

High Barnet Baptist Church Safeguarding Policy

SECTION 1

Name of Place of Worship: High Barnet Baptist Church

Address: 197 High Street, Barnet, Herts. EN5 5SU

Tel No: 020 8449 4833 Email address: office@highbarnetbaptist.com

Charity Number: 208653

Regulators: Charity Commission

Insurance Company: Congregational & General Insurance PLC This includes cover for property damage, "Business interruption", public liability, legal expenses, theft of money and personal accident.

The following is a brief description of our place of worship and the type of activities we undertake with children and vulnerable adults:

We are an Independent Evangelical Church which holds services of worship on Sundays. In the morning this includes Sunday School for children. Mid week we meet in small home groups for bible study and prayer.

We provide a mid week Youth Club for young people from the church and local community and also a Parent/Carer and Toddler group.

We hold a fortnightly mid week Luncheon Club which is open to all age groups.

Our commitment

As Elders (hereafter the "Leadership") we recognise the need to provide a safe and caring environment for children, young people and vulnerable adults. We acknowledge that children, young people and vulnerable adults can be the victims of physical, sexual and emotional abuse, and neglect. We accept the UN Universal Declaration of Human Rights and the International Covenant of Human Rights, which states that everyone is entitled to "all the rights and freedoms set forth therein, without distinction of any kind, such as race, colour, sex, language, religion, political or other opinion, national or social origin, property, birth or other status". We also concur with the Convention on the Rights of the Child which states that children should be able to develop their full potential, free from hunger and want, neglect and abuse. They have a right to be protected from "all forms of physical or mental violence, injury or abuse, neglect or negligent treatment or exploitation, including sexual abuse, while in the care of parent(s), legal guardian(s), or any other person who has care of the child." 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.

The policy and attached practice guidelines are based on the ten **Safe and Secure** safeguarding standards published by the Churches' Child Protection Advisory Service (CCPAS) and prepared in consultation with CCPAS.

The Leadership undertakes to:

- endorse and follow all national and local safeguarding legislation and procedures, in addition to the international conventions outlined above.
- provide on-going safeguarding training for all its workers and will regularly review the operational guidelines attached.
- ensure that the premises meet the requirements of the Disability Discrimination Act 1995 and all other relevant legislation, and that it is welcoming and inclusive.
- support the Safeguarding Coordinator(s) in their work and in any action they may need to take in order to protect children and vulnerable adults.
- file a copy of the policy and practice guidelines with CCPAS and the local authority –Local Safeguarding Children's Board (LSCB) and Safeguarding Adults Board, and any amendments subsequently published. The Leadership agrees not to allow the document to be copied by other organisations.

Recognising and responding appropriately to an allegation or suspicion of abuse

Understanding abuse and neglect

Defining child abuse or abuse against a vulnerable adult is a difficult and complex issue. A person may abuse by inflicting harm, or failing to prevent harm. Children and adults in need of protection may be abused within a family, an institution or a community setting. Very often the abuser is known or in a trusted relationship with the child or vulnerable adult.

In order to safeguard those in our church 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 which states:

- 1. Parties shall take all appropriate legislative, administrative, social and educational measures to protect the child from all forms of physical or mental violence, injury or abuse, neglect or negligent treatment, maltreatment or exploitation, including sexual abuse, while in the care of parent(s), legal guardian(s) or any other person who has the care of the child.*
- 2. Such protective measures should, as appropriate, include effective procedures for the establishment of social programmes to provide necessary support for the child and for those who have the care of the child, as well as for other forms of prevention and for identification, reporting, referral, investigation, treatment and follow-up of instances of child maltreatment described heretofore, and, as appropriate, for judicial involvement.*

Also, for adults the UN Universal Declaration of Human Rights with particular reference to Article 5 which states:

No one shall be subjected to torture or to cruel, inhuman or degrading treatment or punishment.

Detailed definitions, and signs and symptoms of abuse, as well as how to respond to a disclosure of abuse, are included here in our policy.

Statutory Definitions of Abuse (Children)

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm.

Children may be abused in a family or in an institutional or community setting; by those known to them or, more rarely, by a stranger. They may be abused by an adult or adults or another child or children.

Child protection legislation throughout the UK is based on the United Nations Convention on the Rights of the Child. Each nation within the UK has incorporated the convention within its legislation and guidance.

The four definitions of abuse below operate in England based on the government guidance 'Working Together to Safeguard Children (2006)'.

Physical Abuse

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces illness in a child.

Emotional Abuse

Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

Sexual Abuse

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, including prostitution, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative (e.g. rape, buggery or oral sex) or non-penetrative acts. They may include non-contact activities, such as involving children in looking at, or in the production of, pornographic material or watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

Neglect

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to provide adequate food and clothing, shelter including exclusion from home or abandonment, failing to protect a child from physical and emotional harm or danger, failure to ensure adequate supervision including the use of inadequate care-takers, or the failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Statutory Definitions of Abuse (Vulnerable Adults)

The following definition of abuse is laid down in 'No Secrets: Guidance on developing and implementing multi-agency policies and procedures to protect vulnerable adults from abuse (Department of Health 2000):

'Abuse is a violation of an individual's human and civil rights by any other person or persons. In giving substance to that statement, however, consideration needs to be given to a number of factors:

Abuse may consist of a single act or repeated acts. It may be physical, verbal or psychological, it may be an act of neglect or an omission to act, or it may occur when a vulnerable person is persuaded to enter into a financial or sexual transaction to which he or she has not consented, or cannot consent. Abuse can occur in any relationship and may result in significant harm to, or exploitation of, the person subjected to it'.

Physical Abuse

This is the infliction of pain or physical injury, which is either caused deliberately, or through lack of care.

Sexual Abuse

This is the involvement in sexual activities to which the person has not consented or does not truly comprehend and so cannot give informed consent, or where the other party is in a position of trust, power or authority and uses this to override or overcome lack of consent.

Psychological or Emotional Abuse

These are acts or behaviour, which cause mental distress or anguish or negates the wishes of the vulnerable adult. It is also behaviour that has a harmful effect on the vulnerable adult's emotional health and development or any other form of mental cruelty.

