

# WEBA

## Safeguarding Policy and Procedures

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## SAFEGUARDING IN CONTEXT

### WHAT IS SAFEGUARDING?

**Safeguarding is the protection of adults and children from harm, abuse or neglect.**

We all have the same rights and expectations to independence, respect, choice, fulfilment of our ambitions, to be heard, included, and to have privacy and confidentiality. These expectations are central to the way in which we interact with each other in our life together.

Safeguarding involves a range of activities aimed at promoting the individual's fundamental right to be safe. These include making and maintaining safe environments for all, having processes to follow should something go wrong, and support for everyone involved.

The West of England Baptist Association, its leaders and trustees, have oversight of member churches within their region. Although they do not have direct responsibility for safeguarding practice within the churches, they have a support and challenge role, seeking to train, equip and support those with oversight of safeguarding. Every church is expected to have their own Safeguarding Policy and Procedures reflecting the needs of their own congregation. The West of England Baptist Association strongly recommends that this is based on the Baptist Union of Great Britain Model Safeguarding Policy and Procedures.

### THE THEOLOGY OF SAFEGUARDING

Each and every person is fearfully and wonderfully made, knitted together in their mother's womb, and loved by God who knows everything about them (Psalm 139). All are precious and have worth to God. Therefore the church should strive to be a place of welcome, inclusion and care for all – no matter their age, abilities, health or history.

Jesus tells us that we are each called to love others and to treat them with the respect, dignity and love that we would want to receive ourselves (Matthew 22: 39). Therefore the church should always aim to be a place of care, compassion and love – no matter how undignified someone may appear.

There are many examples of Jesus bringing healing and comfort to people in pain and discomfort, those isolated and alone. At the sight of people in distress he is filled with compassion (Mark 1:41). Therefore the church should strive to be a place of healing, comfort and hope – no matter what the cause of suffering and sorrow.

Jesus was not afraid of challenging injustice and inequality, nor of confronting ignorance and arrogance. He sought out and spent time with marginalised people and he spoke passionately for those who had no voice (Matthew 23). Therefore the church should strive to be a place of righteousness, advocacy and justice, speaking up for people who are oppressed and abused – no matter how costly that may be.

Safeguarding is the protection of adults and children from harm, abuse or neglect. If we believe that all people are precious in the eyes of God, their creator; if we believe that as Christians we should follow the example of Jesus in his compassion and care for others; if we believe that the church should be a sanctuary of safety and peace; and if we believe that we as Christians should speak out against injustice, then safeguarding should be an automatic part of our church communities – as we strive to protect all people from harm, abuse or neglect and to love, care and support all who have been affected by such damaging behaviour.

**“By this everyone will know that you are my disciples, if you love one another.”  
(John 13: 35 – NIV)**

## WEBA SAFEGUARDING POLICY STATEMENT 2019

The trustees of WEBA care about the safeguarding of everyone who comes into contact with churches in membership with the Association.

The trustees recognise that they have no power to enforce good practice in safeguarding upon member churches and nor can they accept any responsibility for safeguarding in churches as this is the responsibility of the leaders of each local church.

However, the trustees of WEBA actively encourage each Baptist church in membership to take safeguarding seriously.

The WEBA trustees expect each church to have a robust safeguarding policy in place and to act in line with that policy. To this end, the trustees recommend the Baptist Together model policy and procedures for safeguarding. Baptist Together.

The trustees themselves are following the Baptists Together safeguarding policies and guidelines. The Baptists Together website provides up to date safeguarding policies and guidelines which WEBA would commend to all churches within the Association. The Trustees have enabled a network of safeguarding trainers who are able to provide training for level 2 and level 3 training for churches within the Association. The delivery of safeguarding training at appropriate levels around the Association is overseen by the Regional Minister with oversight of Safeguarding, reporting directly to the Trustees.

Trustees and staff are subject to the DBS checks appropriate for their role and are expected to undertake safeguarding training to at least level 2.

The Trustees of WEBA undertake to exercise proper care in the selection and appointment of any paid or volunteer staff working with children, young people or vulnerable adults, for example at Association events. This includes ensuring that DBS checks are undertaken at an appropriate level.

WEBA's designated Regional Minister with oversight of safeguarding is Rev. Gary Woodall. The deputy safeguarding Regional Minister is Alisdair Longwill. WEBA's designated Trustee for Safeguarding is Steve Finamore.

Leaders in local churches are responsible for:

- ☐ Putting a safeguarding policy in place and ensuring that it is disseminated appropriately and adhered to in all aspects.
- ☐ The activities undertaken by the church on its own premises and elsewhere and for ensuring that outside groups using their premises have appropriate policies to which they adhere.

In fulfilling aim of churches being safe places for all, we will:

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| <ul style="list-style-type: none"><li>▪ Have a named Association Safeguarding Contact with suitable training and experience to support churches with safeguarding matters</li><li>▪ Have a named safeguarding trustee responsible, along with the Association Safeguarding Contact, for promoting safeguarding practice across the life of the Association</li><li>▪ Promote Excellence in Safeguarding within the churches of the Association</li><li>▪ Offer support and advice to churches with safeguarding concerns or incidents</li><li>▪ Provide Excellence in Safeguarding training (Level 2 and 3) in line with the recommendations of the Baptist Union of Great Britain</li></ul> |
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Adopted by the Trustees on July 2019.

## **ASSOCIATION RESPONSIBILITY FOR SAFEGUARDING**

The Association recognises its responsibilities in safeguarding all children, young people and adults at risk associated with it, both directly and by supporting member churches.

We commit ourselves to the nurturing, protection and safeguarding of all those in our church communities, especially children, young people and adults at risk. In pursuit of this we commit ourselves to this policy and the development of sound procedures to implement our policy well.

