

### **CHILD and Vulnerable Adult PROTECTION POLICY STATEMENT**

St Andrews Baptist Church is fully committed to promoting and respecting children's and vulnerable adult's rights, notably their right to be protected from harm, abuse, neglect and exploitation and their right to be involved in any decisions that directly affect them. St Andrews Baptist Church has a duty of care to implement effective policies and procedures for safeguarding the welfare of children and vulnerable adults. In order to achieve this we will ensure our staff and volunteers are carefully selected, screened, trained and supervised. Furthermore we will endeavour to keep up to date with national developments relating to the care and protection of children and vulnerable adults.

"child" refers to all children and young people from birth up to the age of 18.

"worker" refers to paid staff and also unpaid volunteer workers appointed by the church.

"Vulnerable adult" is someone aged 16 years or over who is, or may be for any reason, unable to take care of themselves, or unable to protect themselves against significant harm or exploitation

St Andrews Baptist Church will:

- Commit itself to the nurturing, protection and safekeeping of all, especially children and vulnerable adults.
- Recognise that our work with children is the responsibility of the whole church.
- Recognise our responsibility in preventing the physical, sexual and emotional abuse of children in our care and our obligation to report any abuse discovered or suspected.
- Ensure that this church meets all its responsibilities in adhering to the requirements of the Protection of Children (Scotland) Act 2003.
- Appoint a Child Protection Contact/s and ensure that contact details are made known within St Andrews Baptist Church.
- Ensure that this church meets all its responsibilities in adhering to the requirements of the Protection of Vulnerable Groups (PVG) Act 2007
- Ensure that all workers understand their legal and moral obligations as Christians to protect children from harm, abuse, neglect and exploitation.
- Develop best practice in relation to the recruitment of all workers.
- Provide opportunities for all newly appointed workers to have an overview of the purpose, values, structure and services of St Andrews Baptist Church through the provision of induction training.
- Ensure that all workers understand their responsibility to work to the standards and procedures detailed in the church's Code of Conduct and Good Practice, and Child and vulnerable adult Protection procedures.
- Ensure that all workers understand their obligations to report care or protection concerns about a child, or about a worker's conduct towards a child, to the designated person/s for child protection in St Andrews Baptist Church.
- Ensure that the designated child protection persons understand their responsibility to refer any child protection concerns to the statutory child protection agencies (i.e. police and/or social work).
- Ensure that children within the organisations of St Andrews Baptist Church understand the role of the Child Protection Contacts and have access to their contact details.
- Ensure that all procedures relating to the conduct of the workers are implemented in a consistent and equitable manner.
- Provide opportunities for all workers, to develop their skills and knowledge particularly in relation to the care and protection of children.

- Ensure that children are enabled to express their ideas and views on a wide range of issues. As we listen to them, we will respect their feelings, wishes and rights, and will act upon complaints received from them.
- Ensure that its premises are well lit and safe.
- Ensure that other groups not sponsored by us but working with children on our premises have Child Protection Policy and procedures in place
- Ensure that parents/carers are encouraged to be involved in the work of the organisation and also have access to the relevant policies and procedures.
- Endeavour to keep up to date with national developments relating to the care and protection of children.
- Ensure that it works within the guidelines of GDPR policy

## **CHILD PROTECTION PROCEDURES.**

### **Section 1 – Introduction.**

**1.1** St Andrews Baptist Church is committed to promoting children’s rights, notably their right to be protected from harm, abuse, neglect and exploitation, and to be involved in any decision that directly affects them. We are committed to nurturing them.

To this end, we will effectively manage procedures to ensure the care and protection of children. All workers of St Andrews Baptist Church have a Duty of Care to “to do what is reasonable to safeguard the child’s health, development and welfare” (Section 5 of the Children (Scotland) Act 1995) and thus will be required to implement the child protection procedures.

**1.2** The Diaconate or other appointed person/s will be responsible for developing and reviewing the church’s Child Protection Policy and other care and protection policies and guidelines.

St Andrews Baptist Church is a Christian organisation. When recruiting, we are committed to a policy of equal opportunities, including the recruitment of ex-offenders.

### **Section 2 – Recruitment.**

**2.1** St Andrews Baptist Church will recruit and screen workers to childcare positions using the following procedures:

- Completion of an application form and a self declaration form.
- The taking up of references.
- An interview.
- Ensuring that those working in childcare positions are enrolled in the PVG scheme and are not barred from working with children.

**2.2** Any applicant found to be fully listed on the Disqualified from Working with Children List (DWCL) will not be appointed to a childcare position.

An individual who has been appointed to such a position and at a later date is found to be named on the List (other than provisionally) will be removed from such a position. An individual will be referred to the List when the grounds for referral under the Act have been met.