Financial or Material Abuse

This is the inappropriate use, misappropriation, embezzlement or theft of money, property or possessions

Neglect or Act of Omission

This is the repeated deprivation of assistance that the vulnerable adult needs for important activities of daily living, including the failure to intervene in behaviour which is dangerous to the vulnerable adult or to others. A vulnerable person may be suffering from neglect when their general well being or development is impaired

Discriminatory Abuse

This is the inappropriate treatment of a vulnerable adult because of their age, gender, race, religion, cultural background, sexuality, disability etc. Discriminatory abuse exists when values, beliefs or culture result in a misuse of power that denies opportunity to some groups or individuals. Discriminatory abuse links to all other forms of abuse.

Institutional Abuse

This is the mistreatment or abuse of a vulnerable adult by a regime or individuals within an institution (e.g. hospital or care home) or in the community. It can be through repeated acts of poor or inadequate care and neglect or poor professional practice.

Signs of Possible Abuse (children & young people)

The following signs could be indicators that abuse has taken place but should be considered in context of the child's whole life.

Physical

- Injuries not consistent with the explanation given for them
- Injuries that occur in places not normally exposed to falls, rough games, etc
- Injuries that have not received medical attention
- Reluctance to change for, or participate in, games or swimming
- Repeated urinary infections or unexplained tummy pains
- Bruises on babies, bites, burns, fractures etc which do not have an accidental explanation*
- Cuts/scratches/substance abuse*

Sexual

- Any allegations made concerning sexual abuse
- Excessive preoccupation with sexual matters and detailed knowledge of adult sexual behaviour
- Age-inappropriate sexual activity through words, play or drawing
- Child who is sexually provocative or seductive with adults
- Inappropriate bed-sharing arrangements at home
- Severe sleep disturbances with fears, phobias, vivid dreams or nightmares, sometimes with overt or veiled sexual connotations
- Eating disorders - anorexia, bulimia*

Emotional

Changes or regression in mood or behaviour, particularly where a child withdraws or becomes clinging.
Depression, aggression, extreme anxiety.
Nervousness, frozen watchfulness
Obsessions or phobias
sudden under-achievement or lack of concentration
inappropriate relationships with peers and/or adults
Attention-seeking behaviour
Persistent tiredness
running away/stealing/lying

Neglect

Under nourishment, failure to grow, constant hunger, stealing or gorging food, untreated illnesses,
Inadequate care, etc

*These indicate the possibility that a child or young person is self-harming. Approximately 20,000 are treated in accident and emergency departments in the UK each year.

Signs of Possible Abuse (vulnerable adults)

Physical

A history of unexplained falls, fractures, bruises, burns, minor injuries
Signs of under or over use of medication and/or medical problems unattended

Sexual

Pregnancy in a woman who is unable to consent to sexual intercourse
Unexplained change in behaviour or sexually implicit/explicit behaviour
Torn, stained or bloody underwear and/or unusual difficulty in walking or sitting
Infections or sexually transmitted diseases
Full or partial disclosure or hints of sexual abuse
Self-harming

Psychological

Alteration in psychological state e.g. withdrawn, agitated, anxious, tearful
Intimidated or subdued in the presence of the carer
Fearful, flinching or frightened of making choices or expressing wishes
unexplained paranoia

Financial or Material

Disparity between assets and living conditions
Unexplained withdrawals from accounts or disappearance of financial documents
Sudden inability to pay bills
Carers or professionals fail to account for expenses incurred on a person's behalf
Recent changes of deeds or title to property

Neglect or Omission

Malnutrition, weight loss and /or persistent hunger
Poor physical condition, poor hygiene, varicose ulcers, pressure sores
Being left in wet clothing or bedding and/or clothing in a poor condition
Failure to access appropriate health, educational services or social care
No callers or visitors

Discriminatory

Inappropriate remarks, comments or lack of respect
Poor quality or avoidance of care

Institutional

Lack of flexibility or choice over meals, bed times, visitors, phone calls etc
Inadequate medical care and misuse of medication
Inappropriate use of restraint
Sensory deprivation e.g. denial of use of spectacles or hearing aids
Missing documents and/or absence of individual care plans
Public discussion of private matter
Lack of opportunity for social, educational or recreational activity

How to respond to a child/vulnerable adult wishing to disclose abuse

Effective Listening

Ensure the physical environment is welcoming, giving opportunity for the child or vulnerable adult to talk in private but making sure others are aware the conversation is taking place.

It is especially important to allow time and space for the person to talk

Above everything else listen without interrupting

Be attentive and look at them whilst they are speaking

Show acceptance of what they say (however unlikely the story may sound) by reflecting back words or short phrases they have used

Try to remain calm, even if on the inside you are feeling something different

Be honest and don't make promises you can't keep regarding confidentiality

If they decide not to tell you after all, accept their decision but let them know that you are always ready to listen.

Use language that is age appropriate and, for those with disabilities, ensure there is someone available who understands sign language, Braille etc.

HELPFUL RESPONSES

You have done the right thing in telling

I am glad you have told me

I will try to help you

DON'T SAY

Why didn't you tell anyone before?

I can't believe it!

Are you sure this is true?

Why? How? When? Who? Where?

I am shocked, don't tell anyone else

Safeguarding awareness

The Leadership is committed to on-going safeguarding training and development opportunities for all workers, developing a culture of awareness of safeguarding issues to help protect everyone. All our workers will receive induction training and undertake recognised safeguarding training on a regular basis **using CCPAS and accessing their Facing the Unthinkable seminars.**

The Leadership will also ensure that children and vulnerable adults are provided with information on where to get help and advice in relation to abuse, discrimination, bullying or any other matter where they have a concern.

RESPONDING TO ALLEGATIONS OF ABUSE

Under no circumstances should a worker carry out their own investigation into an allegation or suspicion of abuse.