### **Prevention and Reporting of Abuse**

It is the duty of every member of the regional association team, including trustees to help prevent the abuse of children, young people and adults at risk and to respond to concerns about the well-being of those within our churches. Any abuse disclosed, discovered or suspected will be reported in accordance with our procedures. We will also support our churches to enable them to respond to concerns about the well-being of children, young people and adults at risk in line with our procedures.

### **Safe Recruitment, Support and Supervision of Workers**

The Association will exercise proper care in the selection and appointment of all workers, particularly those in a position of trust or working directly with children, young people or adults at risk. All workers will be provided with appropriate training, support and supervision to promote the safeguarding of children, young people and adults at risk.

### **Supporting Churches**

The Association has a named person responsible for supporting churches managing safeguarding concerns (the Association Safeguarding Contact). They have completed Level 2 and 3 in Excellence in Safeguarding and understand the procedures for escalating safeguarding concerns. Where they are unsure about the best course of action they will work with the National Safeguarding Team to ensure that the situation is managed well and those at risk are properly safeguarded.

### **Promote Best Safeguarding Practice**

All Regional Association staff, trustees and volunteers are responsible for promoting best safeguarding practice amongst the churches they support. This includes seeking support from the Association Safeguarding Contact when necessary and following the advice that has been given.

### **Provide Training**

The Regional Association will facilitate safeguarding training for churches in our area using the Baptist Union Level 2 and 3 Excellence in Safeguarding material. We will ensure that we have knowledgeable and experienced trainers to facilitate the course who have completed the BUGB Train the Trainer course for each level. The Association will ensure that Level 2 and 3 safeguarding training is available to churches throughout the Region and widely promoted by all regional team members.

### **Working with national and statutory bodies**

To ensure that children, young people and adults at risk within our churches are properly safeguarded, we will work closely with the Baptist Union of Great Britain National Safeguarding Team, statutory authorities, other denominations and uniformed organisations, sharing information where necessary.

Part of this commitment to working together to safeguard children, young people and adults at risk will include the Association Safeguarding Contact participating in the work of the National Safeguarding Contacts Group, which serves as a coordinating body for improvements in safeguarding policy and practice.

## **WEBA events**

The Association will ensure that at all Association events will comply with the Association safeguarding policy and procedures as outlined in the Baptist Together policy and procedures.

## **Baptist Together Accredited Ministers**

The Association staff will be responsible to verify documents of nationally accredited persons for the completion of DBS.

## **WEBA Regionally Recognised Leaders**

The Association are responsible to ensure that all Regionally Recognised Leaders have a DBS to be renewed every four years, and that all Regionally Recognised Leaders undertake level 2 and 3 safeguarding training every four years.

## **Support for Association Churches**

The association will provide support to churches and ministers regarding safeguarding issues. Churches requiring advice can do so through the Association. The Association staff will NOT give advice but be a conduit for advice; the Association will seek advice from the Baptist Together National Safeguarding Team where necessary.

The Association will provide support to church and ministers regarding safeguarding concerns. This could include support in establishing safeguarding contracts or support when safeguarding allegations or investigations are underway.

WEBA will keep a record of all safeguarding concerns and questions (Except for training information). All staff will be responsible to report any conversations or concerns on the reporting file in WEBA's shared drive.

## **SAFEGUARDING REGARDING BAPTIST TOGETHER ACCREDITED MINISTERS**

### **Introduction**

We recognise that churches expect accredited ministers and other accredited workers to be up to date with best practice in safeguarding and to be able to demonstrate that they have appropriate clearance to carry out work that brings them into regular contact with children, young people and adults at risk.

### **DBS Enhanced Disclosure**

All accredited persons and Nationally Recognised Pastors must have an enhanced disclosure checking for both the barred lists for children and adults, in order to be on the appropriate register.

The disclosure should be renewed every four years through DDC, via the association, or when a new post is taken up if this is sooner.

This requirement will not apply to: Ministers who are not undertaking regulated activity and have signed the NIRAD form 1 stating that they will undertake an enhanced disclosure should they return to regulated activity.

Ministers who are retired and are no longer undertaking regulated activity (e.g. not serving in a retirement pastorate or as a moderator); and have signed the NIRAD form.

Ministers serving as Chaplains with the armed forces are required to undertake a DBS check every four years, but this will be administered through the United Board rather than DDC.

Where a disclosure is blemished, this will be assessed by the National Safeguarding Team and recommendations will be passed to the Ministries Team in relation to BU Accredited Ministers and Nationally Recognised leaders.

Through the DDC system accredited persons will be sent an email to inform them that the disclosure is due to be renewed and one subsequent email reminder. Over the next few years these may come from the Association team until all renewal dates are on the DDC system. If a disclosure is not applied for the Ministries Team will be informed and one final reminder will be sent. Failure to comply with this request will result in the MRC being asked to consider removing accreditation. In these circumstances the accredited person will be given 14 days notice in order to make representation to the committee.

Accredited persons who fail to book to attend the safeguarding training for levels 2 and 3 having been contacted by their Association team will be reminded by them on one further occasion. If they fail to book and attend the training, the Ministries Team will be informed and a further reminder will be sent. Failure to respond to this reminder will mean that the MRC will be asked to consider removing their accreditation. In these circumstances the accredited person will be given 14 days notice in order to make representation to the committee.

### **Safeguarding Training**

Nationally Recognised Pastors must undertake the BUGB level 2 and 3 safeguarding training every four years, and at least one on line module per year in the intervening years.

This requirement will not apply if the minister is serving as a Chaplain where safeguarding training is provided which is relevant to the ministry that they are undertaking. However, if they serve as a 1 NIRAD Form – Not In Regulated Activity Declaration Form.

### **Retired Minister**

The requirement to sign a NIRAD will be phased in. Retired Ministers who are known to no longer be in active ministry will not be asked to sign a form. If the Association are not clear on this they will

clarify this with the minister concerned. Minister will be provided with the form on retirement and if their DBS enhanced disclosure is due and they no longer need one. Returning the form will result in them no longer being reminded about the need to undertake a DBS disclosure.

