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# Bromham Baptist Church

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## Child Protection Policy

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Version 7.6

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### 1. Introduction

Bromham Baptist Church (hereafter “the church”) works with children of all ages as it shares the love of Jesus in word and action. We take seriously our responsibility to protect and safeguard the welfare of children entrusted to our care. We recognise that this responsibility comes both from God’s Word and also from the advice of the statutory authorities regarding voluntary organisations involved with children. The Child Protection Policy (hereafter “the Policy”), therefore, seeks to ensure the protection of children in our care in the many different activities run by or at the church.

It is the Elders of the church who are ultimately responsible for ensuring that the Policy is implemented and resourced at the church. Accordingly they have appointed a Child Protection Co-ordinator and a Deputy Child Protection Co-ordinator. It is their role to oversee the operation of the church’s Policy and they should be referred to at any time where there are any concerns over child welfare or the detailed requirements of the Policy.

It is important for everyone working with children (leaders and workers) to understand the Policy and to know the guidelines relevant to the activities that they are, or expect to be involved with. However, everyone in the fellowship at the church has a part to play in ensuring that the church’s Policy is effective.

Any reference to the Youth and Children’s Worker in this Policy, when one is not in post should be taken as referring to the Children’s Ministry Team Leader or Youth Ministry Team Leader as appropriate,

### 2. Church Details

Name: Bromham Baptist Church  
Address: Village Road, Bromham, Bedford, MK43 8LJ  
Tel No.: 01234 822681  
Email address: [safe@bromham.org](mailto:safe@bromham.org)

### 3. Mission Statement

As part of its mission, the church is committed to:

- valuing, listening to, relating effectively with and respecting children whilst promoting their welfare and ensuring their protection within church activities;
- safe recruitment, supervision and training for all the children’s/youth leaders/workers within the church;
- dealing with concerns about possible abuse whether within church activities or disclosed to a children’s/youth leader/worker;
- encouraging and supporting parents/carers;
- supporting those, in the church, affected by abuse; and
- maintaining good links with and using the statutory childcare authorities and other organisations, when required, in the same way as any voluntary organisation is expected to do.

### 4. Child Protection Policy Statement

Recognising the need to provide a safe and caring environment for children and young people, Bromham Baptist Church agreed the following Child Protection Policy Statement at its Church Meeting on 26 July 2007, which will be read annually at the church meeting held in the month of July where progress in carrying it out will be monitored.

- As members of this church, we commit ourselves to the nurturing, protection and safekeeping of all, especially children and young people.
- It is the responsibility of each one of us, where possible, to prevent the physical, emotional and sexual abuse and neglect of children and young people, and to report any abuse discovered or suspected.
- We recognise that our work with children and young people is the responsibility of the whole church.
- We undertake to exercise proper care in the selection and appointment of those working with children and young people, whether paid or volunteer.
- The church is committed to supporting, resourcing and training those working with children and young people, and to providing supervision.
- The church is committed to following the Home Office Code of Practice 'Safe from Harm' and the guidelines and procedures published by the Churches' Child Protection Advisory Service in its publication 'Guidance to Churches' (July 2003).
- Each leader/worker with children and young people must be aware of the church's Policy and undertake to observe it.
- As part of our commitment to children and young people, the church has appointed a Child Protection Co-ordinator and a Deputy Child Protection Co-ordinator. Their names, addresses and telephone numbers will be publicly displayed.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Appointment: **Minister**

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Appointment: **Child Protection Co-ordinator**

***The Policy is based on a model published by the Churches' Child Protection Advisory Service (now known as 'Thirtyone: Eight) and prepared in conjunction with the Baptist Union of Great Britain 'Safe to Grow' Guidelines on child protection for the local church and its youth leaders (Revised Fourth Edition 2004). The Elders undertake to file a copy of the Policy with thirtyone:eight and Social Services, and any amendments subsequently published. The Elders agree not to allow the document to be copied by other organisations.***

### 5. Recognising and Dealing with Abuse

#### 5.1. Definitions of Abuse

The following definitions of child abuse are recommended as criteria throughout England and Wales by the Department of Health, Department for Education and Skills and the Home Office in their joint document, Working Together to Safeguard Children (1999).

Somebody may abuse or neglect a child/young person by inflicting harm, or by failing to act to prevent harm. Children/young people may be abused in a family or in an institutional or community setting, by those known to them or, more rarely, by a stranger.

##### **Physical abuse**

Physical abuse may involve hitting, shaking, throwing, poisoning, burning, scalding, drowning, suffocating, or otherwise causing physical harm to a child/young person. Physical harm may also be caused when a parent/carer feigns the symptoms of, or deliberately causes ill health to a child/young person whom they are looking after. This is commonly described using terms such as 'fictitious illness' or 'Munchausen Syndrome by proxy'.

##### **Emotional abuse**

Emotional abuse is the persistent emotional ill-treatment of a child/young person such as to cause severe and continuous adverse effects on the child/young person's emotional development. It may involve conveying to children/young people that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children/young people. It may involve causing children/young people to feel frightened or in danger, or the exploitation or corruption of children/young people. Some level of emotional abuse is involved in all types of ill treatment of a child/young person, though it may occur alone.

##### **Sexual abuse**

Sexual abuse involves forcing or enticing a child/young person to take part in sexual activities, whether or not the child/young person is aware of what is happening. The activities may involve physical contact, including penetrative (e.g. rape or buggery) or non-penetrative acts. They may include non-contact activities, such as involving children/young people in looking at, or in the production of pornographic material or watching sexual activities, or encouraging children/young people to behave in sexually inappropriate ways.

##### **Neglect**

Neglect is the persistent failure to meet a child/young person's basic physical and/or psychological needs, likely to result in the serious impairment of the child/young person's health or development. It may involve a parent/carer failing to provide adequate food, shelter and clothing, failing to protect a child/young person from physical harm or danger, or the failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child/young person's basic emotional needs.

***A child may suffer more than one category of abuse.***

### 5.2. Recognising Possible Signs of Abuse

The following signs may or may not be indicators that abuse has taken place, but the possibility should be considered.

#### 5.2.1. Signs of Physical Abuse

- Any injury not consistent with the explanation given for them.
- Injuries which occur to the body in places that are not normally exposed to fall, rough games etc (e.g. eye sockets, inside of ears, under arms).
- Injuries which have not received medical attention.
- Instances where children/young people are kept away from the group inappropriately. Attendance patterns may be of concern.
- Reluctance to change for, or participate in games or swimming etc.
- Any signs of neglect such as under nourishment, failure to grow, constant hunger, stealing or gorging food, untreated illness or abrasions, inadequate care.
- Bruises, bites, burns, fractures etc., which, do not have an accidental explanation.
- Regular instances of bruising or injury which form a pattern.
- Repeated urinary infections or unexplained tummy pains.
- Cuts/scratches/substance abuse (these signs may indicate the possibility that a child or young person is self-harming, mostly by cutting, burning or self-poisoning).

#### 5.2.2. Signs of Emotional Abuse

- Changes or regression in mood or behaviour, particularly where a child/young person withdraws or becomes clingy. Also depression/aggression, extreme anxiety.
- Nervousness/Watchfulness (Frozen Awareness).
- Obsessions or phobias.
- Sudden under-achievement or lack of concentration.
- Inappropriate relationships with peers and/or adults.
- Attention-seeking behaviour.
- Persistent tiredness.
- Running away, stealing and lying.

#### 5.2.3. Signs of Sexual Abuse

- Any allegation made by a child/young person concerning sexual abuse.
- A child/young person with excessive preoccupation with sexual matters and detailed knowledge of adult sexual behaviour, or who regularly engages in age-inappropriate sexual play.
- Sexual activity through words, playing and drawing.
- A child/young person who is sexually provocative or seductive with adults.
- Inappropriate bed sharing arrangements at home.

- Severe sleep disturbances (including tiredness) with fears, phobias, vivid dreams or nightmares (often recurring) with overt or veiled sexual connotation.
- Behaviour indicative of role reversal at home (e.g. the girl who takes on the mothering/wife roles and responsibilities).
- Bruising to breasts, buttocks, lower abdomen, thighs (inside) and genital or rectal areas.
- Eating disorders – anorexia, bulimia (again indicative that a child/young person may be self-harming).
- Sexually transmitted disease and pregnancy.

### 5.2.4. Signs of Neglect

- Failure to provide the child with needed care for a physical injury, acute illness, physical disability, or chronic condition.
- The wearing of soiled clothing or clothing that is significantly too small or large or is often in need of repair.
- Inadequately dressed for the weather.
- Always seems to be hungry; hoards, steals, or begs for food.
- Often appears listless and tired with little energy.
- Frequently reports caring for younger siblings.
- Demonstrates poor hygiene, smells of urine or faeces, or has dirty or decaying teeth.
- Seems emaciated or has a distended stomach (indicative of malnutrition).
- Has unattended medical or dental problems, such as infected sores.
- States that there is no one at home to provide care.

***It is important to remember that the above signs and indicators should not be taken in isolation as an indication that abuse has taken place, although we must be aware of the possibility and be prepared to consider the possibility if we see a number of these. They should make us stop and think, not jump to inappropriate conclusions.***

## 5.3. Race Culture & Religion

Crucial to any assessment is a knowledge and sensitivity to racial, cultural and religious aspects. Remember also that differences exist not only between ethnic groups but also within the same ethnic group and between different neighbourhoods and social classes. While different practices must be taken into account, it is also important to remember that all children/young people have basic human rights.

## 5.4. How to Respond to a Child Wanting to Talk About Abuse

If a child/young person approaches you and discloses that they (or someone else) are being or have been abused, they have done so because they trust you and feel safe in telling you. This will usually take a lot of courage on the part of the child/young person.



### 5.4.1. General Points

- **Above everything else it is vital to listen.**
- Be honest, don't make false promises.
- Show acceptance of what the child/young person says (however unlikely the story may sound), and do not interrupt.
- Keep calm.
- Tell the child/young person you will need to let someone else know – do not promise confidentiality under any circumstances.
- Even when a child/young person has broken a rule, they are not to blame for the abuse.
- Be aware that the child/young person may have been threatened or bribed not to disclose the information and the child may be scared.
- Never push for information – if the child/young person decides not to tell you after all, then accept that and let them know that you are always ready to listen.
- If you need to clarify something, do not ask leading questions (e.g. was it daddy that hit you?). Always try to be sensitive.
- Try not to look shocked by what you are being told – this can cause panic and guilt in the child/young person and end the conversation.
- Always reassure the child/young person that telling you was the best thing to do (several times if necessary).
- Tell the child/young person what you are going to do next and that you will let them know what happens.
- As soon as possible write down what has been shared (see '5.4.5. Making Notes' on Page 9 for details about making notes).