Following procedures as below:

- The person in receipt of allegations or suspicions of abuse should report concerns as soon as possible to Pastor Robin Ruck (hereafter the "Safeguarding Co-ordinator") tel no: 020 8449 1417 who is nominated by the Leadership to act on their behalf in dealing with the allegation or suspicion of neglect or abuse, including referring the matter on to the statutory authorities.
- 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 Yusufu Tockan (Safeguarding Lead) (hereafter the "Deputy ") tel no: 07957 663216 If the suspicions implicate both the Safeguarding Co-ordinator and the Deputy, then the report should be made in the first instance to the Churches' Child Protection Advisory Service (CCPAS) PO Box 133, Swanley, Kent, BR8 7UQ. Telephone 0845 120 4550. Alternatively contact Social Services or the police.
- Where the concern is about a child the Safeguarding Co-ordinator should contact Children's Social Services. Where the concern is regarding an adult in need of protection contact Adult Social Services or take advice from CCPAS as above.

The Multi Agency Safeguarding Hub (MASH) telephone number is 020 8359 4066.

Out of hours emergency telephone numbers are below: -

The local Children's Social Services office telephone number is 020 8359 2000.

The local Adult Social Services office telephone number is 020 8359 2000.

The Police Child Protection Team telephone number is 020 8200 1212 (Barnet Police).

- Where required the Safeguarding Co-ordinator should then immediately inform the insurance company and the Leadership
- Suspicions must not be discussed with anyone other than those nominated above. A written record of the concerns should be made in accordance with these procedures and kept in a secure place.

- 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 CCPAS.
- 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, of course, the right of any individual as a citizen to make a direct referral to the safeguarding agencies or seek advice from CCPAS, although the Leadership hope that members of High Barnet Baptist Church will use this procedure. 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 vulnerable.

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 that 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 CCPAS) 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 significant 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 CCPAS (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 CCPAS if, for any reason they are unsure whether or not to contact Children's Social Services/Police. CCPAS will confirm its advice in writing for future reference.

The following procedure will be followed where there is a concern that an adult is in need of protection:

SUSPICIONS OR ALLEGATIONS OF PHYSICAL OR SEXUAL ABUSE

If a vulnerable adult has a physical injury or symptom of sexual abuse the Safeguarding Co-ordinator/Deputy will:

- Discuss any concerns with the individual themselves giving due regard to their autonomy, privacy and rights to lead an independent life.
- If the vulnerable adult is in immediate danger or has sustained a serious injury contact the Emergency Services, informing them of any suspicions.
- For advice contact the Adult Social Care Vulnerable Adults Team who have responsibility under Section 47 of the NHS and Community Care Act 1990 and government guidance, 'No Secrets', to investigate allegations of abuse. Alternatively CCPAS can be contacted for advice.

For advice or reporting contact Social Care Direct , telephone 020 8359 5000, email socialcaredirect@barnet.gov.uk

ALLEGATIONS OF ABUSE AGAINST A PERSON WHO WORKS WITH CHILDREN

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 need to liaise with Children's Social Services in regards to the suspension of the worker, also making a referral to a Safeguarding Adviser (SA) / Local Authority Designated Officer (LADO). Where you are liaising with a SA / LADO discuss with them about the need to refer to the ISA. (Independent Safeguarding Authority)

Prevention

Safe recruitment

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:

- There is a written job description / person specification for the post
- Those applying have completed an application form and a self declaration form
- Those short listed have been interviewed
- Safeguarding has been discussed at interview
- Written references have been obtained, and followed up where appropriate
- A criminal records disclosure has been completed and is renewed every 5 years (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 programme is provided 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.

Management of Workers – Codes of Conduct

As a Leadership we are committed to supporting all workers and ensuring they receive support and supervision. All workers have been issued with a code of conduct towards children, young people and vulnerable adults. The Leadership undertakes to follow the principles found within the 'Abuse Of Trust' guidance issued by the Home Office and it is therefore unacceptable for those in a position of trust to engage in any behaviour which might allow a sexual relationship to develop for as long as the relationship of trust continues.

Workers Declaration

I understand the nature of the work I am to do with

.....

(Fill in the name and age range of the group)

I have read and agree to follow the church's guidelines for safeguarding children and vulnerable adults. I understand that it is my duty to seek to protect from abuse the children and vulnerable adults with whom I come into contact. I know what action to take if abuse is suspected, discovered or disclosed.

Signed:

Date:

Pastoral Care

Supporting those affected by abuse

The Leadership is committed to offering 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 High Barnet Baptist Church.

Working with offenders

When someone attending High Barnet Baptist Church is known to have abused children, or is known to be a risk to vulnerable adults the Leadership will supervise the individual concerned and offer pastoral care, but in its safeguarding commitment to the protection of children and vulnerable adults, set boundaries for that person which they will be expected to keep. We do not consider it prudent to allow them to have any involvement with children/young people at any level. They should not be alone with a child in the church and may also be expected to decline offers of hospitality from church members where there are children present in the home. These boundaries would be assessed on an individual basis, in consultation with CCPAS, agreed by leadership and the proposed decisions/ actions recorded and kept on file.

We would notify the police/local authority if they stopped attending our church.

Practice Guidelines

As a place of worship working with children, young people and vulnerable adults we wish to operate and promote good working practice. This will enable workers to run activities safely, develop good relationships and minimise the risk of false accusation.

As well as a general code of conduct for workers we also have specific good practice guidelines for every activity we are involved in and these are as follows.

Duty of Care and Positions of Trust

The Children Act 2004 (England) through the Stay Safe outcome of 'Every Child Matters Change for Children' programmes, places a duty on organisations involved in providing services for children and young people to safeguard and promote their well-being. This means all workers should treat those they are caring for with respect and dignity as well as demonstrate competence and integrity. (There are similar expectations in other parts of the UK.)

The duty of care is in part exercised through the development of respectful and caring relationships but also by workers taking all reasonable steps to ensure the safety and well-being of those they have responsibility for, particularly in relation to sexual, physical and emotional abuse. Before individuals start working with children, young people and vulnerable adults, they need to understand and acknowledge the responsibilities and trust inherent to their role.

In addition, under Health and Safety at Work legislation, organisations have a duty of care towards the well-being of all workers and ensure they are treated fairly. They are required to provide a safe working environment and guidance on safe working practice.

All adults working with children, young people and vulnerable adults are in positions of trust. It is therefore vital workers ensure they do not, even unwittingly, use their position of power and authority inappropriately.

Workers should always maintain professional boundaries and avoid behaviour which might be misinterpreted. Any kind of sexual relationship between an adult worker and a child is never acceptable and if concerns arise in this area, this should be recorded and reported to the Safeguarding Coordinator.