#### **Failure to Comply**

The responsibility to keep up to date with DBS enhanced disclosures and safeguarding training is that of the accredited person.



## **SAFEGUARDING REGARDING WEBA REGIONALLY RECOGNISED LEADERS**

### **Introduction**

We recognise that churches expect accredited Regionally Recognised Leaders to be up to date with best practice in safeguarding and to be able to demonstrate that they have appropriate clearance to carry out work that brings them into regular contact with children, young people and adults at risk.

### **DBS Enhanced Disclosure**

All Regionally Recognised Leaders must have an enhanced disclosure checking for both the barred lists for children and adults, in order to be on the appropriate register.

Where a disclosure is blemished, this will be reviewed by the National Safeguarding Officer, who will inform the church and association of the review and any necessary action. When the disclosure relates to a Regionally Recognised Minister the outcome of the risk assessment will be shared with the Association Safeguarding Contact in the first instance.

Through the DDC system Regionally Recognised Leaders via the local church will be sent an email to inform them that the disclosure is due to be renewed and one subsequent email reminder. Regionally Recognised Leaders need to inform the association of the date when the disclosure was issued. Failure to comply with this request will result in the WEBA MRC being asked to consider removing accreditation.

### **Safeguarding Training**

Regionally Recognised Leaders must undertake the BUGB level 2 and 3 safeguarding training every four years. Failure to respond to this reminder will mean that the MRC will be asked to consider removing their accreditation.

### **Failure to Comply**

The responsibility to keep up to date with DBS enhanced disclosures and safeguarding training is that of the accredited person.

## **SAFEGUARDING REGARDING WEBA UNACCREDITED MINISTERS**

### **Introduction**

We recognise that churches expect unaccredited Ministers / leaders to be up to date with best practice in safeguarding and to be able to demonstrate that they have appropriate clearance to carry out work that brings them into regular contact with children, young people and adults at risk.

### **DBS Enhanced Disclosure**

DBS checks for Unaccredited Ministers are the responsibility of the local church. The Association has no legal right to know the information included in the check. However, the Association will request from the church the date and number of the DBS check and this will be recorded on the ThankQ database. This ensures consistency with the recording of information about ministers regardless of their accreditation status.

When an Unaccredited Minister has a blemished disclosure, the National Safeguarding Team will share any recommendations from the risk assessment directly with the church in the first instance. If they consider that the church needs support in implementing the recommendations from the risk assessment, then the Association will be advised of the situation.

Through the DDC system unaccredited ministers / leaders via the local church will be sent an email to inform them that the disclosure is due to be renewed and one subsequent email reminder. Unaccredited ministers / leaders need to inform the association of the date when the disclosure was issued

### **Safeguarding Training**

Unaccredited ministers / leaders must undertake the BUGB level 2 and 3 safeguarding training every four years.

### **Failure to Comply**

The responsibility to keep up to date with DBS enhanced disclosures and safeguarding training is that of the unaccredited person.

## ASSOCIATION PROVISION OF TRAINING

The Association will provide a timetable for safeguarding training throughout the region, using the BUGB Excellence in Safeguarding Level 2 and 3 material, and will promote the courses to churches in their area.

The Association will work with the National Safeguarding Team to identify and train specialist Excellence in Safeguarding trainers with a high standard of safeguarding knowledge and experience.

All Association trustees, regional ministers, youth and children's specialists and other pastoral staff will complete Excellence in Safeguarding Level 2 and 3 and work in accordance with the principles and teaching they have received through the courses.

## TRAINING

To supplement the guidelines found in *Safe to Grow*, Baptist Together has produced an integrated series of training, consisting of three levels.

**Level 1** is a video lasting four minutes, designed to be shown to the whole church to help raise awareness across the congregation and encourage everyone to remember that safeguarding is everyone's responsibility. Some worship service ideas are also available to use alongside the video as part of a service.

**Guide into excellence into safeguarding** an overview of safeguarding and introduction. This booklet will be issued prior to those attending level 2.

**Level 2** is designed to be delivered by a trainer. Please contact your Regional Association for more information on how this can be delivered; the course is designed for the minister, deacons/trustees, the designated person for safeguarding and all those who work with children and young people. It covers the following points and takes about 3 hours:

- Definitions, signs and symptoms of abuse
- What to do if abuse is disclosed
- Good practice
- Risk assessments
- Safe recruitment
- Abuse of trust
- Boundaries

**Level 2a - Empowering Children to Stay Safe** The purpose of this material is to help children and young people to be aware of their personal safety and how they can be empowered to make wise decisions, choices and actions to help them stay safe. This downloadable bible-based material is designed to be used with children and young people in a group session environment.

**Level 3** is also designed to be delivered by a trainer and is for the minister, deacons/trustees, and the designated person for safeguarding. It is designed to give further help with what to do if a disclosure is made, or if you discover that abuse has or is taking place and Safe recruitment. Level 3 is designed to follow on from Level 2 and it is strongly advised that you access level two before accessing Level 3.

## PROVIDING THIS TRAINING ACROSS THE WEBA NETWORK OF CHURCHES

As an association we believe that our network of churches should be places of safety for all people, children / young people and adults.

WE want to ensure that we are able to support the local church in providing good quality and accessible training. As an Association it is our responsibility to ensure that there is appropriate training and support required across our network of churches. We acknowledge that it is the local churches' responsibility to ensure everyone within their church is aware of the need to keep children / young people and vulnerable adults safe and provide training for all those involved in this area of ministry. To support the work of the local church WEBA has developed a network of trainers across the Association who are skilled in delivering the updated training course which Baptists Together has produced.

### **Trainers**

We have recruited and trained at least one trainer from each of the clusters. Those who are recruited at WEBA approved trainers will be competent in delivering the material effectively and with appropriate knowledge and skills. They will be trained by Baptist Together.