### 5.4.2. Helpful Verbal Responses

- You have done the right thing in telling.
- That must have been really hard.
- I am glad you have told me.
- It's not your fault.
- I will help you.

### 5.4.3. Don't Say

- Why didn't you tell anyone before?
- I can't believe it!
- Are you sure this is true?
- Why? How? When? Who? Where?
- Never make false promises.
- Never make statements such as "I am shocked, don't tell anyone else."

### 5.4.4. Concluding

- Again reassure the child/young person that they were right to tell you and show acceptance.
- Contact the church's Child Protection Co-ordinator as soon as possible or if they cannot be contacted, the church's Deputy Child Protection Co-ordinator. If you can't contact the Child Protection Co-ordinators, don't delay, contact Social Services.
- Let the child/young person know what you are going to do next and that you will let them know what happens. You might have to consider immediate referral to Social Services or the Police to prevent a child/young person returning home if you consider them to be seriously at risk of further abuse.
- You should not discuss your suspicions or allegations with anyone other than those nominated in the Child Protection Policy.
- Consider your own feelings and discuss with the Child Protection Co-ordinator the most appropriate pastoral support for yourself if needed.

### 5.4.5. Making Notes

When a child/young person wants to talk about abuse, it is important for the worker to listen carefully to what they are saying without prompting or using leading questions. The church worker should make a careful written record of what has been observed as follows:

- Make notes as soon as possible (preferably within one hour of the child/young person talking) including a description of any injury, its size, and a drawing of its location and shape on the child's/young person's body.
- Write down **exactly**, using their own words, what the child/young person has said when she/he said it, what was said in reply and what was happening immediately beforehand (e.g. a description of the activity).
- Write down dates and times of these events and when the record was made.
- Write down any action taken and keep all hand written notes, even if subsequently typed up.
- Such records should be passed on to the church's Child Protection Co-ordinator to assist them should the matter need to be referred to Social Services. Any referral to Social Services should be confirmed by the referrer in writing within 48 hours.
- All records should be signed, dated and given to the Child Protection Co-ordinator who will keep them for an indefinite period in a secure place.
- CCPAS can also offer independent advice that will be followed by written confirmation of the advice given.

**To help make notes use:**  
**'Form 2. Responding to Abuse – Worker's Action Sheet' (Page 30) and**  
**'Form 3. Skin Maps' (Page 31) if appropriate.**

## 5.5. Responding to Concerns for a Child/Young Person or an Allegation of Abuse

Where possible, concerns should be passed to the Child Protection Co-ordinator (or Deputy), but difficulty in contacting these individuals should not delay action being taken.

### 5.5.1. Where a child/young person has a physical injury or symptom of neglect

The Child Protection Co-ordinator (or Deputy) should take the following action:

- Contact Social Services direct on 01234 718700 during office hours (8.45am to 5.20pm, Monday to Thursday; 8.45am to 4.20pm on a Friday or out of office hours please call the Emergency Duty Team (EDT) on 0300 3008123 if there are concerns that a child/young person may have been deliberately hurt, is at risk of 'significant harm' or is afraid to return home. Do not tell the parents in such circumstances.
- If a child/young person needs urgent medical attention an ambulance should be called or they should be taken to hospital, informing the parents/carers afterwards of the action that was taken. The hospital staff should be informed of any child protection concerns. They have a responsibility to pass these concerns on to the statutory authorities.
- If the concerns for the child/young person centre around poor parenting it may be appropriate to speak to the parent/carer, offer practical domestic help and suggest, for example, a chat with the health visitor, doctor or the Social Services Department.
- If a parent/carer is unwilling or frightened to seek help, then offer to accompany them. If they still fail to acknowledge the need for action it is possible to discuss the situation informally with Social Services without divulging personal details (such as names and addresses) unless, of course, Social Services consider the situation to be serious enough to require you to do so. In these circumstances it is important to realise there may be a bigger picture. Information may have come to light that might be a vital missing piece in the jigsaw.
- It is important to take older children's wishes into account when deciding whether to talk to parents/carers unless other children are potentially at risk.

### 5.5.2. Where there are allegations or concerns of sexual abuse

The Child Protection Co-ordinator (or Deputy) should take the following action:

- Contact Social Services direct (ask for Children's Services during normal office hours of 8.50am until 17.20 Monday to Thursday and 8.50am until 4.20pm on Fridays and outside of those hours the Out Of Hours Team). DO NOT try to investigate the matter. The important thing is to relay the information to Social Services and/or the Police so they can carry out any investigation and take appropriate action under Section 47 of the Children Act 1989.
- In the case of very severe sexual assault (such as rape), which may have occurred during the last few days, and where it has not been possible to get an immediate response from Social Services, contact the Police in order to facilitate a medical examination by a designated police surgeon. This could provide evidence, which may be used in any criminal prosecution. (Older young people are able to decline such an examination if they are considered to be of sufficient age and understanding). Do not touch or tamper with any evidence, such as stained clothing.
- DO NOT tell the parents/carers as they could be involved in the abuse. It is also important no one else who might be involved is inadvertently alerted to the situation because this may lead to the child being 'silenced'. Allegations of sexual abuse are usually denied and often difficult to prove. (See **Page 8** of this Policy). Remember, the child's welfare is of paramount importance at all times.
- Keep information on a "need to know" basis so that any alleged perpetrator is not "tipped off". The child/young person also has a right for their privacy to be respected as much as is possible.

Should the Child Protection Co-ordinator not feel it necessary to refer the matter to Social Services but the children's worker (or anyone else) has serious concerns for the child's/young person's safety, then the worker should contact the relevant authorities direct. The safety of the child/young person over-

rides all other considerations and it is important to remember that sexual abuse of children/young people is a serious crime. CCPAS can advise in cases of difficulty.

### 5.6. Who to Contact if you Suspect that Abuse may have Occurred

You must report your concerns as soon as possible to the Child Protection Co-ordinator or Deputy Co-ordinator:

- Do not delay.
- Do not start to investigate.
- Do not act alone – consult with the person to whom you are responsible. Do not discuss with anyone else.

#### **Child Protection Co-ordinator – Lesley Dean**

who can be contacted on 01234 822681 ext 3 or 07814 747496

#### **Deputy Child Protection Co-ordinator – Paul Leinster**

who can be contacted on 07771 554086

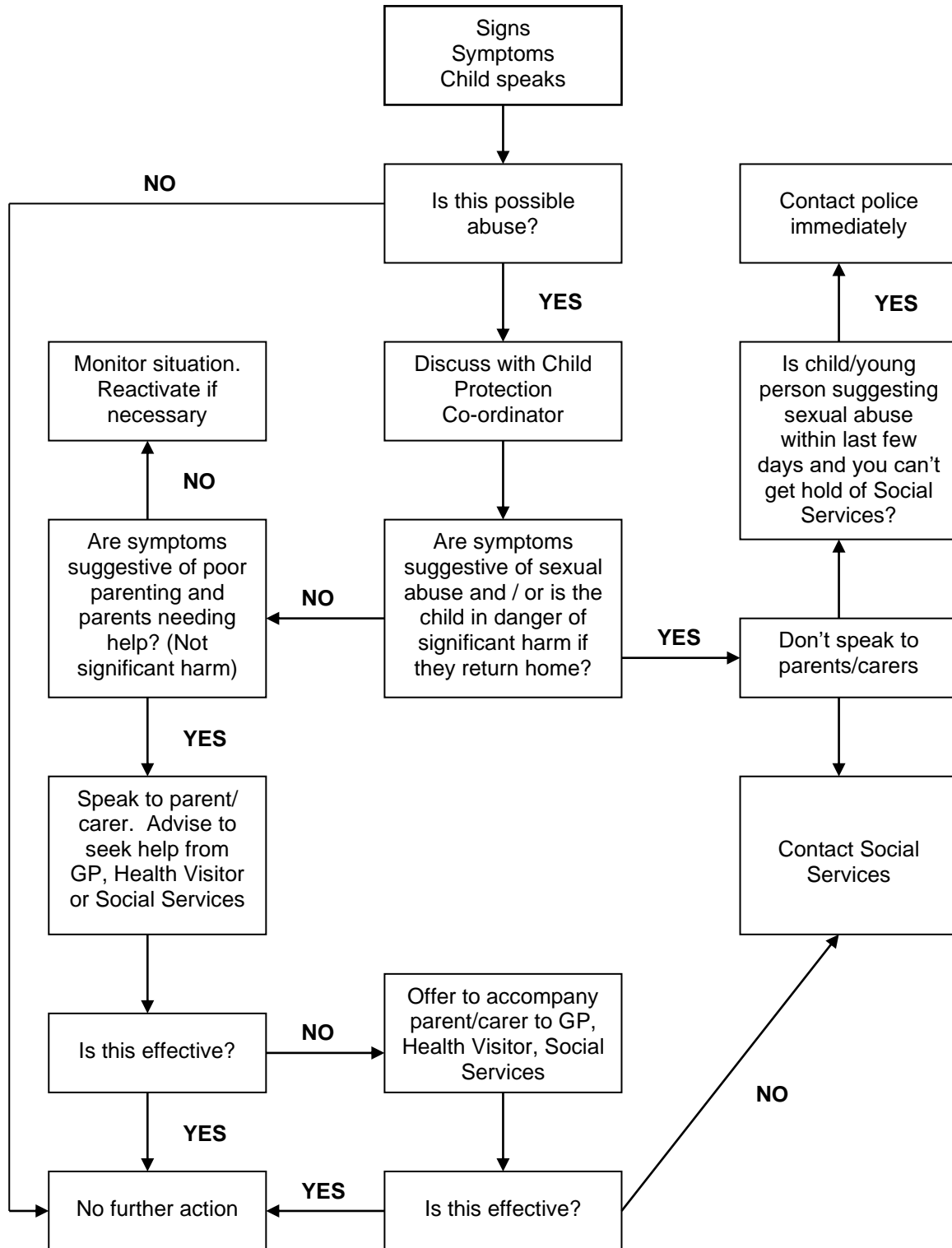
These people have been nominated by the church to act on its behalf in referring allegations or suspicions of neglect and abuse to the statutory authorities. They are also required to inform the Elders immediately so that the church's Insurance Company can be told (failure to do so might affect the protection afforded by the policy), and the Regional Minister of the Central Baptist Association informed.

If the suspicions in any way involve either one of the Co-ordinators please speak to the other Co-ordinator. If the suspicions in any way implicate both the Co-ordinator and the Deputy Co-ordinator, then the report should be made in the first instance to thirtyone:eight, through their 24-hour telephone helpline on 0303 003 11 11.

