



# Webnet Safeguarding Policy and Procedures

|  |                               |             |                   |          |
|--|-------------------------------|-------------|-------------------|----------|
|  <b>webnet</b><br>west of england baptist network | Safeguarding Policy           |             |                   |          |
|  | SharePoint Name               | Version No. | Date              | Page No. |
|  | 120924<br>Safeguarding Policy | 1           | 12 September 2024 | 1 of 30  |

# INDEX

|   |    |
|---|----|
| Safeguarding in context                                       | 3  |
| Webnet safeguarding policy statement                          | 5  |
| Association responsibility for safeguarding                   | 6  |
| Safeguarding regarding Baptists Together accredited ministers | 9  |
| Safeguarding regarding Webnet Regionally Recognised Leaders   | 11 |
| Safeguarding regarding unaccredited ministers / leaders       | 12 |
| Association provision of training                             | 13 |
| Safeguarding training flow chart                              | 16 |
| Safeguarding contact points within the association            | 17 |
| Responding to allegations                                     | 18 |
| Regional Ministers  |    |
| Regional Staff  |    |
| Nationally accredited ministers                               |    |
| Unaccredited ministers / leaders                              |    |
| Webnet Regionally Recognised Leaders                          |    |
| Appendix 1 Useful resources and contacts                      | 27 |
| Appendix 2 Safeguarding case contact sheet                    | 29 |
| Appendix 3 Association case spreadsheet                       | 31 |
| Appendix 4 The role of the association safeguarding contact   | 32 |

## SAFEGUARDING IN CONTEXT

|   |                               |             |                   |          |
|---|-------------------------------|-------------|-------------------|----------|
|  | Safeguarding Policy           |             |                   |          |
|   | SharePoint Name               | Version No. | Date              | Page No. |
|   | 120924<br>Safeguarding Policy | 1           | 12 September 2024 | 2 of 30  |

## WHAT IS SAFEGUARDING?

**Safeguarding is the protection of adults and children from harm, abuse or neglect.**

We all have the same rights and expectations to independence, respect, choice, fulfilment of our ambitions, to be heard, included, and to have privacy and confidentiality. These expectations are central to the way in which we interact with each other in our life together.

Safeguarding involves a range of activities aimed at promoting the individual's fundamental right to be safe. These include making and maintaining safe environments for all, having processes to follow should something go wrong, and support for everyone involved.

The West of England Baptist Network, its leaders and trustees, have oversight of member churches within their region. Although they do not have direct responsibility for safeguarding practice within the churches, they have a support and challenge role, seeking to train, equip and support those with oversight of safeguarding. Every church is expected to have their own Safeguarding Policy and Procedures reflecting the needs of their own congregation. The West of England Baptist Network strongly recommends that this is based on the Baptist Union of Great Britain Model Safeguarding Policy and Procedures.


## THE THEOLOGY OF SAFEGUARDING

Each and every person is fearfully and wonderfully made, knitted together in their mother's womb, and loved by God who knows everything about them (Psalm 139). All are precious and have worth to God. Therefore, the church should strive to be a place of welcome, inclusion and care for all – no matter their age, abilities, health or history.

Jesus tells us that we are each called to love others and to treat them with the respect, dignity and love that we would want to receive ourselves (Matthew 22: 39). Therefore, the church should always aim to be a place of care, compassion and love – no matter how undignified someone may appear.

There are many examples of Jesus bringing healing and comfort to people in pain and discomfort, those isolated and alone. At the sight of people in distress he is filled with compassion (Mark 1:41). Therefore, the church should strive to be a place of healing, comfort and hope – no matter what the cause of suffering and sorrow.