The trusting relationship between worker and child, young person or vulnerable adult means the worker should never:

- use their position to gain access to information for their own or others' advantage
- use their position to intimidate, bully, humiliate, threaten, coerce or undermine
- use their status and standing to form or promote relationships that are or may become sexual

Gifts, Rewards and Favouritism

The giving of gifts or rewards to children, young people and vulnerable adults can be part of an agreed policy for supporting positive behaviour or recognising particular achievements. In some situations, the giving of gifts as rewards may be accepted practice for a group of children, whilst in other situations the giving of a gift to an individual child or young person will be part of an agreed plan with the knowledge of a manager and the parent or carer.

Any gifts should be given openly and not be based on favouritism. Adults need to be aware however, that the giving of gifts can be seen as a gesture to bribe or groom a young person.

Adults should exercise care when selecting children and/or young people for specific activities or privileges to avoid perceptions of favouritism or unfairness. Methods and criteria for selection should always be transparent and subject to scrutiny.

Care should also be taken to ensure that adults do not accept any gift that might be construed as a bribe or lead the giver to expect preferential treatment.

There are occasions when children, young people or parents wish to pass small tokens of appreciation to workers, for example, on special occasions or as a thank-you, and this is acceptable. However, it is unacceptable to receive gifts on a regular basis or of any significant value.

Risk Assessments

Taking care of children, young people and vulnerable adults involves taking responsibility for their well-being at all times, being prepared for unforeseen eventualities, anticipating situations where they could be harmed and taking steps to minimise the risks.

We have a responsibility to assess the risk involved in the activities that are provided. This includes an informal check before the start of an activity that the building is safe and that the planned activities have been assessed for any risks.

Risk assessments are to be carried out in line with CCPAS "In Focus" guidelines. There will be a check list compiled for each activity, identifying risks that could be encountered, a person appointed responsible for carrying this out and when any action required has been completed.

Safety of buildings and equipment

Buildings being used for groups or activities are properly maintained. The external fabric of the building, plus all internal fixtures, fittings, lighting, fire exits and equipment meet the required safety standards. An annual review is also carried out and, where necessary, action taken. All electrical equipment has undergone an electrical safety test - PAT (Portable Appliance Inspection Tests)

Food and drink safety and hygiene

Any food that is made and/or consumed on the premises meets food safety regulations. Pauline Brough has responsibility for this and has a Basic Food Hygiene Certificate and is knowledgeable in areas such as food preparation, handling, storage, disposal of waste.

If food and drink are provided during an activity, the following will be considered:

- Workers should follow good personal hygiene

- Basic health and hygiene regulations should be adhered to.

- All food and drink is stored appropriately

- Hot drinks should not be carried through an activity area and not placed within the reach of young children

- Snacks and mealtimes are appropriately supervised

- Fresh drinking water is available at all times

Systems are in place to ensure that children, young people or vulnerable adults do not have access to food/drinks to which they are allergic. Typically this can be peanuts, nuts, milk, eggs, fish, shell fish and gluten .

First Aid

We have two First Aid Kits on site and their contents are checked regularly by our Deacons

Safeguarding Principles for Group or Activity

Some general principles for running a club, activity or service include:

Ensuring that everyone is treated with dignity and respect in attitude, language and actions.

Consideration for the number of workers needed to run the group and whether they should be male, female or both.

A clear strategy for summoning additional help (if needed) in situations where a worker is working alone with a child, young person or vulnerable adult.

The level of personal care (e.g. toileting) required appropriate to the needs of the individual.

Clear guidelines on personal privacy e.g. when working with children avoiding questionable activity such as rough or sexually provocative games and comments.

Not allowing anyone under 16 years of age to be left in charge of children of any age or those attending the group being left unsupervised.

Only workers assigned to the group being allowed to participate in the activity. Other adults should not be allowed free access.

Making a note of other people in the building during the activity and any other events taking place at the same time.

Data Protection Principles

Personal data in accordance with the general data protection regulation shall be:-

processed **lawfully, fairly and in a transparent manner**; processed for **specified, explicit and legitimate purposes** and not in a manner that is incompatible with those purposes;

adequate, relevant and limited to what is necessary for the purposes for which it is being processed; **accurate** and, where necessary, up to date; **not kept longer than necessary** for the purposes for which it is being processed;

processed in a **secure** manner, by using appropriate technical and organisational means.

Complying With Data Protection Principles

(i) No personal data should be obtained or held unless the individual has given consent. In the case of sensitive data, (defined as race, political opinion, religious belief, trade union membership, physical or mental health, sexuality, criminal offences) specific consent must be obtained i.e. the individual must be informed that this type of data is being held, told the reason for it and give permission for its use. NB: photographs count as sensitive data since they may reveal information about the subject's race. Permission should always be obtained to keep a copy or use a photograph of an individual.

(ii) Data obtained for one purpose must not be used for a different purpose. For example the church members' list may not be used for commercial mail shots.

(iii) We will not collect information about individuals which is not necessary for the purpose intended. Do not ask questions or seek data without ensuring that the information is relevant. If data is given or obtained which is excessive for the purpose it should be immediately deleted or destroyed.

(iv) If data is kept for a considerable length of time it must be reviewed and if necessary updated. No data should be kept unless it is reasonable to assume it is accurate.

(v) There should be regular reviews of files containing data to ensure that it is not kept for longer than required for the particular purpose.

(vi) We will always consider the rights of the individual in respect of their data. These are, briefly, that consent should be obtained if data is to be kept and used for any purpose; that individuals are entitled to know what data is kept about them and that no personal data must be disclosed to anyone outside or inside the church who does not strictly need to know, without the individual's consent.

(vii) We have systems in place to ensure the security of data on computer systems and these must be adhered to. Personal data must be kept in a secure place, e.g. in filing cabinet which can be locked or in a room which can be locked when unoccupied. Individuals must seek to prevent unauthorised access to any computers that contain personal data.

(viii) No data can be transferred, even for a legitimate purpose, outside of the EEA (European Economic Area - most of Europe) without the consent of the individual. This is particularly important when putting information on the Web which can be accessed from anywhere in the world.

