

# ASBC Safeguarding Policy

## for Children and Adults

Version 9- March 2025

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## Leadership Commitments

The Elders and Deacons of Akeman Street Baptist Church have legal responsibility for the running of the church as managing trustees. The Elders and Deacons (hereafter referred to as 'Leadership') recognise the need to provide a safe and caring environment for children, young people and adults. We acknowledge that children, young people and adults can be the victims of physical, sexual and emotional abuse, and neglect.

As a Leadership we have therefore adopted the procedures set out in this safeguarding policy in accordance with statutory guidance. We are committed to build constructive links with statutory and voluntary agencies involved in safeguarding. Specifically, the Leadership undertake to:

- Endorse and follow all national and local safeguarding legislation and procedures, in addition to the international conventions outlined above.
- Provide training and development opportunities for all workers, developing a culture of awareness of safeguarding issues to help protect everyone. All our workers will receive policy introduction training.
  - Group Leaders should refresh their knowledge with a 'Gateway to Safeguarding' online course ( or similar) every 3 years or attend a hosted ASBC training event. LINK HERE for Enrolment
    - <https://learninghub.thirtyoneeight.org/products/Gateway-to-Safeguarding.aspx>
  - All workers ( both Children and Adults) should refresh their knowledge of this policy and its practice by attending an ASBC hosted training event once every 3 years.
- Ensure that the premises meet the requirements of the Equality Act 2010 and all other relevant legislation, and that it is welcoming.
- Support the Safeguarding Coordinator(s) in their work and in any action they may need to take in order to protect children and adults with care and support needs.
- Support all workers and ensure they receive support and supervision. All workers have been issued with a code of conduct towards children, young people and adults with care and support needs.
- Offer pastoral care, working with statutory agencies as appropriate, and support to all those who have been affected by abuse who have contact with or are part of the place of worship/organisation.



- Upon identifying someone who is known to have abused children, is under investigation, or is known to be a risk to adults with care and support needs; the Leadership will supervise the individual concerned and offer pastoral care, but in its safeguarding commitment to the protection of children and adults with care and support needs, set boundaries for that person, which they will be expected to keep. These boundaries will be based on an appropriate risk assessment and through consultation with appropriate parties.
- Each member of the Leadership team ( all Elders and Deacons) will undertake a DBS check.

## Our Policy

A copy of this policy will be given to each person in the Church working with children, young people and adults, and he/she will be required to state in writing his/her agreement with this policy and give this statement to the Safeguarding Co-ordinator.

### 1. Mission Statement

- ❖ **Aim** – to show the love of God to children, young people and adults In addition, we pray that they will come to a personal faith in the Lord Jesus as their Saviour, grow in the grace and knowledge of Jesus, and through baptism become members of their local church.
- ❖ **Means** – to achieve this aim, contact with young people and adults (both within the church fellowship and those with little or no Church connection) is made through a range of appropriate activities suitable to the particular group.
- ❖ We adhere to the UN Convention on the Rights of the Child and have as our starting point as a definition of abuse, Article 19: In particular  
*No-one shall be subjected to torture or to cruel, inhuman or degrading treatment or punishment.*

Safeguarding is everyone's responsibility but specifically;

- ❖ **Church Membership:**
- ❖ are asked to pray for the children, young people, adults and for those working in respective groups both in private and at Church-organised formal meetings;
- ❖ are asked to take an interest in the work and welcome and show Christian love to all, and also other family members as and when contact is made through special services and activities
- ❖ should prayerfully listen to the Lord's guidance concerning possibly joining those working in these groups



- ❖ will accept responsibility for preventing the abuse of children, young people and adults involved in Church activities, reporting any suspected or discovered abuse to the Safeguarding Coordinator, his Deputy or in a case of immediate concern to an appropriate agency.
  
- ❖ **Children and Young People's Workers –**
- ❖ will approach the work prayerfully and with thorough preparation;
- ❖ will love the young people for Jesus' sake;
- ❖ will work together and provide mutual support and care for each other, seeing the work not in isolation from but as part of the work and witness of the whole Church;
- ❖ will recognise that this will involve attending planning meetings, and submitting reports to the Church Members and/or Leadership as requested;
- ❖ will undertake training if it is felt appropriate and is available;
- ❖ will at all times share the responsibility of preventing the abuse of the children and young people, reporting any suspected or discovered abuse to: the Safeguarding Co-ordinator, the Safeguarding Deputy, or in a case of immediate concern, to an appropriate agency.
  
