



QUEEN'S PARK BAPTIST CHURCH
SAFEGUARDING TEAM
SAFEGUARDING, CHILDREN, YOUNG PEOPLE
AND ADULTS AT RISK POLICY

March 2022

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CHURCH DETAILS

Name: Queen's Park Baptist Church

Address: 180 Queen's Drive,

Queen's Park,

Glasgow,

G42 8QD

Tel No: 0141 423 3962

Email address: office@qpbc.org

Denomination: Baptist Union of Scotland

MISSION STATEMENT

The Senior Leadership Team (SLT) of the Church recognises the importance of its ministry to children, young people and adults. It also acknowledges its responsibility to protect and safeguard the welfare of vulnerable people, including adults at risk, children and young people who are in contact with the church.

As part of its mission, the Church is committed to:

- Valuing, listening to and respecting vulnerable people, including children, young people and adults at risk, as well as promoting their welfare and protection.
- Safe recruitment, supervision and training for all the voluntary, management, pastoral and contracted staff workers within the church.
- Adopting a procedure for dealing with concerns about possible abuse.
- Encouraging and supporting parents/carers.
- Supporting those affected by abuse.
- Maintaining good links with the statutory childcare and adult protection authorities and other organisations.
- Procedures and training to ensure information privacy and safety for everyone in the church, including children, young people and adults at risk.

CHURCH POLICY

The SLT recognises the need to provide a safe and caring environment for children, young people and adults at risk in accordance with the Child Protection Scotland Act 2003 Adult Support and Protection (Scotland) Act 2007 and good practice recommended by the Scottish Executive. It also acknowledges that adults at risk, children and young people can be the victims of physical, sexual, spiritual, financial and emotional abuse, and neglect.

The SLT has therefore adopted the procedures set out in this document. It also recognises the need to build constructive links with statutory and voluntary agencies for vulnerable people, including child protection agencies. The SLT undertakes to publicise this policy to the membership of the church.

The SLT team is committed to safe recruitment. This includes vetting, initial training in this policy (including the appendices below), and interviewing for those applying for work, including voluntary work in the church. The training and subsequent interviewing will ensure that the candidate has good knowledge of this policy and its procedures. Interviews will always be carried out by at least two people. Currently training sessions and interviews are conducted by those on the safeguarding team.

There will be on-going child and adult protection training for all children/youth workers and those working with adults at risk, including volunteers.

The SLT also undertakes to follow the principles found within the Abuse of Trust guidance issued by the Home Office and it is therefore unacceptable for those in a position of trust to engage in any behaviour which might allow a sexual relationship to develop for as long as the relationship of trust continues.

WORKING WITH CHILDREN AND YOUTH: RECRUITMENT POLICY

Queen's Park Baptist Church (QPBC) does not give responsibility for the protection of children or adults at risk to anybody under the age of sixteen. It follows that we do not vet or put forward for the Protecting Vulnerable Groups Membership Scheme (PVG) anyone under the age of sixteen.

Everyone undertaking regulated work with children/youth, requires to be a member of the PVG scheme and to have satisfactorily completed the QPBC internal vetting process.

The extent to which a new volunteer can assist with a ministry before PVG membership and QPBC's internal vetting process is completed is determined by the leader of that ministry; except that the volunteer cannot work **unsupervised** until both the PVG and QPBC's internal vetting are completed successfully.

If someone who is a member of the PVG Scheme and has gone through the QPBC vetting process requires to step-down, this must be discussed with their ministry leader. If they do not return to their volunteering role within 12 months then their membership is no longer valid. At this point QPBC would inform Disclosure Scotland that QPBC is no longer an interested party. If after 12 months they wish to return to volunteering a new application for membership of the PVG scheme would require to be submitted in relation to their work with QPBC.

If someone applies to volunteer who is in receipt of the old Scottish Government Disclosure Certificate, pre-2011, they require to reapply to the new PVG Membership Scheme to enable them to work with children and youth.

WORKING WITH PROTECTED ADULTS: RECRUITMENT POLICY

QPBC does not give responsibility for the protection of adults at risk to anybody under the age of sixteen. It follows that we do not vet or put forward for the Protecting Vulnerable Groups Membership Scheme (PVG) anyone under the age of sixteen.

Everyone working with protected adults is required to be a member of the PVG scheme and to have satisfactorily completed the QPBC internal vetting process. If you are unsure if your work will be with protected adults, please speak to your ministry leader.