***If you are unable to contact any of the above call Social Services, Integrated Front Door on 01234 718700 during office hours (8.45am to 5.20pm, Monday to Thursday; 8.45am to 4.20pm on a Friday or out of office hours please call the Emergency Duty Team (EDT) on 0300 3008123.  
If the child/young person is in immediate danger, call Bedfordshire Police on 01234 841212 or dial 999.***

It is, of course, the right of any individual as a citizen to make direct referrals to the child protection agencies or seek advice from thirtyone:eight, although we hope that members of the church will use the procedure outlined above. If, however, you feel that the Child Protection Co-ordinator or Deputy Co-ordinator have not responded appropriately to your concerns, then it is open to you to contact the relevant organisation direct. We hope by making this statement that we demonstrate the commitment of the church to effective child protection.

## 5.7. What to Do If You Suspect Child Abuse



### **5.8. Reasons for Not Contacting the Parent or Alleged Abuser**

A child might make an allegation naming someone as an abuser. The allegation might be the absolute truth or it could be that a child/young person feels safer to name someone else because they are being told not to tell. Alternatively, the child/young person may be presenting the situation in a confused way. The danger is, if a parent/carer is told about the allegation, a police investigation could be ruined if by their reaction they inadvertently alert the abuser or take matters into their own hands and confront a person under suspicion. There is also the risk the parent/carer might even physically assault the alleged perpetrator, which would not be helpful, particularly if they turn out to be innocent! In fact any reaction could alert an alleged perpetrator even if it isn't threatening. So, it is vital no one from the church informs the parent of the allegations at this stage. The decision to advise the parents/carer should be left to Social Services or the Police.

If contacted, the alleged abuser (if guilty) might try to silence the child/young person with bribery or threats. He/she could dispose of any incriminating material - books, videos, photos, computer files. If he/she is not guilty, their initial reaction (e.g. shock, horror) could be indicative of their innocence. If they have already been 'tipped off', less credence can be given to their initial reaction.

## 6. Guidelines

### 6.1. Talking and Listening to Children and Young People

It is important to remember that children/young people will often decide for themselves who they want to talk to. The child might test out the adult in some way before they are prepared to talk about deeper issues. Because of this, all adults, including the children's leaders/workers, in a church, need to understand the importance of listening to children/young people and responding appropriately.

#### If a child wants to talk

- Suggest where you might meet - offer the child/young person privacy but remember their and your safety. It is not appropriate for an adult to take a child/young person into a room on their own unless there is a glass panel in the door or the door is kept open. A good place to meet is the worship area after or before the service where privacy can be provided whilst still in a public setting.
- Remember not to promise confidentiality – it is important to assure a child/young person that you are not going to gossip about what they tell you (something children/young people can often be worried about) but that if they share anything serious you may need to speak with a leader. Also if they share something illegal you are legally bound to inform a leader.
- A child/young person may not want to talk about abuse.
- Please be aware of how to respond if a child/young person does disclose abuse (see '5.4. How to Respond to a Child Wanting to Talk About Abuse' on Page 7).
- If a child/young person wants prayer ministry, please see 'Praying with Children and Young People' on Page 15 of this Policy.

*If you have any questions or queries please speak to the Child Protection Co-ordinator.*

### 6.2. Taking Care of Touch

#### 6.2.1. Can I touch a child/young person?

It is hard to conceive how you can be a nurturing caring worker with children and young people without some physical contact happening at least occasionally! But:

- **Be conscious of your touch** – for example, if a child/young person is distressed it is natural to want to put an arm round their shoulder. It could even be thought of as abusive not to respond by touching a child/young person in such circumstances. However, you must be conscious that what to you is an innocent touch may have another, more sinister meaning for children/young people who have experienced abuse. **If you find that the child/young person is cringing or responding in a negative way to being touched, then stop immediately and find an alternative non-tactile way to convey your concern.**
- **Answer the Question!** – Be aware of your own and other worker's behaviour in terms of touching. Always be prepared to answer the question 'For whose benefit is this taking place?'
- **Workers together** – if you see another leader/worker acting in ways that might be misconstrued, speak to them or to a leader about your concerns. Leaders should encourage an atmosphere of mutual support and care which allows all workers to be comfortable enough to discuss inappropriate attitudes or behaviour.

***It is advisable to avoid touching a child/young person when no-one else is present in the room.***

### 6.2.2. Guidelines

- Keep everything public. A hug in the context of a group is very different from a hug behind closed doors.
- Touch should be related to the child's/young person's needs, not the leader's/worker's.
- Touch should be age-appropriate and generally initiated by the child/young person rather than the leader/worker.
- Avoid any physical activity that is, or may be thought to be, sexually stimulating to the adult or the child/young person.
- Children/young people are entitled to privacy to ensure personal dignity.
- Children/young people have the right to decide how much physical contact they have with others, except in exceptional circumstances when they need medical attention.
- When giving first aid (or applying sun cream etc.), encourage the child/young person to do what they can manage themselves, but consider their best interests and give appropriate help where necessary.
- Leaders/workers should monitor one another in the area of physical contact. They should be free to help each other by constructively challenging anything which could be misunderstood or misconstrued.
- Concerns about abuse should always be reported.

***Something to consider - a thoughtful and sensitive approach to the whole question of 'touch' has wider implications in the life of the church. Obvious applications of this principle are, for example, on greeting those arriving at churches for various meetings, and on the occasions of or 'sharing the grace' within services. Be aware that not everyone, including some children/young people, welcome hugs and kisses and similar contact no matter how much of 'the norm' it may be within our church.***

### 6.3. Praying with Children and Young People

These guidelines are for adults to use when praying with children/young people and to encourage children/young people to pray with each other. Praying for children and young people involves offering acceptance, respect, non-judgmental listening, sensitive responses, discernment and patience.

- Ask the child/young person what they are requesting prayer for. Speak quietly and calmly, never shout or raise your voice. Don't laugh or dismiss out of hand if they are praying for something you consider trite or irrelevant (e.g. my cat's poorly). If they do not have specific needs or requests then simply ask God to bless them. Those praying with children/young people should always be alert to any child protection issues and not forget about or delay doing anything about child protection because they are too busy praying.
- If you have prayed for a specific issue it may be helpful to write it down after praying and give it to the child/young person so that they can let their parents/carers know and remember it themselves.



- If you receive a picture from God or a 'word of knowledge' please pass it by the leader or Minister, who has under the Lord's direction initiated ministry, or one of the Elders. Remember that prophetic words are always for edification, exhortation or encouragement. You will seldom err if you pray biblical prayers.
- Explain all your actions to a child/young person. Bear in mind that a child/young person may be uncomfortable with the use of anointing oil. Also remember a child/young person may not understand the use of 'speaking in tongues'. Therefore refrain from any action which may cause confusion or distress.
- Seek permission from the child/young person to pray with them, and when necessary let their parents/carers know that you are praying with them.
- Avoid touching, or laying hands on them during prayer.
- Where possible two people should pray with each child/young person, preferably one of the same gender as the child/young person.
- Always pray in an open area with other children and leaders around. The Worship Area is ideal.
- It is not appropriate for an adult to take a child/young person into a room to pray alone. If it is felt that taking the child/young person to a private room is essential then two people must be present, one of the same gender is vital, and this must be done with the permission of the child/young person's parent/carer, or after consultation with either the Youth and Children's Worker, the Children/Youth Ministry Team Leader, the Child Protection Co-ordinator or an Elder.
- Never promise total confidentiality should a child/young person wish to disclose to you a situation within a prayer ministry context. It is important to give clear boundaries that you may have to inform a leader. Please see '**5.5. Responding to Concerns for a Child/Young Person or an Allegation of Abuse**' on **Page 10** if a child/young person discloses information to you.

***All concerns/allegations regarding physical/sexual/emotional abuse or neglect must be reported to the Child Protection Co-ordinator.***

## 6.4. Discipline and Working with Disruptive Children and Young People

Discipline is the education of a person's character. It includes nurturing, training, instruction, verbal rebuke, teaching and encouragement.

It brings security, produces character, prepares for life and is an expression of God's love for an individual (Hebrews 12:5-12 & Proverbs 22:6).

The following are guidelines on how to appropriately discipline children/young people in your group, and deal with disruptive children/young people:

- Ask God for wisdom, discernment and understanding for the children/young people in your care.
- Work on each individual child/young person's positives, do not compare a child/young person with another, but encourage and affirm them, giving them responsibility for simple tasks.
- Build healthy relationships with children/young people and be a good role model by setting an example. You can't expect children/young people to observe the ground rules if you break them yourself.
- Take care to give quieter and well behaved children/young people attention and resist allowing demanding children/young people to take all your time and energy.
- Be consistent in what you say and ensure that other leaders/workers know what you have said. This avoids manipulation.

- If children/young people are bored they often misbehave, so review your programme regularly.
- **NEVER** smack or hit a child/young person and don't shout. Change voice tone if necessary.
- Discipline out of love, **NEVER** in anger. Call on support from other leaders/workers if you feel so angry you may deal with the situation unwisely.
- Lay down ground rules e.g. no swearing, racism or calling each other names, respect for property, and make sure the children/young people understand what action will be taken if the rules are not kept.
- Every child/young person is unique and will respond in different ways to different forms of discipline. It follows therefore, each child/young person should be dealt with on an individual basis.

### 6.4.1. Disruptive Children

Some children/young people have a tendency to be disruptive in a group. If they are disruptive give them a chance, warn them and only separate them as a last resort.

- Have a disruptive child/young person sit right in front of you or get a worker to sit next to them.
- Be pro-active and encourage workers to be pro-active rather than waiting to be told to deal with a situation.
- Take a disruptive child/young person to one side and engage with them, challenging them to change, whilst encouraging their strengths.

Sometimes children and young people become angry, upset and disruptive. Occasionally their behaviour may endanger themselves or others.

- Ask them to stop.
- Speak to the child/young person to establish the cause(s) of upset
- Warn the child/young person that if they continue to be/are constantly disruptive, action can be taken:
  - Their parents/carers may be spoken to.
  - They can be removed from the group and sent back to be with their parents/carers.
  - They may be excluded from the group for a longer period of time or banned. This decision needs to be made after consultation with the relevant church leaders and after advising the parent/carer.

It is advisable to pray with the other leaders/workers before the session and take time to debrief before you leave but especially if you have a disruptive child/young person in your group.

### 6.4.2. If a Child/Young Person is Harming Him/Herself, another Person or Property

- Other children/young people present should be escorted away from the area where the disruption is occurring.
- At the same time, and with a second worker present, request the child/young person to **STOP**.
- If your request is ignored, you might need to warn the individual that you will consider calling for additional help (e.g. Elders, Police) if they do not stop.
- In exceptional circumstances and with assistance, you might need to restrain the child/young person to prevent them harming themselves, others or property whilst you wait for the police.

- The workers involved should always record what happened as soon as possible after the incident. This should include the following:
  - The venue and date.
  - A list of others present who witnessed the incident.
  - What activity was taking place?
  - What might have caused the disruptive behaviour?
  - The child's/young person's behaviour.
  - What you said and how you and others responded.
- A copy should be given to the leader, and if a copy is retained by the worker it should be kept in a secure place. Please make the Child Protection Co-ordinator aware of any records made as soon as possible.

