**

They will assist the Designated Person for Safeguarding (DPS) in helping the church on any matters related to the safeguarding of children and adults at risk and take the appropriate action when abuse is disclosed, discovered or suspected.

Phone number 07841 052980 Email address: [safeguarding@dtwo.co.uk](mailto:safeguarding@dtwo.co.uk)

#### **Jo Gunnell, Safeguarding Trustee**

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

Phone number 01491 577414 Email address: [safeguardingtrustee@dtwo.co.uk](mailto:safeguardingtrustee@dtwo.co.uk)

Our **Church Leaders** Jeremy and Joanna Bray (07970 903041 and 07720 768348), are also an important part of the Church Safeguarding Team. Where possible, the Church Safeguarding Team will work together if and when issues arise. However, each person has a responsibility to report allegations of abuse as soon as they are raised.

The regional church leaders will be informed if any concerns are raised about the actions or behaviour of the Church Leaders.

**Opengate (Advance Sphere):** Neil Townsend [neilt@occ.org.uk](mailto:neilt@occ.org.uk)

**Southern Counties Baptist Association:** Steve Barber [s.barber@scba.org.uk](mailto:s.barber@scba.org.uk) 0757 7124852

### Putting our policy into practice

- A copy of the safeguarding policy statement will be displayed permanently on the church noticeboard, in the church office and is available on our church website.
- Each worker with children and/or adults at risk will be given a full copy of the safeguarding policy and procedures and will be asked to sign to confirm that they will follow them.
- A full copy of the policy and procedures will be made available on request to any member of, or other person associated with the church.
- The policy and procedures will be monitored and reviewed annually, and any necessary revisions adopted into the policy and implemented through our procedures.
- The policy statement will be read annually at the church AGM, together with a report on the outcome of the annual safeguarding review.

## 2. SAFEGUARDING PROCEDURES

Everyone has their part to play in helping to safeguard children and adults at risk within the life of the church:

- If the behaviour of a child or adult at risk gives any cause for concern
- If an allegation is made in any context about a child or adult at risk being harmed
- If the behaviour of any individual towards children or adults at risk causes concern

The basic procedure for responding to concerns of abuse is as follows:

1. Recognise that abuse might be taking place
2. Respond to the concern
3. Record the information
4. Report the concern to the DPS who may, in turn, report it to the statutory authorities

### 2.1 RECOGNISING ABUSE

Abuse and neglect are forms of maltreatment of a child or adult at risk. There are many different ways in which people suffer abuse. The list below is not exhaustive and more detailed definitions of abuse are given in Appendix 1.

Type of abuse	Child	Adult at risk
<b>Physical</b>	Actual or likely physical injury to a child, or failure to prevent physical injury to a child.	Inflicting pain, physical injury or suffering to an adult at risk.
<b>Emotional</b>	The persistent, emotional, ill treatment of a child that affects their emotional and behavioural development.	The use of threats, fear or power gained by another adult's position, to invalidate the person's independent wishes.
<b>Sexual</b>	Forcing or enticing a child to take part in sexual activities, whether or not the child is aware of what is happening.	Any non-consenting sexual act or behaviour.

<b><i>Neglect</i></b>	Failure to care for children and protect them from danger, seriously impairing health and development.	A person's care needs are not met and/or their wellbeing is impaired.
<b><i>Type of Abuse</i></b>	<b>Some Additional Definitions</b>	
<b><i>Financial</i></b>	The inappropriate use, misappropriation, embezzlement or theft of money, property or possessions.	
<b><i>Spiritual</i></b>	The inappropriate use of religious belief or practice; coercion and control of one individual by another in a spiritual context; the abuse of trust by someone in a position of spiritual authority (e.g. leader).	
<b><i>Discrimination</i></b>	The inappropriate treatment of a person because of their age, gender, race, religion, cultural background, sexuality or disability.	
<b><i>Institutional</i></b>	The mistreatment or abuse of a person by a regime or individuals within an institution. It can occur through repeated acts of poor or inadequate care and neglect, or poor professional practice or ill-treatment.	
<b><i>Domestic Abuse</i></b>	Domestic abuse is any threatening behaviour, violence or abuse between adults who are or have been in a relationship, or between family members. It can affect anybody regardless of their age, gender, sexuality or social status.	
<b><i>Cyber Abuse</i></b>	The use of information technology (email, mobile phones, websites, social media, instant messaging, chatrooms, etc.) to harm or harass other people in a deliberate manner.	
<b><i>Self-harm</i></b>	The intentional damage or injury to a person's own body, or self-neglect. It is used as a way of coping with or expressing overwhelming emotional distress.	
<b><i>Mate crime</i></b>	'Mate crime' is when people (particularly those with learning disabilities) are befriended by members of the community, who go on to exploit and take advantage of them.	
<b><i>Modern Slavery</i></b>	Modern slavery is the practice of treating people as property; it includes bonded labour, child labour, sex slavery and trafficking.	

