



Baptist Union of Scotland Safeguarding Policy

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The Safeguarding Policy

SECTION 1

Details of the organisation

Name of Organisation: Baptist Union of Scotland

Address: 48 Speirs Wharf, Glasgow, G4 9TH

Tel No: 0141 423 6169

Email address: admin@scottishbaptist.org.uk

Charity Number: SCO04960

Insurance Company: Baptist Insurance – Employers Liability Insurance

The following is a brief description of our place of worship / organisation and the type of work / activities we undertake with children and adults who have care and support needs:

For almost 150 years we have been serving Baptist Churches in Scotland to fulfil their mission and ministry throughout our nation. We are currently experiencing a period of growth and development with new people finding faith, hope and love in our churches on a weekly basis. New churches are being started and older churches revived, supported by a new and younger generation of recently trained ministers. We are excited by the potential of recent developments and look forward to continuing the journey of Baptists in Scotland. We plan to do this through our commitment to live under Christ's Rule, being intentionally relational, unashamedly mission and creatively rooted.

Our commitment

As an organisation we recognise the need to provide a safe and caring environment for children, young people and adults. We acknowledge that children, young people and adults can be the victims of physical, sexual and emotional abuse, and neglect. 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 an organisation 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 (THIRTYONE:EIGHT) and prepared in consultation between the General Director and the Next Generation Development Coordinator (as of May 2016).

The organisation 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 Equality Act 2010 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 THIRTYONE:EIGHT and any amendments subsequently published. The organisation agrees not to allow the document to be copied by other organisations.

Recognising and responding appropriately to an allegation or suspicion of abuse

Safeguarding awareness

The staff are 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 (paid and volunteers) will receive induction training and undertake recognised safeguarding training on a regular basis as is appropriate for their role. For those employed by our Union with youth this will be the Facing the Unthinkable seminar run by THIRTYONE:EIGHT as a minimum, no less than every 3 years. For those that are accredited ministers on the National Team this will be the more bespoke ministerial Safeguard training provided by THIRTYONE:EIGHT no less than once every 3 years. For volunteers within the organisation this will be training adequate for their role.

The organisation will also ensure that children and adults with care and support needs 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 as appropriate. We recognise that given our remit to our churches this may at times mean referring people on to the safeguarding team within their church.

Understanding abuse and neglect

Defining child abuse or abuse against an 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 adult.

In order to safeguard those in our places of worship and organisations 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.

SCOTLAND

In 1998 and 2000 The Scottish Office, now the Scottish Executive, published a guide to inter-agency co-operation 'Protecting Children – A Shared Responsibility'. This publication set out a framework for collaboration between Social Work Departments and other agencies.

Categories of Abuse

For recording all cases, the following are standard categories of abuse. Although these are represented as discrete definitions, in practice there may be overlap between categories. In such cases local authorities should enter the name on the Child Protection Register under one main category of abuse although for the purposes of individual case management, the case conference may identify combinations of abuse which the child protection plan will need to address. It may also become necessary to change the category of abuse under which a child is registered as the case progresses.

Physical Injury

Actual or attempted physical injury to a child, including the administration of toxic substances, where there is knowledge, or reasonable suspicion that the injury was inflicted or knowingly not prevented.

Sexual Abuse

Any child may be deemed to have been sexually abused when any person(s) by design or neglect exploits the child, directly or indirectly, in any activity intended to lead to the sexual arousal or other forms of gratification of that person or any other person(s) including organised networks. This definition holds whether or not there has been genital contact and whether or no the child is said to have initiated, or consented, to the behaviour.

Non Organic Failure to Thrive

Children who significantly fail to reach normal growth and developmental milestones (i.e. physical growth, weight, motor, social and intellectual development) where physical and genetic reasons have been medically eliminated and a diagnosis of non-organic failure to thrive has been established.

Emotional Abuse

Failure to provide for the child's basic emotional needs such as to have a severe effect on the behaviour and development of the child.