### 6.5. Children with Special Needs

**The following points include guidelines and information to help raise awareness of child protection issues when working with children/young people with special needs.**

We need to be aware that children and young people who have a disability, ADHD or are autistic can be at greater risk of abuse. They will often require more help with personal care such as washing, dressing, toileting, feeding, mobility etc., may have limited understanding and behave in a non-age appropriate way. For example, a young person aged 17 might behave in a manner more akin to a 2-3 year old, particularly in demanding cuddles or sitting on a worker's lap. Others experience difficulties in communication because they are blind, or deaf/blind, are reliant on physical contact for communication. Some may have severe learning difficulties.

All these factors make it harder to uncover abuse when it is occurring and in also setting boundaries which take into account the needs of these young people. There is therefore a need for extra vigilance recognising that the worker may encounter the following difficulties:

- Children/young people may not fully understand what is said to them, or may not be able to express themselves in ways that can be understood.
- The worker may not possess the appropriate personal communication skills (e.g. specialised spoken and non-verbal communication such as Makaton signs and symbols, British Sign Language etc.).
- It can be hard to know if a child/young person with a disability has been abused because of communication problems.

There are a number of reasons why a child with a disability is more vulnerable to abuse:

- Children/young people with disabilities tend to have more physical contact than those without disabilities (i.e. therapists, care workers) and may require higher levels of personal care.
- The definition of what constitutes abuse is wider for children/young people with disabilities. This can include force-feeding, financial abuse, over-medication and segregation.
- Attitudes can play a part – the belief that a child or young person with a disability can't be sexually abused as they are seen as a-sexual.

The church has a pivotal role in empowering those with disabilities by:

- Asking the child/young person joining the church/group activity as well as parents/carers about how their needs can be met, ensuring that all leaders/workers involved with the child/young person are aware of their expectations. This includes the number of workers needed to assist for a specific activity to prevent injury to the child/young person or the worker.
- Ensuring that a worker of the same gender assists if a child/young person needs help with toileting.

- Developing appropriate disability awareness including the use of language etiquette amongst church members so that those with disabilities increase in confidence and build self-esteem.

***Bromham Baptist Church will attempt to provide additional workers for those with all kinds of special needs.***

### 6.6. Children and Young People from the Street

The following guidelines are regarding children and young people under the age of 16 who may be playing outside or wandering the streets with no adult supervision and may want to join in activities at the church, although this will be without the knowledge of their parent/carer.

- On arrival welcome the child(ren)/young person(s) and **establish their name, age, address and telephone number and who to contact in an emergency.**
- Without interrogating the child(ren)/young person(s) you will need to find out as soon as possible whether they have any special needs (e.g. medication) so that you can respond appropriately in an emergency.
- Ask the child(ren)/young person(s) if a parent/carer is aware where they are. It is also prudent to ask what time they are expected to be home and, if this is before the session ends encourage them to return home when expected unless permission to stay can be obtained from the parent/carer via a telephone call.

**In any event suggest the child(ren)/young person(s) seek the parent/carer's permission to return the following week.**

- Record their visit in the register
- It is a good idea to inform the team leader of the child(ren)/young person(s) arrival if they do not already know.
- On leaving give them some information about the group including a contact telephone number etc. and perhaps a note/letter to encourage/invite the parent/carer to make contact if they wish. **'Form 9. General Information and Consent Form'** on **Page 45** will need to be filled in and signed by a parent as soon as is possible (within a month if possible).
- It may be a good idea to link the visiting child(ren)/young person(s) with a regular attendee who can introduce them to the group and show them the ropes.

### 6.7. Parents/Carers Staying with Children's Groups

There may be occasions where parents ask if they can stay to watch the children's group's activity. While the church does not want to operate in a way that seems guarded, there are concerns particularly where the expectation is that all adults who work with children in any capacity should undertake DBS checks.

- It can help certain children settle into a group, if the child knows that a parent/carer is there.
- After the settling in period, if a parent/carer wishes to continue to stay, consideration could be given to them becoming a worker but they would be required to undertake the same recruitment and selection procedure as with any other worker.
- Please consider that whilst a person watching may be a parent/carer for one or more children, to the rest of the children they are strangers.
- Be aware that for some children with special needs, it may be appropriate for their parent/carer to stay with them for an extended period. This should be considered on an individual basis to help the child become fully integrated into the group/activity.

- If you have any problems with a parent/carer in your group please speak to the Children's/Youth Ministry Team Leader or Child Protection Co-ordinator.

### 6.7.1. General Activities

With regard to general activities within the church, most of the time parents/carers will be accompanying children/young people to the activity. In this case the parent/carer will be responsible for the safety of the child/young person. Alternatively children/young people may come with the children/young people of other church members, and in this case the adult who they are coming with is responsible for their safety. In extra ordinary cases where there is an unaccompanied child/young person, an appropriate member of the church can be allocated to them for the duration of the activity. Parents/carers who engage with direct contact with other children/young people (i.e. taking a child to the toilet) will need the permission of the present parent/carer.

## 6.8. Church-Based Young Persons Peer Group Activities

Many people are of the opinion that Child Protection issues apply only to younger children. However, the Children Act 1989 and the notes of guidance, makes it clear child protection applies to children and young people up to the age of 18.

**Young people can be victims of abuse. Sadly some are perpetrators.**

- All youth activities should be overseen by named adults who have been selected in accordance with the recruitment guidelines laid out.
- Whilst there may be a valid argument for group of age 16+ to be led by their peers, adult leaders should always be in the vicinity and should contribute to any programme reviews and planning.

The following points should also be taken into consideration when a peer group activity is being set up (including Bible studies and Small groups etc.).

- If there are children/young people under 18 at an activity, adults should be present or within earshot.
- No person under the age of 18 should be left with the sole responsibility of caring for or supervising other children/young people.
- Young people under the age of 16 will need to complete '**Form 9. General Information and Consent Form**' on **Page 45** and have it signed by their parents/carers.

## 6.9. Mentoring Children and Young People

The following guidelines have been set out by the church to help regulate an appropriate system of mentoring a child or young person.

- All mentors must be church members, and will have been assessed and agreed by the church Elders.
- All mentors will need to read the guidelines for mentoring 'Someone To Walk With' and be DBS checked.
- When mentoring a young person under the age of 18, this Policy will apply.
- Mentoring relationships will be based on a formal written contract that will be agreed with the mentor and mentoree, and signed by both and, in the case of children/young people under 16 years, signed by parents as well.

- A copy of this contract must be given to the mentor and the mentoree and their parents and a copy kept.
- All mentoring relationships must take place with the full knowledge of the Youth and Children's Worker; please do not set up mentoring relationships without accountability to leadership.
- If a child/young person speaks to you about mentoring or other pastoral need please speak to the children's and youth worker.

*Wherever possible, child protection principles should operate.*

## 6.10. Transporting Children and Young People

These guidelines should apply to all drivers involved in the transportation of children and young people, organised by or on behalf of the church. They do not apply to private arrangements for transportation made, for example, between parties with parental responsibility.

### 6.10.1 The Driver

- The driver appointed by the church must have an enhanced DBS check, unless accompanied by a DBS cleared worker, and be familiar with this Policy and agree to abide by it.
- The driver should hold a full licence, have adequate insurance, including passenger liability, and the vehicle should be roadworthy.
- Car drivers should be 21 or over and have held a full driving licence for at least two years.
- Minibus drivers should be 25 or over and have held a full driving licence for at least two years.

### 6.10.2 The Vehicle

- Any motor vehicle adapted to carry more than eight passengers for hire or reward is regarded in law as a Public Service Vehicle (PSV). A small bus permit is therefore required for all minibuses used to carry between six and 16 passengers. All minibuses used to transport children should therefore have a small bus permit, the necessary insurance, a driver with a valid driving licence which entitles them to drive the minibus.
- If the church uses a minibus and the children/young people are asked to make a contribution towards the trip there is a legal requirement to obtain a Section 19 permit from the Department of Transport.
- When using minibuses for transporting children/young people, seat belts should be fitted for all passengers.
- Everybody travelling in a car, minibus or coach should wear a seat belt.

The regulations for driving and minibuses are often subject to change. The Child Protection Co-ordinator will keep track of any changes in legislation and make others aware.

### 6.11. Travelling with Children and Young People

- It is preferable to have 2 adults in one vehicle.
- If there is only one adult in the vehicle then there should be at least two children/young people. It is best when returning to have the parents collect their child from church. Having one child is to be avoided so if the children/young people are taken home then arrangements must be made to return the last 2 in the vehicle to the same address or to travel with two adults. In special circumstances one adult may give a lift to one child where this is the only option and clearly in the child's best interest.
- There must be at least two adults for any event involving travel of over 20 miles. If travelling with only one adult in a vehicle then vehicles should travel together so that there is more than one adult available in the event of an emergency.
- Drivers should not spend unnecessary time alone in a car with a children/young people. If children/young people want to talk then find an appropriate place to talk.
- At collection or dropping off points do not leave a child/young person on their own. Make sure that children/young people are collected by an appropriate adult.
- It is advisable to be aware of instances where it may be unwise for a particular driver to transport a particular child/young person e.g. where there has been a disagreement or where a child/young person has a 'crush' on a driver.

If parents/carers transport children/young people around (e.g. to and from activities), ensure that all are made aware that such arrangements are the responsibility of the parents/carers involved and not the church or organisation

***Please use 'Form 10. Consent for Transporting Children/Young People'.***

### 6.12. Appointment of Leaders and Workers

- In recent years there has been a great deal of public concern expressed about the way in which unsuitable people, including sex offenders, have gained both voluntary and paid employment with children and young people.  
**Great care therefore needs to be exercised in the selection and appointment process.**
- The church recognises the need for proper procedures in the appointment of children's/youth leaders/workers and others who may have access to children/young people through their roles in the church.
- In appointing such paid or voluntary leaders and workers the church will work to standards set out by the Disclosure & Barring Service(DBS) and guidelines from thirtyone:eight.
- Identifying those who could be a danger to children/young people is far from easy, so it is important through vigilance and good practice to make it as difficult as possible for such individuals to gain access to children.

### 6.12.1. Application Process for Leaders and Workers

There are some simple steps that will be taken to protect children/young people in our care. These steps are not foolproof but, together, they will begin to give the best protection possible.

#### Step 1 – Write a Simple Job Profile

A job profile will be written to help clarify the gifts and qualities that are needed to perform any particular role and will lay down a marker that child protection is treated seriously. The job profile will include:

- A description of the tasks and responsibilities involved in the position.
- An indication of the time commitment that will be involved.
- The name of the person to whom they will be responsible.
- An expectation that the person concerned will comply with this Policy.
- A statement that anyone applying for this position will be expected to disclose details of their criminal record or apply for an Enhanced Disclosure from the DBS.

