



SUTTON COLDFIELD BAPTIST CHURCH

Making Sense of Life Together. Sharing the Love of Jesus

Safeguarding Policy

Mark Steel

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Published policies and procedures do not form part of any contract of employment

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Registered Charity Number 1199202

Sutton Coldfield Baptist Church is registered with the Charity Commission for England and Wales and operates as a Charitable Incorporated Organisation

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Introduction

Sutton Coldfield Baptist Church is committed to providing a safe, welcoming and loving environment where all can flourish. This safeguarding policy is to ensure that people are protected from abuse, harm or neglect. It outlines the expectations and values of leaders, and provides procedures for promoting safeguarding.

This policy is made available to all via our website and it is a requirement of all employees, Trustees and volunteers read the policy each year.

The Sutton Coldfield Baptist Church Leadership Team and Trustees endorse and review this policy annually.

Definitions

Child: For the purposes of this policy, a child is defined as anyone who has not yet reached their 18th birthday.

Young person: For the purposes of this policy, a young person is a child aged 11 and over who has not yet reached their 18th birthday.

Adult at risk: Is someone aged 18 or over and, by reason of mental or other disability, age, illness or other situation are permanently, or for the time being, unable to take care of themselves, or to protect themselves against significant harm, abuse or exploitation.

Core Values for the Care of Children, Young People and Adults at risk

We believe...

- That all children, young people and adults at risk are created by God, made in His image, and are as precious to Him as any other person.
- That all children, young people and adults at risk are sinners and that their greatest need is to hear and respond to the Good News of Jesus.
- That children, with the help of the Holy Spirit, are able to understand the essence of the Christianity and come to faith in their earliest years.
- That the teaching given to children and young people is of supreme importance for their spiritual development.
- That work among children, young people and adults at risk is a vital part of the church's ministry, and therefore must be treated as seriously as any other. Particularly we believe that we must be committed to supporting, supervising, resourcing and training those who work with children, young people and adults at risk.
- That all children, young people and adults at risk are of value to our church and can contribute to its life and witness. Therefore, as well as fulfilling our responsibility to lead, teach and guide, we will seek to include them in every appropriate way in our worship, learning and community life.
- That it is the responsibility of each church member to prevent physical, sexual and emotional abuse of children, young people and adults at risk, and to respond appropriately to any abuse that is discovered. We therefore believe our work with children, young people and adults at risk is ultimately the responsibility of the whole church.

Children, Young People and Adults at risk worker responsibilities

Workers at Sutton Coldfield Baptist Church must:

- Have a genuine love for the people with whom they work, recognising their legitimate place in God's purposes.
- Always be aware of the impact they can have, for good or ill, on the life of a child, young person or adult at risk. Therefore they must be especially careful that they do not betray Christianity by unbiblical attitudes or actions.
- Recognise that their greatest calling is to model the life and love of Jesus in all their actions and deeds.
- Be humble, and resist the temptation to misuse their advantages of age, experience or leadership.
- Be willing to act sacrificially in terms of time, energy, and prayer for the benefit of the children, young people or adults at risk.
- Be consistent in attendance and reliable at all times.
- Be submissive and respectful to those who have been appointed as leaders in each department.
- Undertake DBS (Disclosure and Barring Service) checks and receive regular safeguarding training.

Leaders Values

All children's, young people's and adults at risk workers are considered leaders by the church. A leader of a church activity is representative of God and the Church. This means that others will be judging the Christian faith and our church by their behaviour. This is a responsibility, that requires us to take seriously our behaviour, but equally we are conscious of a leader's frail humanity, weakness and sinfulness, which makes moral perfection impossible as a permanent state. Because of this tension we have found it helpful to clarify our expectations of those who take on a leadership role, so that leaders know what is expected of them.

A church leader is...

Someone who organises or leads a Church activity or service, they will be perceived by the attendees as having responsibility. Leaders will normally be members, and in addition to holding to the values of the Church as a member, they will also have a greater expectation of resonance between belief and action. James 3:1 and other passages make this clear.

To avoid confusion and misunderstanding, we take the criteria for leadership from 2 passages in the Bible which define the behaviour of a church leader; 1 Timothy 3:2-7 and Titus 1:6-9, in addition to the assumptions of the 10 commandments as found in Exodus 20. These passages talk of being above reproach in a number of areas, that is, safe from the accusation of hypocrisy.

