

# The Beacon Church



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Canford Heath United Reformed Church Charity. Registration Number 1134115

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# SAFE PRACTICES

Within this document there are policies for safe practice within The Beacon Church.

The policies will be relevant and used by all the groups that are run as part of the larger ministry of the church here on Canford Heath in Poole.

While the policies cover all aspects of church life, we recognise that the Preschool which also meets in our building, as is part of who we are as a church, come under their own policies agreed through OFSTED and the Borough of Poole.

The policy will be revisited on an annual basis in time for the church annual general meeting.

It is important that any person who is a member of a team here in The Beacon Church, takes their time to make sure that they have read and fully understand the work and the responsibilities that they are undertaking.

Once the documents have been read, every worker will be asked to sign to confirm that they have understood them and agree to abide by them. There will also be training offered which the church considers to be mandatory for all workers.

## **Contents**

- 1. Confidentiality Policy**
- 2. Communications Policy**
- 3. Lone Worker Policy**
- 4. Leaders over all guidelines**

### **Version:-**

This Policy was issued on 15<sup>th</sup> May 2014

This Policy is due to be reviewed by 14<sup>th</sup> May 2015

[mydocuments/churchbusiness/elders/policies/140515safeguardingpolicyasissued](#)

1

# The Beacon Church Confidentiality Policy

As an organisation using the Disclosure and Barring Service (DBS) to help assess the suitability of applications for positions of trust, The Beacon Church complies fully with the DBS code of practice regarding the correct handling, use, storage, retention and disposal of Disclosures and Disclosure information. It also complies fully with its obligations under the Data Protection Act and other relevant legislation pertaining to the safe handling, use, storage, retention and disposal of Disclosure information and has a written policy on these matters, which is available to those who wish to see it on request.

As a church we also collect personal information about our congregation, in the church and in the groups that meet as part of our church. We use and store this information in accordance to the Data Protection Act 1998 (DPA 1998)

For further information please make yourself familiar with the "Guide to Data Protection Law For churches" guide found in the Good Practice folder which the Church Secretary will store on the top shelf at the back of the photocopy room.

#### **Storage and Access:**

- Information which is gathered for specific purposes, i.e. medical and emergency contact information (youth and children's groups) or people known to the Beacon Church, information will always be stored in a secure, non-portable filing cabinet
- Electronic information will only be stored on a computer agreed by the church eldership, and only accessed by those who are entitled to as part of their work
- Disclosure information will never be kept on an applicant's personal file and is always kept separately and securely, in lockable, non-portable, storage containers with access strictly controlled and limited to those who are entitled to see it as part of their duties

#### **Handling:**

- Information gathered will only be seen by those who are entitled to as part of their work
- We will always comply with a legal obligation i.e. allowing a policeman with a search warrant (DPA 1998)
- In accordance with section 1245 of the police act 1997, Disclosure information is only passed to those who are authorised to receive it in the course of their duties. We maintain a record of all those to whom Disclosures or Disclosure information has been revealed and we recognise that it is a criminal offence to pass this information to anyone who is not entitled to receive it.

#### **Usage:**

- The information gathered will only be used for the purpose for which it was gathered.
- Disclosure information is only used for the specific purpose for which it was requested and for which the applicants' full consent has been given.

**Retention:**

- The data will not be kept for longer than necessary.
  - Contact information about church members will be kept until the information changes, or they are no longer a member
  - Contact information for children and young people will be renewed every year and will then be kept on file for a following year before being destroyed.
- Once a recruitment (or other relevant) decision has been made, we do not keep disclosure information for any longer that is absolutely necessary. This is generally for a period of up to six months, to allow for the consideration and resolution of any disputes or complaints. If, in very exceptional circumstances, it is considered necessary to keep Disclosure information for longer than six months, we will consult the DBS about this and will give full consideration to the Data Protection and Human Rights individual subject before doing so. Throughout this time, the unusual conditions regarding safe storage and strictly controlled access will prevail.

**Disposal:**

- Once the retention period has elapsed, we will ensure that any contact information or Disclosure information is immediately suitably destroyed by secure methods i.e. by shredding, pulping or burning.
- However, notwithstanding the above, we may keep a record of the date of issue of a Disclosure, the name of the subject, the type of Disclosure requested, the position for which the Disclosure was requested, the unique reference number of the Disclosure and the details of the recruitment decision taken.

**Within all Church Groups:**

- Participants are reminded that what is said within the group needs to remain confidential within the group.
- The only exception to this is if a disclosure is of a nature where harm is a concern, then the participant will be reminded that the information will need to be passed on to an appropriate person for legal reasons.
- All groups are reminded that the Minister (or their substitute) is an ex-officio member of all church groups and therefore any pastoral information shared openly in the groups may possibly be shared with him or her, to aid them in their role as minister of the whole church.

2

# The Beacon Church Communications Policy

# Contents

## 2.1. Introduction

What are the different forms of communication open to us?

