

## **Safeguarding – Appendices: This section contains all forms to use and guidance on how to use them.**

### ***APPENDIX 1 – Permission form***

#### **Using images of Children and Young People**

To comply with the Data Protection Act 1998, we need your permission before we can photograph or make any recordings of children or young people. Occasionally, we may take photographs of children and young people at events. We may use these images in printed publications as well as on our website. We may also make video recordings at events.

There is a journalistic exception with regard to the media and occasionally children's and young peoples images may appear in local or national newspapers, or on televised news programmes. Please indicate if you do not wish your children/young people to appear in the media, if so we will try to keep them out of the photographs.

Please answer questions 1 to 4 on the form attached, then sign and date the form where shown, and return it to the Group leader.

#### **Conditions of use**

1. We will not use personal details or full names (which means first name and surname) of any child or young person in a photographic image or video, on our website, in printed publications.
2. We will not include personal e-mail or postal addresses, or telephone or fax numbers on video, on our website, in printed publications
3. If we use photographs of individual children or young people, we will not use the name of that child or young person in the accompanying text or photo caption.
4. If we name a child or young person in the text, we will not use a photograph of that child or young person to accompany the article.
5. We may use group photographs or footage with very general labels, such as 'children's day' or 'youth festival'.
6. We will only use images of children and young people who are suitably dressed, to reduce the risk of those photos being used inappropriately.

## Using images of Children and Young People

### Consent Form

Name of Child or Young person.....

- |  |          |
|--|----------|
| 1. May we use a photograph in printed publications?    | YES / NO |
| 2. May we use the image on the Church website?         | YES / NO |
| 3. May we record the image on video?                   | YES / NO |
| 4. Are you happy for a picture to appear in the media? | YES / NO |

I have read and understand the conditions of use on this form.

Signature..... Date.....

Name (Block capitals).....

Relationship to Child or Young person.....

Please return consent form to the Group Leader.

## ***APPENDIX 2 – Detailed information on how to make a report***

### **STAGE 1 – THE WORKER**

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

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

A written record using the standard incident report form should be made as soon as possible after a child or adult at risk tells you about harmful behaviour, or an incident takes place that gives cause for concern.

#### **The record should:**

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

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

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

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

## **STAGE 2 – THE DESIGNATED PERSON FOR SAFEGUARDING (DPS)**

The duty of the DPS on receiving a report is to REVIEW the concern that they have received and REPORT the concern on to the appropriate people, where necessary.

### **The duty to REVIEW**

In reviewing the report that is received, the DPS:

- should take into account their level of experience and expertise in assessing risk to children or adults at risk.
- must take into account any other reports that have been received concerning the same individual or family.
- may speak with others in the church where appropriate (including the Minister and church Safeguarding Team, unless allegations involve them) who may have relevant information and knowledge that would impact on any decision being made.
- may consult with other agencies to seek guidance and advice in knowing how to respond appropriately to the concerns that have been raised. For example, MASH, the Multi-Agency Safeguarding Hub (contact details in Section 4: Useful Contacts).

### **The duty to REPORT**

The DPS will decide who the report should be referred on to, working in conjunction with the church Safeguarding Team where appropriate. They may:

- refer back to the worker who made the initial report if there is little evidence that a child or adult at risk is being harmed, asking for appropriate continued observation.
- refer the concern to others who work with the child or adult at risk in question, asking for continued observation where appropriate.
- Inform parents / carers under certain circumstances, where doing so would not present any further risk of harm.
- Make a formal referral to the police or local Social Services team. With adults at risk, confidentiality means that someone's personal business is not discussed with others, except with their permission. This is not always possible when considering passing relevant information about abuse or concerns to the statutory authorities, however, it is possible to keep the information confidential to the relevant parties. This means not telling or hinting to others what has been disclosed, not even for prayer ministry purposes. For adults at risk, concerns will only be referred to the police or Social Services without consent where:
  - the person lacks the mental capacity to make such a choice
  - there is a risk of harm to others
  - in order to prevent a crime
- If an allegation is made against someone who works with children\* the allegation should be reported to the Local Authority Designated Officer (LADO) or equivalent. The LADO is located within Children's Services and should be alerted to all cases in which it is alleged that a person who works with children has:
  - behaved in a way that has harmed, or may have harmed, a child
  - possibly committed a criminal offence against children, or related to a child
  - behaved towards a child or children in a way that indicates s/he is unsuitable to work with children.

- If an allegation is made against someone who works with adults at risk\*, it should be reported to the police or Adult Social Services.

