

Child Protection Policy

This document is the Child Protection Policy for Welton Baptist Church (WBC) which will be followed by all attendees, members and employees of the organisation. It will be followed and promoted by those in the position of leadership within the organisation.

Introduction

WBC is committed to ensuring that all necessary steps are taken to protect from harm those children and young people that come into the church community from regular attenders to visitors. This includes all those children and young people attending groups and events run by WBC throughout the year.

The purpose of the organisation is:

- We endeavour as a Church with God's enabling to be Christ Centred, Gospel Hearted and Community Focused.
- To be a church bursting with life and initiatives with different groups focused on changing lives, changing our community for the better, changing the perception of "Church" and introducing people to the Good News.
- To be a church with a strong sense of family encouraged through a network of Housegroups dotted around this area.
- To be a church which is passionate where meetings are hallmarked with exuberant praise, intimate worship and inspiring preaching.

We will endeavour to safeguard children and young people by:

- Adopting comprehensive child protection policies and protocols for all staff and volunteers.
- Informing parents, carers and children of our child protection policies.
- Sharing information about concerns with agencies who need to know, and involving parents and children appropriately.
- Following carefully the procedures for recruitment and selection of staff and volunteers.
- Providing effective management for staff and volunteers through supervision, support and training.

We are committed to reviewing our child protection policies and protocols regularly.

Policy Principles

- The welfare and protection of the child or young person is always paramount, whatever their age, race, religion or sexual orientation.
- The welfare of families will be promoted.
- The rights, wishes and feelings of children, young people and their families will be respected and listened to.
- Those people in positions of responsibility within the organisation will work in accordance with the interests of children and young people and follow the policy outlined below.
- Those people in positions of responsibility within the organisation will ensure that the same opportunities are available to everyone and that all differences between individuals will be treated with respect.
- All suspicions and allegations of abuse will be taken seriously and acted on immediately.

Welton Baptist Church Child Protection Policy

1. What is abuse?

Abuse and neglect are forms of maltreatment of a child. Someone may abuse or neglect a child by inflicting harm or failing to prevent harm. Children may be abused within a family, or within an institutional or community setting; by those known to them; or more rarely by a stranger. They may be abused by an adult or adults, or by another child or children.

There are four categories of child abuse:

- Physical
- Emotional
- Neglect
- Sexual

Physical Abuse

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocation, or otherwise causing physical harm to the child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces illness in a child.

Emotional Abuse

Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that there are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the children opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It also includes witnessing or living in a home where domestic abuse and/or domestic violence is being perpetrated. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber-bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

Neglect

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

- Provide adequate food, clothing and shelter (including exclusion from home or abandonment).
- Protect a child from physical and emotional harm or danger.
- Ensure adequate supervision (including the use of inadequate care-givers).
- Ensure access to appropriate medical care or treatment.

It may also include neglect of, or unresponsiveness to a child's basic emotional needs.

Sexual Abuse

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children. It also includes female genital mutilation (FGM).

(Working Together to Safeguard Children March 2010)

2. Supporting Documents, Resources and Agencies

This Child Protection Policy is used in conjunction with the following documents filed or cited here or in the WBC Child Protection Information Files:

- **"Good Practice"**

Taken from 'Safe to Grow' Guidelines and offers advice on day-to-day implementation of safe children and youth work practices. A can be found in the WBC resource file and the original guidance can be found in the following [document](#).

- **'Safe to Grow Resource Manual and Guidelines for Practice 6th Edition' (2011)**. This is an important document that goes into practical detail about how our Child Protection is borne out in practice. A copy of this can be found in the WBC Child Protection resource file in the church office.
- NICE guideline **'When to Suspect Child Maltreatment'**
<http://guidance.nice.org.uk/CG89/Guidance/pdf/English> (Updated Feb 2014)
- South West Safeguarding and Child Protection Procedures:
<http://www.online-procedures.co.uk/swcpp/>
- **'Working Together to Safeguard Children'** (March 2010 & March 2014)
- **The Churches' Child Protection Advisory Service (CCPAS)** is the only independent Christian safeguarding charity which provides various services including 24 hour confidential helpline, safeguarding policies, professional training and advice, disclosure checks, support and resources
www.ccpas.co.uk
- **Child Protection Online** information sheet (can be found in the WBC Child Protection resource file) with links to CEOP and www.thinkuknow.co.uk

WBC works to South West Children's Board protocols and directives. These are the local guidelines that Social Services, the Police, Education, Health and other agencies work to.