**2.2** Email

**2.3** Social Networking Sites (SNS)

**2.4** Mobile Phone

**2.5** Office Landline

**2.6** Paper Based Communication

**2.7** Verbal Communication



## **2.1. Introduction**

The following policy is to be used by the different groups, and all the different work that happens as part of the work at The Beacon ChURCh.

Communication is of vital importance to us being able to work effectively with the people who attend our groups and our church. However, we also recognise that to protect those same people communication needs to happen in a secure and safe way. We should also be aware that non-urgent pastoral instant communication should not be initiated during unsociable hours (eg phoning or texting before 9am or after 9pm). Keeping “business communication” to “business hours” helps to avoid any misunderstanding as to the purpose of the communication.

In particular, those who are involved within the leadership of the church : The Minister (or their substitute – from here-on referred to purely as the Minister), Youth and children’s pastor, the Elders, and any leaders within the midweek groups will be required to have read, understand and agree to implement this policy within in the groups that they are responsible for.

## 2.2 – Email

Email is an effective and important part in communicating with a congregation – including both teenagers and adults. However, as a church we need to recognise the negatives and find ways to diminish the chances of such things happening.

### **The positives of using email:**

- Speeds up communication without feeling like you've interrupted some ones day
- Enables people to think and pray before they respond
- It means you can communicate with a large group of people quickly, ensuring they all get the same information
- It is all traceable and therefore enables communication to be transparent and open

### **The negatives of using email:**

- When writing, tone-of-voice isn't inserted meaning things can be interpreted differently
- Children/Young people/vulnerable adults may start a one-to-one conversation via email
- People may begin – or continue a conversation that is inappropriate
- Cannot replace face-to-face conversations for being able to encourage, support care for people
- People may say things that they wouldn't ordinarily say if in a conversation face-to-face

### **Using Email Safely:**

- Leaders will never initiate a one-to-one conversation via email with a child/young person/or vulnerable adult. You may send an email to the person's email address, but another adult (preferably their parent/carer/designated Elder) must be cc in the email.
- If a child/young person/or vulnerable adult begins a one-to-one conversation via email with an adult, and the recipient chooses to reply, they should do so by copying in another adult (preferably their parent/carer/designated other Elder)
- The wording of emails must be chosen carefully, remembering that people can misinterpret due to the lack of tone of voice – make sure communication is read through and through before clicking 'send'.

- Before entering into a conversation via email, consider if the conversation would be better to have in person, with other people present as appropriate.
- Those who have a CHURC email account must always send work related emails from this account (unless the server is not available, in which case a copy should be sent to at least one churc.co.uk account). Those without access to a churc.co.uk account should refer their requests for whole church or group emails to either the Church Secretary, the Minister or to the Youth and Children's Pastor as appropriate.
- When sending an email to a group, the sender should place their name in the 'To:' address bar, place the name of another relevant leader in the 'CC:' address bar, and place names of those receiving the emails in the group in the 'BCC:' address bar.
- In the spirit of openness and accountability any "churc.co.uk" email account could potentially be subject to random checking by representatives of the church leadership as appropriate.
- If you receive any email which is potentially inappropriate (either by content or due to the relative age of the sender) you will, as soon as humanly possible make either The Minister, Church Secretary or the Youth and Children's pastor (where appropriate) aware – DO NOT RESPOND and do not begin a conversation. The appropriate church leader will talk with the parties concerned.

## 2.3 – Social Networking Sites (SNS)

Social Networking Sites (such as Facebook, and Twitter) as a form of communication are becoming more and more popular. Recent research suggests that not only are more people using such sites than ever before, but that using Social Media can and does add to church community, and on the whole helps much more than it hinders.

Only the Beacon Church Facebook page administrators are able to begin posts – these may change from time to time but at present are the Minister, the Youth and Children’s Pastor, Daniel Piggott-Genge (IT support) and Dave Kuziara (IT Web support)

### **Positives of using SNS:**

- Is a great way of interacting with community in a general way – meaning that information is shared quickly and personally at the same time
- It can be, if used properly an extremely effective method for outreach
- Within a youth work setting, a closed group means that content can be protected and kept appropriate, meaning that the only adults added as member of the page are DBS’d leaders
- Leaders and people are able to have conversations ‘out in the open’
- Pastorally, we are able to keep up with people and what kinds of weeks people are having etc.

### **Negatives of using SNS:**

- Due to the nature of SNS being public – everything that gets put on can be seen by everyone – danger of inappropriate information being seen
- There is a potential for information/pictures being shared about others without their consent
- Because of the limited context there is every possibility that even clear and good messages can be misinterpreted and misunderstood
- People may begin an private conversation with a leader through private messaging
- Leaders may find themselves in inappropriate conversations in either public or private conversations

### **How to use SNS safely:**

- Leaders of church groups are to be constantly reminded about their updates to any SNS (personal and Church) making sure that everyone thinks carefully about what they say and to whom. Make sure you read it through to consider how it will be read before you click ‘post’.