### **Section 3 - Training.**

**3.1** All newly appointed people:

- will be made aware of the church's statement of aims, its constitution and management structure.
- Must read and sign up to the church's child protection policy and procedures.
- If appropriate, must have/obtain satisfactory PVG Scheme membership relevant to their work within the church
- will have child protection training, and a copy of the Code of Conduct and Good Practice.
- will be given clear details of their roles and responsibilities, and the name of a designated supervisor.
- will be provided with any appropriate training and development opportunities.
- will be provided with contact details, roles and responsibilities of the church's Child Protection Contact(s).

#### **Section 4 - Responding to concerns about abuse.**

**4.1** A child protection issue may come to the notice of a worker in several ways.

- A worker may observe signs and indicators which could point to abuse e.g. bruises or marks,
- changes in the behaviour of the child. See Appendix 2
- A child may make an allegation that they are being abused
- A third party report may be received that a child is being abused.
- A worker within the church may allege that a fellow worker is abusing a child.

**4.2** What the worker should do when observing signs and indicators which may point to abuse.

Often the signs and indicators observed can have several different explanations and you may be unsure whether you should be concerned or not. In this situation, document, date and report any concerns to the named Child Protection Contacts. If in doubt, speak to supervisor/ child protection Contact.

**4.3** What to do when a child talks to you about abuse by someone outside the organisation of St Andrews Baptist Church.

The following guidance will be helpful:

- Accept what the child is saying however unlikely the story may sound.
- Keep calm and listen sympathetically, not interrupting a child who is freely recalling events.
- Be aware that the child may not have the vocabulary to explain clearly what it is that distresses them.
- Look at the child /young person directly.
- Be honest, letting them know that you will need to tell someone else – do NOT promise confidentiality.
- Reassure them that they are not to blame for the subsequent abuse even if they have broken a rule.
- Be aware that the child may have been threatened.
- Never use leading questions.
- Never push for information but gently repeat back to the child what they have said to you to ensure that you have heard correctly. The child will often respond by giving more information.
- Once the child has talked to you about abuse you should make notes as soon as possible. Use a pen and paper (never use an electronic device as this will be taken and held if there is an investigation), writing down exactly what the child said, where and when they said it, and

what was happening immediately before the interview, recording the names of any witnesses to what has been said or observed. Every statement should be signed and dated.

- Make an accurate record of anything you said to the child during the discussion and any response received.
- Record times and dates of these events and when you wrote your report.
- Keep all hand written notes even if these are subsequently typed up.
- Give your record as soon as possible to the named Child Protection Contact, who will refer these concerns to the child protection agencies. They will decide what action should be taken and whether it is in the best interests of the child to inform the parents of the allegation (remember, a parent may be the subject of the child's allegation).
- You should not discuss your suspicions or allegations with anyone other than those named in the Child Protection Policy Document.

#### **4.4 What to do when a child alleges they are being abused by someone within the church.**

- The guidelines of 4.3 should be followed in the conversation with the child.
- Avoid questioning or interrogating the child.
- Record the discussion accurately, following the guidelines of 4.3

**4.4.1** On the same day that the allegation/information is received the worker must document and share the information with the Child Protection Contacts to enable an assessment to be made of any immediate danger to the child. The Child Protection Contacts will contact the child protection agencies (social work department and/or the police) who will investigate as necessary and determine the next steps.

**4.4.2** Until the situation is clarified, consideration should be given to what action is necessary to protect the child and what action is necessary in relation to the worker/person within the church. The child protection agencies will give advice about the position of the child and also the person against whom the allegation has been made. For the worker, options may include:

- A transfer of the worker to other duties not involving direct contact with children.
- The appointment of an independent person to support and assist the person against whom the allegation is received.

#### **4.5 What to do when a third party report is received that a child is being abused by an individual out with St Andrews Baptist Church.**

- Encourage the third party to contact the relevant authorities themselves, explain that they can do so anonymously if they wish. If they are not willing to do this, explain that you have no option but to pass on the information to the relevant authority.
- Document and date the information and discussion as soon as possible and pass this to the Child Protection Contacts however because it is hearsay authorities may not take it further.

#### **4.6 What to do when a third party report is received that a child is being abused by a worker within St Andrews Baptist Church.**

A concern may arise about a person in a position of trust that raises a query as to their suitability to work with children.

(Those in a position of trust include the staff paid/unpaid, administrative help and the trustees of the church who have specific responsibilities for ensuring the church operates in ways that protect children and young people).

**4.6.1** If the allegation is made to a member of staff/volunteer by a parent/carer or other individual out with the church that a child has been abused by a worker within the church then as much information as possible should be obtained from the informant including:

- the name and role of the alleged abuser.
- the nature of the alleged abuse.
- when and how frequently the alleged abuse occurred.
- how the informant knows of the alleged incident/s.
- Ask the parent/carer/ third party to write down and then sign and date their statement.

