



Safeguarding

JIBC SAFEGUARDING
POLICY & PROCEDURES
2023

INTRODUCTION 4	
DEFINITIONS OF TERMS	4
SECTION 1 – SAFEGUARDING POLICY STATEMENT	5
SECTION 2 - SAFEGUARDING PROCEDURES	6
INTRODUCTION	7
2.1 PROCEDURE FOR RECOGNISING, RESPONDING TO AND REPORTING ABUSE.....	8
2.1.1 What to do if Abuse is Suspected or Disclosed	8
2.1.2 Responding to Concerns.....	9
2.1.3 Responding to Concerns Raised about Adults at Risk	10
2.1.4 Allegations Against Workers	10
2.1.5 Abuse of Trust	11
2.1.6 Allegations Made Against Children and Adults at Risk.....	11
2.1.7 Pastoral Care	12
2.2 SAFER RECRUITMENT	13
2.3 SAFER BEHAVIOUR	14
SECTION 3 - BEST PRACTICE GUIDELINES.....	16
3.1 – WORKING WITH CHILDREN	16
3.1.1 Ratios.....	16
3.1.2 Children with Special Needs.....	16
3.1.3 Visiting Children or Young People at Home	16
3.1.4 Children with no adult supervision	17
3.1.5 Mentoring.....	17
3.1.6 Peer Group Activities for Young People	17
3.1.7 Physical Contact	17
3.1.8 Electronic Communications - Cyber Safety	18
3.2 WORKING WITH ADULTS AT RISK.....	19
3.2.1 Premises	19
3.2.2 Language	19
3.2.3 Worship	19
3.2.4 Insurance	19
3.2.5 Financial integrity.....	20
3.2.6 Photographs	20
3.2.7 Computers.....	20

3.2.8 Record keeping.....	20
3.2.9 Pastoral Relationships	20
3.3 HEALTH AND SAFETY - Safe Practice and Safe Premises	21
3.3.1 Consent forms	21
3.3.2 Health and Safety	21
3.3.3 Fire.....	21
3.3.4 First Aid.....	21
3.3.5 Supervision of Groups	22
3.3.6 Food Hygiene.....	22
3.3.7 Risk Assessment	22
3.3.8 Insurance	22
3.3.9 Transport	22
3.3.10 Outings and Overnight Events involving Children.....	23
3.3.11 Outings and Overnight Events involving Adults at Risk.....	24
3.3.12 Hiring of Church Premises.....	25
3.4 SAFER COMMUNITY	25
3.4.1 Bullying	25
3.4.2 Working with Alleged or Known Offenders	26
3.4.3 Alleged or known offenders who are themselves adults at risk.....	27
SECTION 4 - USEFUL CONTACTS	28
APPENDIX 1 - DEFINITIONS OF ABUSE	29
APPENDIX 2 – DETAILED GUIDANCE ON REPORTING REQUIREMENTS	32
APPENDIX 3 – SAFEGUARDING INCIDENT FORM	35

*

INTRODUCTION

This guide to safeguarding policy, procedures and best practice has been put together by the Baptist Union of Great Britain to offer helpful guidance for churches as they develop or review the safeguarding framework for their church.

Javea International Baptist Church is affiliated to the Baptist Union (UK) via the East Midlands Baptist Association. Therefore we come under the legal framework of the Same. Hence, we adopt the Safeguarding Policy and Procedures of the BU. This was relatively easy when the UK was part of the EU. However, since Brexit, things have become more difficult. Therefore, JIBC, through its leadership team, endeavour to work under the Spanish Law and Legislation relating to Adult and Child Protection Policy. The Spanish Government have recently moved to a more inclusive safeguarding Policy for Vulnerable adults and Children and, within a period of time, we will endeavour to adopt this policy, perhaps running alongside the UK policy. Training provided by the BU will continue until such a time that there is a Spanish alternative

Meanwhile, the JIBC Safeguarding Policy and Procedure is divided into four sections:

- 1) **Safeguarding Policy Statement**
- 2) **Safeguarding Procedures** – a clear outline of the reporting procedures needed in every local Baptist church
- 3) **Best Practice Guidelines** – these guidelines provide detailed information on key areas of safeguarding in the life of a Baptist church
- 4) **Useful Contacts**

DEFINITIONS OF TERMS

The term 'child' refers to anyone under the age of 18 years.