- All young people's parents will need to sign a consent form before any pictures can be posted – even in the closed group (see safe guarding policy)
- If a child/young person/vulnerable adult initiate a private conversation via instant messaging through the webpage, do not reply via the same method. Inform The Minister or the Youth and Children's Pastor that this has happened. Reply on their 'wall' if appropriate or begin another conversation making sure that another leader is copied in.
- In order to protect everyone's confidentiality and safety we cannot add parents (other than if they are added as leaders) to the closed SNS groups for young people. However, for openness and accountability we will encourage the parents to ask the young person to show them what has been said in the group, and/or add The Youth and Children's Pastor as a 'friend'.
- One-to-one meetings with young people will never be organised using SNS (see lone worker policy)
- If you find yourself in inappropriate conversations inform The Minister or Youth and Children's Pastor as soon as humanly possible with a hard copy of the message. DO NOT REPLY and do not continue the conversation. These leaders (as appropriate) will talk face to face with the parties concerned.

For legal as well as safety reasons we will always apply the same minimum age restrictions as stated on all SNSs

## 2.4 – Mobile Phone

Mobile phones have become a way of life for people, and if used correctly in the context of ministry and community, can be a great tool. Research has shown that 8 out of 10 people under the age of 35 are more likely to text than call, and that with 95% of young people (age 11-18) owning their own mobile phone means that communication is at an all-time high. However, with anything there are always pitfalls that need to be managed in order to use it well.

### **The positives of using mobile calls and texting:**

- Having stored numbers on the phone means that people know that they will be known – cuts down on the likelihood of mischievous texts etc
- Can be used for group texts to pass information knowing that the recipients will receive it quickly
- For openness and accountability the phone can be sync'd with a computer to store messages and communication
- It enables us in our ministry to keep people 'linked-in' with people in our congregation and groups
- Making mobile to mobile calls are cheaper than ringing a mobile from a landline

### **The negatives of using mobile calls and texting:**

- There is a danger of being drawn into one-to-one conversations over texting – opening a chance of 'mischievous' texts
- People may see it as a private way of communication and therefore be less guarded.

### **How to use mobile phone call and texting safely:**

- For openness and accountability work phones may be looked through at any time by The Minister or the Elders as appropriate.
- Work phones should be locked when not in use, so that sensitive information such as numbers etc are protected.
- For young people, when a parental consent form is given out, they will give permission for the young person's mobile number to be stored on the youth work mobile. They will also have the option for their own number to be added to the youth phone if they so wish, meaning they will be able to get the same round robin messages as the young people
- A one-to-one meeting with a young person/vulnerable person (where/if appropriate – see lone worker policy) should not be arranged with texts etc. However, we do recognise that information i.e. running late etc will possibly be passed on by text.

- If you receive any kind of inappropriate texts or calls you must inform The Minister, Youth and Children's Pastor or the Elders as soon as humanly possible, they will then contact and meet with the person/people (with parents if necessary) as appropriate
- There is no need for a young person's number to be stored on any other phone, other than the youth phone

## **2.5 – Landline**

With mobile phones on the increase the landline is being used less and less, however, having a phone which is linked to the building for The Beacon ChURCh is vital. Although mobiles are becoming more and more prevalent among young people, it doesn't mean that everyone within our congregation is happy, or able to communicate by mobile phone.

### **The positives of a landline:**

- It means that people are sure of the number that they are ringing, is definitely linked to The Beacon ChURCh.
- It enables people who are uncomfortable with the use of mobile phones are still able to contact the church.
- Having an answer phone that is shared between the Minister and the Youth and Children's Pastor means that there is openness and accountability for people who are ringing in.
- It enables us in our ministry to keep people 'linked-in' with people in our congregation and groups

### **The negatives of using the church landline:**

- There is a danger of being drawn into inappropriate one-to-one conversations over the phone
- People may see it as a private way of communication and be less guarded

### **How to use the church landline safely:**

- Assess whether the phone call is appropriate to be having by phone, or would it be better to have the conversation face to face with another person present.
- Be careful with the language that you are using, make sure there is nothing that can be misunderstood.
- Make sure that where necessary you inform another person (as appropriate) of the conversation. Leaders should keep a log of calls made and received with varying amount of detail depending on the nature of the call.
- Where an appropriate conversation becomes less so, as the content or mood changes, they should either be sensitively ended, or at least a clear note of the conversation be recorded immediately afterwards.



## 2.6 – Paper Based Communications

With email as prolific as it now is paper based communications is becoming a rarity, however, we still recognise that this still the preferred method for some. It still has a place in our ministry here at the Beacon Church, and therefore we recognise, it too can carry its own risks.

### **The positives of paper based communications:**

- It is a way to show people that we are interested in communicating with them and we want to take the time to do so
- It allows others to co-sign any letters as necessary
- Paper based communications allows more time to respond, it doesn't carry with it the same 'urgency' that email or text seem to make us feel.