## **Abuse of Trust**

Relationships between children and adults at risk and their church workers can be described as 'relationships of trust'. The worker is someone in whom the child or adult at risk has placed a degree of trust. It is not acceptable for a church worker to form a romantic relationship with a child or adult at risk with whom they have a relationship of trust.

Due to their positions of authority and pastoral care, those in leadership roles in church are also in relationships of trust with adults not normally at risk. It is not acceptable for any church worker, paid or voluntary, to abuse that trust by exploiting it to manipulate, control, coerce or in other way abuse another person. This is just as serious as abuse of an adult at risk and the same procedure must be followed.

## **Abuse by Children Under 18 and Adults at Risk**

Children under 18 or adults at risk may also be perpetrators of abuse where they have a relationship of trust with another child/adult at risk. This is just as serious as abuse by an adult not at risk and the same procedure must be followed.

## RESPONDING TO CONCERNS OF ABUSE

If a church worker or church attendee is concerned that a child under 18 or an adult is being abused, or if abuse is disclosed, the person should:

### Respond

- Listen to the person and be supportive using appropriate language
- If appropriate, reassure the person that they have done the right thing in telling someone and that the information will be taken seriously
- Do not promise confidentiality. Normally a person's wishes for confidentiality should be respected. However, where you suspect a person is at risk, by law you should report this.
- Ensure the immediate safety of the person
- Seek medical help if needed, advising medical professionals of any concerns

### Record

- Write a hand-written record of their suspicions or of the disclosure. This should be done as soon as possible
- Safeguarding Incident Forms are available from the church office and these can be used if preferred
- Pass the report to the DPS within 24 hours
- Do not approach any person about whom an allegation has been made, or their parents/carers in the case of children under 18 or adults at risk
- Do not try to investigate the matter

The DPS will:

### Review and Report

- Review the report and decide what action to take, often in liaison with others.
- If necessary, refer the case to the Police or Social Services within 24 hours. The local Baptist Association Safeguarding contact should be informed of any referral to the statutory authorities

The DPS, Safeguarding Trustee and Church Leader may:

### Support and Report

- Offer support to any parties affected by the safeguarding concerns (could include victims, alleged perpetrators, family members, church leaders and church members)
- Report to the Disclosure and Barring Service and the Charity Commission if required

If the DPS is not available any reports or concerns should be passed to another member of the church Safeguarding Team.

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

More detail on these procedures can be found in Appendix 1.

## 2.2 ALLEGATIONS MADE AGAINST CHURCH WORKERS

If a church worker or church attendee has a concern about the actions or behaviours of a church worker, including those in leadership positions in the church, the person should follow the usual safeguarding procedure outlined above: **Recognise, Respond, Record, Report.**

It is important that all concerns of abuse are investigated regardless of the status of the alleged perpetrator(s).

If there is a concern about the DPS, then this should be reported to the Safeguarding Trustee who will handle the investigation.

If there is a concern about the Safeguarding Trustee, then this should be reported to the one of the Church Leaders who will handle the investigation.

If there is a concern about one of the church leaders, then this should be reported to the regional leader for Opengate (Advance Sphere) and the Regional Minister for the Southern Counties Baptist Association.

### **3. SAFER PRACTICES**

#### **Recruitment**

As a church, we are committed to ensuring that all paid and volunteer workers are recruited in accordance with best practice for safer recruitment. The details can be found in the following documents:

- HBC Code of Practice and Procedure – Recruitment of Paid Church Workers
- HBC Code of Practice and Procedure – Recruitment of Volunteers

#### **Young helpers under 18 years of age**

In law, young helpers under the age of 18 are children and cannot be treated as adult members of a team. Young helpers will always be closely supervised by an adult leader and never given sole responsibility for a group of children. When considering ratios of staff to children, young helpers will be counted as children, not leaders. Parent / carer permission needs to be sought for young helpers to attend an event or help with a children's group.

#### **Codes of Practice**

As a church we are committed to working in a manner which safeguards everyone, but especially children under 18 and adults at risk. We have established codes of practice to govern our activities with these groups. All paid workers and volunteers are expected to adhere to the relevant codes of practice, including codes of conduct. These are detailed in the following documents:

- HBC Code of Practice - Children and Youth
- HBC Code of Practice - Children under 5
- HBC Code of Practice - Adults at Risk
- HBC Code of Practice - Working with Those Who May Pose a Risk

#### **Hiring Church Premises**

The church hires out its premises to a number of external organisations who use rooms on a regular basis. Any organisation offering activities for children and adults at risk is expected to have their own safeguarding policy. They should also provide proof of a valid DBS certificate where relevant.