The extent to which a new volunteer can assist with a ministry before PVG membership and QPBC's internal vetting process is completed is determined by the leader of that ministry; except that the volunteer cannot work **unsupervised** until both the PVG and QPBC's internal vetting are completed successfully.

If someone who is a member of the PVG Scheme and has gone through the QPBC vetting process requires to step-down for personal/medical reasons, this must be discussed with their ministry leader. If they do not return to their volunteering role within 12 months then their membership is no longer valid. It is their responsibility to inform Disclosure Scotland that they are no longer volunteering with us and wish to be removed from the scheme. If after 12 months they wish to return to volunteering a new application for membership of the PVG scheme would require to be submitted in relation to their work with QPBC.

If someone applies to volunteer who is in receipt of the old Scottish Government Disclosure Certificate, pre-2011, they require to reapply to the new PVG Membership Scheme to enable them to work with adults at risk.

In relation to the Pastoral Visiting Team, any prospective member of this group must be recommended to, and approved by, a QPBC Pastor prior to commencing the PVG and QPBC application process.

POSSIBLE INDICATORS OF ABUSE

Abuse or suspected abuse may come to attention through

- direct observation
- direct or indirect reporting in conversations with children or adults, including carers through witnessing some potential indicators of abuse.

In its training as part of recruitment, QPBC will include knowledge and testing of the knowledge, of these potential indicators of abuse. See the appendices to this policy.

RESPONDING TO SUSPICIONS

Under no circumstances should a church worker or volunteer carry out their own investigation into the allegation or suspicion of abuse. The person in receipt of allegations or suspicions of abuse require to do the following:

- It is vital not to promise to keep information 'secret' but assure the person talking to you that their information will be treated with strictest confidence and only shared with those who need to know. Those listening to a disclosure should be careful not to investigate, or inadvertently put 'words in people's mouths' or present closed (yes or no) questions that may lead the person to answer with inaccurate information.
- Concerns must be reported as soon as possible to the Ministry leader of the group concerned (e.g. Mairi Greenshields for Children; Josh Silver for Youth and Brodie McGregor for Pastoral Visiting) or to the Trustee who sits as chair (Ali Meek) or another member of the Safeguarding Team (Janice Aitken, Ali Smithers, Mairi Greenshields or Lindsay Marshall. The Safeguarding Team Administrators are Elaine and Graham Cunningham). The contact details of these people can be found on Church Suite; if an individual cannot access Church Suite, contact details will be made available via the church office. The Safeguarding Team is overseen by the Trustees and act on their behalf in dealing with the allegation or suspicion of neglect or abuse, including referring the matter on to the statutory authorities. Posters reminding volunteers of who to contact have now been placed around all of the QPBC buildings.
- All concerns or disclosures should be recorded and signed, where possible, using the Safeguarding Concern Report form (see Appendix 6) and passed to the ministry leader

or safeguarding team at the first possible opportunity (ideally within 24 hours ensuring there is verbal or written receipt of the concern).

- The Trustees may also be required by conditions of the Church Insurance Policy to immediately inform the Insurance Company. They may also be required as part of their denominational policy to inform strategic personnel within the denomination, namely Rev Martin Hodson from the Baptist Union of Scotland (Tel. 0141 423 6169).
- Whilst allegations or suspicions of abuse will normally be reported to a member of the Safeguarding Team or Ministry Leader, the absence of members or their lack of availability should not delay referral to Social Care Direct. In the absence of a member of the Safeguarding Team/Ministry Leader, or if the suspicions in any way involve any member of the Safeguarding Team/other church official then the report should be made to Social Care Direct (0141 287 0555). If you consider the child/young person or adult at risk is at immediate risk of significant harm, call the police on 999.

Seek medical help if needed urgently, informing the doctor of any suspicions:

- For lesser concerns, (e.g. parenting), encourage parent/carer to seek help, but not if this places the adult or child at risk of injury.
- Where the parent/carer is unwilling to seek help, offer to accompany them. In cases of real concern, if they still fail to act, contact Social Care Direct for advice.
- Suspicions must not be discussed with anyone other than those nominated above. A written record of the concerns and discussions with the people concerned (including the children or adult/s at risk of harm) should be made as soon as possible. Record dates and times of these events, when you made the record and sign it. These notes will be kept in a secure place for possible future reference in any legal or police follow up. Email systems should not be used for this purpose, since the Church recognises in its procedures that email systems are not secure and may not provide the confidentiality required.
- The Trustees will support the Safeguarding Team in its role and accepts that any information the Safeguarding Team/Ministry Leader may have in their possession will be shared in a strictly limited way on a need to know basis.
- It is, of course, the right of any individual as a citizen to make a direct referral to the children or adult protection agencies or seek advice from [thirtyone:eight](#), in addition to following this procedure. If the individual with the concern feels that the Safeguarding Team/Ministry Leader has not responded appropriately, or where they have a disagreement with its members or others as to the appropriateness of any action or lack of action, they may contact an outside agency directly.