Combining and summarising the themes in these passages a leader will therefore be:

- Seeking to serve Jesus as their Lord and Saviour
- Current on-going prayerful relationship with God
- A regular worshipper at church services, in good relationship with the leadership of the church
- Part of the church for at least a year
- Devoted to and respected by own family
- Even tempered - not violent or aggressive in any walk of life
- Abstaining from sexual activity outside of heterosexual marriage
- Self-controlled – free from any addictive behaviour or habit
- Of good speech free from gossip and foul language
- Honest and truthful
- Having financial integrity – including not gambling
- Sober - not an abuser of any drug, solvent or drink
- Dress in a way that cannot be construed as sexually distracting to others
- Welcoming, friendly and loving
- Forgiving and merciful
- Servant hearted

Should a person holding responsibility be struggling to practice a Christian lifestyle in the above areas, the Leadership Team may seek that person's resignation from that post until such time as their lifestyle has become more stable.

Respecting Children, Young People & Adults at risk

All children, young people and adults at risk are to be treated with respect and dignity. The workers should be aware of their language, tone of voice and use of their body. They should not make sexually suggestive comments, even in 'fun'. They shouldn't engage in inappropriate and intrusive touching of any form. Tickling is not permitted and horse-play should be avoided. They should not scapegoat, ridicule or reject a child, young person or adult at risk. They should not use foul or abusive language. Shouting may be used to give instructions above noise, but never as an expression of anger.

Under no circumstances should anyone be controlled by using physical punishment.

Leaders and workers should not permit ridiculing or bullying, and should investigate fully any suspicion of such activity. Children, young people and adults at risk should be encouraged to feel able to approach an adult they trust if they have a problem.

Personal Boundaries / Space

Workers should discourage and remove themselves from excessive physical or sexual attention from a child, young person or adult at risk. They should report any incidents to their Activity Leader immediately.

Where possible, the worker should not invade the privacy of a child, young person or adult at risk showering or toileting. Where children are of an age where they may need help with the toilet, general parent/carer/guardian permission needs to be given. Where a child or young person has soiled their underclothes and needs to be washed, then, where possible, a parent/carer/guardian or second adult should be present.

An adult should not be alone in a car with a child, young person or adult at risk. Where this is unavoidable, it should be for short journeys, and the child, young person or adult at risk should be seated in the back of the car. Seat belts must be worn, and cars and mini-buses cannot be overloaded. Workers must have adequate insurance for this purpose. Those who regularly drive young people in their own cars must have cleared this with their insurers in writing.

Physical Touch

Touch is an important part of human nature. We have to ensure that touch is never abusive or intrusive. The Churches Child Protection Advisory Service provides helpful guidance:

- Keep everything public. A hug in the context of a group is very different from a hug behind closed doors.
- Team members 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.
- Touch should be related to the child's needs, not the worker's.
- Touch should be age-appropriate and generally initiated by the child rather than the worker.

- Avoid any physical activity that is, or may be thought to be, sexually stimulating to the adult or the child.
- Be aware that for some children, touch is painful (associated with abuse) or confusing because home is a hug-free zone.
- Children are entitled to privacy to ensure personal dignity.
- Children have the right to decide how much physical contact they have with others, except in exceptional circumstances such as if they need medical attention.
- When giving first aid (or applying sun cream etc.), encourage the child to do what they can manage themselves, but consider the child's best interests and give appropriate help where necessary.

Concerns about abuse should always be reported as outlined in this policy.

One to One Work

Workers should not be on their own with a child or young person. One to one work with a child, young person or adult at risk should not happen alone in a building, and where possible doors should be left open to areas where there are other adults. In a pastoral situation, where possible, another adult should be close by, and this should be known by the young person or adult at risk. Workers should seek not to counsel children, young people or adults at risk of the opposite sex without someone of the child, young person or adult at risk gender present. Children should be encouraged to feel able to approach an adult they trust if they have a problem, workers and leaders should regularly remind children of this opportunity. Whenever a young person has to be invited alone to a leader's house, they must ensure another person is in the house.

