



Beulah Baptist Church

Essential Safeguarding Information for Employees, Volunteers and Church Members

(To be read in conjunction with the full Safeguarding Policy)

Every employee and volunteer working with children and /or adults at risk must be DBS checked, have provided references and have attended the appropriate level of safeguarding training.

For the purpose of this guide, the term 'child' refers to anyone under the age of 18 years. A "Young Person", "Young Leader" or "Young Helper", under 18 years, is a child.

There is no standard single definition for an adult at risk, so we are using the following simple definition:

'An adult at risk is any adult, aged 18 or over, who for any reason, may not be able to take care or protect themselves against the risk of significant physical, psychological or spiritual harm, abuse, bullying, harassment, mistreatment or exploitation'.

Abuse and neglect are forms of maltreatment of a child or adult at risk. Somebody may abuse or neglect a child or adult by inflicting harm, or by failing to act to prevent harm. Children and adults at risk may be abused in a range of settings, by those known to them or, more rarely, by a stranger. There are many ways in which people suffer abuse. (See the Appendix in the full Policy)

Anyone working with children or adults at risk — whether paid or voluntary — must report:

- Where the behaviour of a child or adult at risk gives you any cause for concern;
- Where an allegation of abuse, in any context, is disclosed about a child or adult at risk of being harmed;
- If the behaviour of any individual (including co-workers/ church members) *towards* children or adults at risk causes concern;
- where abuse is suspected;
- where abuse is discovered.

Where there is immediate risk of harm, you must contact, without delay, the police or other statutory services

Always keep records and let the DPS (Designated Person for Safeguarding) know that you have made this call.

Responding to Concerns

When there are concerns that a child, young person or adult is being abused, the following process must be followed:

WHAT TO DO	WHAT NOT TO DO
• Listen to and acknowledge what is being said. • Try to be reassuring & remain calm. • Explain clearly what you will do and what will happen next. • Try to give them a timescale for when and how you / the DPS will contact them again. • Act – don't ignore the situation. • Be supportive. • Tell them that: • They were right to tell you. • You are taking what they have said seriously; • It was not their fault; • Be open and honest. • Give contact details for them to report any further details or ask any questions that may arise. • If the person is at immediate risk, ring 999	• Do not promise confidentiality. • Do not show shock, alarm, disbelief or disapproval. • Do not minimise what is being said. • Do not ask probing or leading questions or push for more information. • Do not offer false reassurance. • Do not delay in contacting the DPS. • Do not contact the alleged abuser. • Do not investigate the incident any further. • Never leave a child or adult at risk waiting to hear from someone without any idea of when or where that may be. • Do not discuss or pass on information to those who don't need to know, not even for prayer ministry. • Do not hesitate to get support for yourself but without sharing details. Reporting someone suspected of abuse can feel quite traumatic.

You must make a record of the concern, either handwritten or typed. If you have one, use a safeguarding report form, if not, write your notes on any paper or device available to you. Either way, pass your concerns to the DPS **within 24 hours** - see contact details below. Do not delay reporting your concerns to the DPS because you do not have an incident form available.

The written record should include

- ✓ **What?** Who was involved, the names of the key people? (If possible, include the name, date of birth and address of the child or adult at risk)
- ✓ **What** happened? State facts, not opinions.
- ✓ **Where** did it happen?
- ✓ **When** did it happen? Date and time.

The report should:

- be made as soon as possible after the event;
- be legible;
- include the nature of any concerns;
- describe any bruises or injuries that have been noticed;
- include an exact record of what the child or adult at risk has said, using their own words where possible;
- include any action taken;
- be signed and dated;
- be kept secure and confidential (available only to the safeguarding team).

The report will be reviewed by the DPS (Designated Person for Safeguarding) with any other relevant information. A decision will be taken (often in liaison with others) as to what action should follow. You will be notified of what has been decided.

(Anyone, who reasonably believes a safeguarding concern has not been responded to appropriately, should raise the matter further - see policy)

Safeguarding contact points within Beulah

The church has appointed the following individuals to form the church safeguarding team who can be contacted via the church office or via email:

safeguarding@beulahbaptist.co.uk

Do not use this email address if one of the safeguarding team is implicated but contact the office for advice.

Erika James

Designated Person for Safeguarding (DPS)

Florence Ansah-Dadsie

Deputy Designated Person for Safeguarding (DDPS)

Bryan Henley

Safeguarding Trustee

Church Office

office@beulahbaptist.co.uk

David Lockwood

The church minister should not be directly involved in receiving and processing safeguarding concerns but is responsible for ensuring that the pastoral needs of all are being met.

Safeguarding Incident forms are to be found in the Safeguarding tray in the office and on the reception desk in the Beulah Centre.

Every volunteer and employee is expected to maintain the highest safeguarding standards and hold one another accountable.

Other Contact Information

If a safeguarding matter needs to be urgently escalated beyond the church, use the contact numbers below.

However, concerns should normally be routed through the Safeguarding Team, as they may have other, relevant, information that is not known to you.

safeguarding@beulahbaptist.co.uk

Where there is immediate risk of harm, you must contact, without delay, the police or other statutory services

Always keep records and let the DPS know that you have made this call.

Local Authority Single point of advice (SPOA)

Opening hours: Monday to Thursday 8.30am to 5.00pm or 8.30-4.30pm on Friday.

Phone: 01323464222

Email: 0-19.SPOA@eastsussex.gov.uk

This is a very helpful source of advice and guidance as to how to manage your situation

Police

Contact 101, or 999 in an emergency

Adult Social Services (Health and Social Care connect)

Opening hours 8.00am to 8.00pm 7 days a week (including bank holidays)

0345 60 80 191

Out of hours emergency: as above and select option 2 for the Emergency Duty Service

Email: hsc@eastsussex.gov.uk

Children's Social Services out of hours

Emergency Duty services (for a serious concern that cannot wait until the next working day)

01273 335906 or 01273 335905

All relevant information can be found on the East Sussex County council website