## 4. USEFUL CONTACTS

**Multi –Agency Safeguarding Hub (MASH) - for immediate safeguarding concerns i.e. emergencies**

**0345 050 7666**

**0800 833 408 (emergency out of office hours)**

**Local Authority Designated Officer (LADO) – for concerns about a professional or volunteer**

**01865 815956**

**lado.safeguardingchildren@oxfordshire.gov.uk**

**Police**

**Contact 101, or 999 in an emergency**

**Adult Social Services**

**01865 328232**

**Children’s Social Services (for early advice)**

**Monday - Thursday; 8.30am – 5pm, Friday; 8.30am – 4pm. 0345 241 2608**

**LCSS.South@oxfordshire.gov.uk**

**Baptist Association Safeguarding Contact**

**[safeguarding@baptist.org.uk](mailto:safeguarding@baptist.org.uk)**

**[scbasafeguarding@scba.org.uk](mailto:scbasafeguarding@scba.org.uk) Steve Barber [s.barber@scba.org.uk](mailto:s.barber@scba.org.uk) 0757 7124852**

**Thirtyone:eight (formerly CCPAS) free helpline number, 0303 003 1111, for confidential advice.**

## APPENDIX 1 - ADDITIONAL GUIDANCE ON RECOGNISING AND RESPONDING TO ABUSE

The duty of the person who receives information or who has a concern about the welfare of a child, young person or adult at risk is to **RECOGNISE** the concerns, make a **RECORD** in writing and **RESPOND** by passing on their concerns to the DPS. If he/she is not contactable, or they are implicated in the situation, another member of the church Safeguarding Team should be contacted instead.

Concerns should be passed on to the DPS within 24 hours of the concern being raised. If anyone is considered to be in imminent danger of harm, a report should be made immediately to the police by calling 999. If such a report is made without reference to the DPS, they should be informed as soon as possible afterwards.

### Recognising Abuse

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

Type of abuse	Child	Adult at risk
<b>Physical</b>	Actual or likely physical injury to a child, or failure to prevent physical injury to a child.	To inflict pain, physical injury or suffering to an adult at risk.
<b>Emotional</b>	The persistent, emotional, ill treatment of a child that affects their emotional and behavioural development. It may involve conveying to the child that they are worthless and unloved, inadequate, or that they are given responsibilities beyond their years.	The use of threats, fear or power gained by another adult's position, to invalidate the person's independent wishes. Such behaviour can create very real emotional and psychological distress. All forms of abuse have an emotional component.
<b>Sexual</b>	Involves forcing or enticing a child to take part in sexual activities, whether or not the child is aware of what is happening. This includes non-contact activities, such as involving children in looking at, or in the production of, pornographic material or watching sexual activities, or encouraging children to behave in sexually inappropriate ways.	Any non-consenting sexual act or behaviour.  No one should enter into a sexual relationship with someone for whom they have pastoral responsibility or hold a position of trust.



<b><i>Neglect</i></b>	Where adults fail to care for children and protect them from danger, seriously impairing health and development.	A person's wellbeing is impaired and their care needs are not met. Neglect can be deliberate or can occur as a result of not understanding what someone's needs are.
<b>Type of Abuse</b>	<b>Additional Definitions</b>	
<b><i>Financial</i></b>	The inappropriate use, misappropriation, embezzlement or theft of money, property or possessions.	
<b><i>Spiritual</i></b>	The inappropriate use of religious belief or practice; coercion and control of one individual by another in a spiritual context; the abuse of trust by someone in a position of spiritual authority (e.g. leader). The person experiences spiritual abuse as a deeply emotional personal attack.	
<b><i>Discrimination</i></b>	The inappropriate treatment of a person because of their age, gender, race, religion, cultural background, sexuality or disability.	
<b><i>Institutional</i></b>	The mistreatment or abuse of a person by a regime or individuals within an institution. It can occur through repeated acts of poor or inadequate care and neglect, or poor professional practice or ill-treatment. The church as an institution is not exempt from perpetrating institutional abuse.	
<b><i>Domestic Abuse</i></b>	Domestic abuse is any threatening behaviour, violence or abuse between adults who are or have been in a relationship, or between family members. It can affect anybody regardless of their age, gender, sexuality or social status. Domestic abuse can be physical, sexual or psychological, and whatever form it takes, it is rarely a one-off incident. Usually there is a pattern of abusive and controlling behaviour where an abuser seeks to exert power over their family member or partner.	
<b><i>Cyber Abuse</i></b>	The use of information technology (email, mobile phones, websites, social media, instant messaging, chatrooms, etc.) to repeatedly harm or harass other people in a deliberate manner.	
<b><i>Self-harm</i></b>	Self-Harm is the intentional damage or injury to a person's own body. It is used as a way of coping with or expressing overwhelming emotional distress. An individual may also be neglecting themselves, which can result in harm to themselves.	
<b><i>Mate crime</i></b>	'Mate crime' is when people (particularly those with learning disabilities) are befriended by members of the community, who go on to exploit and take advantage of them.	
<b><i>Modern Slavery</i></b>	Modern slavery is the practice of treating people as property; it includes bonded labour, child labour, sex slavery and trafficking. It is illegal in every country of the world.	
<b><i>Human Trafficking</i></b>	Human trafficking is when people are bought and sold for financial gain and/or abuse. Men, women and children can be trafficked, both within their own countries and over international borders. The traffickers will trick, coerce, lure or force these vulnerable individuals into sexual exploitation, forced labour, street crime, domestic servitude or even the sale of organs and human sacrifice.	
<b><i>Radicalisation</i></b>	The radicalisation of individuals is the process by which people come to support any form of extremism and, in some cases, join terrorist groups.	