### **The negatives of using paper based communications:**

- Any communication that has to be posted will take longer until it is received by the person concerned.
- Paper based/handwritten letters or notes can seem more personal and therefore may possibly give the wrong impression

### **How to use paper based communications safely:**

- If a team member receives communications in the post which they consider to be inappropriate, they will show it to another relevant leader who will decide the best course of action. Suggestions for action needed may be:
  - a) Meeting the sender face to face. Making sure that the recipient and another appropriate adult is in attendance with the person who received the communication
  - b) By writing a letter back, having been co-signed by another appropriate adult so that the sender is aware that other people have seen their communications
  - c) Or to recognise that the situation can be monitored but that there needs to be no further communication at the time

## **2.7 – Verbal communication**

Face to face conversation is often the most appropriate way of enabling effective communication where tone of voice and body language can most easily be taken account of.

Where this happens on a one to one basis the guidance contained elsewhere within this document should be adhered to.

**(See Lone Worker Policy in section 3)**

3

# The Beacon Church Lone-worker Policy

# Contents

- 3.1** Introduction
- 3.2** Why lone working may be necessary
- 3.3** Where lone working happens
- 3.4** When lone working will happen
- 3.5** The positives of lone working
- 3.6** The dangers of lone working
- 3.7** How to make lone working safe

## 3.1 – Introduction

Lone working is not something that as a church we would seek to pursue or encourage. However, we recognise that on occasion it is a necessary part of working with and caring for the young people and adults in our community.

We define lone working as meeting with someone on a one-to-one basis.

This policy is for the use of anybody working on behalf of the Beacon Church in an official capacity to help the work that we do be even safer.

## 3.2 - Why lone working may occur

- Lone working may occur when a visitor comes to the church without a prior appointment.
- It may happen by accident – it starts by others people being around but leave
- Lone working will occur when The Minister and Youth and Children's Pastor meet throughout the working week for work reasons
- On rare occasions it may be necessary to give another person a lift alone in a car

## 3.3 - Where lone working will occur

- As previously agreed, The Minister and Youth and Children's Pastor will meet within the church building, for the purposes of reviewing work, and praying together. The room in which they meet will be as public as possible with only glass doors being closed.
- Where possible lone working will not happen off Beacon Church premises other than in a pre-agreed venue (eg arranging to meet someone at a Christian Coffee shop where this has been pre-notified to other appropriate leaders)
- Lone working with young people will NEVER happen in a house of either the leader or the person requesting the meeting.
- It is acknowledged that for vulnerable adults however there may be occasions, such as visiting the sick or house bound, when meeting in their home will occur. All such meetings must be pre-notified to other leaders as appropriate, fully documented, and only occur when no contentious issue is foreseen. See however 3.7 below,

### 3.4 – When lone-working will happen

- Preferably meetings will be at a pre-agreed time and place making sure that others are aware i.e. parents of young people, and other workers
- Ideally these will be times when other people will be in the church building or other appropriate venue

### 3.5 – The positives of lone working

- One to one conversations enable people to be more honest with what they want to chat about, without the worry of thinking of other people sitting there and listening.
- Young people will often seek the person who they feel they have made a connection with,
- It enables the leaders to get to know the other person as an individual rather than as part of a group
- It means that the leader is able to hear about the issues that that particular person is facing at that particular time
- Lone working means that the person who is being met with feels valued and trusted.

### 3.6 – The dangers of lone working

- One-to-one meetings can potentially allow for conversations to occur that would be considered risky, or for inappropriate relationships or dependencies to form
- Behaviour of both the leader or the person being met, may be misunderstood

### 3.7 – How to make lone working safe

- Meeting with people will be, where possible, at prearranged and pre-notified time and place
- The leader meeting with the one-to-one (both by phone and face to face) will complete a proforma paper record (see appendix a), or create the password protected electronic summary document referred to below.
- The purpose of the meeting will be clearly agreed before the meeting, meaning that start times and a finishing time will be agreed and stuck to as much as possible
- When meeting with a young person, the meeting will be arranged in consultation with their parent/carer.
- When a meeting is arranged, the leader meeting will inform another appropriate leader

- Any leader who may lone work will need to be aware of whom to inform (and who NOT to inform) if sensitive information is disclosed. (For example, the overall group leader if it is pastoral information or the Safeguarding Officer for any accusation)
- If meeting out of the church building the leader and the person being met will travel separately, and meet at the agreed venue
- When the meeting has taken place, notes (as appropriate) should be taken and feedback to the appropriate leaders should be given as soon as possible.
- If sharing a car is necessary for any reason, where possible the person should let another appropriate adult know in advance, i.e. another leader – a parent etc. Where a solo car trip is impromptu (eg heavy rain as you are passing) the child or vulnerable adult should be asked to sit in the rear seats)
- If someone arrives at the office for an informal meeting or ‘pops’ in to see a leader, the leader is to either text or email to an appropriate other leader to tell them of the impromptu meeting. Then when the meeting is over they will let them know that it has ended. To make sure that we have completed the circle the leader in question will complete a summary record in retrospect.
- The record of any one to one contact will recorded at a very summary level and be maintained electronically, via a password protected document, where they will remain confidential but available for accountability purposes to the appropriate overall group leader and will follow the same procedures set out in our confidentiality policy.