- ❖ **Adult Workers –**
- ❖ will approach their work prayerfully and with appropriate care when sharing Christian love. Safeguarding means protecting an adult's right to live in safety, free from abuse and neglect. It is about people and organisations working together to prevent and stop both the risks and experience of abuse or neglect, while at the same time making sure that the adult's wellbeing is promoted including, where appropriate, having regard to their views, wishes, feelings and beliefs in deciding on any action. This must recognise that adults sometimes have complex interpersonal relationships and may be ambivalent, unclear or unrealistic about their personal circumstances. Adult workers can report any suspected or discovered abuse or concerns to the Safeguarding Co-ordinator; the Safeguarding Deputy; or in a case of immediate concern, to an appropriate agency.

An adult at risk may be:

- Vulnerable because they may not be able to protect themselves from harm or exploitation in a safe and secure environment
- An elderly person;
- A person with a physical disability, a learning difficulty or a sensory impairment;
- Someone with acute or chronic mental health needs, including dementia or a personality disorder;
- A person with a long-term health condition
- Someone who misuses substances or alcohol to the extent that it affects their ability to manage day-to-day living.



## Scope of Activities

This policy is designed to cover the following groups and activities: ABC Tots, Explorers, Sunday School, Crèche, Hangout Hub, The Link, Fish Club, Holiday Bible Clubs, Younger Wayfinders, Older Wayfinders, Church Holidays and any other activity organised for children and young people.

This policy is designed to cover the following groups and activities: Company Café, Women's Fellowship, Men's Group, Women@ABC, Ladies Bible Study, Christianity Explained groups, Home Groups, Prayer Meetings, Church services, Church Holidays and any other activity organised for adults.

## Responsible People and Appointed Workers

### ❖ Equality and Diversity Policy Statement

Consistent with the church's doctrinal position and its commitment to Biblical principles, this church is determined to make all efforts to prevent discrimination or other unfair treatment against any of its workers, regardless of race, gender, age, responsibility for dependants, physical disability or offending background that does not create risk to children and adults.

Those in leadership positions and responsible for the teaching ministry in the church must be members of the church and in agreement with the church's Articles of Faith and Church Rules.

### ❖ Code of Practice

As a church we believe in divine grace, in the forgiveness of sins, and the work of the Holy Spirit in transforming repentant sinners. We also believe that while we are in this life, temptation to sin will remain with us. In view of this we will treat people with criminal records according to their merits, but have particular regard to safeguarding the children, young people and adults.

The policy applies to paid workers and volunteers. The Leadership will ensure all workers will be appointed, trained, supported and supervised in accordance with government guidance on safe recruitment. This includes ensuring that:

- Where appropriate, there is a written job description / person specification for the post
- Those applying have completed an application form and a self-declaration form



- Those shortlisted have been interviewed
- Safeguarding has been discussed at interview
- Written references have been obtained, and followed up where appropriate
- A disclosure and barring check has been completed where necessary (we will comply with Code of Practice requirements concerning the fair treatment of applicants and the handling of information)
- Qualifications where relevant have been verified
- A suitable training plan is agreed for the successful applicant
- The applicant has completed a probationary period
- The applicant has been given a copy of the organisation's safeguarding policy and knows how to report concerns.
- A status log of DBS checks and renewals will be kept by a nominated Elder and our Church administrator. There will be open disclosure of DBS advisories or issues to all elders and the Safeguarding Coordinator
- Any new workers will receive appropriate internal safeguarding training before they begin serving in one of the ministries of the Church.

Having a criminal record, in itself, will not necessarily debar a person from being appointed to a post unless the offence debars such a person. For example, where it is felt that a recent offence might mean a person presents a risk to children or adults, then that person will not be appointed. There will be open disclosure of DBS advisories or issues to all elders and the Safeguarding Coordinator.

All appointments will be subject to the approval of the church elders who will make decisions that take into account such criminal records. In circumstances in which the appointment of a person with a serious record might give rise to criticism of the church, the application will be prayerfully scrutinised by the elders.