We thereby hope that the church will fulfil its commitment to effective protection for children and adults at risk.

The role of the Safeguarding Team is to collate and clarify the precise details of the allegation or suspicion and pass this information on to the Social Work Department. It is the Social Work Department's responsibility to consider and if necessary, to investigate the matter

under the appropriate legislation and regulations. It is not the role of any person in the church to carry out investigations themselves.

APPOINTMENT, SUPPORT, SUPERVISION & TRAINING OF LEADERS & WORKERS

The Trustees will ensure all workers will be appointed, vetted, trained, supported and supervised in accordance with the principles of protection set out in our policies and in government guidelines - Protection of vulnerable groups; Protecting Children (VDS 1995) Scottish Criminal Records Office, [thirtyone:eight](#) guidance, and Church practice as laid out in the attached documents in the appendices below. The same principles will apply to those appointed to work with children and with adults (potentially) at risk.

SUPERVISION OF GROUP/CHILDREN'S ACTIVITIES

The Trustees will provide appropriate support and supervision for each specific activity in line with the requirements of this policy and any other relevant regulation.

SUPPORT TO THOSE AFFECTED BY ABUSE

The Trustees are committed to offering pastoral care, working with statutory agencies as appropriate and providing support to any person attending the church who is affected by abuse.

POLICY REVIEW

This policy will be reviewed annually at the start of September each year.

RELEVANT LEGISLATION:

Children (Scotland) Act 1995

Child Protection (Scotland) Act 2003

[Protection of Children and Prevention of Sexual Offences \(Scotland\) Act 2005](#)

Adult Support and Protection (Scotland) Act 2007

Protection of Vulnerable Groups (PVG) (Scotland) Act 2007

General Data Protection Regulations May 2018

Domestic Abuse (Scotland) Act 2018

[National Guidance for Child Protection in Scotland 2021](#)

APPENDIX 1

Recognising potential abuse

The following gives the common recognised forms of abuse of vulnerable people, including children, and the signs to be aware of to prevent abuse.

PHYSICAL INJURY

Actual or attempted physical injury to a child, including the administration of toxic substances, where there is knowledge, or reasonable suspicion that the injury was inflicted or knowingly not prevented.

SEXUAL ABUSE

Any child may be deemed to have been sexually abused when any person(s) by design or neglect exploits the child, directly or indirectly, in any activity intended to lead to the sexual arousal or other forms of gratification of that person or any other person(s) including organised networks. This definition holds whether or not there has been genital contact and whether or not the child is said to have initiated, or consented, to the behaviour.

NON-ORGANIC FAILURE TO THRIVE

Children who significantly fail to reach normal growth and developmental milestones (i.e. physical growth, weight, motor, social and intellectual development) where physical and genetic reasons have been medically eliminated and a diagnosis of non-organic failure to thrive has been established.

EMOTIONAL ABUSE

Failure to provide for the child's basic emotional needs such as to have a severe effect on the behaviour and development of the child.

PHYSICAL NEGLECT

This occurs when a child's essential needs are not met and this is likely to cause impairment to physical health and development. Such needs include food, clothing, cleanliness, shelter and warmth. A lack of appropriate care, including deprivation of access to health care, may result in persistent or severe exposure, through negligence, to circumstances which will endanger the child.

SPIRITUAL ABUSE

Linked with emotional abuse, spiritual abuse could be defined as an abuse of power, often done in the name of God or religion, which involves manipulating or coercing someone into thinking, saying or doing things without respecting their right to choose for themselves. Some indicators of spiritual abuse might be a leader who is intimidating and imposes his/her will on other people, perhaps threatening dire consequences or the wrath of God if disobeyed. He or she may say that God has revealed certain things to them and so they know what is right. Those under their leadership are fearful to challenge or disagree, believing they will lose the leader's (or more seriously God's) acceptance and approval.

The issue of the exploitation of vulnerable young people and adults by people in positions of power within the church is covered in some detail in the report "Time for Action", produced by Churches Together in Britain and Ireland (CTBI).