Registration

When a child becomes involved in an activity, it is important at the outset that a general information and consent form is completed and returned giving contact details of parents/carers, plus medical and other details such as allergies or special dietary requirements. This form should be renewed annually.

A register of those attending a club or activity should also be maintained, together with a register of workers. This should include a record of arrival and departure times, particularly if the participant does not attend the whole session. It is also good practice to keep parents/carers informed of the nature of activities.

Accidents

All accidents, however minor, should be recorded in our accident book which is kept in the Kitchen. In the event of an accident, the parent/carer of a child or young person should be asked to read and sign the accident book. Whether a vulnerable adult can sign the book will depend on the nature and extent of their disability.

If the child, young person or vulnerable adult is not collected at the end of a session, a letter should be sent to the parent or carer explaining what has happened .

Home Visits

Workers and leaders may need to make home visits from time to time.

Guidelines for visiting:

Inform a supervisor or another worker of the proposed visit.

In the case of children and young people never go into a home if a parent or carer is absent unless the child would be at risk of significant harm if you do not do so.

Keep a written record of the visit detailing the following:

- Purpose
- Time you arrived and left
- Who was present
- What was discussed

If the parent/carer is absent when the call is made, leave some means of identification and explanation for the visit that can be given to them.

An invitation to a worker's home should only be extended with the knowledge of the team/leadership and the permission of the parent/ carer.

Unexpected attendance at activities

Sometimes children, young people or vulnerable adults will want to join in with an organisation's activities without the knowledge of parents or carers e.g. children playing outside or wandering the streets with no adult supervision. In these circumstances it is important to:

Welcome them but try to establish their name, age (children), address and telephone number. Record their visit in a register.

Ask if a parent/carer is aware where they are, and what time they are expected home. If this is before the session ends, they should be encouraged to return home, unless the parent/carer can be contacted and they are happy with the arrangement. In the case of children in particular, suggest the child seeks the parent/carer's permission to return the following week.

Link the visiting person with a regular attendee who can introduce them to the group and explain about the activity.

On leaving, give the person a leaflet about the group with contact telephone numbers etc and perhaps a standard letter to the parent/carer inviting them to make contact.

Without an interrogation, you will need to find out as soon as possible whether they have any special needs, (e.g. medication), so that you can respond appropriately in an emergency.

Guidelines on physical contact with children and Young People

- Keep everything public. A hug in the context of a group is very different from a hug behind closed doors.
- 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.
- 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 when 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.
- 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.
- Concerns about abuse should always be reported.

Working with disruptive children and young people

Sometimes children and young people become angry, upset or disruptive. Occasionally their behaviour may endanger themselves or others. The Government has developed national standards in relation to early years and day care and the following guidelines can be adopted by organisations providing services to children and young people.

If someone is being disruptive:

Ask them to stop.

Speak to them to establish the cause(s) of the upset.

Inform them they will be asked to leave if the behaviour continues.

Warn them if they continue to be disruptive, this might result in longer-term exclusion from the group.

If they are harming themselves, another person or property then others in the group should be escorted away from the area where the disruption is occurring. At the same time, and with a second worker present, request them to STOP. If your request is ignored, you might need to warn the individual that you will consider calling the Police. As a last resort, in the event of them harming themselves, other people or property, physical restraint may be needed until the Police to arrive.

The workers involved should always record what happened in writing as soon as possible after the incident. This should include:

What activity was taking place.

What might have caused the disruptive behaviour.

The person's behaviour.

What was said and how the worker and others responded.

A list of others present who witnessed the incident.

A copy should be given to the leader, a copy retained by the worker and a copy kept with the logbook. Parents should be informed if their child has been restrained.

Special Needs and Disabilities

Workers should be aware that any child, young person or vulnerable adult attending an activity who has a special need or disability may need extra help in areas such as communication and mobility (e.g. use of sign language and assistance in going to the toilet). They may behave in a non-age appropriate way. For example, a young person of 17 might behave more like a 2-3 year old, particularly in demanding cuddles or sitting on a worker's lap. So it is

important to set appropriate boundaries that take their needs into account, but also protect workers from false accusation.

We the church should:

- Ask the child, young person or vulnerable adult attending the activity, and parents or carers how their needs can be met, ensuring all workers involved with them are aware of their expectations. This includes the number of workers needed to assist for a specific activity to prevent injury. Some of these needs may be more easily met than others, so be realistic. A family may ask for changes to enable easier access to the building . Listen, and give feedback to the person, family or carer as to what can or can't be achieved and the reasons why.
- Ideally ensure that a worker of the same gender assists if they need help with toileting, but again discuss with the person, their family or carer their preference and our ability to provide this. Generally these issues once discussed can be agreed upon.
- Make buildings accessible (e.g. ramps, toilets for the disabled and hearing loop system) and encourage integration within the group.
- Developing appropriate disability awareness including the use of different forms of communication (e.g. sign language) and language etiquette.

Outings

For day trips or visits for children and young people under 18, parents or carers should complete and sign a consent form for the activity. We should also carry out a risk assessment of the activity to ensure all eventualities are covered and all adults in the team know what to do in the event of an accident or emergency.

On the day it is important to remember to take a fully charged mobile phone, all essential records and equipment and allocate named children to named pairs of adults.

Organising an Outing

When organising an outing or visit it is important to do the following:

- Visit proposed venue beforehand if possible to assess any risks
- Consider the individual needs of the children or adults.
- Ensure Parent/carer signs consent forms before major outings and are informed of the itinerary.
- Ensure parent/carer completes and signs a medical form and provides emergency contact numbers.
- Ensure the supervision ratios are adequate for the size of the group, the age of the children and the activities planned.
- Ensure children are appropriately supervised so that no child gets lost and there is no unauthorised access to children.
- Records are kept of the vehicles used to transport children, with named drivers and appropriate insurance cover

- If a minibus is used for transport, ensure that the Approved Minibus Policy is adhered to and it is roadworthy.
- If a coach is hired for the outing, ensure:
 - the coach company has appropriate public liability insurance and is willing to work to safeguarding standards.
 - the coach driver is suitable
 - the coach has appropriate seatbelts fitted and that children wear them for the duration of the journey.
 - gangways, aisles and emergency exits are kept clear.