#### Step 2 – Ask the Candidate to Complete an Application Form

- All prospective new leaders and workers will be asked to complete an application form (see **'Form 4. Job Application Form'** on **Page 33**). The application form will provide the opportunity for the applicant to give details of their interests, gifts and experience – particularly any previous experience they have of working with children and young people.
- Applicants will be asked to give the names of two referees. If the person has worked with children in the past, or if they are employed in a child care situation, always obtain a reference from someone who knows them from such a context. If a person has moved from another church fellowship within the last five years always obtain a reference from their previous church(es). If the person has never worked with children before and if they have always attended the church, ask for at least one reference from someone outside the church fellowship.
- If the person does not return the completed application form, the appointment process should not proceed.

#### Step 3 – Take up References

- References will be taken up, which will be written (see **'Form 6. Request for a Reference'** on **Page 40** and **'Form 7. Reference Form'** on **Page 41**), or verbal if the person is known locally within the church. Verbal references shall be documented with the name and signature of the referee(s). Unhelpful or ambiguous references will be followed up with a telephone call.

#### Step 4 – Interview the Candidate

- An interview with the prospective leader or worker will be undertaken by Children's/Youth Ministry Team Leader, covering present and past experience with children/ young people.

#### Step 5 – Make the Appointment Decision

- All of the evidence should be weighed up carefully in deciding whether or not the applicant should be appointed to the position in question. The spiritual, social, emotional and physical wellbeing of the children/young people should be the priority in making such decisions.



### Step 6 – Check the Candidate’s Criminal Background

- All prospective new leaders and workers will be required to fill in a DBS disclosure form at Enhanced level. If the new leader has a DBS certificate and is subscribed to the Update Service the church will carry out instead a Status check to check the certificate on line.
- These checks should only be carried out after the decision has been taken to appoint the person to the post in question.
- The DBS form will then be sent to Thirtyone:eight for checking and countersignature before they pass it on to the DBS.
- A copy of the DBS disclosure check will be sent to the person who is being checked for their records. Once checked a DBS check will last for five years. If the leader is subscribed to the Update service the Status can be checked at the end of 5 years. Otherwise a new application must be done.

### Step 7 – Confirming the Position

- The position applied for will not be confirmed fully until the DBS check has been returned and the Child Protection Co-ordinator in consultation with the appropriate MTL have made a decision.
- The newly appointed leader or worker will be made aware of this Policy and it will be necessary for them to familiarise themselves with its contents and to work accordingly within them.
- The position will be undertaken on a probationary three month period.

### Step 8 – Training in the Church’s Child Protection Policy

- Training will be provided for leaders and workers, which will be designed to encourage and equip the workers.
- The Child Protection Co-ordinator will carry responsibility for ensuring that as part of their training all children’s/youth leaders and workers above 16 years of age will be instructed in the recognised possible indicators of the various aspects of abuse.
- Updates will be provided at least every two years or when necessary.
- All leaders will be given a copy of this Policy.

### 6.12.2. Occasional Workers/Helpers

Occasional workers/helpers will be asked to fill in a self-disclosure form (see ‘**Form 5. Self Declaration Form for a Position Requiring a Disclosure**’ on **Page 36**).

### 6.12.3. Supervision

- Once a worker’s position has been confirmed they may be given more responsibility, however while they are awaiting their DBS check and confirmation they will not be left **alone** with any children/young people.
- The prospective leader or worker will be placed alongside a current leader/worker to help, encourage and supervise them. Once the prospective leader or worker’s position has been confirmed they will not need full-time supervision. However, it may be helpful for this relationship to continue to encourage the new appointee.
- The Children’s/Youth Ministry Team Leaders will aim to meet with the new appointee to talk over their position after the three month trial period. This will give an opportunity to discuss how the

appointee is working, and feedback or ideas they have etc. Feedback may be collected from the worker they have been placed alongside to assist in this process.

- Visitors providing occasional activities will not be left unsupervised with children unless they have a relevant DBS check.

### 6.12.4. Young Helpers

- Sometimes young people under the age of 18 will desire to help with children's groups as workers.
- It is important that no worker under the age of 18 is left alone unsupervised with any children/young people.
- Those under the age of 18 will need to work alongside and be supervised by another leader or worker who has a DBS check.
- Workers under the age of 18 cannot be counted as part of the adult to children supervision ratio for a group.
- Young people under the age of 18 will not require a DBS check, but should be asked to fill in a self-disclosure form.
- It is advised that the minimum age for workers is 16. However, if there are young people under 16 who wish to be workers, extra attention must be given to the supervision of these young workers and written approval sought from their parents/carers.

### 6.13. Adult to Child Ratios

- As far as possible, a leader or worker should not be alone with a child/young person, where their activity cannot be seen. On church premises, this may mean working in a room with a glass panel in the door, leaving doors open, or two groups working in the same room.
- Do not invite a child/young person to your home alone. It is acceptable to invite a group if you ensure that another adult is in the house. Ensure that each parent/carer knows where their child is and at what time they should return home.
- In a counselling situation with a young person, where privacy and confidentiality are important, ensure that another adult knows the interview is taking place and with whom. Another adult should be in the building and the young person should know they are there. It is good practice to set an agreed time limit prior to the counselling session and to stick to it! It is your responsibility as the adult involved to set this ground rule and to end the session at the designated time. Make another appointed time to continue if necessary.
- Children/young people must not be given access to church premises unless responsible adults are present.
- At no time should one adult be alone on church premises with a child/young person or a group of children/young people.
- Ensure you have a suitable ratio of leaders/workers to children/young people. Think about how you will manage if someone has an accident and needs immediate medical attention. These ratios may vary according to the age of the children/young people concerned and whether or not the activity is taking place indoors or outside. Alongside this consider the gender balance of your leaders/workers in relation to the children/young people with whom you are working.

### 6.13.1. Recommended Ratios

#### Indoor Activities

|              |  |
|--------------|--|
| 0 to 2 years | 1:3  |
| 2 to 3 years | 1:4  |
| 3 to 8 years | 1:8  |
| 8 and over   | 2:20 (male and female) plus 1 extra adult for every 10 children/young people |

#### Outdoor Activities

|               |  |
|---------------|--|
| 0 to 2 years  | 1:3  |
| 2 to 3 years  | 1:4  |
| 3 to 8 years  | 1:6  |
| 8 to 13 years | 2:15 (male and female) plus 1 extra adult for every 8 children               |
| 13 and over   | 2:20 (male and female) plus 1 extra adult for every 10 children/young people |

## 6.14. Taking Videos and Photographs of Children

Since the introduction of the Data Protection Act in 1998, churches must be very careful if they use photographs, videos and web cams of clearly identifiable people. There are several issues to be aware of:

- Verbal or written permission must be obtained from parents/carers before a child/ young person can be videoed or photographed, the consent of the parent/carer must also be obtained before displaying photographs on a website, or in displays/publications.
- It must be made clear why that person's image is being used, what you will be using it for, and who might want to look at the pictures.
- Children/young people under the age of 18 should not be identified by surname or other personal details. These details include email or postal addresses, telephone or fax numbers
- When using photographs of children/young people, it is preferable to use group pictures. It may also be sometimes appropriate to blur the image slightly so faces are not totally recognisable.
- If videos or photographs of children's/youth groups are made and individual children/young people can be easily identified, children/youth leaders/workers must find out whether any parents/carers do not want their children/young people to be in the photograph.
- The congregation will be made aware when video recordings are made during church services which might include members of the congregation.
- If images are being taken at an event attended by large crowds, such as a sports event, this is regarded as a public area and permission from the crowd is not necessary (Holiday Club, Rainbow Party, etc. are not included in this).

***Please use 'Form 13. Using Images of Children/Young People' found on Page 49.***

### 6.15. Handling of Disclosure Information

#### 6.15.1. Storage and Access

Disclosure information will never be kept on an applicant's personal file. It will be stored separately in a secure, lockable, non-portable cabinet, with access strictly controlled and limited to those who are entitled to see it as part of their duties.

#### 6.15.2. Handling

In accordance with Section 124 of the Police Act 1997, Disclosure information will only be passed to those who are authorised to receive it in the course of their duties. A record will be kept 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.

#### 6.15.3. Usage

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

#### 6.15.4. Retention

Once a recruitment (or other relevant) decision has been made, Disclosure information will be kept for a period of up to six months, to allow for the consideration and resolution of any disputes or complaints. If, in very exceptional circumstances, it is considered necessary to keep Disclosure information for longer than six months, consultation will be made with thirtyone:eight. The above conditions regarding safe storage and strictly controlled access would still apply in these circumstances.

#### 6.15.5. Disposal

Once the retention period has lapsed, Disclosure information will be suitably destroyed by shredding. Whilst awaiting destruction, Disclosure information will not be kept in any insecure receptacle (e.g. waste bin or confidential waste sack). No copies of the Disclosure information will be kept, in any form. However, a record can be kept of the date of the issue of a disclosure, the name of the subject, the type of disclosure requested, the position for which the disclosure was requested, the unique reference number of the disclosure and the details of the recruitment decision taken.