Physical Neglect

This occurs when a child's essential needs are not met and this is likely to cause impairment to physical health and development. Such needs include food, clothing cleanliness, shelter and warmth. A lack of appropriate care, including deprivation of access to health care, may result in persistent or severe exposure, through negligence, to circumstances which will endanger the child.

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.

How to Respond to a Child 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.
- Do not press for information
- Do not ask leading questions or put words/ideas into the child's mouth
- Make handwritten notes as soon afterwards as possible of exactly what the child said, the date, the time. This may need to be passed on to others.

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

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
 - o to the or General Director who acts as the Safeguarding Coordinator and is nominated by the organisation 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.
 - o Or to the Safeguarding Co-ordinator of the church in which they are in, who is nominated by the Leadership of that church 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.

- o 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 the Team Leader. If the suspicions implicate both the Safeguarding Co-ordinator and the Team Leader, then the report should be made in the first instance to the Churches' Child Protection Advisory Service (THIRTYONE:EIGHT) 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 THIRTYONE:EIGHT as above.

The local Children's Social Services office telephone number and out of hours emergency number will vary depending on the location. This is also the same for the local Adult Social Services. Therefore, the Next Generation Development Coordinator access to the local church Safeguarding Co-ordinator name and telephone number through the BUS database in order to obtain these numbers in an emergency should they not be able to be accessed online.

The Police Scotland telephone number is 101.

The THIRTYONE:EIGHT can also be contacted for advice on 0845 120 4550 (though only for urgent matters outside of office hours)

- The General Director or Next Generation Development Coordinator may need to inform others depending on the circumstances and/or nature of the concern
- 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 in the specific church, the absence of the Safeguarding Co-ordinator or Deputy should not delay referral to Social Services, the Police or taking advice from THIRTYONE:EIGHT.
- The organisation or National Team will support the General Director and 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. They will also seek to support them in their role as it may relate to supporting volunteers to whom disclosures have been made.
- 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 THIRTYONE:EIGHT, although the Leadership hope that members of the place of worship / organisation 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 organisation demonstrates 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 who have a legal duty to investigate.

Detailed procedures where there is a concern about a child:

Allegations of physical injury, neglect or emotional abuse.

If a child has a physical injury, a symptom of neglect or where there are concerns about emotional abuse, the Safeguarding Co-ordinator of the Baptist Union of Scotland will:

- Contact the Safeguarding Coordinator of the child's church in order for appropriate follow up action to be taken.

Where this is not able to happen, for any reason, they will follow the points below.

- Contact Children's Social Services (or THIRTYONE:EIGHT) for advice in cases of deliberate injury, if concerned about a child's safety or if a child is afraid to return home.
- Not tell the parents or carers unless advised to do so, having contacted Children's Social Services.
- Seek medical help if needed urgently, informing the doctor of any suspicions.
- For lesser concerns, (e.g. poor parenting), encourage parent/carer to seek help, but not if this places the child at risk of 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 THIRTYONE:EIGHT (who will confirm their advice in writing) if unsure whether or not to refer a case to Children's Social Services.

Allegations of sexual abuse

In the event of allegations or suspicions of sexual abuse, the Safeguarding Co-ordinator of the Baptist Union of Scotland will:

- Contact the Safeguarding Coordinator of the child's church in order for appropriate follow up action to be taken, including liaison with local C.S.S.D.

Where this is not able to happen, for any reason, they will follow the points below.

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

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

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

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

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

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

If an accusation is made against a worker (whether a volunteer or paid member of staff) whilst following the procedure outlined above, the Safeguarding Co-ordinator will need to liaise with Children's Social Services and the Police in regards to the suspension of the worker.