Carry out a Risk assessment paying particular attention to:

- potential dangers posed by strangers (adults and children)
- A child's eye view of the outing in terms of possible dangers
- Risks that may occur as a result of a special activity
- additional help required for a particular activity (e.g. lifeguard for swimming)

Transportation

Where children, young people or vulnerable adults are being transported by mini-bus the following guidelines apply to all drivers and journeys carried out on behalf of and with the knowledge of the leadership of High Barnet Baptist Church. This does not apply to private arrangements for transportation made, for example, between adults with parental responsibility.

Advice for transporting children, young people or vulnerable adults is as follows:

Driving should be restricted to those who have gone through the organisation's recruitment procedures for workers.

All drivers must have read the safeguarding policy of the organisation and agree to abide by it.

Parents / carers should be asked to sign a Transportation Consent Form .

The driver should hold a full driving licence, the vehicle must be adequately insured and the vehicle road worthy.

Having checked drivers, it is reasonable to expect that they may be alone with a child for short periods.

Consideration should therefore be given to dropping off the least vulnerable last and plan routes accordingly.

Two workers in a vehicle does not in itself guarantee safety - there have been incidents where workers have acted abusively together.

Drivers should not spend unnecessary time alone in the vehicle with someone they are transporting. If, for example, a child wants to talk to a driver about something and has waited until other children have been dropped off, the driver should explain that it isn't convenient to talk there and then, but arrange to meet them at a location where there are other adults around with the knowledge of the group leader. (Remember they may want to talk to the driver about an abusive situation).

When travelling in groups with more than one vehicle it is good practice to insist those being transported stay in the same groups on the out-going and return journey. This will avoid anyone, at worst, being left behind.

At collection or dropping off points no child or young person should be on their own and the driver should make sure they are collected by an appropriate adult. This may also apply to a vulnerable adult, depending on the nature of their vulnerability and/or disability.

It is advisable to be aware of instances where it may be unwise for a particular driver to transport a particular individual e.g. where there has been a disagreement or they have romantic feelings for a driver.

If parents or carers do some transporting, ensure they are made aware that such arrangements are their own responsibility and not the organisation's.

Consent For Transporting Children - See Appendix 3

Residential holidays

If using an established residential centre, checks should be made that it operates a safeguarding policy and carries out Disclosure checks on workers. Organisations providing residential holidays should also carry out full risk and health and safety assessments.

Youth Leaders planning weekends away for young people do so in line with CCPAS "In Focus" guidelines for "Residential Holidays" and "Residential Activities."

Filming and taking photographs

Since the introduction of the General Data Protection Regulation 2018 organisations must be careful if they want to take photographs or film footage of people, and how images are used. This does not mean that photographs should not be taken or filming prohibited but there are certain protocols that must be followed to comply with data protection legislation as well as safeguard children, young people and vulnerable adults.

Permission must be obtained of both children and adults before a photograph is taken or film footage recorded. However, it is perfectly acceptable to ask parents/carers to let the organisation know if they do NOT want their child photographed or filmed. The worker should write to parents or carers to explain what is happening and leave the onus on the parent/ carer to contact them if they have any objections. In addition to this:

It must be made clear why the image(s) or film is being used, what it will be used for and who might want to look at the pictures.

When using photographs of children and young people, use group pictures and never identify them by name or other personal details. These details include e-mail or postal addresses, telephone or fax numbers.

Obtain written and specific consent from parents or carers before using photographs on a website.

Consent to use Images of Children - See Appendix 3

Information Communications Technology (ICT)

ICT (e.g. the internet, email, mobile phones) are very much a part of the twenty first century. These new technologies are constantly developing and expanding into new areas.

ICT offer excellent resources and effective communication tools but there are unscrupulous individuals who use the technologies to gain access to exploit and even harm children, young people and vulnerable adults. Workers, parents and carers, children, young people and vulnerable adults all need to gain an understanding of ICT safety.

CCPAS provides guidance on use of ICT in the following booklets which can also be accessed on line using their website:

[Help, I want to communicate safely \(workers\)](#)

[Help, I want my child to stay safe on the net \(parents/carers\)](#)

[Help me chat safely \(children & others\)](#)

Websites for Organisations

There are certain do's and don'ts when it comes to protocols and the displaying of information when organisations use ICT and/or have their own website. These include:

When designing a web site, make clear what is available for copying and what is not and don't refer to other sites without permission.

Parental/carer's permission must be obtained before using any picture of a child or young person, and from the vulnerable adult themselves and/or their carer.

Avoid using photos of individual children, young people or vulnerable adult. In preference use a group photograph. However, DO NOT USE IT if they can be identified by their name or location and never reveal these in website information. This could inadvertently help a sex offender to identify or gain access to a child.

Personal email or postal addresses, telephone or fax numbers must not be divulged.

Organisations should seek to have their web site rated through the 'Recreational Software Advisory Council's RSACi system (Operated by the Internet Content Rating Association).

Make web content accessible to people with disabilities.

If web access is being provided e.g. for a youth project providing a cyber café, then consider using filtering software to prevent access to inappropriate web sites such as Netnanny, Cyberpatrol or Surfwatch. Your Internet Service Provider may also have filtering software.

If you are providing web access e.g. cyber café ensure that all users complete an internet permission form that includes where appropriate, parental/carer's permission.

Working in Partnership

The diversity of organisations and settings means there can be great variation in practice when it comes to safeguarding children, young people and vulnerable adults. This can be because of cultural tradition, belief and religious practice or understanding, for example, of what constitutes abuse.

We therefore have clear guidelines in regards to our expectations of those with whom we work in partnership. We will discuss with all partners our safeguarding expectations and have a partnership agreement for safeguarding. It is also our expectation that any organisation using our premises, as part of the letting agreement will have their own policy that meets CCPAS' safeguarding standards.

Good communication is essential in promoting safeguarding, both to those we wish to protect, to everyone involved in working with children and vulnerable adults and to all those with whom we work in partnership. This safeguarding policy is just one means of promoting safeguarding.

Signed by: _____ (Leadership)

Date: _____

Leadership Safeguarding Statement

The Leadership that is, Pastor, Assistant Pastor, Elders and Deacons recognise the importance of its ministry /work with children and young people and adults in need of protection and its responsibility to protect everyone entrusted to their care.