Abuse of Trust

Relationship with children, young people and adults at risk can take many forms, but all of them can be described as 'relationships of trust'. In every case, that relationship is not one of equal partners and there is the potential for the trust to be abused by the leader, who is in a position of power over the child, young person or adult at risk. As such the following areas must be made clear:

Please also note that a young person under our care is considered a minor in law up to the age of 18. It is therefore strictly prohibited for any youth worker in our church to have a relationship with any young person in our care below that age. If a leader forms any such relationship they will be immediately required to relinquish their leadership position and thus avoid any suggestion of a breach of their position of trust.

It is always wrong for a leader to enter into a sexual relationship with a young person even if they are over the age of consent.

Photographs and Confidentiality

Photographs should not be taken at church events without permission of those in the photograph and if they are under the age of 16, from their parent/carers/guardians. Workers and leaders should not take personal photographs during the activity without permission from

both the Activity Leader and the young person's parent/carers. Permission and any use restrictions are collected alongside consent form information. It is always good practice to check subjects are happy for photos to be taken and to check any photos used for display.

Photographs or comments about church activities should not be used or made on social media without permission of those involved and a Team Leader. Leaders should not use mobile phones during activities for personal purposes. Further information is available in our Social Media Policy.

Contact and Electronic Media

For protection against accusation, records of communication on church business should be kept in line with Baptist Union data retention policies. Therefore instant messaging is not permitted (e.g. Snapchat). Communicating with a young person under 18 should be done openly; parent/carers/guardians should be aware and give approval of the contact. Normally parent/carers/guardians should be copied-in and made aware of any arrangements to meet.

In exceptional circumstances the Team Leader may give permission for a leader to meet or communicate with a young person, outside of regular organised activities, without the knowledge of their parent/carers/guardians where there is clear evidence which would reasonably suggest the young person is or may be at risk of significant physical or emotional harm.

Parent/carers/guardians should be informed if a worker or leader is a 'friend' on any social networking site. Workers should not engage with a child or young person on a social media platform that is not age permissible for that child/young person.

Great care needs to be taken in commenting on church events on a public site, individual names should not be mentioned and the Leadership Team of the church reserves the right to ask comments to be removed.

Website and Social Media Accounts

The church will support one official website and one account of each approved social media channel. All other sites in the name of Sutton Coldfield Baptist Church must clearly indicate that they have no official relationship or oversight. Approved social media channels used by separate activities must be linked to the main church account, with administrator access given to the Administration Team Leader. Further information is available in our Social Media Policy.

Health and Safety

Workers should ensure at all times the safety of all children, young people and adults at risk.

Particular attention needs to be given to the risk of accident, fire or intruder.

An Activity Leader must have easy access to a mobile phone for use in emergencies.

All workers must know the location of first-aid kits and fire extinguishers. Equipment and facilities are regularly checked to monitor health and safety risks. All emergency exits must be clear of obstructions and unlocked. Main doors may be secured/locked for safety, but not deadlocked. A key-holder or code holder must be able to access from outside.

Any sharp objects, electrical appliances and cooking appliances must be carefully supervised.

A register should be taken on arrival young people/children in the building, and available immediately in the event of evacuation.

Risk of intruder

There must always be a welcoming worker at the door to greet members, welcome new people, listen to parents/carers/guardians and restrict access for inappropriate strangers.

When the activity begins doors are then locked (not deadlocked) to prevent unauthorised access.

Any unknown persons on the premises should be challenged as to their reason for being there.

In the event of dangerous intruder, lock down in existing room and contact the emergency services.

Fire Procedures

In the event of a fire, all groups in the buildings must evacuate quickly and calmly and assemble in the top car park.

The emergency services should be contacted.

The register should be checked.

The emergency services should be notified of any person not assembled, and if possible their exact location.

In the event of evacuation from the building being instructed by emergency services, but not through Trinity Hill, we have an agreement that we can evacuate through the garden of the house adjoining the church, 1 Victoria Road. The Administration Team Leader or another Team Leader should be informed.

Accidents

There should be at least one leader or worker competent in first aid. They should be consulted on any incident. In the event of an accident or injury to a child, including bumps to the head, the parent/carer/guardian must be informed either immediately or at the end of the event. The Administration Team Leader should be informed at the earliest opportunity. If a hospital visit is required an Activity Leader must stay with the child/young person until their parent/carer/guardian has arrived. Unless there is clear prior consent from the parent/carer/guardian on a consent form, the leader cannot give consent for treatment but should be able to give an accurate account of the accident or illness. After any accident requiring treatment, the Activity Leader must fill in an accident form. A copy of which is filed in the office. Near misses should also be reported to the Site Manager or Administration Team Leader to ensure they are documented and reported to the Leadership Team meeting.