	Some individuals are more vulnerable to the risk of being groomed into terrorism than others.
<b><i>Honour / Forced Marriage</i></b>	An honour marriage / forced marriage is when one or both of the spouses do not, or cannot, consent to the marriage. There may be physical, psychological, financial, sexual and emotional pressure exerted in order to make the marriage go ahead. The motivation may include the desire to control unwanted behaviour or sexuality.
<b><i>Female Genital Mutilation</i></b>	Female genital mutilation (FGM) comprises all procedures involving partial or total removal of the female external genitalia or other injury to the female genital organs for non-medical reasons as defined by the World Health Organisation (WHO). FGM is a cultural practice common around the world and is largely performed on girls aged between 10 and 18. Performing acts of FGM is illegal in the UK as is arranging for a child to travel abroad for FGM to be carried out.
<b><i>Historic Abuse</i></b>	Historic abuse is the term used to describe disclosures of abuse that were perpetrated in the past. Many people who have experienced abuse don't tell anyone what happened until years later, with around one third of people abused in childhood waiting until adulthood before they share their experience.

Whilst it is not possible to be prescriptive about the signs and symptoms of abuse and neglect, the following list sets out some of the indicators which might be suggestive of abuse:

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

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

### Additional Guidance on what to do if abuse is disclosed:

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

### Adults at Risk

It is not the role of a church attendee or worker to decide whether someone has mental capacity and is therefore able to make decisions that impact on their safety and well-being. Decisions on mental capacity are best made by professionals with the relevant background information to hand. Concerns should always be shared with the DPS, even if the adult does not consent to this, but make sure the DPS knows that the person concerned has not given consent for the information to be passed on. If there are any concerns about an adult's mental capacity, the DPS will contact the Local Authority Adult Safeguarding Team for advice.

The Care Act 2014 provides helpful guidance on these situations:

*"If the adult has the mental capacity to make informed decisions about their safety and they do not want any action to be taken, this does not preclude the sharing of information with relevant professional colleagues. This is to enable professionals to assess the risk of harm and to be confident that the adult is not being unduly influenced, coerced or intimidated and is aware of all the options. This will also enable professionals to check the safety and validity of decisions made. It is good practice to inform the adult that this action is being taken unless doing so would increase the risk of harm".*

### Making a written record

A written record should be made as soon as possible after a child or adult at risk discloses harmful behaviour, or an incident takes place that gives cause for concern.

**The record should:**

- be hand-written as soon as possible after the event
- be legible and state the facts accurately (when hand-written notes are typed up later the original hand-written notes should be retained)
- include the child or adult at risk's name, address, date of birth (or age if the date of birth is not known)
- include the nature of the concerns/allegation/disclosure
- include a description of any bruising or other injuries that have been noticed
- include an exact record of what the child or adult at risk has said, using their own words where possible
- include what was said by the person to whom the concerns were reported
- include any action taken as a result of the concerns
- be signed and dated
- be kept secure and confidential and made available only to the church Safeguarding Team (including the church co-leaders), representatives of any statutory authorities involved and the local Baptist association.

If concerns arise in the context of children's or adult at risk work, the worker who has the concern may in the first instance wish to talk it through with their group leader, where appropriate. However, such conversations should not delay concerns being passed on to the DPS. It should be clear that the duty remains with the worker to record and pass on their concerns to the DPS.

If an issue concerns an adult at risk who does not give permission to pass on the information to anyone else, the worker should explain that they will need to speak with the DPS, who will have greater expertise in dealing with the issue at hand.

If a concern is brought to the attention of a group leader by one of the workers, the leader should remind the worker of their duty to record and report, and will also themselves have a duty to pass on the concern to the DPS.