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

If there is concern, the Safeguarding Co-ordinator/Deputy will:

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

SECTION 3

Prevention

Safer recruitment

The organisation / National Team 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
- Those short listed have been interviewed
- Safeguarding has been discussed at interview
- Written references have been obtained, and followed up where appropriate
- A self-declaration form has been completed where necessary

- A PVG check has been completed where necessary (we will comply with Code of Practice requirements concerning the fair treatment of applicants and the handling of information)
- Qualifications where relevant have been verified
- A suitable training programme is provided for the successful applicant
- If a paid staff member, 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 an organisation / National Team 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 adults with care and support needs.

Pastoral Care

Supporting those affected by abuse

The organisation / National Team 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 the organisation.

This support may be demonstrated in a number of ways, including but not limited to a pastoral visit from a member of the National Team, praying with someone, or passing someone on to another support service.

Working with offenders

Given the nature of the organisation and the work it carries out with children and young people, there are only a few circumstances in which someone known to have abused children, or is known to be a risk to vulnerable adults, will be able to take part in the activities offered within the organisation. . In such cases, the organisation (National Team) will undertake to work with the person's church and any other necessary agencies in order to 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.

Practice Guidelines

As an organisation 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 or unfounded 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 attached.

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 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, whether in the UK or not. We will discuss with all partners our safeguarding expectations and have a partnership agreement for safeguarding. This will ensure that PVG checks are carried out on those who we work with, as well as checking whether they have a Safeguarding Policy and asking to see it in advance of shared ministry.

It is also our expectation that any organisation using our premises, as part of the letting agreement will have their own policy that meets THIRTYONE:EIGHT' safeguarding standards if they work with children.

Good communication is essential in promoting safeguarding, both to those we wish to protect, to everyone involved in working with children and adults and to all those with whom we work in partnership. This safeguarding policy is just one means of promoting safeguarding. Making sure that we have a relevant THIRTYONE:EIGHT Safeguarding Poster on display during events involving young people is another. Our General Director also seeks to highlight Safeguarding issues as often as possible, such as at Assembly, during Council and in the Grant application process.

Referrals Policy of The Baptist Union of Scotland Ltd.

This policy is relevant to all those involved in making recruitment/disciplinary decisions in our organisation.

When a volunteer or member of staff is permanently removed from a regulated work position, there are certain circumstances where our organisation must notify the Protection Unit at Disclosure Scotland that this has happened. This is called "Making a Referral". If we would have permanently removed the individual, the actions detailed in this policy will continue to apply (even if a member of staff or volunteer leaves their regulated work position prior to any action being taken, irrespective of the reason that they leave).

2 conditions must be met before we let Disclosure Scotland know that something has happened.

Condition 1 – A person has been permanently removed/removed themselves from regulated work

Condition 2 – At least 1 of the following 5 grounds apply

- o Caused harm to a child or protected adult
- o Placed someone at risk of harm
- o Engaged in inappropriate conduct involving pornography
- o Engaged in inappropriate sexual conduct
- o Given inappropriate medical treatment

When both of these conditions have been met, it is a legal requirement that we must let Disclosure Scotland know by making a referral within 3 months of the permanent removal of the individual.

Where there is an historical allegation of harm or inappropriate behaviour about someone who is no longer in regulated work with us but which we believe would, in all probability, have led to the 2 conditions being met, we will consider whether we want to make a referral but the legal responsibility applies only after 28 February 2011 when PVG was first introduced.

Where it is necessary to make a referral, this process will be carried out by the General Director. In their absence, the referral process will be carried out by the Next generation Development Coordinator. Those who are in a position which may involve carrying out disciplinary action which may result in the removal from regulated work or dismissal of someone in regulated work must ensure they notify the General Director or, in their absence, Next Generation Development coordinator of the legal requirement to make a referral where the conditions above have been met.

Failure to make a referral where required, may result in our organisation being prosecuted. It is therefore essential that those involved in carrying out disciplinary action notify the General Director or the Next Generation Development Coordinator when both conditions for making a referral have been met.

The Baptist Union of Scotland Ltd (The Union)

Secure Handling, Use, Storage and Retention of Disclosure Information

For the purpose of this policy, PVG Scheme Records, PVG Scheme Record Updates, Standard and Enhanced disclosures will be referred to as Disclosure Records.