Remember the main reason for someone asking to meet with you will not necessarily be for you to load them with advice. Try to listen to what they are saying, perhaps saying their words back to them.

|                                                                                     |                           |
|-------------------------------------------------------------------------------------|---------------------------|
| Name of Leader:                                                                     | Name of person being met: |
| Agreed Date:                                                                        | Agreed time:              |
| Agreed Venue:                                                                       |                           |
| Reason for meeting: (i.e. young person/member/vulnerable adult requested a meeting) |                           |
| Issues discussed:                                                                   |                           |
| Specific comments made/suggested:                                                   |                           |



**4**

**The Beacon ChURCh**

**Leaders Guidelines on  
Policy Application**

## 4.1 Introduction to Leader guide

This guide has been written with the intention of introducing new team members to the policies and the procedures of the centre. It should also provide a useful referencing resource to existing members of staff and assist with the searching out of further information.

The following document is a review guide to be read alongside the previous policies in full. This is not and should not be read as an exhaustive policy in itself.

### **Buildings Management**

All buildings, including the Beacon Centre complex are owned and operated by the Beacon Church. As such, oversight is through the Minister and Elders and our task is to serve the spiritual, recreational and social needs of people of all ages connected to the Beacon Church – including the wider community of Canford Heath who we allow to use them.

Day to day management of the premises are overseen on the leader's behalf by the Youth and Children's Pastor, Lettings Officer, and the Fabric Elder,

### **Health and Safety**

[This section is to be read alongside the 'Health and Safety operational file and Policy Guidelines'.]

#### **Accidents and Incidents:**

Any accident should be attended to immediately. First Aid boxes are located in the coffee bar, the large kitchen and in the small kitchenette upstairs. . An offsite first aid kit is available in the Youth and Children's Pastor's office. There are ice packs available in the freezer in the large kitchen as well as single use ones for offsite visits in the youth and children's cupboard. Only qualified team members are allowed to administer first aid and so all groups meeting must check who the qualified first aider is present for their activity if appropriate

Accidents and incidents must be reported at the earliest convenience at all times. Workers should familiarise themselves with the location of the recording book on top of the filing cabinet in the photocopy room.

#### **Fire Procedures:**

All leaders and workers are to make themselves aware of the fire procedures (see Health and Safety Operational log book). Familiarise yourself with the locations of the fire extinguishers and alarms.

On the alarm being activated, promptly clear the area of the building where you are situated and congregate outside by the 'Pilot Pub' in the public car park. Nominated team members are responsible for taking the register with them and the designated leader (most senior) for the session is to carry out a final check around the building.

#### **Doing something new:**

Refer to the risk assessment file and if in any doubt about any activities being proposed – seek the advice of a senior leader.

## Staffing responsibilities – Minimum workers guide

There are no legal minimal numbers of staff to run a session with over 8's, but there are legal requirements for under 8's. At The Beacon Church we run each session with the following good practice guideline: sessions should be staffed by at least two leaders, ideally of different genders

OFSTED suggest the following guidelines to be best practice:

| Age | Ratio<br>Adults:Children | – |
|-----|--------------------------|---|
| 0-2 | 1:3                      |   |
| 2-3 | 1:4                      |   |
| 3-8 | 1:8                      |   |
| 8+  | 1:10                     |   |

However, these ratios are a minimum and therefore a higher proportion of adults may be needed depending on the activity.

## Emergency and Useful Telephone numbers and email addresses

Church named contacts for building issues and fire alarm re-setting etc (please contact in this order of priority and also restrict out of hours phone calls to very urgent matters only)

|             |              |                   |
|-------------|--------------|-------------------|
| Terry Bull  | 01202 380728 | terry@churc.co.uk |
| Clive Block | 01202 696336 | bev@churc.co.uk   |
| John Pilbro | 01202 385125 | john@churc.co.uk  |

|                              |              |                                |
|------------------------------|--------------|--------------------------------|
| Bookings (Gemma Hamilton):   | 01202 687697 | bookings@churc.co.uk           |
| The Beacon Church Office :   | 01202 687697 | secretary@churc.co.uk          |
| Minister (Rev'd Ray Stanyon) | 07890 909488 | 01202 687687 ray@churc.co.uk   |
| Youth and Children's Pastor: | 07738 556863 | 01202 687697 vicky@churc.co.uk |

|                                          |               |
|------------------------------------------|---------------|
| Police, Fire and Ambulance (emergency):  | 999           |
| Emergency Housing Team:                  | 01202 733 255 |
| Emergency Social Services, Duty Team:    | 01202 668 123 |
| Social Services (out of hours)           | 01202 657 279 |
| Sharps : (Hypodermic needles and knives) | 01202 262 200 |

## Emergency Procedures for The Beacon Church

In the event of any emergency at the Beacon Church premises please immediately make contact with the church named contacts above (in the stated order) having first dialled 999 as appropriate.