If a serious accident occurs involving more than one child/young person it may be necessary to close the activity early. If this occurs the parents/carers/guardians will be contacted and asked to collect their children or young people immediately. Any children or young people whose parents cannot be contacted will remain with staff until the parent/carer/guardian arrives. The supervising team leader will be consulted.

Illness

- Workers must not attend an activity if they have had diarrhoea, vomiting, or high temperature in the last 48 hours.
- Workers should cover any cuts and open wounds on themselves.
- If a child/young person has a known medical condition a health care plan will be completed by the parent and will be kept in the register folder.
- If a child/young person becomes unwell at an activity the leader will contact the parent/carer/guardian. The child/young person will be removed from the main area and a member of staff allocated to look after them.

Physical Games

Individual workers may join in competitive physical games with children or young people, but great care must be taken not to be rough. The worker should not attempt to 'win at any cost'. Workers should not join in games that could be considered as sexually provocative.

Parent/Carer/Guardian Involvement

At the end of an activity, workers should ensure that children are returned to their parent/carers/guardians or nominated adult, and should wait until all have been collected. A worker should be on the door to welcome parents/carers/guardians and ensure children/young people leave with appointed adult.

For young people aged between 14 and 18, workers must make reasonable effort to ensure that young people return to their adult. Every effort should be made to ensure that parent/carers/guardians know where their children are and what they are doing.

Training

Training opportunities will be provided for volunteers and Activity Leaders throughout the year. All volunteers, where possible, should attend this training.

Volunteers and workers are required to read this safeguarding policy at least annually and receive regular safeguarding training from the relevant Activity Leaders. A record of these training elements is maintained by the Administration Team Leader.

Discipline Guidance and Procedures

Discipline will be carried out in line with biblical principles of love, firmness and justice. Discipline includes nurture, instruction, teaching, chastisement, verbal rebuke and encouragement. Under no circumstances must physical discipline be employed.

It is good practice at the beginning of each term for all young people to be reminded made aware of the rules and regulations of our activities.

Verbal and physical violence, bullying and name-calling

Violent and/or threatening language or behaviour towards another child, young person, adult at risk or leader is not tolerated. This includes name calling, racist remarks, or other language that causes offence.

Alcohol & Illegal Substances

Anyone under the influence of alcohol or illegal substance should be removed from the group, unless they are at risk from themselves or others. The use of alcohol and illegal substance on the premises is forbidden. This includes smoking by or near young people in external areas of the premises. Car parks are part of the premises.

Discipline procedures for all workers

1. Explanation of why behaviour is undesirable
2. Confirming understanding of explanation
3. Instruction
4. Encouragement of compliance and positive reward
5. Verbal warning

In the event of further discipline being required, referral to the Activity Leader should be made. All further discipline is at the discretion of the Activity Leader and not any other worker/leader. It may involve depending on the seriousness of the incident:

- Temporary exclusion from an activity within the event.
- Informing parent/carers/guardians at end of event.
- Discussing strategies with parent/carers/guardians.
- Written warning/explanation to parent/carers/guardians (after consultation with supervising Team Leader).
- Immediate removal from current activity and contact with parent/carers/guardian (supervising Team Leader to be informed).
- Ban from next event (after consultation with supervising Team Leader).
- Fixed short-term ban from certain activities or group (up to one month and after consultation with supervising Team Leader).
- Fixed long-term ban from certain activities or groups (up to one term and after consultation with supervising Team Leader).
- A permanent ban (after consultation with the Team Leader and Leadership Team).
- Where an illegal offence has been committed the Police should be informed.

Ratios

In all church activities, there should be a suitable ratio of adult volunteers to children and young people. The table below outlines the minimum recommended ratios.

There must always be a minimum of two volunteers regardless of the number of children or young people.

One adult of each gender represented by children/youth (i.e. if only boys then only male leaders is acceptable, and vice versa).

Age Range	Indoor activities	Outdoor activities
0 – 2 years	1:3	1:3
3 years	1:4	1:4
4 – 7 years	1:8	1:6
8 – 12 years	1:10	1:8
13 years and over	1:10	1:10

This grid provides a minimum recommendation and the ratios may change dependant on the group, behavioural issues, disabilities, the activity being undertaken.