This policy is for Volunteer Scotland Disclosure Services enrolled organisations accessing Disclosure Records for the purpose of assessing individual's suitability for paid and/or unpaid work.

In accordance with the Scottish Government Code of Practice, for registered persons and other recipients of disclosure information, the Union will ensure the following practice.

Disclosure records will only be requested when necessary and relevant to a particular post and the information provided on a disclosure record will only be used for recruitment purposes.

The Union will ensure that an individual's consent is given before seeking a disclosure record, and will seek their consent before using disclosure information for any purpose other than recruitment.

Furthermore, The Union will ensure that all sensitive personal information that is collated for the purposes of obtaining a record will be managed confidentially at all times by those involved in the Disclosure process.

Disclosure information will only be shared with those authorised to see it in the course of their duties.

Disclosure information will be stored in a locked non-portable container and we will not retain such information for longer than it is relevant to their needs. Only those authorised to see this information in the course of their duties will have access to this container. Disclosure information will be destroyed by shredding. No image or photocopy of the disclosure information may be retained. Recipients of disclosure information may, however, keep a record of the following:

- Date of issue of disclosure record
- Name of subject
- Disclosure type
- Position for which the disclosure was requested
- Unique reference number of disclosure
- Recruitment decision taken

The Union will ensure that all staff with access to disclosure information are aware of this policy and have received relevant training and support. The Union undertakes to make a copy of this policy available to any applicant for a post with the Union that requires a Disclosure.

Furthermore the Union will ensure that all disclosure information will comply with The Union's Data Protection policies.

Signed by: _____ **(General Director)**

Date: _____

Date of next review for Risk Register: August 2019

Baptist Union of Scotland Leadership Safeguarding Statement

The National Team and Trustees recognises 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 our care. The following statement was agreed by the the Trustees on: 16/08/18

This organisation 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 adults who have care and support needs and to report any such abuse that we discover or suspect.
- We recognise the personal dignity and rights of adults who find themselves victims of forced marriage or modern slavery 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 the place of worship/organisation 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 adults with care and support needs.

We are committed to:

- Following the requirements for UK legislation in relation to safeguarding children and 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. .
- Supporting the General Director and Next Generation Development Coordinator 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 place organisation.

- Supporting parents and families as appropriate
- 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 the organisation 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 an adult with care and support needs.
- Where an allegation suggests that a criminal offence may have been committed then the police should be contacted as a matter of urgency.
- Where working outside of the UK, concerns will be reported to the appropriate agencies in the country in which we operate, and their procedures followed, and in addition we will report concerns to our agency's headquarters.
- 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 adult with care and support needs then speak to one of the following who have been approved as safeguarding co-ordinators for organisation.

Ali Laing, Next Generation Development Coordinator

Alan Donaldson, General Director

A copy of the full policy and procedures is available from our BUS office.

Signed by Alan Donaldson, General Director, on behalf of the organisation

Signed _____

Date 16/08/18

APPENDIX 2

GENERAL CODE OF CONDUCT

When working with the Baptist Union of Scotland, workers agree to act in the following manner, regardless of whether their position is paid or unpaid.

They will:

- Seek to keep all children and young people safe, helping them to feel secure
- Treat all individuals with respect
- Value and listen to the children, young people and other workers we come into contact with
- Adopt the child protection policy of the organisation
- Not be alone with children and young people where the activity cannot be seen
- Not use language deemed inappropriate, e.g. swearing
- Not engage in rough, physical or sexually provocative games
- Not start a romantic relationship with a young person under 18 years of age whilst in a position of trust with them
- Be prompt and prepared for activities in which they are involved
- Undertake a Self-Disclosure form as a minimum in disclosure check in line with our Child Protection Policy

APPENDIX 3

GOOD PRACTICE – All youth related activities

Whilst all workers will follow the General Code of Conduct, the Next Generation Development Coordinator (NGDC) and those involved in Baptist Youth ministries will also follow some additional specific Good Practice Guidelines. These are outlined below and reviewed annually at the same time as the Safeguarding Policy.