## **Discipline in Children's Work**

### **❖ What is discipline?**

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

### ❖ Why discipline?

Appropriate discipline brings security, produces character, prepares for life, and is an expression of God's love; see Hebrews 12:6 & Proverbs 22:6

### ❖ Guidance in discipline in Children's work: -

- (a) We need to be insistent, consistent and persistent.
- (b) Never intentionally physically harm a child.
- (c) Discipline out of love, never anger. It is better to let a matter pass than to discipline in anger; you may say or do something you regret, and that damage can never be repaired.
- (d) Do not shout in anger or put down a child.
- (e) Lay down ground rules e.g. no violence, swearing, racism, calling each other names, a respect for property.
- (f) Keep the ground rules simple and clear and make sure the children understand what procedure will be taken if they are not kept.
- (g) Talk to a child away from the 'group', not publicly. Explain that they have done wrong and leave on a positive note.
- (h) Never reject a child, just the behaviour. Emphasise to the child that you accept them but are not willing to accept the behaviour.
- (i) Each child is unique, special and individual, and each child needs a different method of being dealt with. We therefore need to consider the following:
  - I. Why is the child behaving like that?
  - II. Ask God for wisdom, discernment and understanding.
  - III. What are the best methods of disciplining and encouraging that child?
  - IV. Invest time in each individual child.
  - V. What encourages and builds children up?
  - VI. Work on each individual child's positives; do not compare them to each other.
  - VII. Be a good role model and set a good example.
  - VIII. Take care to give quieter and well behaved children attention and don't allow some children to take all your time and energy.
  - IX. Don't say something you don't mean, and do stick to what you say; otherwise you are implying negative teaching to the children. Think before you speak.
  - X. Pray for and with the children.

## Signs of Abuse

This is a very delicate area – while the following may suggest abuse, there may also be other explanations so whilst it's important not to jump to conclusions, it is also equally important to be aware of your role and to pass any observations or information to your safeguarding lead(s) as it is their responsibility to handle decisions around these concerns/observations.

- a. **Physical** – unexplained or hidden injuries; lack of medical attention.
- b. **Emotional** - reverting to younger behaviour, nervousness, sudden underachievement, attention-seeking, running-away, stealing, lying.
- c. **Sexual** – this may include preoccupation with sexual matters evident in words, play, drawings; being sexually provocative with adults; disturbed sleep, nightmares, bedwetting; secretive relationships with adults or children; pain and discomfort with no apparent cause. If you have any concerns or need more understanding for what may or may not be appropriate behaviour please refer to this excellent tool produced by Brook <https://www.brook.org.uk/education/sexual-behaviours-traffic-light-tool/>
- d. **Neglect** – looking ill-cared for and unhappy; being withdrawn or aggressive; having lingering injuries or health problems.
- e. **Financial** – change in living conditions or unexplained shortage of money, misplacement of financial documents or unexplained changes in a will or other financial documents.

NB. **Spiritual abuse** is a form of emotional abuse. It is characterised by a systematic pattern of coercive and controlling behaviour in a religious context. Holding a theological position is not in itself inherently spiritually abusive, but **misuse of scripture, applied theology and doctrine is often a component of spiritually abusive behaviour**. Signs of this type of abuse could be similar to Physical, Emotional or Sexual Abuse.

## Reporting Disclosed, Discovered or Suspected Abuse

Under no circumstances should a volunteer or worker carry out their own investigation into an allegation or suspicion of abuse. To make it simple we have created a form to record your concerns . Follow a link [HERE](#) for a copy of this form. The form is also printed out and blank copies can be found with the accident book located in the 3<sup>rd</sup> cupboard ( closest to the wall) in the room opposite the kitchen. All records are kept in a secure Google Drive or Notebook ( kept under lock and key) and accessible by only the Safeguarding Co-ordinator or Deputy.





Please follow the steps below.

The worker or volunteer should make a report (record, sign, date) of the concern in the following way:

Name of Child/Adult	
Your Name	
What you noticed ( what behaviour or signs of abuse did you see)	
When you noticed it (Date and Time)	

What was said and to whom?	
What type of abuse are you suspicious of?	
Who did you report this to and when?	

The person in receipt of allegations or suspicions of abuse should report concerns as soon as possible to their Group Leader or directly to:

<b>Brian Walshe</b> ("Safeguarding Co-ordinator")	<b>Anna Washington</b> (the "Deputy")
Email: <a href="mailto:safeguarding@akemanstreet.org">safeguarding@akemanstreet.org</a>	Email: <a href="mailto:safeguarding@akemanstreet.org">safeguarding@akemanstreet.org</a>

- In the absence of the Safeguarding Co-ordinator or, if the suspicions in any way involve the Safeguarding Co-ordinator, then the report should be made to:

**thirtyone: eight** PO Box 133, Swanley, Kent, BR8 7UQ.  
Tel: 0303 003 1111.

Alternatively contact the Emergency Services on 999

The safeguarding co-ordinator or reporting adult can contact social services directly ( numbers below) or they may first ring the thirtyone: eight helpline (0303 003 1111) for advice.