Jesus was not afraid of challenging injustice and inequality, nor of confronting ignorance and arrogance. He sought out and spent time with marginalised people and he spoke passionately for those who had no voice (Matthew 23). Therefore, the church should strive to be a place of righteousness, advocacy and justice, speaking up for people who are oppressed and abused – no matter how costly that may be. Safeguarding is the protection of adults and children from harm, abuse or neglect. If we believe that all people are precious in the eyes of God, their creator; if we believe that as Christians we should follow the example of Jesus in his compassion and care for others; if we believe that the church should be a sanctuary of safety and peace; and if we believe that we as Christians should speak out against

|  |                               |             |                   |          |
|--|-------------------------------|-------------|-------------------|----------|
|  <b>webnet</b><br>west of england baptist network | Safeguarding Policy           |             |                   |          |
|  | SharePoint Name               | Version No. | Date              | Page No. |
|  | 120924<br>Safeguarding Policy | 1           | 12 September 2024 | 3 of 30  |

injustice, then safeguarding should be an automatic part of our church communities – as we strive to protect all people from harm, abuse or neglect and to love, care and support all who have been affected by such damaging behaviour.

**“By this everyone will know that you are my disciples, if you love one another.”  
(John 13: 35 – NIV)**

## Webnet SAFEGUARDING POLICY STATEMENT 2024

The trustees of Webnet care about the safeguarding of everyone who comes into contact with churches in membership with the Association.

The trustees recognise that they have no power to enforce good practice in safeguarding upon member churches and nor can they accept any responsibility for safeguarding in churches as this is the responsibility of the leaders of each local church.

However, the trustees of Webnet actively encourage each Baptist church in membership to take safeguarding seriously.

The Webnet trustees expect each church to have a robust safeguarding policy in place and to act in line with that policy. To this end, the trustees recommend the Baptist Together model policy and procedures for safeguarding.


The trustees themselves are following the Baptists Together safeguarding policies and guidelines. The Baptists Together website provides up to date safeguarding policies and guidelines which Webnet would commend to all churches within the network. The Trustees have enabled a network of safeguarding trainers who are able to provide training for level 2 and level 3 training for churches within the network. The delivery of safeguarding training at appropriate levels around the network is overseen by the Regional Minister with oversight of Safeguarding, reporting directly to the Trustees.

Trustees and staff are subject to the DBS checks appropriate for their role and are expected to undertake safeguarding training to at least level 2.

The Trustees of Webnet undertake to exercise proper care in the selection and appointment of any paid or volunteer staff working with children, young people or adults at risk, for example at network events. This includes ensuring that DBS checks are undertaken at an appropriate level.

The Webnet Safeguarding Contact is Kath Needham; Webnet's designated Regional Minister / Deputy Safeguarding Contact is Rev. Gary Woodall. Webnet's designated Trustee for Safeguarding is Steve Finamore.

Leaders in local churches are responsible for:

|  |                               |             |                   |          |
|--|-------------------------------|-------------|-------------------|----------|
|  <b>webnet</b><br>west of england baptist network | Safeguarding Policy           |             |                   |          |
|  | SharePoint Name               | Version No. | Date              | Page No. |
|  | 120924<br>Safeguarding Policy | 1           | 12 September 2024 | 4 of 30  |

- Putting a safeguarding policy in place and ensuring that it is disseminated appropriately and adhered to in all aspects.
- The activities undertaken by the church on its own premises and elsewhere and for ensuring that outside groups using their premises have appropriate policies to which they adhere.


In fulfilling aim of churches being safe places for all, we will:

- Have a named Association Safeguarding Contact with suitable training and experience to support churches with safeguarding matters
- Have a named safeguarding trustee responsible, along with the Association Safeguarding Contact, for promoting safeguarding practice across the life of the Network
- Promote Excellence in Safeguarding within the churches of the network
- Offer support and advice to churches with safeguarding concerns or incidents
- Provide Excellence in Safeguarding training (Level 2 and 3) in line with the recommendations of the Baptist Union of Great Britain

Adopted by the Trustees on 2<sup>nd</sup> July 2021.