1.1 The NGDC and Team Members Should Ensure That:

- 1.1.1. As far as possible a team member is not alone with a child where the activity cannot be seen. On church premises, this may mean leaving doors open, or two groups working in the same room.
- 1.1.2. In listening situations with a young person, where privacy and confidentiality are important make sure that another adult knows the conversation is taking place and with whom. If possible, another adult should be in the building, and the young person should know they are there.

CONFIDENTIALITY: Normally, children and young people under the age of 16 should be regarded as having as much right to confidentiality as anyone else, therefore:

- Normally private information given in the course of conversation will not be disclosed to outside agencies or individuals without the permission of the child or young person.
- Normally private information given in the course of conversation will not be disclosed to carers or parents without the permission of the child or young person.
- Normally private information will not be shared with co-workers
- Leaders should be careful never to promise complete confidentiality and will have to balance the vulnerability and safety of the child or young person and others, over and against the normal practice of keeping information confidential.

When a worker or leader finds themselves out of their depth in terms of the information they are receiving, it is important that they encourage the child or young person to speak to someone with relevant experience offering to accompany them or to speak to someone on their behalf if that would help.

- 1.1.3. Access to the building is safe and well lit.

1.2 The NGDC / Team Member Should:

- 1.2.1. Treat all children and young people with respect and dignity befitting their age: watch language, tone of voice and where they put their body.
- 1.2.2. Not engage in any of the following
 - Rough, physical or sexually provocative games
 - Make sexually suggestive comments about or to a young person, even in 'fun'

- Inappropriate and intrusive touching of any form
 - Any scapegoating, ridiculing or rejecting a child or young person
 - Invading the privacy of children when they are changing, showering or toileting
- 1.2.3 Learn to control and discipline children without using physical punishment
- 1.2.4. Not let children and young people involve you in excessive attention seeking that is overtly sexual or physical in nature.
- 1.2.5. Not give lifts to children or young people on their own, other than, for short journeys. If they are alone ask them to sit in the rear of the car.
- 1.2.6. If at all possible the team leader (non-peer adult) is expected not to share sleeping accommodation with children or young people. Do not enter the area where young people of the opposite gender are sleeping without being accompanied by a leader of that gender.
- 1.2.7. Make sure another adult is present if: for example, a young child has soiled their underclothes and needs 'to be thoroughly washed.
- 1.2.8. Not have their mobile phones or personal cameras out during activities. This means that no photographs should be taken of the children or young people they are working with unless authorized directly by the NGDC and appropriate GDPR permissions granted.

2.1 Good Practice with Colleagues

- 2.1.1. If you see another member of the team acting in ways which may be misconstrued, be prepared to speak to them or to your Team Leader about your concerns. Team Leaders should encourage an atmosphere of mutual support and care which allows the whole team to be comfortable enough to discuss inappropriate attitudes or behaviour.
- 2.1.2. Watch for any child receiving exceptional treatment, being highly favoured or being treated unduly harshly.
- 2.1.3. If the Team Leader has any doubts about any of the team's relationships with a child or children, he or she should explore further by talking to him or her and if necessary confidentially with, other team members as appropriate, and with the child concerned. The matter should not be dropped until the leader is sure there is no possibility of abuse.
- 2.1.4. Who Abuses Children?
- An abuser is most often someone known to the child.
- Sometimes the abuser may be an adult who holds a position of authority over children
- They can be people of any background. It is not safe to assume that anyone can automatically be excluded from being a potential abuser. A person's good name, reputation or position should not be used to protect them. This is not the same as to treat each person working with children as being under suspicion: it is to take sensible steps, which everyone observes, to protect children.