*\* If a worker has an allegation made against them, they should step down from all church duties until the incident has been investigated by the statutory authorities. It may also be appropriate to put a Safeguarding Contract in place; this should be discussed with the local Baptist Association Safeguarding Contact.*

- Whenever a formal referral is made to the police, Social Services or LADO, the DPS should report the referral to:
  - The Safeguarding Trustee
  - The Minister
  - The local Baptist Association Safeguarding Contact

A record should be kept of all safeguarding incidents and should be considered in the annual review of the church's safeguarding policy. All original reports should be retained safely and securely by the DPS and a written record should be made of the actions taken.

### **STAGE 3 – THE NEXT STEPS**

Responsibilities to **REPORT** and **SUPPORT** in stage 3 of the process are shared by the church Safeguarding Team and the Minister.

#### **The duty to SUPPORT**

Once concerns, suspicions and disclosures of abuse have been addressed, the church continues to have a responsibility to offer support to all those who have been affected, including:

Victims; Alleged perpetrators; Children; Adults at risk; Other family members; Church workers; Church Safeguarding Team; Minister; Leadership Team.

#### **The duty to REPORT**

If a church worker has been accused of causing harm to children, young people or adults at risk this would be classed as a serious incident that should be reported to the Charity Commission by those churches that are registered with the Charity Commission.

If a worker has been removed from their post or would have been removed from their post because of the risk of harm that they pose to children, young people or adults at risk, there is also a statutory duty to report the incident to the Disclosure and Barring Service (DBS).

## APPENDIX 3 – Safeguarding incident form

This form should be completed by the Designated Person for Safeguarding

<b>Name of church / organisation</b>	Maidstone Road Baptist Church Maidstone Road, Felixstowe. IP11 9ED.
<b>Contact details of church / organisation</b>	Minister: Rev Dr. Mark Reid 01394 822173 / 07790 620173 <a href="mailto:pastor@mrbcfelixstowe.org.uk">pastor@mrbcfelixstowe.org.uk</a>
<b>Name of Designated Person for Safeguarding (DPS)</b>	Mick Warner
<b>Contact details of Designated Person for Safeguarding</b>	07484 285700 <a href="mailto:mick.warner@btinternet.com">mick.warner@btinternet.com</a>

<b>Name of concerned person or to whom disclosure was given</b>	
<b>Contact details of concerned person or to whom disclosure was given</b>	

### INDIVIDUAL OF CONCERN - CONTACT DETAILS

Name	
Date of birth	
Address	
Phone number / Email address	

### THE INCIDENT

What happened? (Nature of concern / disclosure made - use the person's own words if known)

When did it happen? (date, time)

Where did it happen? (specific location)

Who was allegedly involved and in what way? (includes witnesses)

**ANY ACTION THAT HAS BEEN TAKEN**

Have the carers or parents / guardians been informed?  
If so, when and by whom?

(Please tick)

Yes		No	
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Have the statutory authorities been informed?  
If so, please complete the table:

Yes		No	
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*Example:*

<b>Authority</b>	<i>Police</i>		
<b>Name</b>	<i>Bobby Jones</i>		
<b>Position</b>	<i>Child abuse officer</i>		
<b>Email contact</b>	<i>bobby@police.com</i>		
<b>Phone contact</b>	<i>077999</i>		
<b>Contacted by</b>	<i>Minister</i>		
<b>Date &amp; time of contact</b>	<i>1.30pm 1/4/15</i>		

Has the Local Association been informed?  
*(Please do so if the statutory authorities are involved)*  
If so, when and by whom?

Yes		No	
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Any other action taken:

**FUTURE ACTION TO BE TAKEN**

What action needs to be taken?

Who is responsible for this?