## ASSOCIATION RESPONSIBILITY FOR SAFEGUARDING

Webnet recognises its responsibilities in safeguarding all children, young people and adults at risk associated with it, both directly and by supporting member churches. We commit ourselves to the nurturing, protection and safeguarding of all those in our church communities, especially children, young people and adults at risk. In pursuit of this we commit ourselves to this policy and the development of sound procedures to implement our policy well.

|   |                               |             |                   |          |
|---|-------------------------------|-------------|-------------------|----------|
|  | Safeguarding Policy           |             |                   |          |
|   | SharePoint Name               | Version No. | Date              | Page No. |
|   | 120924<br>Safeguarding Policy | 1           | 12 September 2024 | 5 of 30  |

## Prevention and Reporting of Abuse

It is the duty of every member of the regional network team, including trustees to help prevent the abuse of children, young people and adults at risk and to respond to concerns about the well-being of those within our churches. Any abuse disclosed, discovered or suspected will be reported in accordance with our procedures. We will also support our churches to enable them to respond to concerns about the well-being of children, young people and adults at risk in line with our procedures.

## Safe Recruitment, Support and Supervision of Workers

The network will exercise proper care in the selection and appointment of all workers, particularly those in a position of trust or working directly with children, young people or adults at risk. All workers will be provided with appropriate training, support and supervision to promote the safeguarding of children, young people and adults at risk.

## Supporting Churches

Webnet has a named person responsible for supporting churches managing safeguarding concerns (the network Safeguarding Contact). They have completed Level 2 and 3 in Excellence in Safeguarding and understand the procedures for escalating safeguarding concerns. Where they are unsure about the best course of action, they will work with the National Safeguarding Team to ensure that the situation is managed well and those at risk are properly safeguarded.

## Promote Best Safeguarding Practice

All Webnet staff, trustees and volunteers are responsible for promoting best safeguarding practice amongst the churches they support. This includes seeking support from the network Safeguarding Contact when necessary and following the advice that has been given.

## Provide Training


Webnet will facilitate safeguarding training for churches in our area using the Baptist Union Level 2 and 3 Excellence in Safeguarding material. We will ensure that we have knowledgeable and experienced trainers to facilitate the course who have completed the BUGB Train the Trainer course for each level. Webnet will ensure that Level 2 and 3 safeguarding training is available to churches throughout the Region and widely promoted by all regional team members.

## Working with national and statutory bodies

To ensure that children, young people and adults at risk within our churches are properly safeguarded, we will work closely with the Baptist Union of Great Britain National Safeguarding Team, statutory authorities, other denominations and uniformed organisations, sharing information where necessary.

Part of this commitment to working together to safeguard children, young people and adults at risk will include the network Safeguarding Contact participating in the work of the National Safeguarding Contacts Group, which serves as a coordinating body for improvements in safeguarding policy and practice.

## Webnet events

|  |                               |             |                   |          |
|--|-------------------------------|-------------|-------------------|----------|
|  <b>webnet</b><br>west of england baptist network | Safeguarding Policy           |             |                   |          |
|  | SharePoint Name               | Version No. | Date              | Page No. |
|  | 120924<br>Safeguarding Policy | 1           | 12 September 2024 | 6 of 30  |

Webnet will ensure that at all Association events will comply with the network safeguarding policy and procedures as outlined in the Baptist Together policy and procedures.

### Baptist Together Accredited Ministers

Webnet staff will be responsible for verifying documents of nationally accredited persons for the completion of DBS.

### Webnet Regionally Recognised Leaders

Webnet are responsible for ensuring that all Regionally Recognised Leaders have a DBS to be renewed every five years, and that all Regionally Recognised Leaders undertake level 2 and 3 safeguarding training every four years.

### Support for Network Churches

Webnet will provide support to churches and ministers regarding safeguarding issues. Churches requiring advice can do so through the network. Webnet staff will NOT give advice but be a conduit for advice; Webnet will seek advice from the Baptist Together National Safeguarding Team where necessary.

Webnet will provide support to church and ministers regarding safeguarding concerns. This could include support in establishing safeguarding contracts or support when safeguarding allegations or investigations are underway.