### **Training**

The trainers will be able to provide training for their local church and also the other churches in their cluster and if required beyond their local cluster of churches. This gives greater opportunities for churches to access appropriate level 2 and 3 training for churches.

## **AGREEMENT WITH TRAINERS**

This agreement is between the association and those who have been trained by Baptist Together to provide level 2 and level 3 excellences in safeguarding.

All WEBA approved trainers are expected to abide by the following:

- Abide by the WEBA safeguarding policy.
- Undertake train the trainers safeguarding training (approved and provided by Baptist Together) and any updating courses that may be required.
- To provide training to local churches or clusters as outlined below, including payments.

### **Trainers will be responsible for:**

- Delivering the training.
- The production of training manuals.
- Producing and distribution of a certificate that confirms a participants attendance on a course.

### **WEBA will be response for:**

- Ensuring trainers undertaken Baptist Together training for trainers.
- Access to training material through the Baptist Together website.
- Gathering the network of trainers together twice a year and support and information sharing.
- Provide public liability insurance covering training.

### **Local church / cluster will be responsible for:**

- Linking and liaising with a trainer.
- Advertising the training in their church and amongst churches in their cluster. Notifying the WEBA office of the training (It will also be advertised on the WEBA update).
- Make practical arrangements for a venue, set up and refreshments.
- Ensure that any payments are received, and appropriate fees paid to the trainer.
- Inform WEBA of the churches who attended training.

## Cost of training

There is an agreed charge of £10 per person for each level.

Each training session will consist of a maximum of 30 participants.

A trainer may provide training in their local church free of charge.

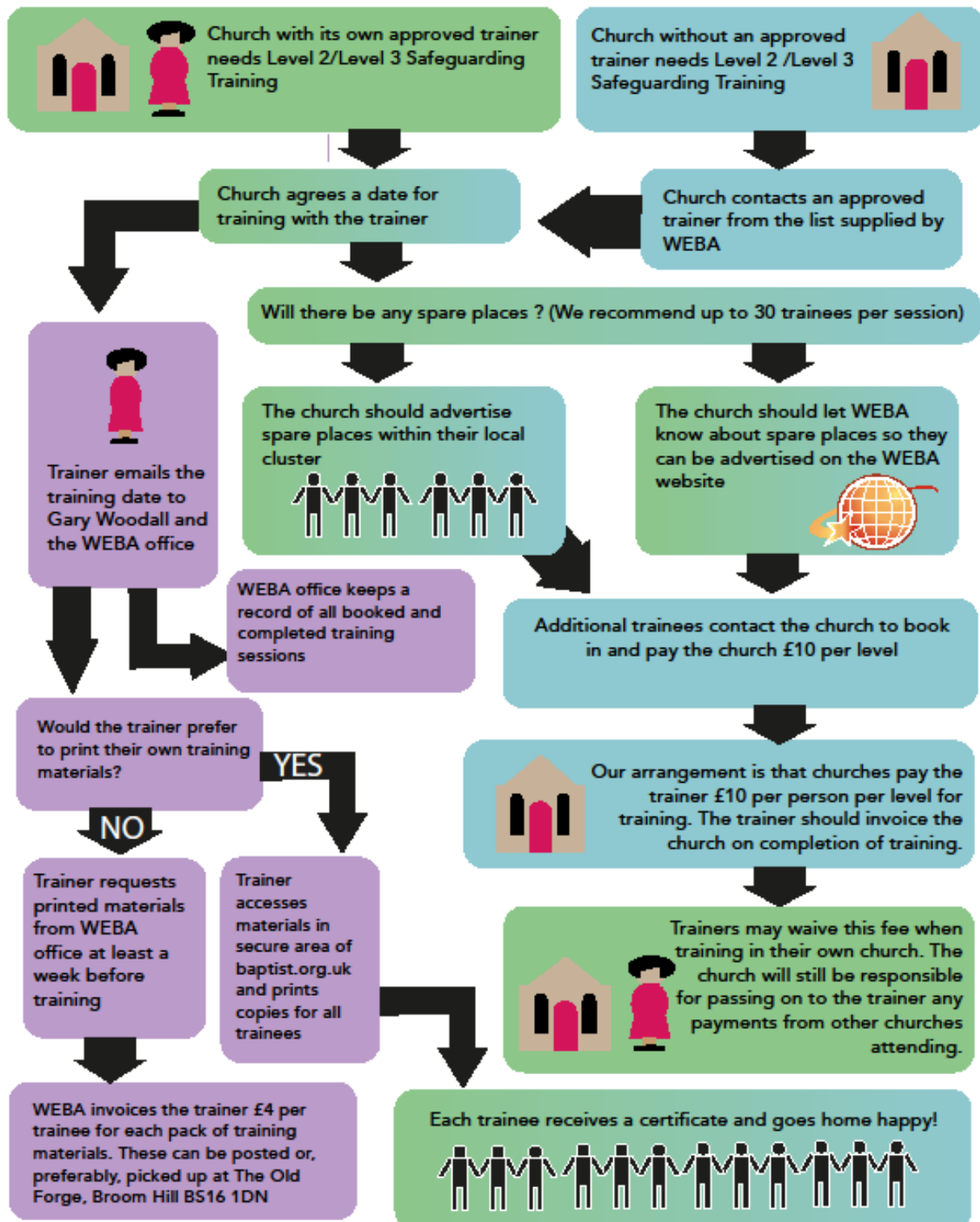
## TRAINERS

Liz Farley	Costwolds	Gloucestershire	Level 2 / 3
Steve Bryant	Corsham	Wiltshire	Level 2
Naomi Shrubsole	Cirencester	Costwold	Level 2 / 3
Jeannette Plumb	Bristol	Bristol	Level 2 / 3
Andrea Laity	Bristol	Bristol	Level 2 / 3
Val Hoskins	Cheltenham	Cheltenham	Level 2
Ruth Brooks-Martin	Trowbridge	Wiltshire	Level 2 / 3
Sara Dodd	Clevedon	Somerset Coast	Level 2 / 3
Lorna Warrington-Gallienne		Swindon	Level 2 / 3
Karly Kingswood	Midsomer Norton	Mendip	Level 2
Judith Parr	Midsomer Norton	Mendip	Level 2
BU National			
Kaye Cooke	W-S-M	Somerset coast	Level 2 / 3