Policy and Practice

Procedure in the event of a child, young person or adult at risk disclosing abuse

We have an agreed procedure in the event of a child, young person or adult at risk disclosing to an adult that they are the victim of abuse.

- The child, young person or adult at risk should be listened to, respected and taken seriously. The worker should be supportive, prayerful and confidential.
- Under no circumstances can you promise confidentiality ahead of hearing information.
- Look at the child, young person or adult at risk directly.
- Accept what the child, young person or adult at risk says.
- Be aware that the child, young person or adult at risk may have been threatened
- Do not ask leading questions or make suggestions regarding responsibility (e.g. 'Was it mummy?', or 'Daddy did it, didn't he..?')
- We are a supportive service, not a frontline service, so it is important to ascertain whether the child, young person or adult at risk has told anyone else before, is seeking help and whether any action has or is already being taken.
- Ascertain whether there is another responsible adult (e.g. parent, teacher or minister) the child, young person or adult at risk would like help from, who you could enable that conversation to happen with.
- Reassure the child, young person or adult at risk that they are right to tell.
- For adults at risk it is important to ensure people feel empowered and encouraged to make their own decisions and informed consent, for example by asking what outcomes they want from the safeguarding process.
- Finish on a positive note for example by praying.

If it is the case that the child, young person or adult at risk is at risk, or an illegal act has or may happen and they have not told anyone else, and cannot nominate an adult to tell then:

- The designated youth workers or Team Leader should be informed as soon as possible, or, if not available, a Team Leader, or Safeguarding Trustee.
- The Team Leader will refer the matter to the appropriate authorities. Guidance from them will be received on informing parent/carers/guardians.
- The child, young person or adult at risk should be informed of all developments, and where possible, be in agreement.
- The church's role will be to provide continuing support to all involved.
- The church will undertake any actions as required by law.

A fundamental difference between safeguarding adults and children/young people is that adults are presumed to have capacity for making their decisions, and the freedom and right to make choices about their life, unless the law restricts them from doing so, or they are assessed as lacking mental capacity.

At all times, the worker should be supportive, prayerful and confidential. If that which has been confided is difficult for the worker to hear, even though being dealt with by other persons, the worker should be encouraged to speak to the Team Leader or Safeguarding Trustee or any Team Leader for support.

If you suspect a child, young person or adult at risk is being abused, you should keep detailed notes of what you have seen and when you saw it, and then inform the Team Leader.

If you see another Activity Leader or volunteer acting in ways which might be misconstrued or is inappropriate, speak to them, the Activity Leader or supervising Team Leader about your concerns.

Procedure in the event of a suspicion that a child, young person or adult at risk is being abused

The most important principle is that you must not act alone. If your suspicions arise because you become aware of what may be some signs of abuse, then you must inform a designated safeguarding contact.

The following signs may indicate abuse. It is very important, however, not to jump to conclusions. There could easily be other explanations for all these indicators.

Physical abuse: Unexplained or hidden injuries, lack of medical attention.

Emotional abuse: Uncharacteristic and/or unexplained/implausible explanation by carers for reverting to younger behaviour, nervousness, sudden underachievement, attention seeking, running away, stealing, lying.

Sexual abuse: Preoccupation with sexual matters evident in words, play, drawings; being sexually provocative with adults; disturbed sleep, nightmares, bed wetting; secretive relationships with adults or children; tummy pains with no apparent/carer cause.

Neglect: Uncharacteristic and/or unexplained/implausible explanation by carers, looking ill-cared for and unhappy, being withdrawn or aggressive, having lingering injuries or health problems.

None of these signs are conclusive. However, if any of the above become pronounced or persist over a period of time you must speak to your Activity Leader or Supervising Team Leader.

As soon as possible afterwards make notes of exactly what the child, young person or adult at risk said, did or showed you along with the date and time.

Procedure in the event of an accusation

We have an agreed procedure in the event of a child, young person or adult at risk making an accusation against a volunteer or employee.

The accusation should be reported to the Team Leader or Safeguarding Trustee.

We are legally obliged to immediately report any allegations of abuse against our workers to the authorities. We will, under no circumstances, vary this practice. It will then be the decision of those authorities as to how the allegation is dealt with.