Webnet will keep a record of all safeguarding concerns and questions (Except for training information). All staff will be responsible to report any conversations or concerns on the reporting file in Webnet's shared drive.


## SAFEGUARDING REGARDING BAPTIST TOGETHER ACCREDITED MINISTERS

### Introduction

We recognise that churches expect accredited ministers and other accredited workers to be up to date with best practice in safeguarding and to be able to demonstrate that they have appropriate clearance to carry out work that brings them into regular contact with children, young people and adults at risk.

### DBS Enhanced Disclosure

All accredited persons and Nationally Recognised Pastors must have an enhanced disclosure checking for both the barred lists for children and adults, in order to be on the appropriate register.

|  |                               |             |                   |          |
|--|-------------------------------|-------------|-------------------|----------|
|  <b>webnet</b><br>west of england baptist network | Safeguarding Policy           |             |                   |          |
|  | SharePoint Name               | Version No. | Date              | Page No. |
|  | 120924<br>Safeguarding Policy | 1           | 12 September 2024 | 7 of 30  |

The disclosure should be renewed every five years through DDC, via the association, or when a new post is taken up if this is sooner.

This requirement will not apply to: Ministers who are not undertaking regulated activity and have signed the NIRAD form 1 stating that they will undertake an enhanced disclosure should they return to regulated activity.

Ministers who are retired and are no longer undertaking regulated activity (e.g. not serving in a retirement pastorate or as a moderator); and have signed the NIRAD form.

Ministers serving as Chaplains with the armed forces are required to undertake a DBS check every five years, but this will be administered through the United Board rather than DDC.

Where a disclosure is blemished, this will be assessed by the National Safeguarding Team and recommendations will be passed to the Ministries Team in relation to BU Accredited Ministers and Nationally Recognised leaders.

Through the DDC system accredited persons will be sent an email to inform them that the disclosure is due to be renewed and one subsequent email reminder. Over the next few years these may come from the network team until all renewal dates are on the DDC system. If a disclosure is not applied for the Ministries Team will be informed and one final reminder will be sent. Failure to comply with this request will result in the MRC being asked to consider removing accreditation. In these circumstances the accredited person will be given 14 days notice in order to make representation to the committee.


Accredited persons who fail to book to attend the safeguarding training for levels 2 and 3 having been contacted Webnet team will be reminded by them on one further occasion. If they fail to book and attend the training, the Ministries Team will be informed, and a further reminder will be sent. Failure to respond to this reminder will mean that the MRC will be asked to consider removing their accreditation. In these circumstances the accredited person will be given 14 days notice in order to make representation to the committee.

### Safeguarding Training

Nationally Recognised Pastors must undertake the BUGB level 2 and 3 safeguarding training every four years, and at least one online module per year in the intervening years.

This requirement will not apply if the minister is serving as a Chaplain where safeguarding training is provided which is relevant to the ministry that they are undertaking. However, if they serve as a 1 NIRAD Form – Not In Regulated Activity Declaration Form.

### Retired Minister

|  |                               |             |                   |          |
|--|-------------------------------|-------------|-------------------|----------|
|  <b>webnet</b><br>west of england baptist network | Safeguarding Policy           |             |                   |          |
|  | SharePoint Name               | Version No. | Date              | Page No. |
|  | 120924<br>Safeguarding Policy | 1           | 12 September 2024 | 8 of 30  |



The requirement to sign a NIRAD will be phased in. Retired Ministers who are known to no longer be in active ministry will not be asked to sign a form. If the Association are not clear on this they will clarify this with the minister concerned. Minister will be provided with the form on retirement and if their DBS enhanced disclosure is due and they no longer need one. Returning the form will result in them no longer being reminded about the need to undertake a DBS disclosure.

### Failure to Comply

The responsibility to keep up to date with DBS enhanced disclosures and safeguarding training is that of the accredited person.


