

BELPER BAPTIST CHURCH

SAFEGUARDING CODES OF CONDUCT

These Codes of Conduct shall be provided to all persons acting as adult leaders or helpers (those over the age of 18) or young helpers (those who have not yet reached their 18th birthday) who are involved in working in any capacity with children within The Church. It should be read in conjunction with the Church Policy Statement on Safeguarding and the Church Safeguarding Procedures.

Leaders and Young Helpers shall:

1. Treat all children with respect.
2. Respect a child's right to personal privacy.
3. Be aware that physical contact with a child may be misinterpreted and minimise contact where possible.
4. Recognise that special caution is required when discussing sensitive issues with children.
5. Provide constructive feedback rather than negative.
6. Challenge unacceptable behaviour from both children and adults.
7. Attend safeguarding training every three years. For young leaders, this training should be appropriate to their age.
8. Immediately report any allegations or suspicions of abuse to the Church's appointed Designated Person(s).
9. Ensure that children only leave at the end of the session in the company of their parent, guardian or responsible adult nominated by the parent or guardian, unless special arrangements have been agreed with parents/guardians for older children to leave unaccompanied.
10. Be aware of fire evacuation procedures from the church premises.
11. Be aware of the location of first aid equipment.

Leaders and Young Helpers shall NOT:

1. Play rough physical games or sexually provocative games.
2. Allow or engage in any form of inappropriate touching.
3. Allow young people to use inappropriate language without challenging it.
4. Make sexually suggestive comments even in jest.
5. Smack, strike or otherwise cause violence towards any child.
6. Reduce a child to tears as a form of control, understanding that very young children can be easily upset by a seemingly minor reprimand.
7. Arrange to meet children alone outside the church environment.
8. Allow allegations made by a child to go unchallenged, unrecorded or not acted upon.

9. Consume alcohol immediately before or during any session or activity.
10. Smoke immediately before or during any session or while children are still present after the session has finished.
11. Consume illegal drugs or other illegal substances immediately before or during the session or while children are still present after the session has finished.

Note.

If toileting assistance is required for any children with a specific disability, special training and procedures will be established to cater for each situation.

Designated Leaders/Coordinators

Each separate Church activity with children (e.g. clubs, Sunday activities during services, etc), shall have a designated Leader/Coordinator who shall:

1. Ensure that there is more than one adult present on the premises at all times during the session times.
2. Ensure that there are enough adult leaders for any activities, according to current law and good practice for ratios of adults to children.
3. Be able to risk assess any activity to ensure, as far as is reasonably practical, that children do not suffer any physical injury.
4. Notify the Church's appointed Designated Person(s) of any activities that are to take place away from the church premises.
5. Ensure that parental permission is obtained for all children taking part in any activity away from church premises.
6. Ensure that parents of children are fully informed about activities that take place away from church premises.
7. Ensure that any motor vehicle used to transport children to activities away from church premises is insured to be used in this manner.
8. Ensure that for overnight trips, appropriate sleeping arrangements are made that do not involve opposite sexes sharing rooms or adults sharing rooms with children.
9. Keep a written record of any additional codes of conduct that are specific to the activity.

NOTES

Suspicion of Abuse Towards a Child

If a person working with children suspects any form of abuse by an adult towards a child, they SHALL follow the Church procedures as laid out in the Belper Baptist Church Safeguarding Procedures Document. Additionally, the worker should note the following:

Do not normally confront the adult about whose behaviour you have concerns

Do not take responsibility for deciding whether or not child abuse is actually taking place

Do not investigate allegations

Do not act alone

Do not take sole responsibility for what has been shared or any concerns you may have

Disclosure of Abuse by a Child to a Worker

If a child discloses any form of abuse to a person working with children they SHALL follow the Church procedures as laid out in the Belper Baptist Church Safeguarding Procedures Document.

The following table may be helpful in knowing how to react to a disclosure:

Do	Don't
Listen and clarify	Minimise what is said
Give support	Show shock, alarm or disapproval
Explain what happens next	Question or push for information
Take action	Offer false reassurance
	Promise not to tell anyone

GOOD PRACTICE GUIDELINES

RECORDING INCIDENTS

Be aware of any physical contact with children and record it when necessary, e.g. if required to stop a fight, administer First Aid, give a hug to a child who is distressed, remove a child from danger, or protect themselves or others from attack.

Include the names of both children and adults present and anything of note that is observed, e.g. details of any fights broken up by the workers, allegations made by young people, incidences where a child is asked to leave. All workers who witnessed, heard or responded in any way should record details, and sign and date the entry.

CONTACT WITH CHILDREN OUTSIDE THE CHURCH ENVIRONMENT

It is not advisable to have contact with children involved in church activities outside the church environment or organised activity.

However, good judgement should be exercised where such children are friends with a worker's own children or children of a friend of a worker. In such instances, the contact becomes a parental relationship rather than a worker relationship but the worker should maintain awareness of the situation at all times.

EMAIL AND MOBILE PHONE COMMUNICATION

1. It is preferable that all email, text or telephone communication with children is conducted through the parents/guardians, not directly with the child.
2. Workers should not normally need to have a child's email address or mobile phone number.
3. Workers should avoid giving their email address or mobile phone number to a child.
4. Parents or guardians have the right to decide if a worker is to have email addresses or mobile phone numbers of their child.
5. Any email, text or mobile phone communication with children should be for information-giving purposes only using clear, unambiguous language.

INSTANT MESSAGING SERVICES (IMS)

Use of instant messenger services should not be used for communicating with children involved in church activities.

SOCIAL NETWORKING, e.g. Facebook

Although Facebook has a minimum age of 13, workers should be aware that an increasing number of children below that age are using this medium for communication.

Best practice guide for Belper Baptist Church is:

1. Not to make "friend requests" of children involved in church activities.
2. Not to accept "friend requests" from children involved in church activities.
3. Workers should ensure that all public content on their own site is appropriate for young people to see (including contents of photos uploaded)

PHOTOGRAPHS

1. Whilst it is not illegal to take photographs of children, it is good practice to get parental consent for any activity which may involve photographing children during a church activity.
2. Any photos or video taken of children should not be included in any internet website, including the church website, social networking sites, without parental permission
3. Workers should not retain images of children on mobile phones.

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