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# SAFEGUARDING TRAINING FLOWCHART



West of England Baptist Association, The Old Forge, Broom Hill, Stapleton, Bristol BS16 1DN

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Registered Charity No. 1092443, Company Limited by Guarantee, Registered in England & Wales No. 4326752, Registered Office as above

## SAFEGUARDING CONTACT POINTS WITHIN THE ASSOCIATION

### Association Safeguarding Contact:

Revd. Gary Woodall

They will support other regional team members and churches, providing advice and guidance on how to manage safeguarding concerns. This includes supporting churches to put Safeguarding Contracts in place, assisting with safeguarding risk assessments and promoting excellence in safeguarding in all Baptist churches in their regional area..

#### Contact Details:

Tel: 07890202167

Email: gary.woodall@webassoc.org.uk

### Deputy Association Safeguarding Contact:

Revd. Alisdair Longwill

If the Association Safeguarding Contact is on leave or unavailable then the Deputy Safeguarding Contact will be available to fulfil their role.

#### Contact Details:

Tel: 017799467050

Email: Alisdair.Longwill@webassoc.org.uk

### Association Safeguarding Trustee:

Revd. Stephen Finamore

They will raise the profile of safeguarding amongst the trustees of the Association and oversee the implementation of the safeguarding policy and procedures on behalf of the trustees.

#### Contact Details:

017799467050

## WEST OF ENGLAND LOCAL AUTHORITY SAFEGUARDING CONTACTS

Local Authority	Children	Adult	DOfA	Emergency Duty Team
<b>BaNES</b>	Children and Families Assessment and Intervention team 01225 396312 or 396313	Sirona Care and Health 01225 396000	01225 396810 <b>LADO@bathnes.gcsx.gov.uk</b>	01454 615165
<b>Bristol</b>	First Response 0117 9036444	Care Direct 0117 922 2700		01454 615165
<b>Gloucester</b>	Childrenshelpdesk-gcsx@gloucestershire.gcsx.gov.uk  01452 426565	Adults Help desk 01452 426868		01454 615165
<b>North Somerset</b>	Single Point of Access 01275 888808	care.connect@n-somerset.gov.uk Care Connect 01275 888801	Single Point of Access 01275 888808	01454 615165
<b>Somerset</b>	<b>childrens@somerset.gov.uk</b> Children's social care 0300 123 2224	adults@somerset.gov.uk Adult social care 0300 123 2224		0300 1232327
<b>South Gloucester</b>	South Gloucester children's social care 01454866000	01454 868007		01454 615165
<b>Swindon</b>	Swindon Family contact point 01793 466903 <b>fcp@swindon.gov.uk</b>	adultsafeguarding@swindon.gov.uk  Adult safeguarding team 01693 463555		01793 436699
<b>Wiltshire</b>	Multi-agency Safeguarding Hub 0300 456 0108	mailto:customeradvisors@wiltshire.gov.uk Adult social care 0300 4560111		0845 6070888



## RESPONDING TO ALLEGATIONS

The Regional Association Safeguarding Contact is responsible for ensuring that churches within the association have access to support and guidance when managing safeguarding issues within their congregation. In addition, the role of the Association Safeguarding Contact is to both support and challenge church leaders where there are concerns about their approach to safeguarding, working with them to attain best safeguarding practice.

There may be occasions when the Association will take the lead in investigating a situation and these will be set out within these procedures. The Association Safeguarding Contact will seek additional support and advice from the Baptist Union of Great Britain Safeguarding Team and other professionals when necessary. They will maintain a record of all concerns brought to their attention using a Case Record Sheet (Appendix 2) and a Case Spreadsheet (Appendix 3). All information collected and processed in this way will be held for at least 75 years in line with the BUGB Guide to Safeguarding Recording Keeping.

### ALLEGATIONS MADE REGARDING A REGIONAL STAFF MEMBER

Upon discovering of reporting of safeguarding concerns related to an Association staff member, the Regional Minister for Safeguarding or deputy is to be notified immediately.

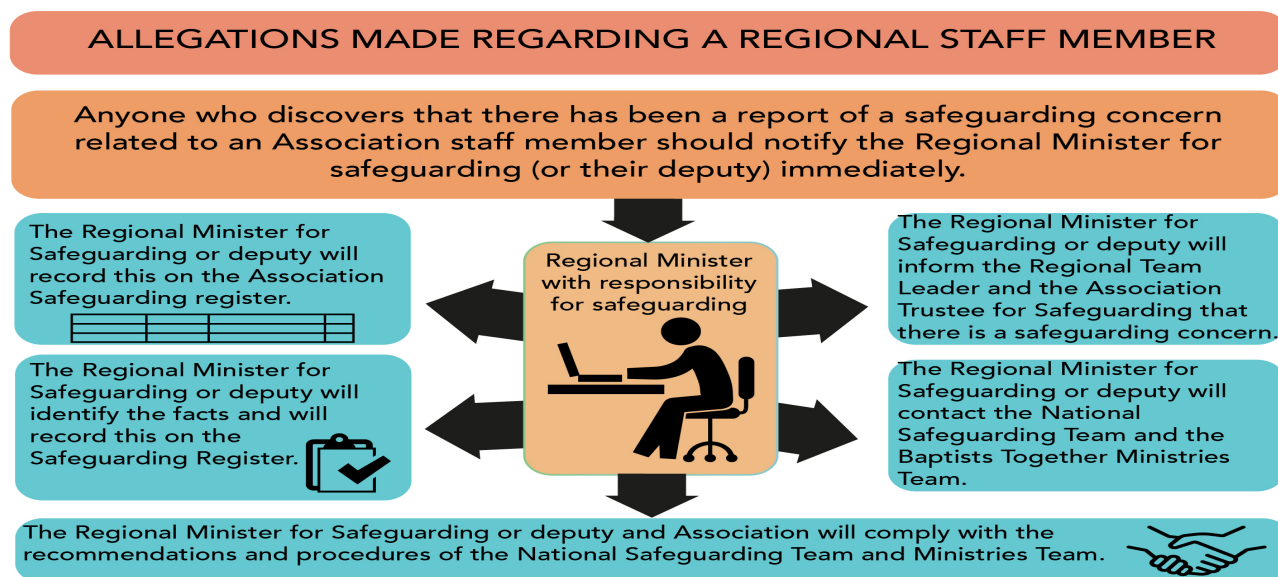
The Regional Minister for Safeguarding or deputy will record this on the Association safeguarding register.