The following statement was agreed by the leadership/ membership on: 1st December 2010

High Barnet Baptist Church is committed to the safeguarding of children and vulnerable adults and ensuring their well-being.

Specifically:

- We recognise that we all have a responsibility to help prevent the physical, sexual, emotional abuse and neglect of children and young people (those under 18 years of age) and to report any such abuse that we discover or suspect.
- We believe every child should be valued, safe and happy. We want to make sure that children we have contact with know this and are empowered to tell us if they are suffering harm.
- All children and young people have the right to be treated with respect, to be listened to and to be protected from all forms of abuse.
- We recognise that we all have a responsibility to help prevent the physical, sexual, psychological, financial and discriminatory abuse and neglect of vulnerable adults and to report any such abuse that we discover or suspect.
- We recognise the personal dignity and rights of vulnerable adults and will ensure all our policies and procedures reflect this.
- We believe all adults should enjoy and have access to every aspect of the life of this church unless they pose a risk to the safety of those we serve.
- We undertake to exercise proper care in the appointment and selection of all those who will work with children and vulnerable adults.

We are committed to:

- Following the requirements for UK legislation in relation to safeguarding children and vulnerable adults and good practice recommendations.
- Respecting the rights of children as described in the UN Convention on the Rights of the Child.
- Implementing the requirements of legislation in regard to people with disabilities.

- Ensuring that workers adhere to the agreed procedures of our safeguarding policy.
- Keeping up to date with national and local developments relating to safeguarding.
- Following any denominational or organisational guidelines in relation to safeguarding children and adults in need of protection.
- Supporting the safeguarding co-ordinator/s in their work and in any action they may need to take in order to protect children/vulnerable adults.
- Ensuring that everyone agrees to abide by these recommendations and the guidelines established by this church.
- Supporting parents and families
- Nurturing, protecting and safeguarding of children and young people
- Supporting, resourcing, training, monitoring and providing supervision to all those who undertake this work.
- Supporting all in this church affected by abuse.
- Adopting and following the 'Safe and Secure' safeguarding standards developed by the Churches' Child Protection Advisory Service.

We recognise:

- Children's Social Services (or equivalent) has lead responsibility for investigating all allegations or suspicions of abuse where there are concerns about a child. Adult Social Care (or equivalent) has lead responsibility for investigating all allegations or suspicions of abuse where there are concerns about a vulnerable adult.
- Where an allegation suggests that a criminal offence may have been committed then the police should be contacted as a matter of urgency.
- Safeguarding is everyone's responsibility.

We will review this statement and our policy and procedures annually.

If you have any concerns for a child or vulnerable adult then speak to one of the following who have been approved as safeguarding co-ordinators for this church.

Robin Ruck: Child Safeguarding Coordinator

Yusufu Tockan: Safeguarding Lead

Robin Ruck: Adult Safeguarding Coordinator

Yusufu Tockan: Safeguarding Lead

A copy of the full policy and procedures is available via our website

A copy of our safeguarding policy has been lodged with London Borough of Barnet
Childrens Services Department /Adult Social Services.

Signed by leadership

Signed _____

Date _____

Safeguarding is a priority here

We are committed to following government and CCPAS guidelines on safeguarding children and vulnerable adults and good working practice, including safe recruitment of workers.

We work to a formal safeguarding policy and it can be seen on request from:

Robin Ruck (Pastor)

If you have any concerns regarding the safety or welfare of a child you can speak to:

Robin Ruck _____ or Yusufu Tockan _____

If you have any concerns regarding the safety or welfare of a vulnerable adult you can speak to:

Robin Ruck _____ or Yusufu Tockan _____

They have been appointed by the leadership in this place of worship/organisation to respond to any safeguarding concerns.

Signed _____ Date _____
Leadership of place of worship/organisation



The Churches' Child Protection Advisory Service is an independent Christian charity providing child protection advice and support throughout the UK.

You can contact CCPAS' 24 hour helpline on:

0845 120 45 50

Useful Contacts

CCPAS
0845 120 45 50

Childline (for children)
0800 1111

NSPCC
0808 800 5000

Kidscape
0845 120 5204

Stop it Now
0808 1000 900

MindinfoLine
0845 766 0163

Through the Roof
01732 737041

Action on Elder Abuse
0808 808 8141



ANNUAL CONSENT AND MEDICAL FORM | 2019 – 2020

This information is vital to the safety of your child in the event of an emergency. The information is confidential & will only be used for administration purposes by High Barnet Baptist Church. Please note: That at the end of the academic year we will request you to complete a new Annual Consent and Medical form, this helps us to keep up to date with all information regarding your child. Please fill in each section unless stated otherwise.

Child's Information

Full name: _____

Full Address: _____

_____ Post Code: _____

School & School Year: _____ Date of Birth: _____

Medical & Other Necessary Information

Doctor's Name: _____ Phone Number: _____

Food allergies or special dietary requirements: None / Yes & details...

Any known medical conditions: None / Yes & details...

Any court orders in relation to your child we need to be aware of: None / Yes & details...

Parent's Information

Parents'/Guardian Name(s): _____

Parents'/Guardian Number: (Home) _____ (Mobile) _____

Parents'/Guardian email: _____

Additional phone contact if above is not available in an emergency: _____

Please read through the following sections carefully, opting in by signing all sections for which you give consent. Use the 'with the exception of...' to remove consent for any specifics under the sections.

Parental/Guardian Consent

I give permission for the above-named young person to attend and take part in any events organised by the High Barnet Baptist Church Children's Team (Also known as HBBC Kids Team) during the period August 2019 to August 2020 and for this information to be stored on a PC.

I authorise the HBBC Kids Team leaders:

- A. To administer prescribed and non-prescribed medication in an emergency if parents cannot be contacted.
- B. To sign on my behalf any written form of consent if required by medical authorities, on the understanding that all effort has been made to contact me.
- C. To permit leaders with two years full licence and comprehensive insurance to transport my child.

I understand that:

I authorise the HBBC Kids Team leaders:

- D. by attending this group my child will be involved in teaching and discussion around the Christian faith.
- E. if my child grossly misbehaves during HBBC Kids Team activities, then the main leader in charge may forbid them from further participation and require me to collect them at my own expense.
- F. any deliberate or accidental damage to property caused by my child will be my responsibility to pay for.