BAPTIST UNION OF SCOTLAND
CHILDREN AND YOUNG PEOPLE VOLUNTEER APPLICATION FORM

Personal details:

Full Name (including title): _____

Address (including postcode): _____

Telephone: _____ Mobile: _____

Email: _____ Date of birth: _____

Present Occupation: _____

Home Church: _____

Emergency and Medical Details:

In the event of an emergency whom should we contact (current telephone numbers are vital!)

1. Name: _____

Relation to you: _____

Tel: _____

2. Name: _____

Relation to you: _____

Tel: _____

Doctors name and telephone number: _____

Do you take any regular medication? Yes / No (If yes, please give details)

Do you have any allergies or need a special diet? Yes / No (If yes, please give details)

Do you have any health issues that could adversely affect your ability to work with children or young people without our prior knowledge and support? Yes / No (If yes, please give details)

Availability to help:

Which context would you like to volunteer with us?

Why would you like to volunteer with the Baptist Union of Scotland?

What previous experience (if any) do you have in working with children and young people?

Do you have any of the following qualifications (we may ask to see the certificates)?

First Aid: ☐ Date passed: _____ Date expires: _____

Food Hygiene ☐ Date passed: _____ Date expires: _____

Level of Certificate: _____

Disclosure:

Are you a member of the PVG Scheme already? Yes / No

If yes, what is your PVG Membership No. _____

If yes, is your PVG Membership in relation to: Children Adults Both

In line with our Child Protection Policy, we will ask you to fill in a Disclosure relevant to the position you are applying for. We require that you fill in the Self-Declaration form included in this pack in the first instance, and return it with your application form.

References:

We also ask that you provide two people willing to act as referees for you, one of which should be a church pastor/leader. In line with our Child Protection Policy, we will take these up before you commence volunteering with us.

1. Name: _____

Relation to you: _____

Email: _____

2. Name: _____

Relation to you: _____

Email: _____

Declaration:

'I understand that the Next Generation Development Coordinator has the final responsibility for events related to youth and children run within the Baptist Union of Scotland. I agree to accept their authority in all matters relating to the project or event. I give permission for my photograph and videos of myself to be taken and used to promote the children and youth work of the Baptist Union of Scotland.'

Data Protection Consent

I give my explicit consent to the Baptist Union of Scotland (BUS) holding/processing the personal information which I have provided on this form and using it to make appropriate contact with myself, my referees and any others who may require to be contacted to verify the information I have given or to obtain medical help for me, should the need arise. I understand that my personal information will be held/processed in accordance with (1) Baptist Union of Scotland's Data Protection policy which can be viewed on the BUS website and (2) the attached privacy notice, which I confirm that I have read and understood.

Signature: _____

Date: _____

PRIVATE & CONFIDENTIAL
TEAM MEMBER'S REFERENCE

APPENDIX 5

In the desire to help an applicant, some referees write an unrealistically positive reference. We must stress that the physical and spiritual needs of those attending our events **MUST** take **ABSOLUTE PRIORITY** and we would ask you to take this into account when completing this form. In addition, should anything come to light, after you have returned this reference, which would have an adverse bearing on the named individual's suitability for working with children and young people through the Baptist Union of Scotland, we would be grateful if you would alert us to that development.

Personal Reference for:

What is your connection with the individual named above?.....

.....

For how long have you known him/her?

Is he/she a committed Christian who is involved in the life of the church?

YES / NO

As far as you are aware, is there any reason why he/she might be considered unsuitable to work with children and young people?

YES / NO

If yes, please give a reason for his/her unsuitability.

.....

.....

.....

How does he/she respond to working:

(i) Under a 'team leader'?

.....

.....

.....

(ii) As part of a team?

.....

.....

(iii) With members of the opposite sex?

.....

.....

Is there anything else you consider relevant to this application (especially any concern you have over any aspect which would hinder the applicant)?

.....

.....

.....

“To the best of my knowledge, the information I have provided on this form is current and accurate.”