# Application of Safeguarding Policies at the Beacon Church

The Beacon Church has adopted the U.R.C.'s good practice procedures: 'Safeguarding Children, Young People and Vulnerable Adults', as our working protection policy.

Please ensure you are familiar with the contents of this document – particularly from page 81 onwards. The full policy is kept in the photocopying room, in a black file marked 'Good Practice policies' at the back of the room, on the top shelf. Please do not remove this file from the premises.

This policy contains information on safeguarding children, young people and vulnerable adults and what to do if you have a concern regarding an individual's welfare\*. It clearly states the procedure we should all adopt and our responsibilities towards those who we work with. A referral process is included in an easy to follow flow chart.

Persons responsible for the implementation of the Canford Heath Church's Safeguarding Policy:

|                                                                                                                                   |                       |
|-----------------------------------------------------------------------------------------------------------------------------------|-----------------------|
| 1 <sup>st</sup> Link Person (first point of contact)                                                                              | Currently Bev Block   |
| 2 <sup>nd</sup> Link Person (second point of contact –<br>(only if the first person is unavailable or involved in the situation)) | Currently Bobby Wood  |
| Reporting Officer                                                                                                                 | Currently John Pilbro |

**\*If you have a concern, and / or have been confided in, you should contact the link person named above (in the stated order) through your group leader. The link person will then assess the need for reporting as appropriate and reassure the individual making any disclosure. The link person is responsible for logging the incident and liaising with the reporting officer to confirm all processes have been correctly followed. All disclosures should be notified in this way and no group member should take the decision whether or not to proceed**

## New Appointments and DBS Checks

**All team** members above the age of 16 [i.e. who help more than once per calendar month] must be DBS checked (for children and Vulnerable adults) and new appointees and interested parties may not work as a leader/helper until the appropriate Disclosure and Barring Service (DBS) has completed their checks. Anyone over the age of 18 whose activities include caring for, training, supervising or being alone with under 18s or vulnerable adults (potentially or actually) is required to be DBS checked. No one may undertake a position of overall leadership (however temporary this may be) prior to a completed DBS check. All team members will be required to read and abide by the policies of the Beacon Church, and sign a declaration to show their willingness to work with the give structures. They are also required to receive regular training in these areas.

Any individual who declines to have a DBS check done immediately bars themselves from any form of leadership/ministry within the whole church and its organisations.

For full notes and details of the URC policy, please see section 5.5 (page 38) in the Good practice: Safeguarding Children (3<sup>rd</sup> Edition).

## Transfer of Disclosure

New appointees who already have a disclosure for a recognised statutory organisation may be able to use an existing DBS as long as the activity is similar to that which the original was taken for. They will be requested to apply for a fresh one three years after the date of the DBS. However, if the appointee is already part of a team, for example, transferring from youth work to a prayer team, it is unlikely that a fresh disclosure will be required – as long as they still have a current DBS and it hasn't expired.

## Offsite Visits (for groups of all ages)

This is to be read in conjunction with the Safeguarding Young People and Vulnerable Adult policies and procedures which The Beacon ChURCh have adopted. It is essential that any member of staff involved in offsite activities be familiar with this policy.

The group leader and other staff have ultimate responsibility for young people and vulnerable adults in our care at all time, even when the group is under the instruction of a third party. The form below must be completed and given to an appropriate leader who is not on the trip/activity. When the group has returned, the form will be kept with the other detail from the trip, including relevant consent forms, in the filing cabinet in the photocopier room. On all visits, the leader in charge must ensure that the following form is completed:

## Trip & Activity Information:

TAI1 – 07/13

| To be completed by leader |  |
|---------------------------|--|
| Name of Group:            |  |
| Area Visiting:            |  |
| Reason for Visit:         |  |
| Leader in Charge:         |  |
| Emergency Contact No:     |  |
| Mode of Transport:        |  |
| Location of Activity:     |  |
| Time of Activity:         |  |
| Leaders attending:        |  |

Completed by: ..... Date: ..... Time: .....

## Checklist:

CH1 07/13

| Item To be checked                                                                                                          | Confirmation (Include tick and your initials) |
|-----------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------|
| 1. Overall leaders competence to deliver activity (includes DBS checks, policies signed etc)                                |                                               |
| 2. Correct insurance cover in place                                                                                         |                                               |
| 3. Qualified first aider present                                                                                            |                                               |
| 4. Correct Staffing ratios                                                                                                  |                                               |
| 5. (children and youth only)<br>Consent forms completed & present inc medical & emergency information for each young person |                                               |
| 6. (Children and youth only)                                                                                                |                                               |

|                                                                                                        |  |
|--------------------------------------------------------------------------------------------------------|--|
| Parents/Carers have been informed of the activity (to be done at least 7 days before date of activity) |  |
| 7. Adequate transport (inc insurance) arranged                                                         |  |
| 8. Risk assessment completed                                                                           |  |
| 9. Register of leaders & young people completed (to be completed on departure and return of the trip)  |  |
| 10. Mobile phone available for the trip duration                                                       |  |

Completed by: ..... Date: ..... Time: .....