### Form 1. Church Child Protection Audit

**This audit is to be carried out annually prior to the July Church Meeting.**

Church: Bromham Baptist Church

Address: Village Road, Bromham, Bedfordshire, MK43 8LJ

Tel no: 01234 822681

Email: safe@bromham.org

Person Completing Audit: \_\_\_\_\_ Date Audit Undertaken: \_\_\_\_\_

#### 1. Child Protection Policy

| Requirement   | Y/N | Comment |
|---|-----|---------|
| The church has a written working child protection policy            |     |         |
| It is reviewed at least every 2 years                               |     |         |
| A child protection policy statement is displayed                    |     |         |
| We will complete a CCPAS Safeguarding Policy check list every year. |     |         |
| All workers have read and understand the Policy Statement           |     |         |

#### 2. Appointment & Supervision of Workers

| Requirement   | Y/N | Comment |
|---|-----|---------|
| Application Form  |     |         |
| References  |     |         |
| Interview   |     |         |
| Disclosure & Barring Service Disclosure check and safe storage of information |     |         |
| Written contract  |     |         |
| Probationary period   |     |         |
| Supervision   |     |         |

#### 3. Responding to Concerns/Allegations of Abuse

| Requirement  | Y/N | Comment |
|--|-----|---------|
| All Workers have undergone child protection training   |     |         |
| The church has a Child Protection Co-ordinator and a deputy who understand their roles                         |     |         |
| There are clear procedures for reporting concerns/allegations both internally and to the statutory authorities |     |         |

### 4. Good Working Practice

| Requirement – The church has:  | Y/N | Comment |
|--|-----|---------|
| an agreed policy for workers on appropriate behaviour, boundaries and touch, in line with 'Abuse of Trust' guidelines. |     |         |
| guidelines on child behaviour, discipline and listening to children  |     |         |
| a policy on transporting children  |     |         |
| a risk assessment policy   |     |         |
| appropriate supervision of activities with clear adult to child ratios   |     |         |
| procedures for camps and residential activities  |     |         |

### 5. Health & Safety

| Requirement – The church has:                        | Y/N | Comment |
|--|-----|---------|
| a Health & Safety policy                             |     |         |
| an accident & incident book that includes procedures |     |         |

### 6. Support for those Affected by Abuse

| Requirement – The church has:   | Y/N | Comment |
|---|-----|---------|
| a pastoral care policy for all those affected by abuse (incl. family friends etc) |     |         |
| boundaries and a contract for offenders   |     |         |

### 7. Any other comments

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#### Coordinator

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

#### Elder with oversight

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

**Form 2. Responding to Abuse – Worker’s Action Sheet**

**CONFIDENTIAL**

Name of Group: \_\_\_\_\_

Name of Child/Young Person: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Date of Birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Name of Person Reporting Incident: \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_      Time of incident: \_\_\_\_\_

Sequence of Events/Actual Words Used/Observations  
(Use skin map overleaf where appropriate, but do not undress the child!)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

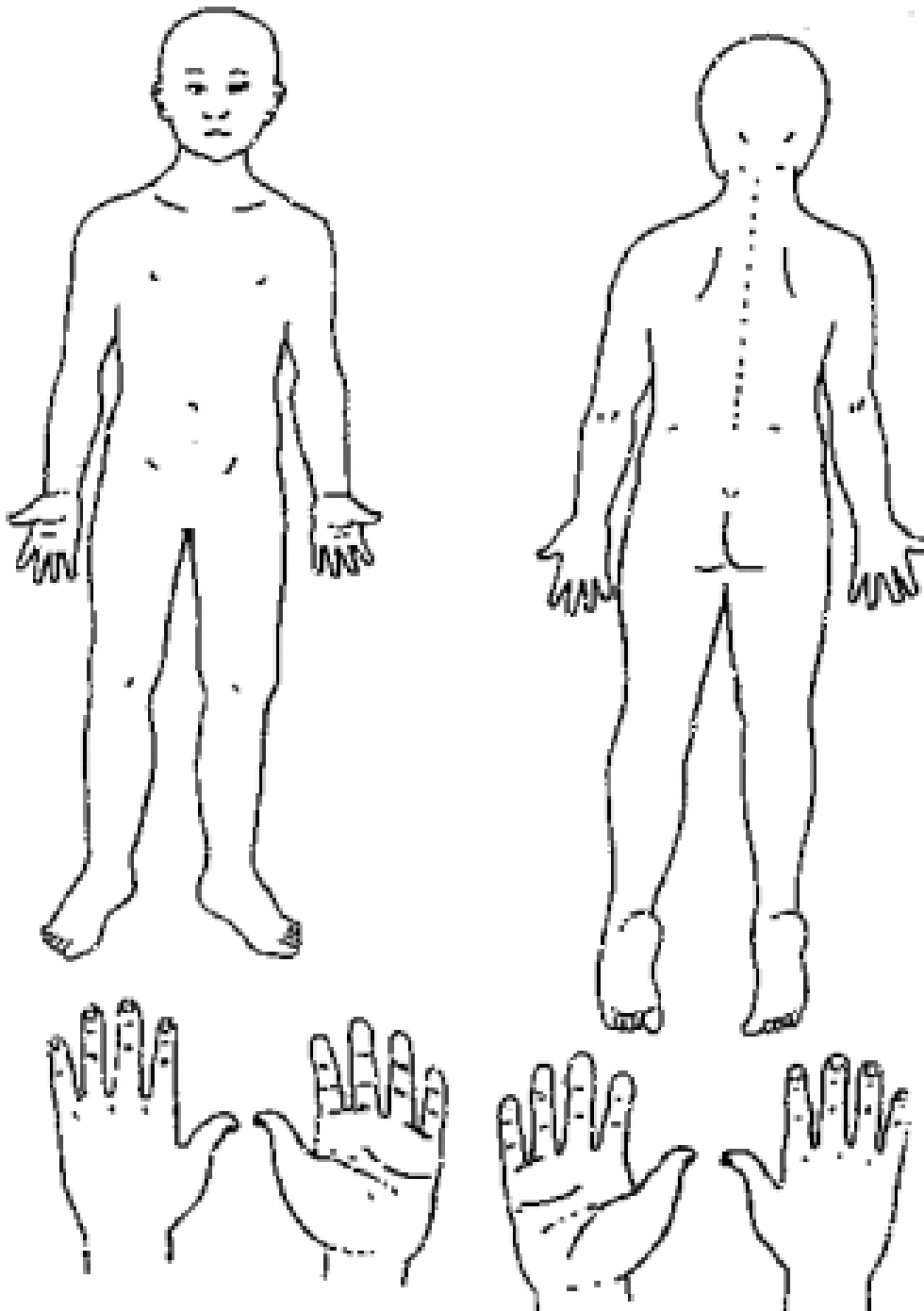
Action Taken (including person(s) contacted)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

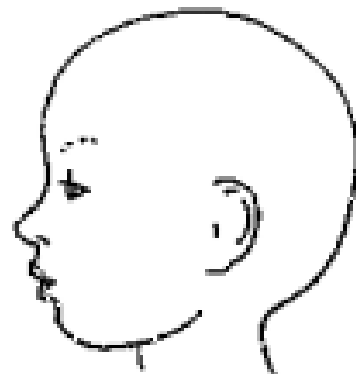
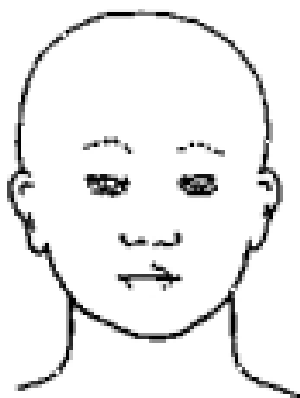
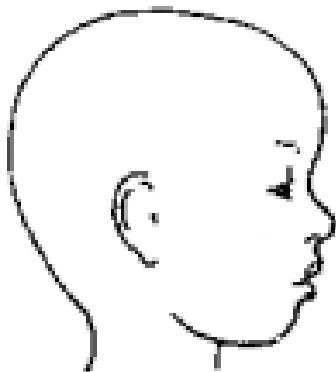
Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_      Time: \_\_\_\_\_

Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Form 3. Skin Maps**







## Form 4a. Job Application Form

### Application Form for Paid or Voluntary Work with Children and Young People

Name of Church: Bromham Baptist Church

We ask all prospective workers with children and young people to complete this form. If there is insufficient room to answer fully any question, please continue on a separate sheet. The information will be kept confidentially by the church, unless requested by an appropriate authority.

|  |  |   |  |
|--|--|---|--|
| Position applied for   |  |   |  |
| First name   |  | Surname   |  |
| Address  |  |   |  |
| Post code  |  | Tel no  |  |
| At this address from   |  | Mobile  |  |
| Email  |  |   |  |
| Male/Female  |  | Age   |  |
| Date of birth  |  | Place of birth  |  |
| BBC Member since   |  | Christian since   |  |
| Full driver's Licence?   |  | Use of vehicle?   |  |
| Do you have enhanced clearance under DBS checks?                           |  | If no, please state 'yes' if you are willing to undergo such a DBS check                    |  |
| Effective date?  |  |   |  |
| Have you ever been convicted of a criminal offence?<br>If so, give details |  | Are you at present the subject of criminal charges or investigation?<br>If so, give details |  |
| Have you ever had an offer to work with children withdrawn                 |  | Have you ever had an offer to work with vulnerable adults withdrawn                         |  |
| Qualifications and Main Exams passed                                       |  |   |  |
| Skills relevant to the Role applied for                                    |  |   |  |

## Child Protection Policy - Forms

| IT capabilities ( <i>tick</i> ) | Competent | Familiar | Other |
|---------------------------------|-----------|----------|-------|
| Word                            |           |          |       |
| Excel                           |           |          |       |
| PowerPoint                      |           |          |       |
| Publisher                       |           |          |       |
| Search engines                  |           |          |       |
| Smart phone/tablet              |           |          |       |

Present role?

Do you plan further study/training?  
Please tell us about your Christian experience including other Churches you have attended

Christian training and/or service

Leisure interests

Employment History

Please say why you are applying for this role

Referees

*Please give details of persons who we may contact and who are prepared to provide us with a reference as to your work experience you your current Christian walk.*

Work experience (Name, address and tel no)

Current personal and Christian life (Name, address and tel no) – [normally the minister of your current church]

Declaration

*I confirm that the information contained in this Application Form is correct. I understand that any offer of employment by Bromham Baptist Church will be subject to the receipt of a satisfactory DBS check and references.*

Signed

Date

As an organisation we undertake to meet the requirements of the Data Protection Act 1998, the Protection of Children Act 1999, and the Criminal Justice and Court Services Act 2000.

**Form 4b. Volunteer agreement**

Volunteer's name .....  
Address ..... Post code .....  
Telephone no..... Email .....  
Ministry area .....

We welcome you as [role] .....  
You are joining a team which, together with the whole church, commits itself to the care and nurture of children and young people. On behalf of the members of this church, we undertake to support you and your work, by prayer, by our encouragement and by providing resources and training.  
The person who will give you primary support is: ,,,.....  
and will be available to discuss any matters of concern you may have.  
The responsibilities of your role are:

.....  
.....

Line management (where applicable)  
You will be responsible to .....  
You will be responsible for .....

At least once a year you will have the opportunity to talk about your work, and, if you wish to continue, we will discuss your development and training as appropriate.  
All appointments are made initially for a probationary period of three months.  
Working with children and young people is a responsibility, but it also brings great rewards.  
We very much hope you will enjoy your work.

Signed .....  
Minister  
Signed ..... Date.....  
Church Secretary

**Declaration** (to be completed by the volunteer)  
*I understand the nature of the work I am to do. I have read the church's guidelines for safeguarding children and young people. I understand that it is my duty to protect the children and young people with whom I come into contact. I agree to abide by the policies and procedures agreed by the church for the protection of children and young people and their personal data.  
I have read the Church's Privacy Notice overleaf relating to volunteers.*

Signed ..... Date.....  
[One copy of this form should be retained by the volunteer and one by the church.  
If the person is appointed to a new role, or if the job description changes a new form should be completed.]

**Form 5. Self Declaration Form for a Position Requiring a Disclosure.**

**STRICTLY CONFIDENTIAL**

As a church we undertake to meet the requirements of the Data Protection Act 1998, the Protection of Children Act 1999, the Criminal Justice and Court Services Act 2000 and all other relevant legislation.