## SAFEGUARDING REGARDING Webnet REGIONALLY RECOGNISED LEADERS

### Introduction

We recognise that churches expect accredited Regionally Recognised Leaders to be up to date with best practice in safeguarding and to be able to demonstrate that they have appropriate clearance to carry out work that brings them into regular contact with children, young people and adults at risk.

### DBS Enhanced Disclosure

All Regionally Recognised Leaders must have an enhanced disclosure checking for both the barred lists for children and adults, in order to be on the appropriate register.

|   |                               |             |                   |          |
|---|-------------------------------|-------------|-------------------|----------|
|  | Safeguarding Policy           |             |                   |          |
|   | SharePoint Name               | Version No. | Date              | Page No. |
|   | 120924<br>Safeguarding Policy | 1           | 12 September 2024 | 9 of 30  |

Where a disclosure is blemished, this will be reviewed by the National Safeguarding Officer, who will inform the church and Webnet of the review and any necessary action. When the disclosure relates to a Regionally Recognised Minister the outcome of the risk assessment will be shared with Webnet Safeguarding Contact in the first instance.

Through the DDC system Regionally Recognised Leaders via the local church will be sent an email to inform them that the disclosure is due to be renewed and one subsequent email reminder. Regionally Recognised Leaders need to inform the association of the date when the disclosure was issued. Failure to comply with this request will result in the Webnet MRC being asked to consider removing accreditation.

### Safeguarding Training

Regionally Recognised Leaders must undertake the BUGB level 2 and 3 safeguarding training every four years. Failure to respond to this reminder will mean that the MRC will be asked to consider removing their recognition.

### Failure to Comply

The responsibility to keep up to date with DBS enhanced disclosures and safeguarding training is that of the recognised person.

## SAFEGUARDING REGARDING WEBNET UNACCREDITED MINISTERS


### Introduction

We recognise that churches expect unaccredited Ministers / leaders to be up to date with best practice in safeguarding and to be able to demonstrate that they have appropriate clearance to carry out work that brings them into regular contact with children, young people and adults at risk.

### DBS Enhanced Disclosure

DBS checks for Unaccredited Ministers are the responsibility of the local church. The Association has no legal right to know the information included in the check. However, the network will request from the church the date and number of the DBS check and this will be recorded on the Dynamo database. This ensures consistency with the recording of information about ministers regardless of their accreditation status.

When an Unaccredited Minister has a blemished disclosure, the National Safeguarding Team will share any recommendations from the risk assessment directly with the church in the first instance. If they consider that the church needs support in implementing the recommendations from the risk assessment, then the Webnet will be advised of the situation.

|   |                               |             |                   |          |
|---|-------------------------------|-------------|-------------------|----------|
|  <b>webnet</b><br><small>west of england baptist network</small> | Safeguarding Policy           |             |                   |          |
|   | SharePoint Name               | Version No. | Date              | Page No. |
|   | 120924<br>Safeguarding Policy | 1           | 12 September 2024 | 10 of 30 |

Through the DDC system unaccredited ministers / leaders via the local church will be sent an email to inform them that the disclosure is due to be renewed and one subsequent email reminder. Unaccredited ministers / leaders need to inform the association of the date when the disclosure was issued.

### Safeguarding Training

Unaccredited ministers / leaders must undertake the BUGB level 2 and 3 safeguarding training every four years.

### Failure to Comply

The responsibility to keep up to date with DBS enhanced disclosures and safeguarding training is that of the unaccredited person.

## ASSOCIATION PROVISION OF TRAINING

Webnet will provide a timetable for safeguarding training throughout the region, using the BUGB Excellence in Safeguarding Level 2 and 3 material, and will promote the courses to churches in their area.


Webnet will work with the National Safeguarding Team to identify and train specialist Excellence in Safeguarding trainers with a high standard of safeguarding knowledge and experience.

All Webnet trustees, regional ministers, youth and children's specialists and other pastoral staff will complete Excellence in Safeguarding Level 2 and 3 and work in accordance with the principles and teaching they have received through the courses.