There is no standard single definition for an adult at risk, so for our policy we are using the following simple definition taken from Thirtyone:Eight (formerly CCPAS - Churches' Child Protection Advisory Service):

'Any adult aged 18 or over who due to disability, mental function, age, illness or traumatic circumstances may not be able to take care or protect themselves against the risk of significant harm, abuse, bullying, harassment, mistreatment or exploitation'.

SECTION 1 – SAFEGUARDING POLICY STATEMENT

SAFEGUARDING POLICY STATEMENT FOR (NAME) BAPTIST CHURCH

Our vision....

..... is to love God, to be a spirit filled people committed to show the love of Jesus, express our servant hearts to the world and grow the Church. (1 Chronicles 4:10)

In fulfilling this vision, we:

- Welcome children and adults at risk into the life of our community
- Run activities for children and adults at risk
- Make our premises available to organisations working with children and adults at risk

Our safeguarding responsibilities

The church recognises its responsibilities in safeguarding all children, young people and adults at risk, regardless of gender, ethnicity or ability.

As members of this church we commit ourselves to the nurturing, protection and safekeeping of all associated with the church and will pray for them regularly. In pursuit of this, we commit ourselves to this policy and to the development of sound procedures to ensure we implement our policy well.

- **Prevention and reporting of abuse**

It is the duty of each church member to help prevent the abuse of children and adults at risk, and the duty of each church member to respond to concerns about the well-being of children and adults at risk. Any abuse disclosed, discovered or suspected will be reported in accordance with our procedures. The church will fully co-operate with any statutory investigation into any suspected abuse linked with the church.

- **Safer recruitment, support and supervision of workers**

The church will exercise proper care in the selection and appointment of those working with children and adults at risk, whether paid or voluntary. All workers will be provided with appropriate training, support and supervision to promote the safekeeping of children and adults at risk.

- **Respecting children and adults at risk**

The church will adopt a code of behaviour for all who are appointed to work with children and adults at risk so that all children and adults are shown the respect that is due to them.

- **Safer working practices**

The church is committed to providing an environment that is as safe as possible for children and adults at risk and will adopt ways of working with them that promote their safety and well-being.

- **A safer community**

The church is committed to the prevention of bullying. The church will seek to ensure that the behaviour of any individuals who may pose a risk to children, young people and adults at risk in the community of the church is managed appropriately.

Safeguarding contact points within our church

The church has appointed the following individuals to form part of the church safeguarding team:

Christine Thomas, Designated Person for Safeguarding (DPS)

They will advise the church on any matters related to the safeguarding of children and adults at risk and take the appropriate action when abuse is disclosed, discovered or suspected.

Phone number ...+34 711082285..... Email address ...cjpenrose54@gmail.com...

Christine Maynard, Deputy Designated Person for Safeguarding (DDPS)

They will assist the Designated Person for Safeguarding (DPS) in helping the church on any matters related to the safeguarding of children and adults at risk and take the appropriate action when abuse is disclosed, discovered or suspected.

Phone number ...+34 711011957..... Email address ...chris.maynard1@ntl.com.....

Maldwyn Thomas, Safeguarding Trustee

They will raise the profile of safeguarding within the church and oversee and monitor the implementation of the safeguarding policy and procedures on behalf of the church trustees.

Phone number ...+34 711092655..... Email address ...mal.thomas.jibc@gmail.com.....

Our church minister is also an important part of the Church Safeguarding Team. Where possible, the Church Safeguarding Team will work together if and when issues arise. However, each person has a responsibility to report allegations of abuse as soon as they are raised.

(Further definitions of these roles can be found in Appendix 4 – Safeguarding Roles and Responsibilities)

Putting our policy into practice

- A copy of the safeguarding policy statement will be displayed permanently on the church noticeboard and church office.
- Each worker with children and/or adults at risk will be given a full copy of the safeguarding policy and procedures and will be asked to sign to confirm that they will follow them.
- A full copy of the policy and procedures will be made available on request to any member of, or other person associated with the church.
- The policy and procedures will be monitored and reviewed annually, and any necessary revisions adopted into the policy and implemented through our procedures.
- The policy statement will be read annually at the church AGM, together with a report on the outcome of the annual safeguarding review.

SECTION 2 - SAFEGUARDING PROCEDURES