

LEDBURY BAPTIST CHURCH

**Safeguarding Children, Young People &
Adults at Risk**

Procedures
(Reviewed March 2023)

1. These procedures will be reviewed annually.

2. **Policy Statement**

A policy statement is displayed in church with these procedures.

3. **Prevention and reporting of abuse**

Any suspected abuse, either inside or outside church buildings, should be reported to any or all of the following officers agreed by Ledbury Baptist Church (LBC):

Gill Blows, 01531 636779 or 07969 435051

Geoff Rutherford, 01531 633750 or 07535 889133

Martyn Kyle, 01531 632955 or 07712 155802

4. **CHILDREN**

Any incident where a child is injured or frightened to go home must be notified **immediately** to Herefordshire Council's

MASH (Multi-Agency Safeguarding Hub) (01432) 260800

Or **Police** using 999

Or Herefordshire Council's **Emergency Duty Team** (01905) 768020

Any incident requiring **immediate** action will be reported to the Ecclesiastical Insurance Company (insurers for LBC) Tel: 0345 777 3322, and to the Heart of England Baptist Association Tel: 07305 051770 as soon as practically possible.

For any incident where a child is **NOT** in immediate danger a written record will be made at the earliest opportunity and reported as soon as practically possible to the officers of Ledbury Baptist Church listed above. (See below Procedures for Responding to Concerns)

For information and assistance, advice can be sought from Thirtyone:eight (formerly CCPAS Churches Child Protection Advisory Service) Tel: 0303 003 1111 and select Safeguarding Helpline option (quote Heart of England Baptist Association)

5. **ADULTS AT RISK**

If an adult is in imminent danger of harm, you should contact the police or emergency services without delay on 999.

Any incident or concerns must be reported to Herefordshire Council's Adult Social Care team.

Office hours 01432 260715

Out of hours (after 5pm, at weekends and on bank holidays) 0330 1239 309

East locality team (Ledbury) 01432 260270

6. **Respecting children, young adults and adults at risk**

The church will adopt a code of behaviour for all who are appointed to work with children, young adults, and adults at risk so that they are shown the respect that is due to them.

7. **Safe working practices**

- **Vine Time** (meets on Sunday mornings when children attend)
 - Teachers are not permitted to work with children without having had a DBS check
 - Aim to have two adults over the age of 18 in attendance who have been DBS checked. We recognise that this is best practice. In exceptional circumstances we will make a common sense decision in accordance with the children's welfare.
 - Aim to complete a weekly register of attendees
 - Aim to obtain 'Parental Consent Form' with relevant details regarding e.g. allergies and emergency contact details. One-off Sunday morning visitors will not be required to complete this form and will be responsible for their children.
 - All Vine Time helpers to receive a copy of the policy statement and procedures and receive copies of minutes of relevant meetings
 - Aim that every person working with children and young people will undergo training.
- **Messy Church** (monthly all-age family church) **not currently meeting 2023**
 - Children are to be supervised by their parents/guardians at all times, but we are committed to nurturing, protecting and safeguarding all children, young adults and adults at risk. Notices are displayed to that effect.
 - Photographs must not be taken without the permission of parent/guardian.
- **Tots & Toddlers** (Friday mornings during term time)
 - Children are to be supervised by their parents/guardians at all times, but we are committed to nurturing, protecting and safeguarding all children, young adults and adults at risk. Notices are displayed to that effect.
 - Photographs must not be taken without the permission of parent/guardian.

PROCEDURES FOR RESPONDING TO CONCERNS

If a **CHILD** is considered to be in imminent danger of harm a report must be made **immediately** to

MASH (Multi-Agency Safeguarding Hub) (01432) 260800

Or **Police** using 999

Or Herefordshire Council's **Emergency Duty Team** (01905) 768020

If an **ADULT** is considered to be in imminent danger of harm, a report must be made **immediately** to

Herefordshire Council's Adult Social Care team.

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Out of hours (after 5pm, at weekends and on bank holidays) 0330 1239 309

East locality team (Ledbury) 01432 260270

Or **Police** using 999

Stage 1

A worker/church attendee who has a concern about the welfare of a child, young adult, adult at risk or the behaviour of an adult has a duty to

RECORD AND REPORT

A handwritten record must be made of the concern to include name of worker, organisation, child/adult, date/time of incident and nature of concern.

The record must be signed and dated. It should be reported to the designated officer(s) agreed by LBC as soon as practically possible.

Stage 2

The designated officer(s) who receive the report of concern has a duty to

REVIEW AND REFER

The report will be reviewed by the designated officer(s) as to what action should follow. Any formal referral considered necessary for Social Services will be made as soon as practically possible.

Stage 3

After the decision has been made regarding the necessary action, the designated officer(s) may have a duty to

SUPPORT AND REPORT

Support should be offered to all parties affected by any safeguarding concerns and, where formal referrals are made, reports may need to be made to the local Association, the Independent Safeguarding Authority, the church insurers and the BU Charity Commission.

A separate document entitled 'Reporting & Good Practice Guidelines' is available for more detailed information.