

# **VUNERABLE ADULTS AND CHILD PROTECTION POLICY DOCUMENT (CPPD)**

## **FOR YATELEY BAPTIST CHURCH (Update 2023 R01)**

### **PURPOSE:**

To set out clearly defined guidelines and instructions regarding the work among venerable adults, children and young people at Yateley Baptist Church (YBC).

### **AIM:**

#### **Yateley Baptist Church and Safeguarding**

It is the aim of YBC to have a structured and well-led work amongst all members of the community.

The children's work alongside work with adults is made up of various groups that cater for all ages whose purpose is to offer Christian teaching in a framework of enjoyment and friendship.

It is essential that all meetings and events are carried out with the safety and welfare of each child and adult as a priority. Yateley Baptist Church Child protection and Safeguarding Policy is intended to ensure that these aims are fulfilled.

The Policy has been agreed by the church elders.

### **1) SELECTION AND VETTING OF PERSONNEL**

- a) All leaders and helpers of children's meetings/events at YBC will be cleared by the following:
  - i The church elders/group/youth work leaders
  - ii Any person wishing to be considered for work with children at YBC must be cleared to work with children by the Criminal Records Bureau and complete the CRB Disclosure Application Form.

It is the policy of YBC that no person with a criminal record relating to offences with children or other related offences will be considered suitable for work at any meeting/event where children are in attendance.

- b) Any person wishing to be considered for children's work at YBC will be required to read the FIEC booklet "Child Protection in the Church" and to sign the YBC Helpers Registration Form (002/A).

### **2) THE ROLE OF THE SAFEGUARDING AND CHILD PROTECTION CO-ORDINATOR/DEPUTY CPC**

- a) The following named person has been nominated by the eldership as the Safeguarding and Child Protection Co-ordinator (CPC).

RAY SMITH

The following named person has been nominated by the eldership as the Deputy Safeguarding and Child Protection Co-ordinator (DCPC).

WENDY FEARNLEY

- b) The role of the CPC is to be the first contact for anyone who wishes to raise an issue or concern relating to the welfare or safety of a child/children whilst in the care of YBC.
- c) The CPC is to ensure that any issue or concern about a child's welfare or safety is documented in the "Comments Book" and that this is countersigned by an elder and the parent/guardian who has raised the matter. Any subsequent action will be taken at the discretion of the CPC, the elders and the parties concerned. Where allegations includes one or more of these people, then the response will not necessarily require their consent.
- d) The DCPC is to assist the CPC at any time that is necessary. The CPC is to inform the DCPC when he/she will be absent for any reasonable period of time. During such times of absence, the role of the CPC is to be handed over to the DCPC and an elder is to be informed if this happens and will arrange for temporary support to be available to the DCPC.

### 3) PARENTS/GUARDIANS (Children's work)

- a) All parents/guardians will be required to sign and return to the designated group leader (ie Sonseekers, etc.) the YBC Child Registration Form 001/A. This form will be used in emergencies only and will contain the following information:
- i) Name/DOB
  - ii) Contact details
  - iii) Dietary needs
  - iv) Doctor's name
  - v) Signature of acceptance of YBC CPPD
  - vi) Permission to permit qualified first aiders/trained medical professionals to administer first aid in the case of an emergency while someone is attempting to make contact with the family.
- b) If any person has a concern regarding the welfare or safety of any child whilst in the care of YBC, they are to speak to the designated group leader as soon as possible.

If any person wishes to speak in confidence to someone about the matter, they should speak to the Child Protection Co-ordinator (see item 2) as soon as possible. In the event of this taking place the procedure stated in item 2c will be followed.

### 4) TRAINING OF PERSONNEL

- a) All persons wishing to assist with the work at YBC must be prepared to undergo a period of training and instruction regarding such work.
- b) It is the responsibility of the elders to ensure that a suitable training programme is available for all personnel involved in such work.

### 5) SPECIFIC POINTS TO NOTE

#### Responding to allegations of abuse

<b>It is important to note:</b>
a) Under no circumstances should a worker carry out their own investigation into an allegation or suspicion of abuse.
<b>Required actions:</b>
b) The person in receipt of allegations or suspicions of abuse should report concerns as soon as possible to the Safeguarding Coordinator, who is nominated by the Church 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.
<b>Contact information: Tel: 0870 765 2066      Email: <a href="mailto:safeguarding@yateleybaptist.com">safeguarding@yateleybaptist.com</a> (CPC) <a href="mailto:dsafeguarding@yateleybaptist.com">dsafeguarding@yateleybaptist.com</a> (DCPC)</b>






#### Points to note:

- 1a) Leaders and helpers **are to make it a priority that** they are not left with individual children when bringing/taking in a car to groups/events.
- 1b) Any person wishing to take photographs or video/camcorder events where children are present, is to ensure that extreme care regarding the nature and sensitivity of photographs/films is taken at all times. It is the responsibility of the group leaders to ensure that due care is taken regarding this matter.

**Wherever possible parental permission should be sought at all times when taking photographs of any child**

- 2a) Group leaders are to ensure that the correct and appropriate form/type of clothing is worn at all times when children are taking part in outdoor /adventure events.**

It is the responsibility of individual group/event leaders and other co-workers to ensure that the following procedures are adhered to **wherever practical**.

All groups/events are to have a combination of male and female helpers.

**3) Leaders are to ensure that helpers are not left in a “one to one” situation for any unnecessary length of time.**  
If a person is left with a child/children in a room it is advised that door is left open.

4) Leaders are to ensure that children do not leave church premises at the end of an event until a parent/adult collects them.

If an organised event is not being located at the usual venue (YBC) then written permission must be obtained from the parent/guardian of each child.

5) Leaders and helpers are to ensure that speech, behaviour and actions are not capable of misinterpretation by the children in their care.

**6) YBC welcome all members of the local community including senior citizens, vulnerable adults and those with disabilities.**

**It is important to understand those who may be at risk within the community.**

Adults at risk may be:

- A person whose health or usual function is compromised;
- A person with a physical disability, a learning difficulty or a sensory impairment;
- Someone with 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;  
or
- A person with reduced independence including those who do not speak English as their first language.

**In conclusion, it is the aim of YBC to ensure the safety and well-being of all those who attend any meetings or events that are organised by the church. We trust that this policy document will help this to happen and that the Lord’s work will be carried out in a safe and secure environment.**

**If you have any questions concerning this document or the work at YBC please speak to an elder on 0870 765 2066 or email the CPC/DCPC at [safeguarding@yateleybaptist.com](mailto:safeguarding@yateleybaptist.com) / [dsafeguarding@yateleybaptist.com](mailto:dsafeguarding@yateleybaptist.com) who will be glad to discuss them with you.**