The Regional Minister for Safeguarding or deputy will identify the facts and will record this on the Association safeguarding register.

The Regional Minister for Safeguarding or deputy will inform that there is a safeguarding concern to the Regional Minister Team Leader and the Association trustee for safeguarding.

The Regional Minister for Safeguarding or deputy will contact the national safeguarding team and the Baptist Together ministry department.

The Regional Minister for Safeguarding or deputy and association will comply with the recommendations and procedures of the national safeguarding team and ministry department.



## OTHER STAFF, TRUSTEES AND VOLUNTEERS

If a safeguarding concern is raised about a member of staff, a volunteer or trustee working directly for the Regional Association then the Association Safeguarding Contact will contact statutory services for advice on next steps, as well as seeking advice from the National Safeguarding Team. If the concern relates to a child or young person, the Local Area Designated Officer (LADO) will be contacted in the first instance. If the concern relates to an adult at risk then the Adult Safeguarding Team will be contacted.

***In both cases if there is a concern that criminal offences have or may have been committed the Police will be contacted in the first instance.***

## PASTORAL SUPPORT

The Regional Association will offer pastoral support to the person of concern. This will not be provided by the Association Safeguarding Contact but by another member of the Regional Team or an experienced minister from another church within the Association.

## ALLEGATIONS MADE REGARDING AN ACCREDITED BAPTIST TOGETHER MINISTER

Upon discovering or reporting of safeguarding concerns related to an accredited minister, the Regional Minister for Safeguarding is to be notified immediately.

The Regional Minister for Safeguarding will record this on the Association safeguarding register.

The Regional Minister for Safeguarding will identify the facts and will record this on the Association safeguarding register.

The Regional Minister for Safeguarding will inform that there is a safeguarding concern to the Regional Minister Team Leader.

The Regional Minister for Safeguarding will contact the national safeguarding team and the Baptist Together ministry department.

The Regional Minister for Safeguarding and Association will comply with the recommendations and procedures of the national safeguarding team and ministry department.

### ALLEGATIONS MADE REGARDING AN ACCREDITED BAPTISTS TOGETHER MINISTER

Anyone who discovers that there has been a report of a safeguarding concern related to an Accredited Minister should notify the Regional Minister for safeguarding immediately.

The Regional Minister for Safeguarding will record this on the Association Safeguarding register.


The Regional Minister for Safeguarding will identify the facts and will record this on the Safeguarding Register.



Regional Minister with responsibility for safeguarding



The Regional Minister for Safeguarding will inform the Regional Team Leader that there is a safeguarding concern.

The Regional Minister for Safeguarding will contact the National Safeguarding Team and the Baptists Together Ministries Team.

The Regional Minister for Safeguarding or deputy and Association will comply with the recommendations and procedures of the National Safeguarding Team and Ministries Team.



## **SAFEGUARDING CONCERNS RAISED ABOUT AN UNACCREDITED MINISTER OR PASTOR**

If safeguarding concerns are raised about an unaccredited minister or pastor these should be managed by the trustees of the church in the first instance.

The Association's role in this situation will be to support the church with the investigation. They will involve the National Safeguarding Team if necessary.

Although the Association will offer support, the church will need to take the lead in contacting statutory services. If the concern related to a child or young person, the Local Area Designated Officer (LADO) will be contacted in the first instance. If the concern relates to an adult at risk then the Adult Safeguarding Team will be contacted.

***In both cases if there is a concern that criminal offences have or may have been committed the Police need to be contacted by the church in the first instance.***

The Association will not be directly able to offer pastoral support to the person under investigation; however they may be able to recommend someone else to the church who can perform this role during the investigation.

## ALLEGATIONS MADE REGARDING A REGIONALLY RECOGNISED LEADER

When a member of the Regional team is advised of a safeguarding concern involving someone who is Regionally recognised, the responsibility for investigating lies with the Association Safeguarding Contact, with support from the National Safeguarding Team if needed. On occasions the Association may decide to subcontract the investigation to a third party such as 31:8 or an independent safeguarding consultant. However, the Association remains responsible for ensuring that the outcome of the investigation is acted upon and the advice given is followed.

The Regional Association Safeguarding Contact will work closely with the statutory authorities. If the concern related to a child or young person the Local Area Designated Officer (LADO) will be contacted in the first instance. If the concern relates to an adult at risk then the Adult Safeguarding Team will be contacted.

***In both cases if there is a concern that criminal offences have or may have been committed the Police will be contacted in the first instance.***

Upon discovering or reporting of safeguarding concerns related to a Regionally Recognised Leader, the Regional Minister for Safeguarding is to be notified immediately.