FINANCIAL ABUSE

Age UK have multiple definitions of financial abuse listed such as: "Financial or material abuse – including theft, fraud, internet scamming, coercion in relation to an adult's financial affairs or arrangements, including in connection with wills, property, inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits'....

DOMESTIC VIOLENCE

The Home Office definition of domestic violence is "Any violence between current or former partners in an intimate relationship, wherever and whenever the violence occurs. The violence may include physical, sexual, emotional or financial abuse." (Home Office Research Studies, Domestic Violence: Findings from a new British Crime Survey self-completion questionnaire.1999)

ABUSE BY ORGANISED NETWORKS OR MULTIPLE ABUSERS

Complex cases arise in which a number of children are abused by the same perpetrator or multiple perpetrators. These may involve (see 'Protecting Children – A Shared Responsibility' 1998):

- other social networks which act together to abuse children
- children recruited (or abducted) for abuse by a network of adults

- children abused in an institutional setting (for example youth organisations, educational establishments or residential homes) by one or more perpetrator, including other young people.
- child pornography or drug misuse being used either to entice or entrap children for sexual exploitation
- recruitment of children for prostitution

CHILD PROSTITUTION

Children involved in prostitution and other forms of commercial sexual exploitation should be treated primarily as the victims of abuse and their needs require careful assessment. (Government Guidelines-'Working Together to Safeguard Children' 1999. See also 'Safeguarding Children Involved in Prostitution - Supplementary Guidance to Working Together to Safeguard Children').

The following signs overleaf may or may not be indicators that abuse has taken place, but the possibility should be considered.

PHYSICAL SIGNS OF ABUSE

- Any injuries not consistent with the explanation given for them
- Injuries that occur to the body in places which are not normally exposed to falls, rough games, etc
- Injuries that have not received medical attention
- Neglect - undernourishment, failure to grow, constant hunger, stealing or gorging food, untreated illnesses, inadequate care, etc
- Undue reluctance to change for, or participate in, games or sports
- Repeated urinary infections or unexplained tummy pains
- Bruises, bites, burns, fractures etc which do not have an accidental explanation
- Cuts/scratches/substance abuse
- Flinching, or frozen, behaviour.

INDICATORS OF POSSIBLE SEXUAL ABUSE

- Any allegations made concerning sexual abuse
- Child with excessive preoccupation with sexual matters and detailed knowledge of adult sexual behaviour, or who regularly engages in age-inappropriate sexual play
- Sexual activity through words, play or drawing
- Child who is sexually provocative or seductive with adults
- Inappropriate bed-sharing arrangements at home
- Severe sleep disturbances with fears, phobias, vivid dreams or nightmares, sometimes with overt or veiled sexual connotations.
- Self-harm, including eating disorders - anorexia, bulimia

EMOTIONAL SIGNS OF ABUSE

- Changes or regression in mood or behaviour, particularly where a child withdraws or becomes clinging. Also depression/aggression, extreme anxiety.
- Nervousness, frozen watchfulness
- Obsessions or phobias
- Sudden under-achievement or lack of concentration
- Inappropriate relationships with peers and/or adults
- Attention-seeking behaviour
- Persistent tiredness
- Running away/stealing/lying

RACE, CULTURE & RELIGION

Crucial to any assessment is a knowledge and sensitivity to racial, cultural and religious aspects. Remember also that differences exist not only between ethnic groups but also within the same ethnic group and between different neighbourhoods and social classes. While different practices must be taken into account, it is also important to remember basic human rights. Different approaches to care do not justify abuse of children or adult

APPENDIX 2

How to respond to a disclosure

GENERAL POINTS

- Above everything else listen, listen, listen
- Show acceptance of what the child/adult says (however unlikely the story may sound)
- Keep calm
- Look at the child/adult directly
- Be honest
- Tell the child/adult you will need to let someone else know - don't promise to keep the information a 'secret' but reassure that you won't share widely.
- Even when a child has broken a rule, they are not to blame for the abuse
- Be aware that the child/adult may have been threatened or bribed not to tell
- Never push for information. If the child/adult decides not to tell you after all, then accept that and let them know that you are always ready to listen.
- As soon as possible write down what has been shared (See RESPONDING TO SUSPICIONS, in main document)

HELPFUL RESPONSES

- You have done the right thing in telling
- That must have been really hard
- I am glad you have told me
- It's not your fault
- I will help you

DON'T SAY

- Why didn't you tell anyone before?
- I can't believe it!
- Are you sure this is true?
- Why? How? When? Who? Where?
- Never make false promises
- Never make statements such as "I am shocked, don't tell anyone else"
- Ask closed questions or probe for additional details.