The employee/volunteer will be asked to step down from serving until the allegations have been resolved.

The church will seek where possible to offer pastoral care to both the volunteer or employee and the child, young person or adult at risk.

In the event of the accusation involving both a member of the Leadership Team and the minister of the church, the accusation should be referred to the Heart of England Baptist Association.

Depending on the seriousness of incidents or allegations, a report to the Charity Commission will also need to be considered by the Trustees, as they deem such a referral to be a 'serious incident' and require notification.

Complaints

Our aim is to provide high-quality activities, programmes, services and support which meet needs and expectations of parents and carers. If you are unhappy or have a complaint please begin by contacting the relevant Activity Leader.

If your initial contact fails to resolve the issue, then we want you to be free to escalate the matter by contacting us at a higher level. Please feel free to write to the Team Leader or Trustees with your comments/concerns. We will take your complaint seriously and see it as an opportunity to develop.

We aim to acknowledge your contact within 3 working days and outline who is dealing with your complaint. We aim to get a detailed response to you within 10 working days. If it takes longer than this, for example if we need to conduct an investigation, we will let you know.

We will work hard to find out what has happened, and if something went wrong we'll aim to fix the problem and address your concerns. When you contact us, please feel free to offer your own suggestions on how you feel it can be resolved. We will always treat you with courtesy and respect, listen to what you say, and keep you informed of progress. We will advise you of your options if you feel the issue has not been sufficiently addressed and wish to escalate it further.

Equal Opportunities Policy

- As Christians we believe that people are of equal worth whatever their race, culture, ability, gender, social class or religion. This does not mean all people are the same and we respect and value their differences.
- We are determined to make all efforts to prevent discrimination against employees, workers, families and children whatever their race, religion, nationality, marital status, colour, gender, or ability. We aim to be sensitive to ethnic and cultural diversity, and disability or special educational needs.
- We are committed to making all activities accessible to all children, families and meeting the needs of all children and young people.
- Discriminatory remarks or behaviour are unacceptable. Any such incident will be challenged and our policy reinforced. We will support the victim and help those responsible to understand and overcome their prejudice.
- Our buildings have disabled access and toilets. We will ensure any outside venues we use are accessible to all*.
- The Church Hall lower rooms are accessible via a lift.

* The Way Inn is not accessible by those in wheelchairs and where necessary other accommodation for a church led youth activity can be provided on site.

Designated Safeguarding Contacts

Lead for safeguarding

Donald Campbell
Team Leader
0121 355 5088
donald@scbc.org.uk

Trustee for safeguarding

Louise Gore
Trustee
07841479079
lou.gore@hotmail.co.uk

Safeguarding youth worker

Sam Lyden
Youth Worker
0121 355 5088
sam@scbc.org.uk

Useful telephone numbers

Childline	0800 1111
NSPCC	0808 800 5000
Birmingham Children's Services	0121 303 1888 (daytime) 0121 675 4806 (emergency out of hours)
Police	101

Appendix A:

Strategy for Youth & Children's Work

The church's overall vision is to make sense of life together, sharing the love of Jesus.

The church has long valued the need for good youth and children's work. This has required a willingness to constantly adapt to the needs of the next generation. We explicitly believe in the good news of Jesus breaking down barriers of gender, race, class and age. We believe strongly in the integration of young people with adults, despite recognising that although youth churches may draw bigger numbers, we believe that an all age church is more of a biblical counter culture to aspire to.

The vision we have is to create mature disciples able to reproduce other disciples. This will include

- An understanding of the Christian Faith
- A devotional life
- Commitment
- Willingness to Learn
- The fruit of the Spirit
- A sharing faith
- A servant attitude

Our Vision has been built on a threefold strategy centred on relationships not simply programmes.

1) **Holding and discipling children from 0 through to adults at 18**

Our youth work is dependent on vibrant children's work and cannot exist without it. Teenagers can be discipled because we nurtured them as children. The Brigades have been the principle foundation for this strategy, providing on-going nurture and development of young people from inside and outside the Church. They seek to introduce young people, children and their families to the truth of Jesus, and the church community, in gentle ways, which can be developed by other organisations. We have activities which aim to more overtly disciple young people who choose this. The Brigades and our other youth and children's work are therefore dependent on each other and seek to work closely together. The Brigades provide an entry particularly as young children, and a way of holding those who are not yet ready to follow Jesus overtly. Specific groups provide a way of teaching and applying faith without needing to duplicate the social and physical programme needed to hold young people.