**Name of local authority: Hertfordshire safeguarding  
Children's social services**



Tel: 0300 123 4043 ( 24 hours)

Website Address: <https://www.hertfordshire.gov.uk/services/childrens-social-care/child-protection/hertfordshire-safeguarding-children-partnership/contact-us-and-register-for-updates/contact-us-and-register-for-updates.aspx#>

#### Adult social services

Tel: 0300 123 4042

Website Address:

<https://www.hertfordshire.gov.uk/services/adult-social-services/report-a-concern-about-an-adult/report-a-concern-about-an-adult.aspx>

Domestic violence/abuse information and advice line: 08088 088 088

- a. The safeguarding co-ordinator may need to inform others depending on the circumstances and/or nature of the concern
  - Chair or trustee responsible for safeguarding who may need to liaise with the insurance company or the charity commission to report a serious incident.
  - Designated officer or LADO (Local Authority Designated Officer) if the allegation concerns a worker or volunteer working with someone under 18.
- b. Suspicions must not be discussed with anyone other than those nominated above. A written record (record, sign, date) of the concerns should be made in accordance with these procedures and kept in a secure place.
- c. **Whilst allegations or suspicions of abuse will normally be reported to the safeguarding co-ordinator, the absence of the safeguarding co-ordinator or deputy should not delay referral to social services, the Police or taking advice from thirtyone: eight<sup>1</sup>**
- d. The leadership will support the safeguarding co-ordinator/deputy in their role and accept that any information they may have in their possession will be shared in a strictly limited way on a need to know basis.

**It is the right of any individual as a citizen to make a direct referral to the safeguarding agencies or seek advice from thirtyone: eight. ( Tel: 0303 003 1111)**

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<sup>1</sup> Thirtyone: eight are Christian charity which helps individuals, organisations, charities, faith and community groups to protect people from abuse. We subscribe to their services as a church and are able to call upon them when we have safeguarding concerns.

- e. If, however, the individual with the concern feels that the safeguarding co-ordinator/deputy has not responded appropriately, or where they have a disagreement with the safeguarding co-ordinator(s) as to the appropriateness of a referral they are free to contact an outside agency direct. We hope by making this statement that the Leadership demonstrate its commitment to effective safeguarding and the protection of all those who are .
- f. The role of the safeguarding co-ordinator/ deputy is to collate and clarify the precise details of the allegation or suspicion and pass this information on to statutory agencies who have a legal duty to investigate.

## **Detailed procedures where there is a concern about a child:**

### **Allegations of physical injury, neglect or emotional abuse.**

If a child has a physical injury, a symptom of neglect or where there are concerns about emotional abuse, the Safeguarding co-ordinator/deputy will:

- Contact children's social services (or thirtyone:eight) for advice in cases of deliberate injury, if concerned about a child's safety or if a child is afraid to return home.
- Not tell the parents or carers unless advised to do so, having contacted children's social services.
- Seek medical help if needed urgently, informing the doctor of any suspicions.
- For lesser concerns, (e.g. poor parenting), encourage parent/carer to seek help, but not if this places the child at risk of harm.
- Where the parent/carer is unwilling to seek help, offer to accompany them. In cases of real concern, if they still fail to act, contact children's social services direct for advice.
- Seek and follow advice given by thirtyone:eight (who will confirm their advice in writing) if unsure whether or not to refer a case to Children's Social Services.

### **Allegations of sexual abuse.**

In the event of allegations or suspicions of sexual abuse, the Safeguarding co-ordinator/deputy will:

- Contact the Children's Social Services Department Duty Social Worker for children and families or Police Child Protection Team direct. They will NOT speak to the parent/carer or anyone else.
- Seek and follow the advice given by thirtyone: eight if for any reason they are unsure whether or not to contact Children's Social Services/Police. Thirtyone: eight will confirm its advice in writing for future reference.