With the exception of ... _____

Signed: Parent/Guardian _____ Date: _____

CODE OF CONDUCT [To be completed by parent/guardian and child attending, if child is in Primary or Secondary School]

Please read the following:

HBBC Kids Rules:

We expect all attending to follow our 4 simple rules:

- Rule 1: Respect Leaders and Each Other
- Rule 2: Listen and Obey every instruction
- Rule 3: Look After Each Other
- Rule 4: Have Fun

HBBC Kids Disciplinary Action

HBBC Kids uses a 3-step disciplinary system. If a Child continually breaks the rules during a session then disciplinary actions may occur. As believers that Jesus teaches us to forgive the 3 steps will automatically restart at the beginning of every session.

Our 3-step system:

- 1st Step = Verbal Warning
- 2nd Step = Verbal Warning + Timeout
- 3rd Step = Return to Parents/Guardian (if able)

Upon being sent back to parents we will explain any bad behaviour. If this is a regular occurrence responsibility falls to the Children and Youth Worker to open dialog with Parents/Guardians (and the Church Pastor, if necessary).

If behaviour becomes a health and safety issue to those attending a group (i.e. Physical abuse to Leaders and/or attendees) further action might be taken including the child being banned for a specific time. [In these situations, only the Children and Youth Worker has the authority to make these decisions. Any decision made also has to be agreed upon with the Church Pastor to make sure the chosen outcome has been made in a professional and spiritual manner.]

Declarations

Child:

- I have read the rules and accept to be held responsible for maintaining them.

- I have read and agree to any disciplinary actions should my behaviour not reflect the rules listed above.

Signed: Child (attendee) _____

Date: _____

Parent/Guardian:

- I agree to make sure my child is aware of and follows these rules.
- I agree to support the team with any outcome or disciplinary action.

Signed: Parent/Guardian _____

Date: _____

External Activities

[To be completed by parent/guardian with children in primary or secondary school]

As you may be aware, groups at HBBC Kids occasionally, throughout the year, organise activities away from the Church Hall for which we are obliged to ask for parental consent for anyone under 18 to take part. As there are a number of different activities we do, and are required to have a consent form, we have decided to ask parents and guardians for their consent for their children to participate in these activities generally. We will always notify parents/guardians beforehand of any outings.

Some of the more regular events we run are:

- Games on the Green or in local parks, such as Hadley Green, or Old Court House Recreation Ground.
- Treasure Hunts and other organised games in the Barnet High Street area, sometimes followed by a Barbecue at a Leader's home.
- Other nights out such as Bowling at the Hollywood Bowl, other church-led events and more.

Unless stated otherwise nearer to the date, all activities are run within the group's normal opening times. All activities are supervised by leaders and helpers who are DBS checked. For residential events such as weekends away or day trips, we will continue to ask for parental consent as part of an application form process.

For all those who are under 18 we are obliged to ask for a signature from a parent/guardian as permission for your child to take part in these activities. We expect all those who attend to behave in accordance with HBBC Kids Code of Conduct and obey those in charge. All HBBC Kids leaders are DBS checked. All reasonable and necessary precautions will be taken in relation to your child's safety; however, safety cannot be guaranteed.

By signing below you give full permission for your child to take part in the activities. If this section is not signed then your child will not be able to take part in any outings/trips.

I consent for my child (name in print) _____ to be part of all HBBC Kids activities and give those in charge my full support to take charge during these events with no obligations of safety guaranteed as stated above.

Signed: Parent/Guardian _____

Date: _____

Image Consent

To comply with the Data Protection Act 1998, we need your permission before we can photograph or make any recordings of your child.

We take photographs and videos of the children and young people at our church at different groups and events, which we may use for the following: our church notice sheet, church membership meetings, and any printed publications we produce, such as displays, flyers and posters. We currently do not post any images or videos of children under the age of 16 online. We may also make video or webcam recordings for training, external advertising, or other church use. We will not pass on any photographs or videos containing your child's image to be used for any media outside of the High Barnet Baptist Church domains listed above we will contact you individually for permission.

Conditions of use:

1. This form is active from the date you sign. Please write to the church if you wish to withdraw consent at any time.
2. The images we take will be of activities that show the church and children in a positive light.
3. Embarrassing or distressing images will not be used. The images will not be associated with negative or sensitive issues.
4. We may use group photographs or footage with very general labels e.g. 'Sunday School'. Full names will never be used.
5. We will only use images of children who are suitably dressed.
6. We will make every effort to ensure that we do not allow images to be taken of any children for whom we do not have permission or who are 'at risk' or disallowed from having their photographs taken for legal or social reasons.

With the exception of ... _____

Signed: Parent/Guardian _____ Date: _____

GDPR

Your privacy is important to us, and we want to communicate with all those we serve, including members, in a way which has their consent, and is in line with UK law on data protection. As a result of a change in UK law, we now need your consent to contact you.

By signing this form you are confirming that you have read the Data Protection Notice (available on request) and that you are consenting to High Barnet Baptist Church and HBBC Kids team holding and processing your personal data for the purposes of:

- To keep me informed about news, events, activities and services that may interest me
- To contact me regarding my child in relation to HBBC Kids
- All of the above
- None of the above

You can grant consent on all the purposes or none of the purposes. Where you do not grant consent, we will not be able to use your personal data, except in certain limited situations where we are required to do so by law or to protect members of the public from serious harm.

If you do grant consent you can withdraw your consent to all or any of the above purposes at any time by contacting the children and youth worker (contact information is listed below). Please note that all such processing of your personal data will cease once you have withdrawn consent, but this will not affect any personal data that has already been processed prior to this point.

Signed: Parent/Guardian _____ Date: _____

Any Additional Information the team should be aware of?

If there is any additional information you believe we should know please contact us directly using the contact information listed below.

Contact information

Daniel Robson (Children and Youth Worker)
DanielR@highbarnetbaptist.com | 07756 406034
Youth – Youth@highbarnetbaptist.com
Busy Bees – BusyBees@highbarnetbaptist.com
Office phone number – 0208 449 4833