All applicants are asked to complete this form and return to us in a separate sealed envelope

To: \_\_\_\_\_  
(Name of person in church processing Disclosure & Barring Service checks)

Address: \_\_\_\_\_  
\_\_\_\_\_

Appointment: \_\_\_\_\_

**Disclosures**

Have you ever been charged with, cautioned or convicted in relation to any criminal offence; or are you at present the subject of a criminal investigations/pending prosecution?

YES     NO (Please tick).

If yes, please give details including the nature of the offences and the dates. Please give details of the court(s) where your conviction(s) were heard, the type of offence and sentence(s) received. Could you also give details of the reasons and circumstances that led to the offence(s). Continue on a separate sheet if necessary.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Police Investigations** – this should include relevant police non-conviction information. Please complete this section if the post you are applying for requires an Enhanced Disclosure check.

Have you ever been the subject of a police investigation which didn't lead to a criminal conviction?

YES     NO (Please tick).

If yes, please give details below, including the date of the investigation, the Police Force involved, details of the investigation and reason for this, and disposal(s) if known.

To your knowledge have you ever had any allegation made against you, which has been reported to, and investigated by, Children's Social Services / the Social Work Department?

YES     NO (Please tick).

If yes, please provide details, we will need to discuss this with you.

---

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Have you ever been involved in court proceedings concerning a child for whom you had parental responsibility?

YES     NO (Please tick).

If yes, please give details and dates

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---

Has there ever been any cause for concern regarding your conduct with children? Please include any disciplinary action taken by an employer in relation to your behaviour to children.

YES     NO (Please tick).

If yes, please give details

---

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### Declaration

To help us ensure that we are complying with child protection laws, please read the accompanying notes and complete the following declaration.

I (full name): \_\_\_\_\_

of (address): \_\_\_\_\_

---

confirm that the information given above is accurate and correct and I am not subject to any of the disqualifications set out in the Protection of Children Act 1999.

## Child Protection Policy - Forms

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I consent to a criminal records check if appointed to the position for which I have applied. I am aware that details of pending prosecutions, previous convictions, cautions, or bindovers against me will be disclosed along with any other relevant information which may be known to the police, and lists held in accordance with the Protection of Children Act 1999.

I agree to inform the person within the church responsible for processing applications for Disclosure & Barring Service checks if I am convicted of an offence after I take up any post within the church. I understand that failure to do so may lead to the immediate suspension of my work with children and/or the termination of my employment.

I agree to inform the person within the church responsible for processing applications for Disclosure & Barring Service if I become the subject of a police and/or Children's Social Services / social work department investigation. I understand that failure to do so may lead to the immediate suspension of my work with children and/or the termination of my employment.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Please return this form in a sealed envelope addressed to the:

Child Protection Co-ordinator  
Bromham Baptist Church  
Village Road  
Bromham  
Bedford  
MK43 8LJ



### **Attached Notes: Working with Children and Young People**

As this post involves substantial, unsupervised contact with children, all applicants who are offered an appointment will be asked to submit to a criminal records check before the position can be confirmed. You will be asked to apply for an Enhanced Disclosure through The Disclosure & Barring Service(DBS).

As the position is exempted under the Rehabilitation of Offenders Act this check will reveal any details of cautions, reprimands or final warnings, as well as formal convictions. Because of the nature of the work for which you are applying, this position is exempt from the provision of section 4(ii) of the Rehabilitation of Offenders Act 1974 (Exemptions Order 1975), and you are not entitled to withhold information about convictions which for other purposes are 'spent' under the provisions of the Act. You must therefore declare all convictions whenever they occurred. In the event of appointment, any failure to disclose such convictions could result in the withdrawal of approval to work with children and/or young people within the church.

This process is subject to a strict code to ensure confidentiality, fair practice and security of any information disclosed. The DBS Code of Practice and our own procedures are available on request for you to read. It is stressed that a criminal record will not necessarily be a bar to appointment, only if the nature of any matters revealed could be considered to place children at risk.

As a church we agree to abide by the Code of Practice on the use of personal data in employee/employer relationships under the Data Protection Act 1998 as well as the expectations of the DBS.

As a condition of employment we ask that you keep us informed of any other work (either paid or voluntary) which you are undertaking which involved working with children. Should ever we need to refer an individual to the list of people deemed unsuitable for working with children known as the Protection of Children Act (PoCA) List held by the Department of Health, then we would also inform them of any knowledge we have of that individual working in any other child care position.

### **Notes for England and Wales Only:**

Under the PoCA 1999 and the Criminal Justice and Court Services Act 2000, it is an offence for any organisation to offer employment to anyone who has been convicted of certain specific offences, or included on the PoCA List or Department of Education & Skills List 99 where that employment involves regular contact with young people under the age of 18.

Under the Protection of Children Act 1999 it is an offence for an individual who is disqualified from working with children from applying for, offering to do, or accepting any work in a child care position.

## **Form 6. Request for a Reference**

### **(Paid/Volunteer Worker with Children and Young People)**

From: The Child Protection Co-ordinator  
Bromham Baptist Church  
Village Road  
Bromham  
Bedford  
MK43 8LJ

Name of Worker: \_\_\_\_\_

Dear

The above named person has applied to be a worker with the children and young people for **Bromham Baptist Church**.

As I am sure you are aware, before we can accept anyone to work with children and young people, whether on a voluntary or paid basis, we must be sure that they are suitable. This applicant has given your name as a referee.

I would be grateful if you could give your opinion of the person's suitability for the post by completing the enclosed form and return it in the pre-paid envelope as soon as possible. A copy of the job description is enclosed.

Please note that this position is exempt from Section 4(2) of the Rehabilitation of Offenders Act 1974 (Exemptions Order 1975). It is not, therefore, in any way contrary to the Act to reveal any information you may have concerning convictions which would otherwise be considered "spent".

Any information you are able to give will be kept in strictest confidence and used only in consideration of the suitability of the applicant for this position.

Should you require any further information do not hesitate to contact: (name) \_\_\_\_\_  
on telephone number: \_\_\_\_\_.

May I take this opportunity for thanking you for your help in this matter.

Yours sincerely,

**Form 7. Reference Form**

**(Paid and Volunteer Helpers with Children and Young People)**

**PRIVATE AND CONFIDENTIAL**

**Reference for:** \_\_\_\_\_

**Position:** \_\_\_\_\_

Your name: \_\_\_\_\_

Occupation: \_\_\_\_\_

How long have you known this person? \_\_\_\_\_

In what capacity? \_\_\_\_\_

**Comments on suitability of worker**

In considering whether the person is fit to work with children and young people please consider the following alongside the job description:

Previous experience of looking after or working with young children or young people:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Commitment to treat all children and young people as individuals and with equal concern:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Are you aware of any health problems, mental or physical, which might affect the person's work with children and young people?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Child Protection Policy - Forms

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The position for which this person is being considered gives substantial access to children and young people. To your knowledge, is there any reason why this person should not be entrusted with care of children and young people?

YES     NO (Please tick).

If so, please provide details.

---

---

---

Signed: \_\_\_\_\_ Date: \_\_\_ / \_\_\_ / \_\_\_

Please return this Reference Form to:    The Child Protection Co-ordinator  
Bromham Baptist Church  
Village Road  
Bromham  
Bedford  
MK43 8LJ

## **Form 8. Accident and Incident Form**

This form should be completed immediately after any accident or significant incident. The worker should discuss with the minister/church leader what follow up action is necessary.

Day, date and time of the incident: \_\_\_\_\_

Names, addresses and ages of those involved in the incident:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Where did this incident take place? \_\_\_\_\_

Name of church: Bromham Baptist Church

Name of the group: \_\_\_\_\_

Who is normally responsible for group? (Name, address and telephone number)

\_\_\_\_\_  
\_\_\_\_\_

Who was responsible for the group at the time of the incident, if different from the above? (Name, address and telephone number)

\_\_\_\_\_  
\_\_\_\_\_

Which other workers were supervising the group at the time of the incident? (Names, addresses and telephone numbers)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Who witnessed the incident? (Names, addresses, telephone numbers, and ages if under 16) Normally only two witnesses would be needed.

\_\_\_\_\_  
\_\_\_\_\_

## Child Protection Policy - Forms

Describe the accident/incident (include injuries received and any first aid or medical treatment given)

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Have you retained any defective equipment?

YES  NO  NONE INVOLVED (Please tick)

If so, where is it being kept and by whom?

---

---

What action have you taken to prevent a recurrence of the incident?

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---

Is the site or premises still safe for your group to use?  YES  NO (Please tick).

Is the equipment still safe for your group to use?  YES  NO (Please tick).

Who else do you need to inform? \_\_\_\_\_

Have they been informed?  YES  NO (Please tick).

If so, when and by whom? \_\_\_\_\_

Signature of person in charge of group at time of accident/incident

Signed: \_\_\_\_\_ Print Name: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Form seen by Minister/Leader

Signed: \_\_\_\_\_ Print Name: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**Form 9. General Information and Consent Form**

Church: Bromham Baptist Church

Group: \_\_\_\_\_

Full name of child/young person: \_\_\_\_\_

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

Address: \_\_\_\_\_

Name of GP: \_\_\_\_\_ Tel No: \_\_\_\_\_

Address: \_\_\_\_\_

NHS No: \_\_\_\_\_ Date of last anti-tetanus injection: \_\_\_\_\_

Details of any regular medication, medical problem (e.g. asthma, epilepsy, diabetes, allergies, dietary needs, etc.) or disability which may affect normal activity:

Name of parent/carer: \_\_\_\_\_

Tel no: Day \_\_\_\_\_ Eve \_\_\_\_\_ Mobile \_\_\_\_\_

Additional contact (grandparent etc. or other holding parental responsibility)

Name: \_\_\_\_\_ Tel no: \_\_\_\_\_

If you do not have parental responsibility (e.g. you are a foster carer/grandparent etc.) please give details of those with parental responsibility

Name(s): \_\_\_\_\_ Tel no: \_\_\_\_\_

Address : \_\_\_\_\_

I give permission for \_\_\_\_\_ to take part in the normal activities of this group. I understand that separate permission will be sought for certain activities, including swimming, and outings lasting longer than the normal meeting times of the group. I understand that while involved he/she will be under the control and care of the group leader and/or other adults approved by the church leadership and that, while the staff in charge of the group will take all reasonable care of the children, they cannot necessarily be held responsible for any loss, damage or injury suffered by my child during, or as a result of, the activity.

In an emergency and/or if I am not contactable, I am willing for my child to receive doctor/hospital or dental treatment including an anaesthetic:

YES  NO (Please tick).

Signed (parent/or adult with parental responsibility): \_\_\_\_\_

The information requested on this form can be completed by a carer, but only those with parental responsibility can sign the consent (NB. This does not include a foster carer).