### **Detailed procedures where there is a concern that an adult is in need of protection:**

**Suspicious or allegations of abuse or harm including; physical, sexual, organisational, financial, discriminatory, neglect, self-neglect, forced marriage, modern slavery, domestic abuse.**

If there is concern about any of the above, Safeguarding co-ordinator/deputy will:

- Contact the Adult Social Care Team who have responsibility under the Care Act 2014 to investigate allegations of abuse. Alternatively, thirtyone: eight can be contacted for advice.
- If the adult is in immediate danger or has sustained a serious injury contact the Emergency Services, informing them of any suspicions.

If there is a concern regarding **spiritual abuse**, Safeguarding Co-ordinator will:

- Identify support services for the victim i.e. counselling or other pastoral support
- Contact thirtyone: eight and in discussion with them will consider appropriate action with regards to the scale of the concern.

### **Allegations of abuse against a person who works with children/young people**

If an accusation is made against a worker (whether a volunteer or paid member of staff) whilst following the procedure outlined above, the Safeguarding Co-ordinator, in accordance with Local Safeguarding Children Board (LSCB) procedures will:



- Liaise with Children's Social Services in regard to the suspension of the worker
- Make a referral to a designated officer formerly called a Local Authority Designated Officer (LADO) whose function is to handle all allegations against adults who work with children and young people whether in a paid or voluntary capacity.
- Make a referral to Disclosure and Barring Service for consideration of the person being placed on the barred list for working with children or adults with additional care and support needs. This decision should be informed by the LADO if they are involved.

### **Allegations of abuse against a person who works with adults with care and support needs**

The safeguarding co-ordinator will:

- Liaise with Adult Social Services in regards the suspension of the worker
- Make a referral to the DBS following the advice of Adult Social Services

The Care Act places the duty upon Adult Services to investigate situations of harm to adults with care and support needs. This may result in a range of options including action against the person or organisation causing the harm, increasing the support for the carers or no further action if the 'victim' chooses for no further action and they have the capacity to communicate their decision. However, this is a decision for Adult Services to decide not the church.

## Appendix 1: Code of Conduct- for all Groups

### I. Guidelines for the Prevention of Abuse

- a. The church should provide a safe and secure environment for all activities with children, young people & adults.
- b. Children, young people & adults in our care need to be protected from all kinds of abuse and our workers need to be protected from wrongful accusation.
- c. Workers need to guard against actions, which might be misunderstood, and situations that could render them . For example where a married couple are working with or caring for a child or adult together. Consideration should be given to including others into decisions made.
- d. Avoid private one-to-one situations with children – do not be alone with a young person where the activity cannot be seen, even when giving hospitality at home; in a private counselling situation leave a door open, or ensure that another adult is within calling distance and that the young person knows this; if none of this is possible, inform another adult the meeting is taking place. There is no specific guidance about supervision ratios for organisations that are not in the education or early years sectors. The NSPCC have put together some best practice guidance to help organisations work out how many adults are needed to supervise children safely. They recommend having at least two adults present when working with or supervising children and young people. The following adult to child ratios are the minimum numbers to help keep children safe:

**Minimum adults is two then consider how many in addition are needed**

**0 - 2 years** - one adult to three children

**2 - 3 years** - one adult to four children

**4 - 8 years** - one adult to six children

**9 - 12 years** - one adult to eight children

- e. Be cautious about one-to-one situations with adults. In a private counselling situation leave a door open or ensure that another adult is within calling distance and that the adult knows this; if none of this is possible, inform another adult the meeting is taking place or has taken place.
- f. Children awaiting collection after meetings must be supervised and not left at risk.
- g. Always speak and behave respectfully using appropriate and polite language avoiding shouting if possible, and not indulging in sarcasm or unkind nicknames.
- h. Watch body language, avoiding any actions that could be misunderstood – only touch a child to comfort him/her if it is necessary.
- i. Ensure parents know of any transport arrangements. If possible, avoid transporting a lone child or young person. If it is necessary to give a lone child or young person a lift,



ensure you use the appropriate reporting procedure in your group. Ensure everyone wears a seat belt.

j. Take special care if younger children need help with the toilet; if a parent is present, get them to deal with soiling accidents. If not, ensure another adult is present when washing or changing, even if it means getting someone from a church service.

k. If away from home, do not share sleeping accommodation with children, young people and adults, and respect shower and toilet privacy; show sensitivity, care and godliness if having to deal with such matters as homesickness.

l. Be wise about sexual matters, avoiding sexually suggestive comments, or sexually provocative games. As Paul writes in Ephesians 5.3 "But among you there must not be even a hint of sexual immorality or of any kind of impurity, or of greed, because these are improper for God's holy people."

m. Record all accidents in the accident book located in 3rd Cupboard on right in room opposite kitchen.

n. Each group may provide specific practice guidelines for workers. They may relate to specific activities or circumstances that the group is involved in. e.g. visiting public places, transporting adults or children. These can be summarised below:



## Appendix 2: Code of Conduct by Group:

Any new worker or Volunteer should be briefed on the Safeguarding Policy before beginning any work where there may be involved with Adults or Young People.

