



CHILDREN'S SAFEGUARDING POLICY FOR NATIONAL BAPTIST UNION EVENTS

The Baptist Union of Great Britain

Introduction

The Baptist Union of Great Britain (BUGB) is committed to the highest standards of care for all children and young people attending our events. This policy covers all national BUGB events and should be used in conjunction with the overriding BUGB safeguarding policy for children and young people, *Safe to Grow*.

Please note that the terms 'staff' and 'team member' refer to both paid and voluntary workers. The term 'children' applies to anyone under the age of 18 years old.

Safer Recruitment

All team members directly working with children will be required to complete an application form and carry out a Disclosure and Barring Service (DBS) check. It is the responsibility of the Event Manager to ensure that application forms and DBS checks have been satisfactorily completed and vetted. If contractors are being used, the Event Manager should seek assurance that all of the necessary checks have been completed (see '*Contracted organisations*' section below). Any blemished DBS certificates (containing cautions or conviction information) should be passed on to the BUGB National Safeguarding Caseworker without delay for Risk Assessment. No one with a blemished certificate should begin working in their role without a clearance letter permitting them to do so. Please see *the BUGB Guide to DBS Checks* for further details about the DBS checking process.

Every event should have a nominated Event Manager, who takes overall responsibility for all aspects of the event, including safeguarding. It is important that the Event Manager is familiar with the safeguarding principles outlined in *Safe to Grow* and has carefully read through the relevant sections, as detailed in this policy. The Event Manager may delegate particular safeguarding tasks to others, primarily the Designated Person/s for Safeguarding.

Every event should have at least one Designated Person for Safeguarding, who is involved in all elements of safeguarding, both before and during the event. This person(s) should have a current DBS check in place. Ideally there should be two Designated Persons for Safeguarding per event, one male and one female, appointed by the Event Manager and approved by the BUGB National Safeguarding Adviser. If any concerns are raised about children or staff during the event, the Designated Person for Safeguarding is the first point of call.

Staffing ratios

For the safety of all those attending the event, appropriate adult-to-child ratios must be met. This is the responsibility of the Event Manager. Details of the agreed BUGB ratios can be found in *Safe to Grow*. These may be adapted slightly, depending on the nature of the event. In this instance, the BUGB National Safeguarding Adviser must be consulted to ensure that ratios are adequate.

Staff training

All team members are required to attend a short staff briefing prior to the event, covering emergency procedures, First Aid procedures and safeguarding procedures. This briefing can take place on the same day as the event, if necessary. All team members should be given a copy of this policy, along with the *Code of Behaviour* expected of staff during the event. The content of this briefing must be agreed with the BUGB National Safeguarding Adviser at least four weeks prior to the event. A register of attendees should be taken, to ensure that everyone has been briefed.

Responding to abuse

If a child or young person discloses information which indicates that they may be at risk of abuse, or is suffering from abuse, team members should:

- Allow the child to speak freely without asking questions.
- Not make promises about what they will/won't do.
- Inform the child what action they propose to take, e.g. talk to the Designated Person/s for Safeguarding.
- Involve the Designated Person/s for Safeguarding without delay.

- Make a written record of information shared and action taken as soon as possible after the disclosure is made and pass on to the Designated Person/s for Safeguarding.

If a team member has concerns about a child, or observes possible signs of abuse, they should immediately share these with the Designated Person/s for Safeguarding and make a written record as soon as possible.

Responding to concerns or allegations made about team members / other persons on site

Any concerns about inappropriate, suspicious or unexplained behaviour by another team member towards a child should be shared with the Designated Person/s for Safeguarding, or the Event Manager if the concern relates to the Designated Person for Safeguarding. A written record should also be kept of the concerns and the actions taken.

Reporting concerns

If a team member has concerns about a child, or they have disclosed that they are being abused, this should be reported as soon as possible to the Designated Person/s for Safeguarding. The Designated Person/s for Safeguarding will decide on the appropriate action to be taken and liaise with the relevant people, including the BUGB National Safeguarding Adviser. It is not the responsibility of the team member to progress matters once a report has been made, but they may be asked to stay involved. The Designated Person for Safeguarding should complete a *Safeguarding Incident Form* and send a copy to the BUGB National Safeguarding Adviser as soon as possible. If it is relevant for a contracted organisation to be informed of the concern raised, the BUGB National Safeguarding Adviser will take responsibility for doing so.

If the concern is about the Designated Person for Safeguarding, team members should speak to the Event Manager, the BUGB National Safeguarding Adviser, or thirtyone:eight (*contact details can be found on P2*). In an emergency situation, the Police should be contacted on *999* without delay.

Risk Assessment

The event venue must be adequate and a thorough Risk Assessment should be completed in advance. This involves carrying out a careful examination of each event activity and recording the significant findings. This is the responsibility of the Event Manager, although it is likely to be delegated to the Designated Person/s for Safeguarding. For more information about completing a Risk Assessment, please refer to *Safe to Grow*.

First Aid

There should be at least one First Aider on all BUGB events and team members should be made aware of who they are and how to contact them. A first aid kit should be available at all times. Any incidents must be recorded in an accident book. If any injury is seen and a team member suspects this may be due to a safeguarding issue, then they should raise the matter immediately with the Designated Person/s for Safeguarding or Event Manager.

Insurance

BUGB events will generally be covered by the BUGB Baptist Insurance policy. However, if the event includes any particularly risky or unusual activities, the Event Manager should check that the standard BUGB insurance policy still applies.

Transport

If team members are driving children as part of a BUGB event, it is the Event Manager's responsibility to ensure that their driving documents have been thoroughly checked and that the driver has the appropriate business insurance cover. No team members should be alone in a car with a child; at least two adults should be present at all times. For information about vehicle hire, please refer to *Safe to Grow*. Any vehicle should be checked for safety prior to being used.

Parental consent

A consent form may contain relevant medical information, contact details, dietary and special access requirements, as well as any other information relevant to the event. Such confidential information should only be shared with team leaders where relevant. Any information gained should be stored securely. Please see *Safe to Grow* for further details about parental consent.

Videos and photography

Only designated event photographers should take photographs / videos at BUGB events. A notice outlining this policy should be clearly displayed at the venue, making this clear to all those attending the event. Permission should be sought from parents / carers in advance and photographs / videos should only be taken with such permission. Due to the nature of public events, we cannot guarantee that attendees will not take personal photos, particularly in the main auditorium. However, our practice is to discourage this where possible by providing signage to explain why.

Contracted organisations

If an event, or particular elements of an event, are outsourced, then it is vital to ensure that the necessary safeguarding standards are in place. Team members are required to work to the BUGB's safeguarding policy and procedures at all times. Contracted organisations should agree, in writing, to adhere to the BUGB safeguarding protocol.

Assurance should also be sought that all of the necessary DBS checks have been completed (if these have not been carried out through the BUGB). The information needed is the name of the applicant, the date that the DBS certificate was checked, the name of the person who checked the certificate, and lastly, whether the certificate was clear or blemished. Copies of any Risk Assessments should also be requested, along with assurance that parental permission has been sought for all children attending the event and for any photography / videoing taking place.

Key contacts

- **The Event Manager on this event:**
NAME: Tracey Vallance CONTACT NUMBER: 01235 517711
- **The Designated Person/s for Safeguarding on this event:**
NAME: Rachel Stone CONTACT NUMBER: 01235 517730
NAME: David Bedford CONTACT NUMBER: 01235 517730
- **Baptist Union Safeguarding team:** 01235 517717