

Crawley Baptist Church

Child Protection Procedures

Good practice guidelines

1. Good practice with children and young people

As far as possible, a worker should not be alone with a child or children, where their activity cannot be seen. On church premises, this may mean leaving doors open, or two groups working in the same room.

- A child or young person is not invited to a person's home alone. It is acceptable to invite a group if you ensure that another adult is in the house. Establish that each parent / carer knows where their child is and at what time they should return home.
- In a counselling situation with a young person where privacy and confidentiality are important, ensure that another adult knows where the interview is taking place and with whom. Whenever possible, another adult should be in the building, and the young person should know they are there. It is good practice to set an agreed time limit prior to the counselling session and to stick to it.
- At no time should one adult be alone on church premises with a child or group of children and young people.
- Make sure you have a suitable ratio of staff to children and young people. The ratio will depend on the age of children and young people and the activity. Recommended ratios can be found on page 14 of the Baptist Union's Document – *Safe to Grow* (Revised edition)

2. The way we work

- Treat all children and young people with respect and dignity. Use age appropriate language and Tone of voice. Be aware of your own body language and the effect you are having on the individual child or young person.
- Listen well. Be careful not to assume you know what the child or young person is thinking or feeling. Listen to what is spoken and to how it is said. At the same time, observe the body language to better understand what is being said.

- Do not engage in the following:-
 - Invading the privacy of children or young people when they are using the toilet or showering.
 - Rough games involving physical contact between a leader and a child or young person.
 - Sexually provocative games
 - Making sexually suggestive comments about or to a child or young person, even in 'fun'.
 - Scapegoating, belittling, ridiculing, or rejecting a child or young person.

- When it is necessary to control and discipline children and young people, this should be done without using physical punishment. (A situation may, however, arise where a child or young person need to be restrained in order to protect them or a third person.)

- Make sure another adult is present if, for example a young child soiled their underclothes and need to be thoroughly washed. If possible, the child's own parent or carer should be called in to carry out such a task.

- Do not respond to excessive attention- seeking that is overtly sexual or physical in nature.

- Avoid giving lifts to children and young people on their own, other than for short journeys. If they are alone it may be appropriate to ask them to sit in the rear of the car. Any person giving lifts to children or young people must be a competent driver, hold the appropriate documentation and have a road worthy vehicle with current M.O.T certificate and insurance.

- Wherever possible, leaders will not share sleeping accommodation with children or young people when taking a group away. For each event, sleeping arrangements will be considered and notified to parents/carers along with full details of the trip. Separate consent will also be required for all residential trips. A leader organising a residential trip will be required to follow the good practice guidelines and procedures published by the Baptist Union of Great Britain in its publication Safe to grow (Revised edition)

3. Good Practice with Colleagues

If you see another member of the team acting in ways which might be misconstrued, be prepared to speak to them or a Team leader about your concerns. Leaders should encourage an atmosphere of mutual support and care which allows all workers to be comfortable enough to discuss inappropriate attitudes or behaviour.