3. Awareness

Children and young people have a right to be kept safe from harm and helped to achieve their full potential. For most of the children we come across this will be the case but sometimes children and

families will need additional support to ensure this happens. As volunteers and/or leaders with regular contact with children and young people or adults who may be parents or carers of children and young people it is important that you are alert to any potential abuse or neglect of a child or young person we are seeing and know how to manage it.

As paid staff or a volunteer we are not responsible for diagnosing abuse. However, we have a responsibility to **RECOGNISE, RESPOND, RECORD** and **REPORT** abuse. Not all concerns about children or young people relate to abuse, there may well be other explanations. It is important to keep an open mind and consider what we know about the child and their circumstances.

4. Recognise

There are different ways that we might RECOGNISE abuse and these include:

- A child may tell a person that they are being harmed.
- A person might be concerned about something a child has said.
- There may be behavioural or physical signs or indicators that suggest a child is being abused or neglected.
- A person may become aware that a child is not taken to appointments to have their medical needs met.
- An adult's problem, including treatment such as taking medication, disclosing alcohol or drug misuse may impact on their ability to parent; or an adult's behaviour may pose a risk to the welfare of the child.
- A person may be concerned about the interactions between a parent/carer and a child.

A COMPREHENSIVE LIST OF INDICATORS OF EMOTIONAL, PHYSICAL, SEXUAL ABUSE & NEGLECT IS AVAILABLE IN THE WBC CHILD PROTECTION RESOURCE FILE.

5. Respond

If a child has made a verbal disclosure:

- React calmly and reassure the child that they were right to tell.
- Keep questions to a minimum and do not ask for explicit details.
- Tell the child that what they have said is important.
- Do not promise confidentiality but do explain to the child that you might need to share what they have told you with someone so that a plan about what to do next can be made.

6. Record

- Make a full and written record of what has been said or observed and share this with the DCPO at the earliest opportunity.
- You may feel that the situation warrants immediate discussion with the DCPO or named (below) Youth Worker Leaders. In which case, be sure to record your concerns as above as soon as this discussion has taken place.
- Records should be clear and concise with straightforward language used. Content should be contemporaneous, presented chronologically and dated. Fact and opinion should be clearly differentiated. Judgement, decisions and actions made/taken and by whom should also be recorded.
- Further information on sharing information about children can be found in the information sharing

handbook at:

<http://www.online-procedures.co.uk/swcpp/procedures/getting-help/contact-details/information-sharing/>

7. Named Person

Welton Baptist Church's Designated **Child Protection Officer (DCPO)** is Carly Kingswood. All concerns, reports and enquiries relating to Child Protection concerns should be directed to this person (contact info below). Judith Parr (Children's Co-ordinator - 07957 916803) and Matt Coomes (Youth Co-ordinator - 07588 715381) are also available to speak to. They will liaise with Carly Kingswood.

8. Report

As someone in a child care role as well as a citizen, when abuse (contemporary, recent or historical) is disclosed or observed you should take the following action:

- Inform your DCPO about the disclosure/concern within 24 hours. He or she will treat this as top priority.
- In emergencies (if a child may need immediate protection from harm) do not wait 24 hours. If the issue is urgent and the DCPO is not available ring the local numbers below or contact the local authority in which the child lives.
- The link in the table below provides contact details for all local authorities in Southwest England. Contact details for local authorities further afield can be found online. Alternatively, the NSPCC can be contacted on **0808 800 5000**.
- The DCPO will report (or jointly report with you) and discuss the information with Social Services or the police. See contact list below.

Children and Families Assessment and Intervention Team	Monday to Friday 9.00am to 5.00pm	Bath & Northeast Somerset	01225 396312 or 01225 396313*
Emergency Duty Team	Outside office hours	Bristol & B&NES	01454 615 165
Southwest Local Authority Contact Details	Various	Southwest England	http://www.online-procedures.co.uk/swcpp/procedures/getting-help/contact-details/?
Police	All hours	Nationwide	999
Carly Kingswood, DCPO	All hours	Welton Baptist Church	07970 359617

*You can contact the Bath & Northeast Somerset team by:

Dropping into Council Connect at Keynsham Civic Centre, Market Walk, Keynsham, BS31 1FS and ask for the Duty Children's Social Workers.

Calling the duty telephone numbers (see table above).