Group	Specific Practice Guidelines
Pastoral or Home Visits	<p>Where appropriate inform another person of your visit- either a Group leader or in their absence one of the Safeguarding team. If a young person is involved never go into a home without a parent or carer present unless significant harm would result from NOT doing so. Keep a note of what was discussed and the purpose of your visit ( Pastoral, Social, Helping with Care) Where appropriate declare any financial considerations or conversations with a Group Leader or a member of the safeguarding team. For more guidance please refer to our Lone Working Policy</p>
ABC Tots	None Noted
Explorers	None Noted
Hangout Hub	None Noted
Fish Club	None Noted
Sunday School	None Noted
Crèche	None Noted
The Link	None Noted
Younger Wayfinders	<p><b>Transporting Children by Car-</b> avoiding the ‘front seat’ for last child to be dropped home. Ensuring that group leader is informed when each child is safely home ( What’s app group message). Ensuring that it is not always the same child who is dropped home last</p> <p><b>Instructor led activities-</b> each instructor has a valid DBS. All church volunteer drivers are DBS checked</p>
Older Wayfinders	<p><b>Transporting Children by Car.</b> Ensure that when child is dropped off at home that they go through the front door. All church volunteer drivers are DBS checked. Child who is dropped off last is to be in the back of the car. Ensure insurance for volunteer driving is in place. Once last child is dropped off send whats app message to OWF leaders to record who was in which car ( and who is safely home). Include permission to contact OWF on mobile consent form</p>
Company Café,	<p><b>Confidentiality-</b>We are blessed that our guests find the Café a place where they can share their worries and concerns and find a listening ear. This is also a great privilege. Our guests trust us to, ‘look after’ their concerns and we must respect this as far as we are able. This means that we must not discuss our guests' concerns with others in general unless we have their permission to do so. If a guest tells you something you would like to pray about with others you could say something like, ‘we would love to pray for you, can I ask the other helpers to pray also?’ If a guest asks to talk to you in complete confidence, you must explain that this may not be possible. If you are concerned for their safety or wellbeing, you</p>

	<p>may need to raise the issue with others who will be able to help them.</p> <p><b>Physical Contact</b> - Considering the vulnerable condition of our guests, we must be very careful to ensure our Christian love and friendship is not misinterpreted. A hug from the side or a hand on the shoulder is more appropriate than a full body hug. A hand on the leg, for example, is not appropriate as it could be misinterpreted. A kiss on the cheek is often a preferred style of greeting for guests of a certain age or also used when saying goodbye. This, though, can be misinterpreted by others as this type of greeting is now not so widely used. Therefore, kissing is not to be initiated by helpers and if initiated by guests, should be discouraged by gently offering a handshake or a hug from the side whilst smiling and assuring the person of your warm welcome. To make this clearer and so there are no misinterpretations from our guests, helpers should refrain from greeting or saying goodbye with a kiss whilst at Café.</p> <p><b>Being alone with guests</b> - There may be times when our guests – or helpers - are in considerable distress. They can prefer to try and chat away from the main group. i.e. in the lobby by the entrance, outside the entrance, in the kitchen or store cupboard. This must be avoided. If you find yourself in this situation, please gently move the upset person to a quieter area of the main hall and take a seat with them so you can chat in clear view. If this is really not possible, invite another helper to join you where you are so they can clearly see what is happening. Please report any such instances to the leader at your earlier opportunity or to the safeguarding team if the Leader is not available.</p> <p><b>Being accountable</b>- To protect ourselves and the work we do, we must make sure we are accountable and acting in the safest, most responsible way possible. If one to one help is offered/needed through a contact you have made at the cafe, e.g. you want to take a meal round to someone or help with their shopping or visit them at home it would be best to make sure the leader is aware. This way, if problems did occur or accusations were raised you are not left without anyone else knowing what you have been doing. Best practice would strongly suggest that if you are visiting someone of the opposite sex you don't enter their house alone but all you do is done in open view.</p>
Women's Fellowship	None noted
Men's Group	None noted
Women@ABC	None noted
Ladies Bible Study	None noted

## Appendix 3: Online Safety Policy

### **Thirtyone: eight Online Safety definition:**

*Online safety* is the collective term for safeguarding involving the use of electronic devices and applications to communicate and access the Internet; often referred to as Information and Communications Technology. An online safety policy should be adopted and adapted to reflect all communications between church/organisation's workers and children (those under 18 years of age).