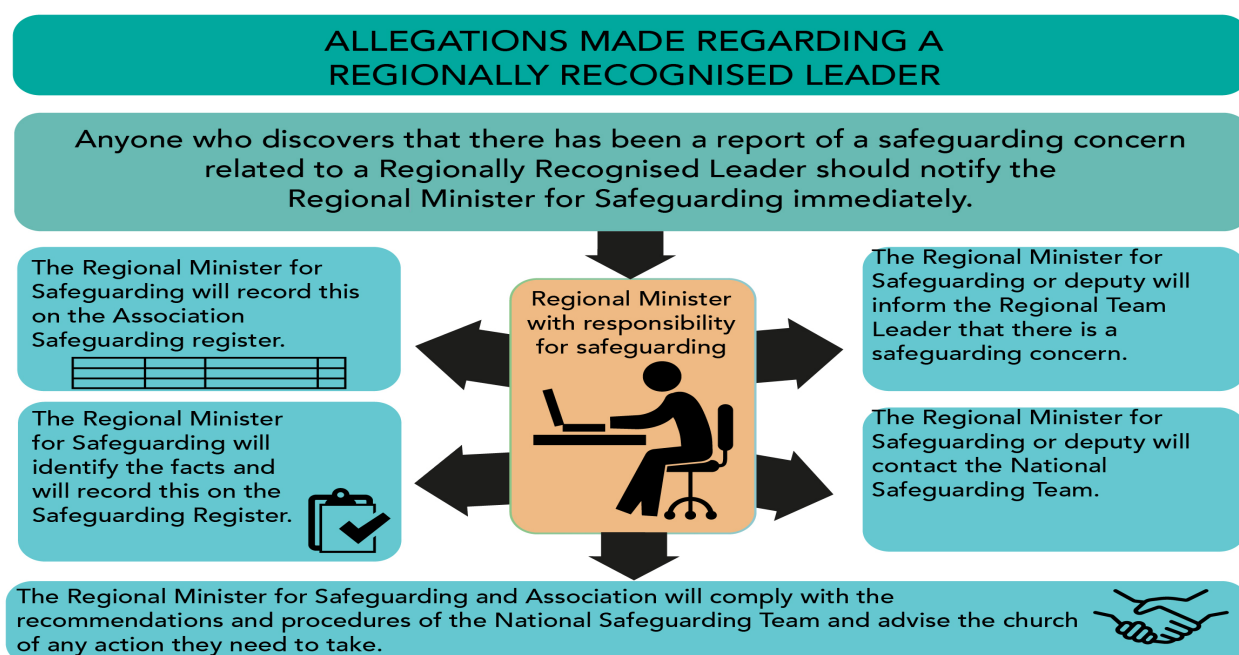
The Regional Minister for Safeguarding will record this on the Association safeguarding register.

The Regional Minister for Safeguarding will identify the facts and will record this on the association safeguarding register.

The Regional Minister for Safeguarding will inform that there is a safeguarding concern to the Regional Minister Team Leader and the Association trustee for safeguarding.

The Regional Minister for Safeguarding will contact the national safeguarding team.

The Regional Minister for Safeguarding and association will comply with the recommendations of the national safeguarding team and advise the church of any action they need to take.



## **SAFEGUARDING CONCERNS RAISED BY A CHURCH ABOUT THE BEHAVIOUR OR WELL-BEING OF SOMEONE WHO ATTENDS THE CHURCH.**

The Association recognises that at times churches need additional support and advice when they have concerns about someone within their care. The Association Safeguarding Contact, or appointed Safeguarding Officers will offer this support and work with the church Designated Person for Safeguarding, consulting with the National Safeguarding Team when necessary. As with unaccredited ministers, the church will take the lead in contacting statutory agencies and undertaking the investigation.

To ensure that the correct advice is given to the church the Association Safeguarding Contact will check whether the individual is in a position of leadership or trust within the church. If they are, the church will be asked to contact the LADO or Adult Safeguarding Team to seek their advice before the Association issues further advice.

## **SAFEGUARDING CONTRACTS**

A Safeguarding Contract should be put in place by a church when they are aware that someone is either under investigations for or has convictions for offences against children or adults at risk.

The Association will hold the template Safeguarding Contract and work with the church to ensure that the final agreement is robust and in line with the recommendations made by the National Safeguarding Team. The Association will hold a copy of the contract.

The Association Safeguarding Contact will take an active role in facilitating contract meetings between the church and the subject of the contract. This is in line with the guidelines published by the National Safeguarding Team in the guide Safeguarding Contracts: Frequently Asked Questions, which is downloadable from the BUGB website.

If a church is reluctant to follow the safeguarding advice given by the Regional Association, then the Regional Safeguarding Contact will consult with the National Safeguarding Team and a decision made together about the best way to ensure effective safeguards are in place within the church.

## **PASTORAL CARE IN SAFEGUARDING SITUATIONS**

When safeguarding situations occur within a church all those involved will inevitably need additional support and care. This includes the person making an allegation and the person subject to it.

The Association will support the church in identifying people who can take on this pastoral role and on occasions may be able to seek support from a different church if they consider that this would be the most appropriate way forward.

## **SUPPORTING AND EQUIPPING THE DESIGNATED PERSON FOR SAFEGUARDING (DPS) WITHIN MEMBER CHURCHES**

It is the responsibility of each church to appoint at least one Designated Person for Safeguarding for their church.

The Association will seek to offer specific support to the Designated Person for Safeguarding, particularly when safeguarding concerns arise.

Where a church does not yet have anyone in this role, the Association Safeguarding Contact will work with the leadership of the church to help them to identify, train and support someone to take on this role.

The Association will provide opportunities for DPSs to access peer support, and, through the National Safeguarding Contacts Group, work with the National Safeguarding Team to identify additional online and written resources for people taking on this role.

## APPENDIX 1 USEFUL RESOURCES AND CONTACTS

### Police

If there is a serious danger that an adult at risk may be in imminent risk of harm, then call the police. In an emergency, it is appropriate to dial 999. The police non-emergency number is 101.