### Form 10. Consent for Transporting Children/Young People

When Bromham Baptist Church arranges to visit events, activities and residential holidays we endeavour to provide transport. This is normally by private car, minibus or hired coach. Parents or guardians are required to take responsibility for bringing their child/young person to the church and collecting them from the church at the appointed times.

Bromham Baptist Church operates under the good practise guidelines as outlined in our Child Protection Policy. There are therefore always at least two adults on any trip, and more if necessary in ratio to the number of children/young people travelling.

It should be noted that when we use cars for transport there may be one adult driver with up to four children/young people as passengers in any one car. There will not be only the driver and one child/young person in the car at one time except in special circumstances.

All drivers will hold a valid driving licence and will have had a satisfactory Disclosure and Barring Service check (Formerly a Criminal Records Bureau check).

Transport will be provided in vehicles that are roadworthy i.e. current MOT and appropriate insurance.

All mini bus drivers are over 25 years of age and have held a full driving license for at least 2 years.

Seat belts will be worn at all times by all occupants of the vehicle.

On all trips we will carry the information you have provided about your child/ young person, so if your contact details change it is important that you keep us informed.

I give permission for my child/ young person to be transported to and from events, activities and residential holidays run by Bromham Baptist Church.

In the event that I am unable to collect my son / daughter from Bromham Baptist Church following an event, activity or residential holiday, I give permission for him / her to be brought home by car.

Name of Child: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_

Signed: \_\_\_\_\_ (parent/adult with parental responsibility)

Print name \_\_\_\_\_ Date: \_\_\_\_\_

The information requested on this form can be completed by a carer, but only those with parental responsibility can sign the consent (NB. This does not include a foster carer).



---

## **Form 11. Camps and Residential Holiday Health, Information and Consent**

Name of Church: Bromham Baptist Church

Name of Child: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Name of Parent/Carer: \_\_\_\_\_

Tel no: Day \_\_\_\_\_ Eve \_\_\_\_\_ Mobile \_\_\_\_\_

Contact Address (if different from above): \_\_\_\_\_  
\_\_\_\_\_

Name of GP: \_\_\_\_\_ Tel No: \_\_\_\_\_

Address: \_\_\_\_\_

NHS No: \_\_\_\_\_ Date of last anti-tetanus injection: \_\_\_\_\_

Details of any illness/disability: \_\_\_\_\_  
\_\_\_\_\_

Details of any medication required during the camp (all medication to be labelled correctly and clearly with name and dose needed each day):  
\_\_\_\_\_

Details of any allergies or special dietary requirements:  
\_\_\_\_\_

### **Consent**

In an emergency and/or if I am not contactable, I am willing for my child to receive doctor/ hospital or dental treatment including an anaesthetic.

YES  NO (Please tick).

Signed (parent/or adult with parental responsibility): \_\_\_\_\_

The information requested on this form can be completed by a carer, but only those with parental responsibility can sign the consent (NB. This does not include a foster carer).

This form should be taken with the worker on the camp or residential holiday. A photocopy of the form should be kept securely at the church.

### Form 12. Activities and Day Visits

Name of Church/Group: \_\_\_\_\_

Proposed Visit or Activity: \_\_\_\_\_

*Design your own form to include the following:*

- *Name of visit or activity.*
- *Date.*
- *Venue/destination.*
- *Departure place and time.*
- *Return place and time.*
- *Cost (inc. cheques payable to).*
- *Transport arrangements.*
- *Items to be brought (coat, swimming kit, packed lunch, money etc.).*
- *Date by which reply is to be made, and person to whom it should be sent.*

*Include the reply slip below in your form.*

*This form should be taken with the worker on the activity or visit. A photocopy should be kept securely at the church and easily accessible in the event of an emergency.*

-----  
**Reply Slip**

**One form per person**

Full name of child/young person: \_\_\_\_\_

Address: \_\_\_\_\_

Please give details of any medical conditions (e.g. asthma, epilepsy, diabetes, allergies, dietary needs) or disability that may be affected by this activity):  
\_\_\_\_\_

Telephone number for emergencies Day: \_\_\_\_\_ Evening: \_\_\_\_\_

**I have read the above information and I give permission for \_\_\_\_\_  
to take part in this activity.**

**I give my consent to any medical treatment that may be necessary in event of an emergency**

**I enclose a cheque or cash to the sum of £\_\_\_\_:\_\_\_\_\_**

Signed (parent/or adult with parental responsibility): \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

The information requested on this form can be completed by a carer, but only those with parental responsibility can sign the consent (NB. This does not include a foster carer).

## **Form 13. Using Images of Children/Young People**

### **Consent form for: Bromham Baptist Church**

To: \_\_\_\_\_  
Name of parent/carer\* (\*person with parental responsibility)

Name of child: \_\_\_\_\_

Church / Club child attends: \_\_\_\_\_

Location of photograph: \_\_\_\_\_

Church: (name) \_\_\_\_\_ would like to take photograph(s) / make a video/webcam recording of \_\_\_\_\_ (name of child/ren).

These images may appear in our printed publications, on our website, or both. (Delete/add as appropriate).

To comply with the Data Protection Act 1998, permission must be granted by the parent/carer before any images of your child/children are taken and used. Please answer questions 1 and 2 below, then sign and date the form where shown. Please return the completed form to:

\_\_\_\_\_  
\_\_\_\_\_  
(Insert the name of the worker commissioning the photography and the return address.)

### **To the parent** (Delete as appropriate)

1. May we use your child's image in our printed promotional publications?

YES  NO (Please tick).

2. May we use your child's image on our website?

YES  NO (Please tick).

Signed: (parent/adult with parental responsibility) \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

### Youth/Children's Worker

3. I have checked which parents are happy for their children's images to be used in the (church's)

\_\_\_\_\_ printed publications or on its website or both.

YES     NO (Please tick).

Please note that websites can be seen throughout the world, and not just in the United Kingdom, where UK law applies.

I have read and understood the conditions for using these images as detailed below.

Signed: (Youth/Children's worker) \_\_\_\_\_ Print name: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

### Conditions of use

This form is valid for \_\_\_\_\_ (length of time in years) from the date of signing / \*for this project only. Your consent will automatically expire after this time.

1. We will not re-use any images \*after this time / \*after the project is completed.
2. We will not include details or full names (which means first name and surname) of any person in an image on website, or in printed publications, without good reason and only with your express consent.
3. We will not include personal email or postal addresses, or telephone or fax numbers on our website or in printed publications.
4. We may use group images with very general labels, such as "youth enjoying sport" or "making Christmas decorations".
5. We will only use images of pupils who are suitably dressed; to reduce the risk of such images being used inappropriately e.g. we will not publish material from the youth group's swimming activity.

(\*Please delete the option that does not apply.)

NB. This form can be adapted to include video if required.

## **Appendix A. Use of the Internet and Electronic Communications**

### **General Points**

- Whilst the development of the internet has revolutionised communication systems throughout the world and if used in the right way is an excellent resource, care in its application needs to be exercised so that the safety of children/young people is not compromised.
- The internet, by its very nature, potentially creates an unsafe environment. The church seeks to help children/young people stay safe while they are connected to the internet. This will be achieved through educating children and young people, and providing information to their parents/carers on safe surfing.
- These guidelines are designed to inform what can and cannot be done with such systems to ensure the privacy and safety of children/young people. Its purpose is also to ensure the privacy and safety of children/young people when using the Internet and World Wide Web.
- The guidelines apply to all employees, members and attendees of the church and any other users of the church's electronic communications systems (collectively referred to as "Users").
- **Electronic communication systems include**, but are not limited to, electronic mail, instant messaging, access to and use of the Internet, the church-run computer network and website, facsimile (fax), file transfers, the church telephone system and mobile telephones.
- Electronic communications systems as referred to in these guidelines are any system which is owned by the church, or otherwise being used in the furtherance of the church's work, whether or not owned by the church, including such equipment that is owned by an individual user.

### **Advice for Children and Young People**

#### **Personal Information**

- Never tell anyone on the internet your home address, your telephone number or any other identifying information, e.g. church name or youth group name, unless your parent/carer gives you permission. Be careful if ever a website asks you to type in your name and address in order to receive anything.
- Never send anyone your picture, credit card or bank details, or anything else, without first checking with your parent/carer.
- Never give your password to ANYONE! Even your best friend!
- Always be yourself and do not pretend to be anyone or anything you are not.
- Always remember if someone makes you an offer that seems too good to be true, it probably is. Be careful if you are offered any gifts while online. They could contain harmful material such as pornography or viruses.
- Never arrange to meet anyone in person without first agreeing it with your parent/carer or children's/youth leader, and get them to come along to the first meeting, which should always be in a public place.
- Agree to a contract with your parent/carers or with your children's/youth leader on the use of the internet e.g. length of time on the net, sites which you intend to visit, behaviour whilst online etc.

#### **Chat Rooms**

Never stay in a chat room or conference if someone says or writes something which makes you feel uncomfortable or worried, and always report your concerns to your parent/carer or children's/youth leader.

- Check that any chat room you enter is regulated and run by a reputable company or organisation which monitors activity.
- Remember that chat rooms are 'public places' and that you may not know the true identity of anyone you meet in a chat room.

### Emails

- Never respond to nasty, suggestive or rude e-mails or postings in Usenet Groups.
- When receiving emails delete attachments from strangers without opening them, they may contain viruses which can damage your computer. Make sure you know where files are from before you download them. They may also have viruses.
- Never send chain letters via the internet. Chain letters are forbidden on the Internet. Inform your parents/carers who can then notify your Internet Service Provider if you receive one.

### Guidance

- When designing a web site, it is important to make clear what is available for copying and what is not. The church will not refer to other sites without their permission.
- It is important to make web content accessible to people with disabilities.
- Written parental permission needs to be obtained before using any picture of an individual or group of children/young people (please see '**Form 13. Using Images of Children/Young People**' on **Page 49**).
- It is advised to avoid using photos of individual children/young people, using a group photograph is preferable.
- It is important not to use a photograph of an individual or group if a child/young person can be identified by their name or the location they are in.
- It is essential never to provide full names, addresses or locations as this could inadvertently help a sex offender to identify or gain access to a child/young person.
- Personal email or postal addresses, telephone or fax numbers must also not be divulged.
- Any communications with children/young people should not wherever possible be private. If Users send emails to children/young people e.g. to remind them of up and coming meetings, the Children's or Youth Ministry Team Leader (as appropriate) should be made aware and a check should be made to ensure that the parents/carers are happy with this. The content of any communications should be 'public' and ideally group emails should be sent rather than individual emails.

***Users should be aware of the potential dangers from chat rooms and instant message services, especially if communicating with children/young people through them. Keep to public areas in chat rooms and ensure that only moderated chat rooms are used.***