CONCLUDING

Again, reassure the child/adult that they were right to tell you and show acceptance. Let them know what you are going to do next and you will let them know what happens (you might have to consider referring to the Social Work Department or the Police to prevent a child/adult or young person returning home if you consider them to be seriously at risk of further abuse). Contact QPBC responsible people (as noted in the Safeguarding Policy) or contact an agency such as CCPAS for advice or go directly to the Social Work Department/Police. Consider your own feelings and seek pastoral support if needed.

APPENDIX 3

Definition of 'adults at risk'.

Under the Adult Support and Protection (Scotland) Act 2007, an adult means an individual aged 18 or over. Under this Act 'adults at risk' are adults who:

- (a) are unable to safeguard their own well-being, property, rights or other interests,
- (b) are at risk of harm, and
- (c) because they are affected by disability, mental disorder, illness or physical or mental infirmity, are more vulnerable to being harmed than adults who are not so affected.

An adult is at risk of harm if:

- (a) another person's conduct is causing (or is likely to cause) the adult to be harmed, or
- (b) the adult is engaging (or is likely to engage) in conduct which causes (or is likely to cause) self-harm.'

Forms of abuse potentially suffered by adults at risk:

- Physical abuse
- Sexual abuse
- Psychological or emotional abuse
- Financial or material abuse
- Discriminatory abuse
- Institutional abuse

- Spiritual abuse

APPENDIX 4

List of local contacts for reporting:

- Social Care Direct (0141 287 0555)
- Out of Hours Social Work (0300 343 1505)

APPENDIX 5

QPBC SAFEGUARDING FLOW CHART



APPENDIX 6 – Safeguarding Concern Form



Safeguarding concern form

This form is to record any safeguarding concerns about children/young person or adults at risk. This may be either observations or disclosures. This form should be written as soon as possible and passed to your ministry leader / a member of the safeguarding team as soon as possible.

Person Reporting:	
Date concern noted/date of incident:	Time of concern note/time of incident:
Name of child / YP / adult at risk:	

Narrative of concern or incident: [who, what, where – be specific, objective and factual, quoting where appropriate]

Action taken by reporting person:			
Sign:		Date:	

Action taken by ministry leader / QPBC staff:			
Sign:		Date:	

Referred to external agency (i.e. police/social work)	Y / N
If Yes give detail:	

Conclusion / outcome:	

Appendix 7 – Indicators of Abuse (please note that this is not a definitive list)

Neglect	Emotional	Physical	Sexual
<ul style="list-style-type: none"> • Tired/listless • Unkempt • Poor hygiene • Untreated medical conditions • Medical appointments missed • Constantly hungry or stealing food • Over eats when food is available • Poor growth • Poor/late attendance • Being regularly left alone or unsupervised • Dressed inappropriately for the weather condition • Having few friends and/or being withdrawn • Ill equipped for school 	<ul style="list-style-type: none"> • Failure to thrive • Attention seeking • Over ready to relate to others • Low self esteem • Apathy • Depression/self-harm • Drink/drug/soil abuse • Persistently being over-protective • Constantly shouting at, threatening or demeaning a child • Withholding love and affection • Regularly humiliating a child 	<ul style="list-style-type: none"> • Unexplained injuries • Injuries on certain parts of the body • Injuries in various stages of healing • Injuries that reflect an article used • Flinching when approached • Reluctant to change • Crying/instability • Afraid of home • Behavioural extremes • Apathy/depression • Wanting arms and legs covered even in very hot weather 	<ul style="list-style-type: none"> • Age inappropriate sexual behaviour/knowledge/promiscuity • Wary of adults/running away from home • Eating disorders/depression/self-harm • Unexplained gifts/ money • Stomach pains when walking or sitting • Bedwetting • Recurrent genital discharge • Sexually transmitted diseases

Appendix 8: Life and Soul Counselling

The Life and Soul Counselling Service is a ministry of QPBC. It offers a safe and confidential service following the ethics and code of practice of COSCA (Counselling & Psychotherapy in Scotland). Counsellors within the service are trained to national standards and are given regular professional supervision. As such, any issue that could, under other circumstances be reported to and come under the auspices of the QPBC Safeguarding Team, will be discussed by the counsellors with the manager of the service and if deemed appropriate, will be escalated as appropriate following the code of practice of COSCA.