### **Policy guidelines for Church Workers/Volunteers**

- Generally, maintain good and open relationships with parents and carers regarding communication with them and their children.
- Use an appropriate tone: friendly, but not over-familiar or personal.
- Be warm and friendly, but do not suggest or offer a special relationship.
- Be clear and explicit about information that you need to share; don't abbreviate or short-cut your communications.
- Be circumspect in your communications with children to avoid any possible misinterpretation of your motives or any behaviour which could be construed as grooming.
- Do not share any personal information with children, or request or respond to any personal information from a child other than that which might be appropriate as part of your role.
- Only give personal contact details to children that are within the public domain of the church / organisation, including your mobile telephone number.
- If children want you to have their mobile phone numbers, e-mail addresses or similar, and communicate with them this way, make sure that their parents know and have agreed.
- Only make contact with children for reasons related to the work of the church/organisation and maintain a log of all electronic contact with individuals or groups including messaging and texting.
- Where possible only use equipment provided by the church/organisation to communicate with children.
- Respect a child's right to confidentiality unless abuse/harm is suspected or disclosed.
- Ensure your church/organisation domain name/logo appears with every Internet post made by a church computer user. Any user may thus be viewed as a representative of your church/organisation while conducting business on the Internet.
- Email should only be used to communicate specific information. (e.g. times and dates of events). It should not be used as a relationship building tool.
- Email History should be kept and dated.

### **Social Media Policy**



- All social media interaction between workers, paid or voluntary, and children under 18 shall be limited to monitored/administered groups.
- Text and any other media posted shall be subject to the acceptable use policy
- All interaction on social media groups shall be recorded for safeguarding purposes
- Any private messages shall be recorded for safeguarding purposes
- Any safeguarding concerns/allegations arising from social media shall be referred onto the safeguarding co-ordinator.
- All users of social media must be above the minimum age limit i.e. 13 for Facebook
- Workers should ensure their privacy setting ensure the highest levels of security in order to restrict children being able to see any more than what is relevant to communication within the group
- All social media groups should provide links to statutory authorities such as CEOP, to enable children to report online abuse.

### **Consent for photographic images and videos online**

- Photographs that include children will be selected carefully and will endeavour to prevent children from being easily identified.
- Children's full names will not be used on the website in association with their photographs.
- Permission will be sought before any images are taken or displayed and images will only be used for the specific purpose for which permission was sought for and how the image will be stored if not destroyed. If the intention is to use an image on the internet this must be clearly stated and further permission must be acquired if an image is to be used in a way not originally stated.
- Live streaming of events must be clearly advertised in advance and where children are involved permission should be sought in line with the photographic guidelines.
- We want to actively seek parents permission when we plan to use a video or a still image featuring either themselves or their children. We will do so by seeking written permission via email using these words. We give permission for ( name(s) inserted here) to be seen on a '*public video forum for the use of Christian ministry.*'

### **Children and Workers should not:**

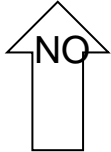
- Search for or download pornographic, racist or hate motivated content.
- Illegally copy or play copyrighted content where permission has not been given.
- Send, request or display offensive messages or pictures.
- Harass, insult or bully others.
- Access the internet using another person's login details.
- Access, download, send or receive any data (including images), which **ASBC** considers offensive in any way, including sexually explicit, discriminatory, defamatory or libellous material.