### Baptist Together Safeguarding team:

Each of our local Baptist associations has a person who is able to offer guidance to churches in adopting and implementing safeguarding policies and procedures in their work with adults at risk.

Website: [www.baptist.org.uk/Groups/220183/Safeguarding.aspx](http://www.baptist.org.uk/Groups/220183/Safeguarding.aspx)

### Other organisations:

There are a number of external organisations who specialise in supporting different aspects of life for adults at risk. For further information and expert advice please contact:

### Thirtyone:eight (formerly known as: Child Protection Advisory Service - CCPAS)

CCPAS is an independent Christian Safeguarding charity which offers training and resources for churches and a 24 hour helpline for all safeguarding issues and disclosures

Telephone: 0303 003 11 11

Website: [www.ccpas.co.uk](http://www.ccpas.co.uk)

Address: PO Box 133, Swanley, Kent, BR8 7UQ

### DDC – Due Diligence Checking

DDC supports organisations by providing criminal records services, training and advice. From 1 November 2015 they are the DBC checking organisation for BUGB.

Telephone: 0845 644 3298

Website: <http://www.ddc.uk.net>

Address: Due Diligence Checking Ltd, Meltongate House, 1282a Melton Road, Syston, Leicester, LE7 2HD

### Disclosure & Barring Service (DBS)

DBS carries out criminal records checks on employees and volunteers working with children, young people and adults at risk.

Telephone: 0870 90 90 811

Email address: [customerservices@dbb.gov.uk](mailto:customerservices@dbb.gov.uk)

Website: [www.gov.uk/government/organisations/disclosure-and-barring-service](http://www.gov.uk/government/organisations/disclosure-and-barring-service)

### Action on Elder Abuse

A specialist organisation that focuses on the issue of abuse towards to elderly.

Helpline: 0808 808 8141

Website: [www.elderabuse.org.uk](http://www.elderabuse.org.uk)

Address: PO Box 60001, Streatham, SW16 9BY

### CAADA - Coordinated Action Against Domestic Abuse

A national organisation providing practical help and support for professionals and organisations working with domestic abuse victims.

Telephone: 0117 317 8750

Website: [www.caada.org.uk](http://www.caada.org.uk)

Address: 3rd Floor, Maxet House, 28 Baldwin Street, Bristol, BS1 1NG

### The Cybersmile Foundation

A non-profit organisation trying to combat cyber abuse.

Website: [www.cybersmile.org](http://www.cybersmile.org)



### Respond

Support and help for victims of abuse who have learning difficulties, and their families.

Telephone: 0808 808 0700

Website: [www.respond.org.uk](http://www.respond.org.uk)

### selfharmUK

An online organisation that offers information, advice, support and training on the subject of self-harm. It is primarily focused on self-harming young people and those who work with them.

Website: [www.selfharm.co.uk](http://www.selfharm.co.uk)

### Survivors UK

Support for survivors of male rape or sexual abuse.

Email: [info@survivorsuk.org](mailto:info@survivorsuk.org)

Website: [www.survivorsuk.org](http://www.survivorsuk.org)

Address: Unit 1, Queen Anne Terrace, Sovereign Court, The Highway, London, E1W 3HH

### Victim Support

Victim Support is the independent charity for victims and witnesses of crime in England and Wales.

Support line: 0808 16 89 111

Website: [www.victimsupport.org.uk](http://www.victimsupport.org.uk)

### Women's Aid

A national charity working to end domestic violence against women and children. Supports a network of over 500 domestic and sexual violence services across the UK.

National Domestic Violence Helpline: 0808 2000 247

Website: [www.womensaid.org.uk](http://www.womensaid.org.uk)

Address: PO Box Bristol 391, BS99 7WS

**APPENDIX 2**  
**SAFEGUARDING CASE CONTACT SHEET**

**STRICTLY CONFIDENTIAL**  
**Safeguarding Case Contact Sheet**

Referrer Name			
Referrer Position			
Referrer Phone No.		Email:	
Church Name			
Association			
Person of Concern Details	Name		DOB
	Address	Phone No.	Email
Alleged Victim / Victim Details	Name		DOB
	Address	Phone No.	Email
Situation			
Action taken			
Next steps needed			
People to inform			
Name			
Date			
Date for File Destruction			

**Additional Contact Notes**

<b><u>Date</u></b>	<b><u>Details of Additional Contact / Action taken</u></b>	<b><u>Initials</u></b>

APPENDIX 3  
ASSOCIATION SAFEGUARDING CASE SPREADSHEET – SAMPLE

STRICTLY CONFIDENTIAL - SAFEGUARDING CASE INFORMATION												
1	Adult or Child Safeguarding Concern?	Allegation / Offence Category (ie. Domestic Abuse, Child Sexual Abuse etc.)	Topline Info	Referrer Name and contact details	Action taken	Waiting on....	People informed / involved (ie. DPS, Minister, Regional Minister Stat. Auths.)	Lead (who is managing this case?)	Status (i.e. Ongoing/ Completed, etc)	National Safeguarding Team Contacted?		
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## APPENDIX 4

### THE ROLE OF THE ASSOCIATION SAFEGUARDING CONTACT (ASC)

- To provide a first point of contact for advice when a safeguarding issue arises in a church
- To offer advice and guidance on the application of safeguarding policy and procedures at church level, including the involvement of statutory authorities as appropriate
- To offer on-going support to churches managing a safeguarding issue
- To challenge church leaders and trustees when good safeguarding practice is not in place
- To work collaboratively with the National Safeguarding Team to support our churches with complex safeguarding matters
- To promote excellence in safeguarding amongst Association colleagues and member churches
- To work collaboratively with other ASCs as part of the National Safeguarding Contacts Group and contribute to the development, implementation and review of safeguarding policies, procedures and projects at a national level.