Critical to this foundational strategy is the joined up co-ordination between age groups and, crucially different activities within age groups. Consequently all our Youth and Children's work is affiliated to the Brigades and all 11-14s is Fusion and all 14-18s is Ignite. Thus all workers for each age group work as one team.

2) **Reaching the friends of those involved**

We seek to grow young people who are sufficiently committed to following Jesus, that they want to see their friends find faith, and are sufficiently mature to be able to do that. To achieve these aims we need to give quality attention to discipling, but also our activities have to be welcoming and attractive to others. Our teenage work needs to

both be accessible to non-Christian young people, who have not been with us as children but have been invited by friends, and also take young people who are hungry to know more of God and go on further in their relationship with Him. One evening cannot achieve both these aims so we have a range of activities for the teenage age groups that have different objectives. There can appear to be too much going on, but in order to be appropriate for all young people in the various stages of spiritual development that exist, we need the range.

3) **Reaching young people not previously connected to Church**

This is the hardest form of outreach and is dependent on having the other two strategies in place. 'Venue' run by and in partnership with TheGAP has been effective in making contacts in this area. Befriending those who our own young people do not naturally befriend. This is a challenging work that requires adults who have time and patience as well as gifting and wisdom. Also in conjunction with TheGAP we seek to be involved in local schools; mentoring, taking lessons and assemblies, or supporting Christian Unions as required.

Four Circles Strategy

The circles represent the way we organise the youth and children's work. Each activity that is organised fits in to one of the four levels based on its target audience and purpose.



1. Contact
2. Relationship
3. Evangelism
4. Discipleship

Level 1 represents children or young people who we have social contact with but are unconvinced about Christ. For level 1 events the primary goal is *contact*. These activities are designed to attract new contacts and consolidate existing ones. Level 1 activities are usually social and fun activities with no Christian content or message. Evangelism happens through leaders and young people modelling their faith.

Level 2 represents those who have had enough contact with the group to have confidence to regularly attend activities that have an evangelistic edge. For level 2 events the goal is *relationship*. The purposes of these activities are to develop deeper relationship with young people and to develop an awareness of the Christian faith. Level 2 activities are generally relational and informal.

Level 3 represent those that who have heard the gospel message and are genuinely interested in finding out more. For level 3 events the primary goal is *evangelism*. The purpose of these events is to explain the Christian faith. Level 3 activities can be a fun program with, for example, 15 minutes of significant evangelistic input. The important thing is that these activities are consistent and regular in the presentation of the gospel. Consistent and long-term exposure is more effective than one-off occasional. Level 3 events are target at those that have been through level 1 & 2.

Level 4 represents those who have made a commitment and are living out their faith. These are what you would call the 'core group'. For level 4 events the primary goal is *discipleship*. These are the core group events and they serve the dual purpose of nurturing new and young.

Appendix B:

Managing those who may pose a risk

A safeguarding contract will be put in place when the church leadership become aware of a person in the life of the church who has been identified as posing a risk to children, young people or adults at risk. This may be someone who has been previously convicted of sexual or violent offences against children, young people or adults at risk, or someone who has been arrested but not yet been to Court for those kind of offences.

The contract outlines agreed boundaries for the welfare and safety of the individual and church community and is regularly reviewed.

Information relating to safeguarding contracts is confidential and shared only with those who need to know.

Appendix C:

Activity Leaders Guidelines

Records

Each group must keep ChurchSuite up-to-date with details of addresses and dates of birth for each child/young person who attends. This is for security and safety purposes as well as for facilitating the smooth transition of individuals between groups. With the support of the Administration Team Leader, Activity Leaders are responsible for obtaining consent forms and ensuring information is kept up to date.

There must be an accurate record of attendance kept at all events, including those on our own church premises. This for fire safety as well as a protection against any individual going missing on a trip/outing.

Minibus

An authorised driver of the church's minibus must be over 25 years old and have the appropriate license categories. To become an authorised driver please see the Administration Team Leader. Any endorsements to a driver's licence must be reported to the Administration Team Leader.

In addition to the driver there must be an appropriate adult responsible for supervising the passengers.