## Appendix 4: Updates and Logs

1. This log details who we have shared this policy with so that they are familiar with our commitments and are comfortable with adhering to them whilst using our premises.
  - a. Pioneer Christian Camp and NW District Youth Squash ( when applicable)
    - i. Dates here
2. December 2019 Updates:
  - a. Location of accident book now recorded as 3rd Cupboard on right in room opposite kitchen
  - b. Removal of duplicate section on training.
  - c. Explanation of who thirty-one eight are and the services that we can access as members
  - d. Additions of specific group practices- created on training evenings
  - e. Review Date indicated ( June 2020)
  - f. Addition of images for Safeguarding and Deputy Safeguarding officers
3. November 2020 Updates:
  - a. Insertion of online safety policy (model policy by thirtyone:eight)
  - b. Short paragraph indicating how groups should seek permission for minors appearing
4. September 2021 Update:
  - a. Change of contact details ( email change for Brian Walshe)
  - b. Update to Google Form for Reporting concerns
5. March 2022 Update:
  - a. All Elders and Deacons to undertake a DBS Check
6. March 2023 Update
  - a. Change of Contact Details for all Reporting ( [safeguarding@akemamanstreet.org](mailto:safeguarding@akemamanstreet.org))
  - b. Signs of Abuse Paragraph changed
  - c. Training Requirements updated
  - d. Updated Reporting Form email address.
7. April 2023 Update
  - a. Typos amended
  - b. Vulnerable Adults defined
  - c. Married Couples guidance in Code of Conduct added
  - d. Adult to Children Ratios ( NSPCC) guidance in Code of Conduct added
  - e. Location of form picture added
8. June 2024 Update
  - a. Add Brookes Traffic light guidance
  - b. Notes on scanned docs
  - c. Record keeping Updates - scanned docs and one off records
  - d. Pastoral visits guidance added
  - e. Spiritual Abuse Note added to types of definition.
  - f. Added note about new workers briefing ( Group Leaders)
  - g. Removed the word vulnerable from Adult definition.
  - h. New Photos added to document.
9. March 2025 Update
  - a. Company Cafe code of conduct updated
  - b. Reference to Lone Working Policy in Home visit section
  - c. Scope of policy wording changed and ASBC group name changes
  - d. Clarity on reporting when concerns invoke safeguarding team.

**FLOWCHART FOR REPORTING CONCERNS**  
**March 2025 Version 9**

Monitor situation

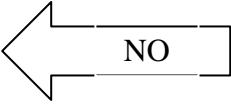


Discuss the details with Safeguarding Coordinator  
 or Group Leader  
**Do not discuss with anyone else.**

Follow advice from  
 Children's or Adult  
 Services as to any  
 additional action.

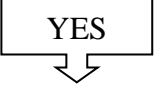


Are symptoms  
 suggestive of poor  
 parenting or parents  
 needing help?



Are findings suggestive of abuse?

Refer to children's or  
 Adult Services.  
 24 hour service  
 0300 123 4043/42  
 (Record, sign, date)



The Safeguarding  
 Coordinator should  
 aim to speak to  
 Parent/Carer where  
 possible

**Do not investigate.**  
 You, the Co-ordinator or Group Leader can make  
 appropriate referral.  
 Parents/Carers to be advised unless this might put the  
 child at risk or delay the referral.



Advice without referral can be  
 sought from thirtyone: eight on  
 0303 003 1111  
 This should not delay an urgent  
 referral.

\* Safeguarding Coordinator: Brian Walshe 07484 XXXXXX  
 Deputy: Anna Washington 07889 XXXXXX  
 In the absence of the Safeguarding Coordinator or if the suspicion/concern in any way  
 involves the Coordinator, the report should be made to the Deputy. In the absence of the  
 Safeguarding Coordinator and the Deputy or if the suspicion/concern in any way involves  
 the Coordinator or the Deputy then the report should be made to  
 thirtyone: eight Tel 0303 003 1111

**URGENT REFERRALS**  
**Children Social Services:**  
**0300 123 4043**  
**Adult Social Services**  
**0300 123 4042**



AKEMAN STREET BAPTIST CHURCH, TRING  
Policy for working with Children, Young People & Adults

A copy will be given to each person in the Church working with children, young people and adults and he/she will be required to state in writing his/her agreement with this policy and give this statement to the relevant Safeguarding Co-ordinator.

NAME:.....

- I have read the Policy for Working Children, Young People & Adults fully.\*
- I agree with this policy and understand the need to implement it at all times.

Signed: .....

Date: .....

\*If you are unclear on any matter mentioned in this document, please clarify it with the Safeguarding Co-ordinator Brian Walshe or his Deputy Anna Washington before signing this statement.

(Please detach and sign this page and return it to Safeguarding Co-ordinator Brian Walshe or Deputy Safeguarding Co-ordinator Anna Washington