Signature: Date:

Name & Address of Referee:

Tel. No

E-mail Address:

Data Protection

At the Baptist Union of Scotland (BUS) we take data protection very seriously. We are grateful to those who provide references for team members. We confirm that the personal details of those providing such references will be held by us only for so long as is necessary in connection with the team members work with BUS and the details will be deleted/destroyed. During the time said details are held, they will be held securely and in accordance with our Data Protection Policy and general privacy notice, both of which can be viewed on the BUS website.

Baptist Union of Scotland Child Protection Policy

Self Disclosure Form

We take the protection of young people and children seriously at the Baptist Union of Scotland. We therefore ask you to fill this form in and return it to us in addition to filling in the relevant level of Disclosure for the task you are undertaking.

Convictions and Disqualifications:

Have you ever been charged or convicted of a criminal offense, excluding minor traffic offenses, or do you have cases pending?

Please circle

Yes

No

Are you listed as disqualified from working with children?

Please circle

Yes

No

If you have circled 'yes' to either of these please provide brief details below, including dates. We may ask you to provide more information.

.....
.....

.....
.....

.....
.....

.....
.....

You must inform us if you are charged or convicted of an offense after completing this self disclosure form.

(NB: Working for the Baptist Union of Scotland with children and young people means that the provisions of the Rehabilitation of Offenders Act 1974 do not apply. Consequently you are not entitled to withhold

information on a criminal conviction on the grounds that it is 'spent' or forgotten under the provisions of the above Act.)

Signature: Print Name:

Address:

..... Date:

***Please return this form to the Baptist Union of Scotland in the stamped addressed envelope provided.
Thank you.***

Data Protection and information verification

I consent to this personal data being processed and kept by the Baptist Union of Scotland for the purpose of child protection in accordance with the Data Protection Act 1998. The Baptist Union of Scotland reserves the right to verify the information you have given on this form.

The Baptist Union of Scotland also take data protection very seriously. Your attention is drawn to the general privacy notice and data protection policy which is located on the BUS website.

<https://www.scottishbaptist.com/data-protection/> By signing and submitting this for you explicitly consent to your personal data being processed by the Baptist Union of Scotland for the purpose of child protection. This will be done in accordance with:

- 1) Said data protection policy and general privacy notice
- 2) In compliance with current data protection law.

Further you are advised that in the interest of child protection, the Baptist Union of Scotland reserves the right to take appropriate steps to verify the information you have provided on this form.

Baptist Union of Scotland

48 Speirs Wharf, Glasgow G4 9TH

Privacy Notice applicable to the Children and Young People Volunteer Application Form

re: all personal information held as part of the application process

Data Controller: Baptist Union of Scotland ('BUS')

Charity Registration SC004960

ICO Registration Number: Z6393741

Information we collect, store and process

At BUS, we collect, store and process personal information in relation to applicants who apply to us for consideration to become volunteers working with us in connection with events and projects for Children and Young People.

The personal information we collect, store and process relates directly to their application to and any subsequent volunteer work with BUS and includes the applicants' contact details.

The personal information so collected, stored and processed is necessary in order to facilitate our staff communicating with applicants and their chosen referees throughout the period of the application process and, in the event that they are accepted for said volunteer work, throughout the time they work as volunteers with BUS.

Applicants' contact details are as supplied by the applicants themselves and our staff only communicate with applicants in ways by which applicants have specifically and individually given us authorisation.

All personal information is collected and processed securely:

(1) in accordance with the BUS Data Protection Policy (which can be found on the BUS Website); and

(2) in compliance with current Data Protection law.

Lawful Basis for processing

The following is the lawful basis under which BUS can process the said data:

Consent: *the individual has given clear consent for you to process their personal data for a specific purpose.*

Special condition applicable

Processing is carried out in the course of its legitimate activities with appropriate safeguards by a foundation, association or any other not-for-profit body with a political, philosophical, religious or trade union aim and on condition that the processing relates solely to the members or to former members of the body or to persons who have regular contact with it in connection with its purposes and that the personal data are not disclosed outside that body without the consent of the data subjects;

Purposes: How we will use the information

We use the personal data provided by said applicants to appropriately process their application (including making contact with their chosen referees) and to facilitate appropriate communication with the applicants themselves throughout the application process and during the period of any consequent volunteer work they carry out with BUS.