### TRAINING

Safeguarding training is a vital part of equipping all those working with children and adults at risk, as well as those who have leadership responsibility in their church

- Level 1 is a film suitable for showing in an all age service and is designed to raise awareness of safeguarding
- Level 2 is a half day course focused on the basics of good safeguarding practice
- Level 3 is a half day course for those with leadership responsibilities

|   |                               |             |                   |          |
|---|-------------------------------|-------------|-------------------|----------|
|  | Safeguarding Policy           |             |                   |          |
|   | SharePoint Name               | Version No. | Date              | Page No. |
|   | 120924<br>Safeguarding Policy | 1           | 12 September 2024 | 11 of 30 |

## PROVIDING THIS TRAINING ACROSS TH WEBNET NETWORK OF CHURCHES

As an association we believe that our network of churches should be places of safety for all people, children / young people and adults.

We want to ensure that we are able to support the local church in providing good quality and accessible training. As an Association it is our responsibility to ensure that there is appropriate training and support required across our network of churches. We acknowledge that it is the local churches' responsibility to ensure everyone within their church is aware of the need to keep children / young people and vulnerable adults safe and provide training for all those involved in this area of ministry. To support the work of the local church Webnet has developed a network of trainers across the network who are skilled in delivering the updated training course which Baptists Together has produced.

### Trainers

We have recruited and trained at least one trainer from each of the clusters. Those who are recruited at Webnet approved trainers will be competent in delivering the material effectively and with appropriate knowledge and skills. They will be trained by Baptist Together.

### Training

The trainers will be able to provide training for their local church and also the other churches in their cluster and if required beyond their local cluster of churches. This gives greater opportunities for churches to access appropriate level 2 and 3 training for churches.

## AGREEMENT WITH TRAINERS

This agreement is between Webnet and those who have been trained by Baptist Together to provide level 2 and level 3 Excellence in Safeguarding Training.


All Webnet approved trainers are expected to abide by the following:

- Abide by the Webnet safeguarding policy.
- Undertake train the trainers safeguarding training (approved and provided by Baptist Together) and any updating courses that may be required.
- To provide training to local churches or clusters as outlined below, including payments.

### Trainers will be responsible for:

- Delivering the training.
- The production of training manuals.
- Producing and distribution of a certificate that confirms a participant's attendance on a course.

### Webnet will be response for:

|   |                               |             |                   |          |
|---|-------------------------------|-------------|-------------------|----------|
|  | Safeguarding Policy           |             |                   |          |
|   | SharePoint Name               | Version No. | Date              | Page No. |
|   | 120924<br>Safeguarding Policy | 1           | 12 September 2024 | 12 of 30 |

- Ensuring trainers undertaken Baptist Together training for trainers.
- Access to training material through the Baptist Together website.
- Gathering the network of trainers together twice a year and support and information sharing.
- Provide public liability insurance covering training.

Local church / cluster will be responsible for:

- Linking and liaising with a trainer.
- Advertising the training in their church and amongst churches in their cluster. Notifying the Webnet office of the training (It will also be advertised on the Webnet update).
- Make practical arrangements for a venue, set up and refreshments.
- Ensure that any payments are received, and appropriate fees paid to the trainer.
- Inform Webnet of the churches who attended training.

Cost of training


There is an agreed charge of £15 per person for each level.

Each training session will consist of a maximum of 30 participants.