Parent/Carer/Guardian Permission

At the beginning of each year, Activity Leaders working with children under 18 must provide consent form information which must be completed as soon as possible. Included in this consent form are all the health issues that they must be aware of for children and young people attending our groups. If a child/young person joins part way through a year then they must be given this form must be made available within the first three of weeks. The Activity Leaders are responsible obtaining this information from the parents/carers/guardians. For any other special activity and/or day visits young people must be issued a separate form. The Activity Leaders are responsible for issuing these.

Catering

Activity Leaders are responsible for ensuring any catering that takes place does so under the instruction of someone approved to do so by the church. The individual must have undertaken a food hygiene course and be made aware of all allergies and intolerances.

Appendix D: Offsite and Residential Activities

Risk Assessment

A full risk assessment must be completed in advance, at the planning stage, and discussed with the Administration Team Leader. An electronic copy must be given to the Administration Team Leader before the activity departs.

Information for parent/carers/guardians

An initial letter must be sent to all parent/carers of children and/or young people under 18. This letter should include: name of the activity, location, dates of the activity and appropriate consent form.

A second letter must be sent to the parent/carers including: The full name, address and telephone number of the camp/residence, the full name and contact number for the event leader, a full and extensive kit list.

Responsibility at the event

The Activity Leaders will be fully responsible for the running and oversight of the event. They have responsibility to action matters of discipline in accordance with this safeguarding policy. The supervising Team Leader should be consulted on any decision to send home a child or young person, and informed in the event of any accident requiring hospitalisation or any incident requiring parent/carer/guardian involvement

Workers

Events should be staffed with people who already work within the existing youth work of the church. In the event of more staff being needed for a 'one off' basis they must be cleared by the Team Leader.

Safety

Taking care of children and young people who are away from home involves taking responsibility for their well-being at all times, being prepared for every eventuality, and anticipating situations where there is harm and taking steps to minimise the risks.

It is the responsibility of all workers to know the whereabouts of all children and young people at the event.

The supervision ratio of workers to children (above) must be observed at all times.

All significant incidents and accidents must be recorded and reported to the Administration Team Leader.

Fire

Everyone at the event should be warned of the danger of fire. If the event is in a building then everyone will be made aware of the fire exits. A fire drill will be practiced on the first day of the event.

First Aid

Best practice dictates that there should be at least one worker qualified in first aid. The First Aider should ensure that at the event:

- First aid boxes are available and their location known.
- That the first aid kit is suitably equipped and items in date.
- They should record all accidents and injuries.
- That the location and telephone numbers of the nearest doctor and hospital is readily available.
- Medical consent forms are always to hand.
- Any medical conditions are known.

Site

The safety of the building, chalets or tents needs to be considered and rules applied as appropriate (e.g. no running round tents due to the risk of injury from tripping over guy lines). Leaders should ensure that equipment has been inspected (e.g. PAT) and should report any defects or concerns to the site owners.

Health and Hygiene

Those with responsibility for food should possess the Basic Food Hygiene Certificate and be aware of food safety (preparation, handling and storage, disposal of waste, etc).

Adventurous Activities

No adventurous activities will be engaged in without the written consent of the parent/carer/guardian. The event organisers will ensure that the staff engaged in such activities are properly trained and qualified and that the correct ratio of staff to children is met. If use is made of an activity centre or organisation whose own staff undertake all instructions then the event leaders will ensure that the premises are licensed, if the activities come within the scope of the Adventure Activities Licensing Regulations 1996.

Medical Consent Form

Activity leaders are responsible to distributing and receiving appropriate consent and medical forms in advance of the event. Every child/young person must have a complete form to attend the event. Forms must be taken with to the event and remain with Activity Leaders if they take children on offsite activities. The leader should be familiar with any conditions that young people may have before the event and make two copies of the consent form, one to be kept on site at all times and other to take out on activities.

Transport

The event leaders will ensure that all drivers have adequate car insurance if they are transporting children or young people.

Event Insurance

Ascertain and obtain the type of insurance you will require such as personal accident (for death, disablement), personal property (items which are lost or stolen), personal liability. If you are staying at a centre confirm they have Public Liability Insurance.

Sleeping Arrangements

If sleeping in dormitories, then there must be at least 2 workers sleeping as nearby. Under no circumstances is a worker to sleep by themselves with young people.