Our work with Children and Young People is part of BUS' legitimate activities as a religious organisation seeking to facilitate a union of member churches.

With the exception of any medical emergency involving an applicant, their data will neither be shared with any person or organisation out-with BUS, nor used for any other purpose beyond those specified above without their explicit consent having been received by BUS.

Retention Period

During the period for which applicants' personal data is processed by us, their data will be held securely and in compliance with our Data Protection Policy, which can be viewed on the BUS website.

Applicants may request in writing that their personal data be updated to maintain its accuracy and such a request will be actioned immediately.

Applicants' personal data will be deleted/destroyed on either (1) the date BUS receives an appropriate written request from an applicant to do so; (2) the date occurring three months after the work for which they have volunteered is completed; or (3) the date occurring three months after an applicant has been informed that their application to be a volunteer for BUS has not been accepted; whichever end date is appropriate to an applicant's individual circumstances.

Applicants' Rights concerning their personal data and in particular, right of access; right to provide updated information; and right to seek correction of inaccuracies

As data subjects, applicants have rights under Data Protection law and these rights are fully set out in our Data Protection Policy, which can be found on the BUS website.

In particular, applicants have the right at any time to request a copy of the personal data BUS holds about them by emailing or writing to our Data Protection Lead (DP Lead) at the email/postal address mentioned below.

We want to make sure that while we hold applicants' personal data, it is accurate and up to date. Applicants may therefore ask us to correct or remove any of their personal data (apart from the text of references provided for them by their chosen referees) which they think is inaccurate and, subject to said exception, we will action their request immediately.

The right to withdraw consent

Applicants can write to us indicating that they wish to withdraw their consent to BUS holding their personal data at any time and we will action their request immediately. This will include the text of both references provided by applicants' chosen referees.

Consequences of failing to provide data. requesting deletion of their data or failing to provide signed explicit written consent to BUS processing their data

If applicants do not wish to provide their personal data; request deletion of their data (except to update or correct inaccuracies); or fail to provide signed explicit written consent to BUS processing their personal data, we will be unable to communicate with them and as a result, unable to process their application to become a volunteer or continue working with BUS in connection with Children and Young people.

(Note: The provision of personal data to BUS is not part of any statutory requirement or obligation and BUS does not use personal data for any automated decision making or profiling).

The right to lodge a complaint with the supervisory authority

The supervisory authority regarding questions to do with Data Protection is the Information Commissioner's Office (ICO), which can be contacted by telephoning 0303 123 1113.

Privacy Policy

At BUS, we take Data Protection and the processing of personal data very seriously. We seek to review and when necessary update our Data Protection policy and procedures regularly.

How to contact us

If applicants have any questions about our Data Protection Policy or wish to ask about their personal data, they should email or write to Alan Donaldson, our General Director, who is also the DP Lead and DP contact point for BUS. Alan's email address is alan@scottishbaptist.org.uk and the postal address of the office is at the top of this notice.

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:

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

_____ or _____

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

_____ or _____

They have been appointed by the leadership to respond to any safeguarding concerns.

Signed _____ Date _____
On behalf of the Leadership

Useful Contacts

CCPAS
0845 120 45 50

Childline (for children)
0800 1111

NSPCC
0808 800 5000

Stop it Now
0808 1000 900

Through the Roof
01372 749955

Action on Elder Abuse
0808 808 8141

Childnet Int
www.childnet.com

CEOP
ceop.police.uk

NAPAC
020 3176 0560



CCPAS
setting standards in safeguarding

CCPAS, PO Box 133,
Swanley, Kent, BR8 7UQ.
Tel: 0845 120 45 50
Email: info@ccpas.co.uk
Web: www.ccpas.co.uk