These concerns should be documented, dated and referred to the Child Protection Contacts for them to action.

**4.6.2** Until the situation is clarified, the guidelines of 4.4.2 should be followed.

**4.7** What to do when a worker/s within the church have concerns about a fellow worker's behaviour towards children/a child or alleges that a fellow worker is neglecting/abusing/or placing a child at risk of harm.

The information must be documented, dated and signed, recording:

- the name and role of the alleged abuser.
- the nature of the concerns/observations/alleged abuse.
- when it is thought to have occurred.
- how often.
- the date and time of the allegation.

These documents will be referred to the Child Protection Contacts and the child protection agencies and/or police. Meanwhile, the guidelines of Section 4.4.2 will be followed with reference to the worker against whom the allegation has been made.

The worker/s making the allegations will be protected so long as their report is not considered vexatious or malicious.

## **Section 5 - Referral to the child protection agencies.**

**5.1** Summary of the referral process to child protection agencies.

When any child protection concerns are raised, it is the responsibility of the person raising the concern to record and report their concerns as accurately and quickly as possible to the named Child Protection Contacts, who will refer the concerns to the child protection agencies.

If a parent or carer is the subject of the report, the Child Protection Contacts will request advice from the child protection agencies on how St Andrews Baptist Church can safeguard the interests of the child at this time. It is not appropriate to discuss these concerns with the parent/carer.

If a worker is the subject of the report, Section 4.4.2 details the appropriate immediate action to be taken.

## **Section 6 - Referral to Scottish Ministers.**

**6.1** St Andrews Baptist Church has a responsibility to make a referral to Scottish Ministers to allow Ministers to consider if the referral requires for the worker concerned to become Fully Listed on the Disqualified from Working with Children List.

The Protection of Children (Scotland) Act 2003 Information Note: Disqualified from Working with Children List states that “an organisation has a duty to make a referral to Scottish Ministers if an individual working in a childcare position harms a child or puts a child at risk of harm and is dismissed or moved away from access to children as a consequence. In addition, a person in a childcare position who harms a child or puts a child at risk of harm and would have been dismissed if they had not resigned, retired, been made redundant or left at the end of a temporary contract, must also be referred to Scottish Ministers. The Scottish Ministers will consider if the referral requires that the worker be included on the Disqualified from Working with Children List” (P2 of the Information Note).

The Explanatory Notes to the Act state that:

“It is important to understand that no referral can be made unless the organisation has (or would but for a resignation, retiral, redundancy or contract expiry, have) taken steps to remove the individual from his or her present position” (Para 9 of the Explanatory Notes).

### **Section 7 - Data Protection and management of confidential information.**

In line with GDPR, St Andrews Baptist Church is committed to managing confidential information in a responsible manner ensuring that:

- it is obtained and processed fairly and lawfully.
- it is only disclosed in appropriate circumstances.
- it is accurate, relevant, not held longer than necessary.
- it is kept securely and disposed of securely.

The Church respects the right of children to confidentiality unless it is considered that the children could be at risk of abuse and/or harm.

### **Section 8 - Review of Child Protection Policy and Procedures.**

The Diaconate of St Andrews Baptist Church shall arrange for this policy and its procedures to be reviewed once a year, and updated to conform with any legislation as soon as possible.

### **VULNERABLE ADULT PROTECTION PROCEDURES**

*The Adult Support and Protection (Scotland) Act 2007: code of practice refers to an 'adult'. In terms of Section 53 of the Act, 'adult' means a person aged 16\* or over.*

*Section 3(1) defines an 'adult at risk' as someone who meets all of the following three criteria (commonly known as the three-point test):*

- *that they are unable to safeguard their own well-being, property, rights or other interests;*
- *that they are at risk of harm; and*
- *that because they are affected by disability, mental disorder, illness or physical or mental infirmity they are more vulnerable to being harmed than adults who are not so affected.*

**Sections 1- 4** and **sections 6-8** of the child protection policy are to be followed for work with vulnerable adults.

### **Section 5 - Referral to statutory agencies.**

#### **5.1 Summary of the referral process to adult protection agencies.**

When any welfare concerns are raised, it is the responsibility of the person raising the concern to record and report their concerns as accurately and quickly as possible to our named Adult Protection Contact, who will refer the concerns to social work, if necessary.

If a worker is the subject of the report, Section 4.4.2 details the appropriate immediate action to be taken.