**SIGNATURES**

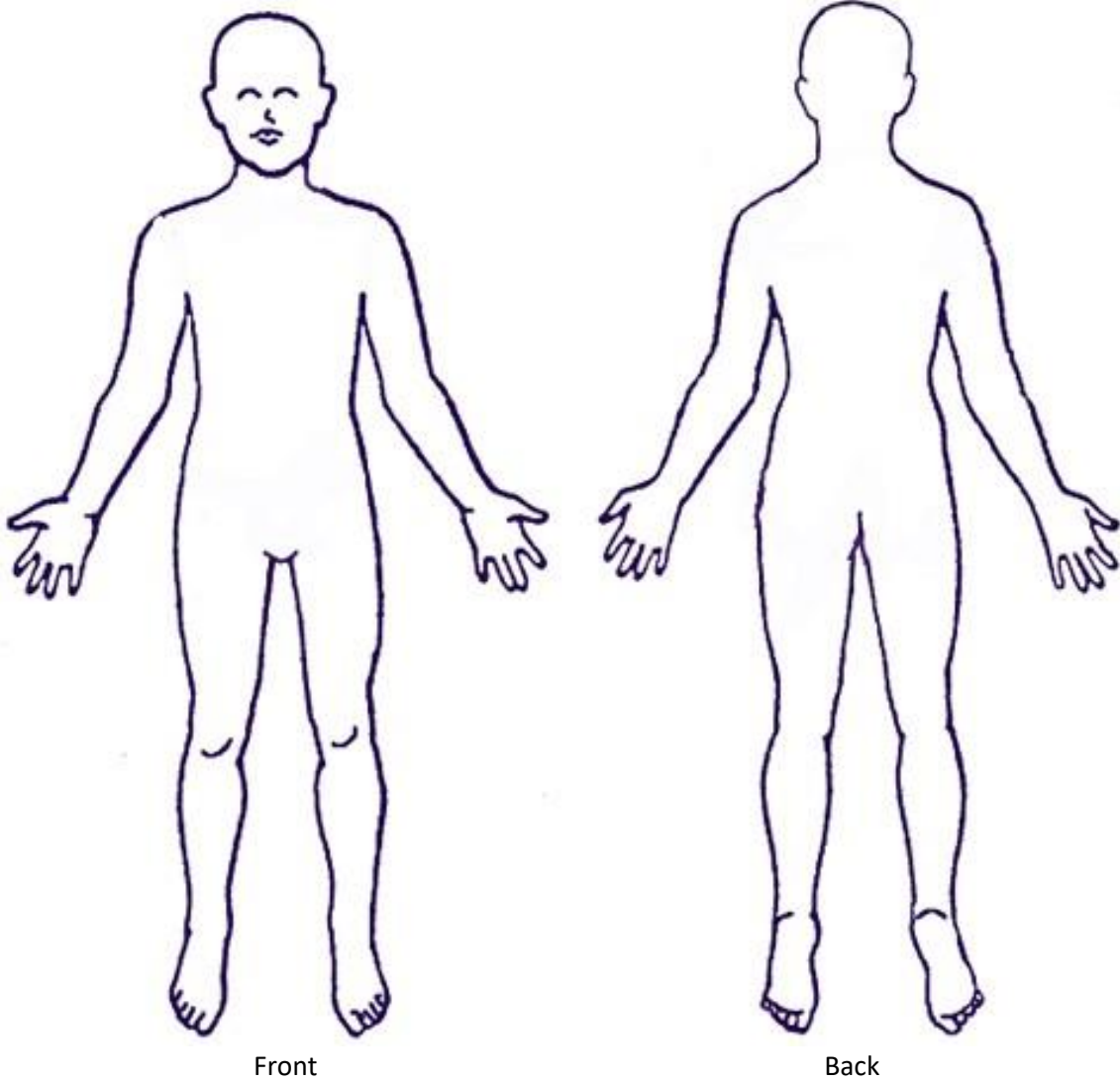
Signature of Designated Safeguarding Person		Signature of minister, or Church Safeguarding Team member	
Date & time		Date & time	

## BODY MAP

Name of Individual of Concern \_\_\_\_\_

Name of person completing this form \_\_\_\_\_

These diagrams are designed for the recording of any observable bodily injuries that may appear on the person. Where bruises, burns, cuts, or other injuries occur, shade and label them clearly on the diagram. **Remember it's not your job to investigate or to decide if an injury or mark is non-accidental. Listen, observe and pass it on.**



Signature \_\_\_\_\_

Date and time \_\_\_\_\_



## For more information:

Please see [www.baptist.org.uk](http://www.baptist.org.uk) for more information about Safeguarding in Baptist churches, including a range of specialist guides and a library of free downloadable resources.

### **BUGB Excellence in Safeguarding training for your church:**

Information and booking arrangements for the BUGB Levels 2 and Level 3 Excellence in Safeguarding training can be made through your local Baptist association team. Please see their website for details of nearby courses or the opportunity to host safeguarding training at your church.

### **In an emergency:**

If you find yourself facing an emergency situation, where you believe that someone attending your church is being harmed or is at imminent risk of harm, please ring the police on 999 and ask to speak to an officer in the child or adult protection teams. Always keep records and let your DPS know that you have made this call.