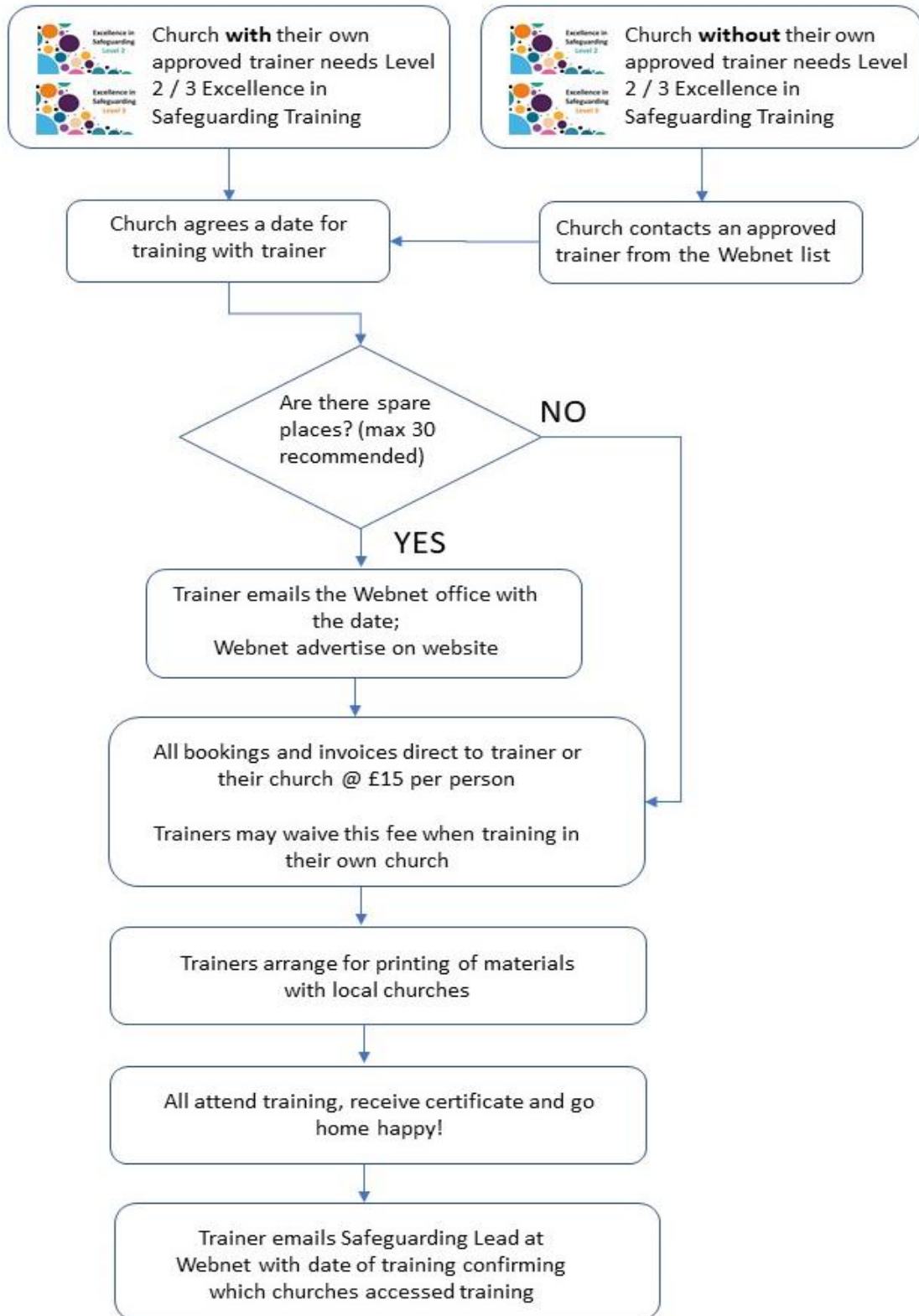
A trainer may provide training in their local church free of charge.