## 4.2 Fire Policies and Procedures

All persons at work should understand the fire precautions found in the induction pack. Record all fire exit procedures on monthly checklists and record books. Please refer H & S operational file for certification.

Designated Leaders of each group (eg Girl Guider leader etc) should have a basic understanding of the alarm systems and how to isolate the power to the building. It is the responsibility of this person to:

1. Ensure that a designated member of staff oversees the assembly of members and completes a register.
2. Check the building for any persons on site

### Fire Instructions

In case of fire:

1. Raise the alarm by breaking the glass of the nearest fire alarm call point.
2. Evacuate the building via the closest fire exits if safe to do so. Do not re-enter the building and leaders must ensure that the register/relevant information is taken with them.
3. From the nearest phone, dial 999 and ask for Fire. You will then be asked for you're: (1) Name, (2) Telephone number, and (3) Address. (The Beacon Church, 1-3 Mitchell Rd, Canford Heath, BH17 8UE)
4. Everyone in the building must go straight to the assembly point in order to be accounted for. The assembly point is outside the 'Pilot Pub' in the public car park.

### Designated Leaders Instructions

1. Ensure the building is evacuated and that everyone has been told to go to the assembly point
2. Restrict the spread of fire by closing fire doors and windows behind you as you exit (**but only if safe to do so**). Warn others about the fire; do not only rely on the alarm itself.
3. Ensure the fire brigade has been contacted (there is no automatic link on our system)
4. Ensure that the church named contacts are telephoned – do not reset the alarm yourself.
5. At the assembly point in the car park you should take a register to confirm everyone is present.
6. Ensure no one is in the building or re-enters (including yourself) until the Church named contact has shut off the alarm and confirmed it is safe to do so

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## **4.4 Lone worker policy**

Please make sure that you have read the full LWP.

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## **4.5 Equal Opportunities Policy**

Everyone is welcome to attend The Beacon Church's activities and to explore faith with us in biblical discipleship training. Whilst holding to these biblical values, no bullying, oppressive behaviour or language that reinforces stereotypes will go unchallenged.

## 4.6 Managing Substance Related Incidents

This policy is concerning misuse of legal and illegal substances that can be potentially harmful – but does not cover smoking tobacco as this is dealt with as a separate policy.

1. Leaders will never condone substance misuse, but can and should offer appropriate support. The prime concern is for the welfare of the child/young person/vulnerable adult involved.
2. The leader in charge must be informed of all incidents of misuse. Any records should be kept in a secure area.
3. Leaders should be aware of the outside specialist bodies they can refer to for accurate and relevant information about substances.
4. The overall leader is responsible for ensuring the individual's personal safety and the safety of others at all times.
5. It must be pointed out to a person disclosing about their current misuse of substances that there is no guarantee of confidentiality on this issue because:
6. If there is a need to call medical professionals as a result of suspected or actual use of a substance, we will always advise them of what has been disclosed or witnessed
7. The Police will always be alerted if illegal substances are discovered on a person on the premises, or if disclosure of them having been taken is made.
8. Parents of those under 18 should be informed in a way that is confidential to those not involved.
9. Notwithstanding points 6-8 above, we should never disclose inappropriately to a third party
10. Follow the Church's Protection Policy in as much as it relates to substance abuse.
11. The Eldership of the Church will be kept informed of any issues of substances misuse without the mention of any names.

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## 4.7 Smoking Policy

The Beacon Church has adopted a policy of health education and as the effects and dangers of smoking are well known we have adopted a **NO** smoking policy.

- There will be no smoking by any worker whilst on duty and engaged in youth work with young people at any venue, inside or outside
- The entire church premises constitutes a no smoking area at all times.
- We actively discourage smoking outside of the centre
- People who are legally allowed to smoke will be requested not to do so during offsite church/group activities.

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## Confidentiality Policy

Leaders will ensure that information obtained about a person is treated with respect and not passed on to any other people without the consent or knowledge of the person in question – except in circumstances in which the person or others may be at risk, or there is a legal obligation to do so. Within the context of all the groups that we run as a church, including prayer ministry appointments, participants are aware that the Minister of the Beacon Church, is an ex-officio member of all groups and therefore, for pastoral reasons, should be made aware of any and all relevant issues.



People must be made aware that a leader cannot give assurance that information will not be passed on should it be necessary to do so, for the protection (significant risk of harm) of either the person disclosing or any others. This will be done with the knowledge of the leader in charge in line with the church's full Good Practice Policy.

Confidential information is stored on computer if necessary, and in doing so we undertake to meet the requirements of the Data Protection Acts. Additional reports/information will be kept in 'hard copy' format and locked in a secure area – in sealed envelopes within the filing cabinet in the photocopy room, accessible to the relevant authorised personnel only.