In addition to notifying the team of a referral, a referral form must also be completed, available at: <http://www.bathnes.gov.uk/services/children-young-people-and-families/child-protection>

Please email the form to: Childcare.duty@bathnes.GCSX.gov.uk

Please note that email should **not** be used in an emergency.

Disabled Children's Team - Provides contact, referral and initial response services for the hospital for both B&NES and other authority children.

Located at – Royal United Hospital

Duty desk phone – **01225 825307**

Completing a referral form,
and either fax or post:

By Fax: 01225 460610

By post: Disabled Children's Team, Bath & Wessex House, Royal United Hospital, Combe Park,
Bath, BA1 3NG

Both teams are open 8.30am – 5pm Monday to Thursday, 8.30am – 4.30pm Friday

If you are unsure of which team you need to speak with you can call us on any of the numbers above and staff will direct your referral to the appropriate team.

It may not be clear if concerns meet the threshold for interventions and guidance can be found at the link below. However, if you and the DCPO should need clarification, contact one of the agencies/team listed in this section.

<http://www.online-procedures.co.uk/swcpp/>

9. Support to Staff and Volunteers

As a result of reporting concerns, you may find the person who disclosed the information is upset or angry. The DCPO will support you. If Social Services or the Police need further information or involvement from you, the DCPO will talk with them and you about how this will happen. Volunteers/Staff may also be subject to allegations of abusing children. While support will be offered, WBC will ensure that Social Services or the Police are given all assistance in pursuing any investigation. Suspension and/or the disciplinary procedure may be implemented.

10. Managing Allegations against Staff

Allegations of abuse made against a member of the volunteers/staff team will be dealt with in accordance with South West Safeguarding and Child Protection Shared Procedures, a copy of which is available in the WBC Child Protection Folder or at www.online-procedures.co.uk/swcpp/

This procedure has contact details for the **Local Authority Designated Officer (LADO)** to whom all reports must go. In cases of a criminal nature, the police will be informed and the procedures for joint enquiry will begin.

If an allegation of abuse is made against a worker (employed or voluntary) you should:

- Report it to the DCPO as soon as possible.
- Make a signed and dated record of concerns, observations or the information received.
- Report the allegation to the LADO on **01225 396810** or if unavailable Head of Safeguarding, on **01225 396974** within 1 working day. The designated officer contacted will record a note of the consultation and will advise on the appropriate action that needs to be taken.
- Maintain confidentiality whilst an investigation is being conducted.

You should not:

- Attempt to deal with the situation yourself.
- Make assumptions or diminish the seriousness of the allegations or behaviour.
- Keep the information to yourself or promise confidentiality.
- Take any action which might undermine any future investigation or disciplinary procedure, such as interviewing the alleged victim or witnesses, or informing the alleged perpetrator or parents/carers.

Cases of misconduct towards children involving staff, volunteers, leaders etc, will be referred to the LADO.

11. Confidentiality

Confidentiality is crucial to all our relationships - but the welfare of the child is paramount. The law does not allow anyone to keep concerns relating to child abuse to them self. Confidentiality may not be maintained if the withholding of the information will prejudice the welfare of the child. All visitors will be required to sign a confidentiality statement.

12. Recruitment of Staff and Volunteers/Appointment of Directors

WBC vetting requirements:

For Paid staff members:

- Enhanced Disclosure and Barring Service (DBS) Check through Due Diligence Checking Ltd updated every 3 years maximum.
- Proof of identity such as passport or UK birth certificate, marriage and civil partnership certificate if there has been a name change.
- Interviewed face to face.
- Two references followed up.

For volunteers over 18 years old:

Enhanced Disclosure and Barring Service (DBS) Check through CCPAS, updated every 3 years maximum. Those people on whom we will make such applications are those in any position having regular contact with/access to children and young people up to age 18, including those in "positions of trust" and supervisors as well as people in frontline roles.

For volunteers under 18 years old:

An under 18's disclosure form can be found in the WBC Child Protection resource file. Any children's helper under 18 years old that has regular responsibilities in children's groups or events will be asked to fill in this form.

13. Other Measures

The work and ministry of WBC is planned in ways which minimise risks to children e.g. physical layout and surroundings, clear roles for everyone, always a minimum of two volunteers present during groups. Concerns about children's welfare will always be taken seriously.

14. Links to other Policies

- Health and Safety [Policy](#)
- Equal Opportunities [Document](#)

15. Review

Reviewed: May 2017

Passed for review: May 2017

Next review: May 2018