If you cannot contact the Adult Protection Contact and have an immediate concern then please use the Fife Council Social Care Out-of-Hours Support or phone 999

*Emergency Out-of-Hours Social Work Service: 5pm and 9am (Monday to Friday) as well as day and night, every weekend and public holiday.*

*Tel: 03451 550099*

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## **Child Welfare Report Form**

- A report should be made by the person who has had the initial concerns about a child's welfare using this pro forma
- The report should be handed to Ken and Debbie Cochran in a sealed envelope
- Then Ken and Debbie Cochran should contact the appropriate Social Work Dept/ Police

Who is putting the child/young person at risk? (eg staff member, family member)

Name and contact details of child/young person/s you concern relates to:

Outline your reasons for concern:

Key Points:

Brief outline of any action you have already taken to protect the child/young person:

Signature:

Designation:

Date:

Follow up action taken by ken Cochran or Debbie Cochran:



Signature:

Designation:

Date:

## Adult Welfare Report Form

- A report should be made by the person who has had the initial concerns about a child's welfare using this pro forma
- The report should be handed to Jane Harrison in a sealed envelope
- Then Jane Harrison should contact the appropriate Social Work Dept/Police

Who is putting the child/young person at risk? (eg staff member, family member)

Name and contact details of child/young person/s you concern relates to:

Outline your reasons for concern:

Key Points:

Brief outline of any action you have already taken to protect the child/young person:

Signature:

Designation:

Date:

Follow up action taken by Jane:

Signature:

Designation:

Date:

## St Andrews Baptist Church - Understanding of Abuse

Abuse to children or vulnerable young people is described under the following headings:

### Neglect

The persistent or severe neglect of a child or young person, whether wilful or unintentional, which results in serious impairment to physical health and development. For example:

- exposing a child to extreme weather conditions e.g. heat and cold.
- failing to seek medical attention for injuries.
- exposing a child to risk of injury through the use of unsafe equipment.
- exposing a child to a hazardous environment without a proper risk assessment of the activity.
- failing to provide adequate nutrition and water.

Signs which **may** raise concerns about physical neglect include:

- constant hunger
- poor personal hygiene and/or poor state of clothing
- constant tiredness
- frequent lateness or unexplained non-attendance (particularly at school)
- untreated medical problems
- low self-esteem
- poor peer relationships
- stealing

### Physical Injury

Actual or attempted physical injury to a child or young person where there is definite knowledge or reasonable suspicion that the injury was inflicted or knowingly not prevented. For example:

- Deliberately hitting, shaking, throwing, poisoning, burning, scalding, drowning, suffocating or otherwise harming a child.

Signs which **may** raise concerns about physical abuse include:

- refusal to discuss injuries
- aggression towards others
- improbable excuses given to explain injuries
- fear of parents being approached for an explanation
- running away
- untreated injuries
- excessive physical punishment
- avoiding activities due to injuries or possibility of injuries being discovered
- unexplained injuries, particularly if recurrent

### Emotional Abuse

The adverse effect on the behaviour and emotional development of a child or young person, caused by failure to provide for their basic emotional needs. For example:

- Persistent failure to show any respect to a child (e.g. continually ignoring a child)
- Constantly humiliating a child by telling them they are useless.
- Continually being aggressive towards a child, making them feel frightened.
- Acting in a way which is detrimental to the child's self-esteem (e.g. name calling, sarcasm, constant criticism)

Signs which **may** raise concerns about emotional abuse include:

- low self-esteem
- significant decline in concentration

- running away
- indiscriminate friendliness and neediness
- extremes of passivity or aggression
- self-harm or mutilation

## **Sexual Abuse**

Any child or young person below the age of 18 may be deemed to have been sexually abused when any person, by design or neglect, exploits the child or young person 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 including organised networks. This includes forcing or enticing a child to take part in sexual activities whether or not they are aware of or consent to what is happening. Sexual abuse may involve physical contact, and non-contact acts such as forcing children to look at or be involved in the production of pornographic material, to watch sexual activities or encouraging them to behave in sexually inappropriate ways. For example:

- exposure to sexually explicit inappropriate language or jokes.
- showing a child pornographic material or using a child to produce such material.
- inappropriate touching.

The following signs **may** raise concerns about sexual abuse:

- lack of trust in adults or over familiarity with adults, fear of a particular adult
- social isolation - being withdrawn or introverted, poor peer relationship
- sleep disturbance (nightmares, bedwetting, fear of sleeping alone)
- running away from home
- drug, alcohol or solvent abuse
- display of sexual knowledge beyond the child's age

## **Other abusive behaviour towards children and young people**

Staff, volunteers and committee members should also be aware of other, perhaps less obvious, forms of abuse. These may be dismissed by perpetrators as 'just fun' or 'having a laugh' with young people but can have a serious impact and cannot be allowed or go unchallenged:

- Bullying of any form, including name calling or constant criticism
- 'Picking on' a young person because of their family background, manner of dress or physical characteristic
- Racism or sectarianism if any form
- Favouritism and exclusion - all young people should be equally supported and encouraged
- Abusive language or gestures