## **4.8 Data Protection Policy**

The Data Protection Acts 1984 & 1998 are designed to protect the privacy of individuals. The Beacon Church are legally required to comply with the following:

1. Information related to the individual must be processed for a limited purpose:  
ie. Membership and pastoral info, accidents, incidents, Consent forms, medical forms etc
2. Leaders will be made aware that personal material is only stored and shared for business directly associated with the work of The Beacon ChURCh.
3. Where partner organisations (eg sister churches etc) request personal or contact information this request will be passed to the person concerned to reply to that request if they wish. Information will not be disclosed in this way by the church or its staff.
4. When information ceases to be relevant or up to date (eg information relating to someone who has left, or documents including accident reports beyond their legally accepted age) it should no longer be retained and therefore destroyed appropriately (eg shredding)

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## **4.10 Bullying Policy**

Bullying is reoccurring anti-social human behaviour that aims to physically, mentally or emotionally intimidate others, causing stress and/or anxiety to the victim. It is a wilful and conscious act, which can cause distress or hurt to another individual or group of persons. The bully will often see the results of their actions as trivial or inconsequential, despite the actual pain and hurt caused to the victim.

The Beacon church response to bullying will always be zero tolerance.

Where bullying is identified as happening within our groups or organisations it will be made clear that it must immediately stop. If considered appropriate the victim will be supported in reporting this to the appropriate authorities and both parties will be offered pastoral support and guidance as to future behavioural changes.

If the situation cannot be resolved easily within the group and there is a need to reinforce the seriousness of past behaviour, temporary or permanent exclusion from the group or activity will be considered as an appropriate sanction in serious cases. Where a temporary exclusion is deemed to be potentially necessary, the parties concerned will be asked to meet with their relevant leaders and representative Elders of the church in writing with the full purpose of the meeting being set out. Parties will be encouraged to bring parental or other appropriate support to these meetings and also expert advice will be invited by the church in the form of Synod employees attending.

Should the need for an appeal of any decision be necessary then the party concerned will be invited to meet with the church leadership (excluding the Elders who met on the original panel) in order to review process rather than decision.

As an organisation, we cannot offer any guidance nor try to help in any problems that stem from other sources – i.e. problems at school or work, even if the issue is between people who attend our groups together apart from to the extent that the problem clearly continues within our care. Should a child, young person or vulnerable adult bring anything like this from outside to your attention, we must inform them that we are not able to advise on solving their problem. However, should they clearly choose to talk further with us as trusted pastoral leaders we can support them in the following ways:

- Listen – often they don't want you to 'fix' their problem, they want someone to listen
- Ask them if they have told their parents/carers or a teacher/employer etc as these people are the ones who are likely to be able to help in these external situations.
- If the person who has confided in us requests that we attend with them whilst they make such a disclosure our role must only be as pastoral support and we must not involve in making any disclosures ourselves
- If the problem is between children, Young People or vulnerable adults who attend the same group with us, we will do our best to not aggravate the problem by allowing them to not have to be in the same groups for games/discussions etc.

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## 4.11 Social Networking Sites & Email.

### Social Sites:

Leaders are allowed to use social networking sites (Facebook, Bebo, Twitter etc.) and to have anyone of the relevant legal age in their contact lists on them. This is because the sites are very open and in the public domain, giving safety and transparency to all conversations on it.

As per the Church's Policy on this, all Church conversations should be public and traceable. Additionally, the leader should remember that social networking sites' main pages are public and therefore must ensure that they keep their status updates and page contents suitable, professional and in line with Christian values.

### Email:

All church-wide emails should be sent from a "churc" email address for traceability through our website. These are generally held by the Minister, Elders and the Children and Youth Pastor. Occasionally these addresses are automatically routed through another server (eg gmail) which is acceptable as long as the initiation is on a churc account. Further, emails to young people may **only** be issued through the churc email accounts of: [vicky@churc.co.uk](mailto:vicky@churc.co.uk) – or [ray@churc.co.uk](mailto:ray@churc.co.uk) – This said, emails to young people cannot be on a 'one to one' basis under any circumstances. The email accounts above may be randomly checked at any time by The Minister, Youth and Children's Pastor or any member of the Eldership.

**Mobile:**

For young people from year 8+ (Duracell) onwards, people can give permission for numbers to be stored on a Beacon Church phone. This is so we are able to send out information quickly and safely, ensuring all people receive the same information. The works phones maybe checked randomly at any time by either Vicky or Ray or a member of the eldership.

However, the numbers of under 18s should not be saved on personal phones.

Please make sure you have read in full the communications policy to make sure that this is read in context. This can be found on the top shelf at the back of the photocopy room marked "Good practice policies"

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## 4.12 Video and Photo Usage

Specific Consent form(s) must be completed and signed by the parents or legal guardian, prior to any video or photographic footage of young people aged 0 to 18 is taken and published. The consent form allows for the usage of video and photographic footage on our data projection screen, and public sites such as: [www.churc.co.uk](http://www.churc.co.uk), and the church's Facebook page.

All adults will be made aware whenever photography or filming is taking place for church use, and given the option of sitting "off camera".

Under no circumstances should video or photo footage of under 18s be taken and/or used without a completed consent form, and any church owned photo or video of unwilling adults must be destroyed and certainly not used in any public way.