TRAINERS

|                    |                 |                 |             |
|--------------------|-----------------|-----------------|-------------|
| Liz Farley         | Costwolds       | Gloucestershire | Level 2 / 3 |
| Steve Bryant       | Corsham         | Wiltshire       | Level 2 / 3 |
| Naomi Shrubsole    | Cirencester     | Costwold        | Level 2 / 3 |
| Val Hoskins        | Cheltenham      | Cheltenham      | Level 2 / 3 |
| Ruth Brooks-Martin | Trowbridge      | Wiltshire       | Level 2 / 3 |
| Sara Dodd          | Clevedon        | North Somerset  | Level 2 / 3 |
| Kath Needham       | W-S-M           | North Somerset  | Level 2 / 3 |
| Carly Kingswood    | Midsomer Norton | Mendip          | Level 2 / 3 |
| Judith Parr        | Midsomer Norton | Mendip          | Level 2 / 3 |
| Rachel Carrick     |                 | Gloucestershire | Level 2     |

|   |                               |             |                   |          |
|---|-------------------------------|-------------|-------------------|----------|
|  | Safeguarding Policy           |             |                   |          |
|   | SharePoint Name               | Version No. | Date              | Page No. |
|   | 120924<br>Safeguarding Policy | 1           | 12 September 2024 | 13 of 30 |

## Webnet: Excellence in Safeguarding Training Flowchart



# SAFEGUARDING CONTACT POINTS WITHIN THE ASSOCIATION

## Webnet Safeguarding Contact:

Kath Needham

They will support other regional team members and churches, providing advice and guidance on how to manage safeguarding concerns. This includes supporting churches to put Safeguarding Contracts in place, assisting with safeguarding risk assessments and promoting excellence in safeguarding in all Baptist churches in their regional area.

### Contact Details:

Tel: 07389 728 669

Email: [safeguarding@webnetwork.org.uk](mailto:safeguarding@webnetwork.org.uk)

## Deputy Webnet Safeguarding Contact:

Revd. Gary Woodall

If the Association Safeguarding Contact is on leave or unavailable, then the Deputy Safeguarding Contact will be available to fulfil their role.

### Contact Details:

Tel: 07890 202167

Email: [gary.woodall@webnetwork.org.uk](mailto:gary.woodall@webnetwork.org.uk)

## Webnet Safeguarding Trustee:


Revd. Stephen Finamore

They will raise the profile of safeguarding amongst the trustees of the Association and oversee the implementation of the safeguarding policy and procedures on behalf of the trustees.

### Contact Details:

Tel: 0117 946 7050

Email: [finamores@bristol-baptist.ac.uk](mailto:finamores@bristol-baptist.ac.uk)

|  |                               |             |                   |          |
|--|-------------------------------|-------------|-------------------|----------|
|  <b>webnet</b><br>west of england baptist network | Safeguarding Policy           |             |                   |          |
|  | SharePoint Name               | Version No. | Date              | Page No. |
|  | 120924<br>Safeguarding Policy | 1           | 12 September 2024 | 15 of 30 |

# RESPONDING TO ALLEGATIONS

Webnet Safeguarding Contact is responsible for ensuring that churches within the network have access to support and guidance when managing safeguarding issues within their congregation. In addition, the role of the Webnet Safeguarding Contact is to both support and challenge church leaders where there are concerns about their approach to safeguarding, working with them to attain best safeguarding practice.

There may be occasions when Webnet will take the lead in investigating a situation and these will be set out within these procedures. Webnet Safeguarding Contact will seek additional support and advice from the Baptist Union of Great Britain Safeguarding Team and other professionals when necessary. They will maintain a record of all concerns brought to their attention using a Case Record Sheet (Appendix 2) and a Case Spreadsheet (Appendix 3). All information collected and processed in this way will be held for at least 75 years in line with the BUGB Guide to Safeguarding Recording Keeping.

## ALLEGATIONS MADE REGARDING A REGIONAL STAFF MEMBER

Upon discovering of reporting of safeguarding concerns related to a Webnet staff member, the Safeguarding Contact or deputy is to be notified immediately.


The Safeguarding Contact or deputy will record this on the Webnet safeguarding register.

The Safeguarding Contact or deputy will identify the facts and will record this on the Webnet safeguarding register.

The Safeguarding Contact or deputy will inform that there is a safeguarding concern to the Regional Minister Team Leader and the Webnet trustee for safeguarding.

The Safeguarding Contact or deputy will contact the national safeguarding team and the Baptist Together ministry department.

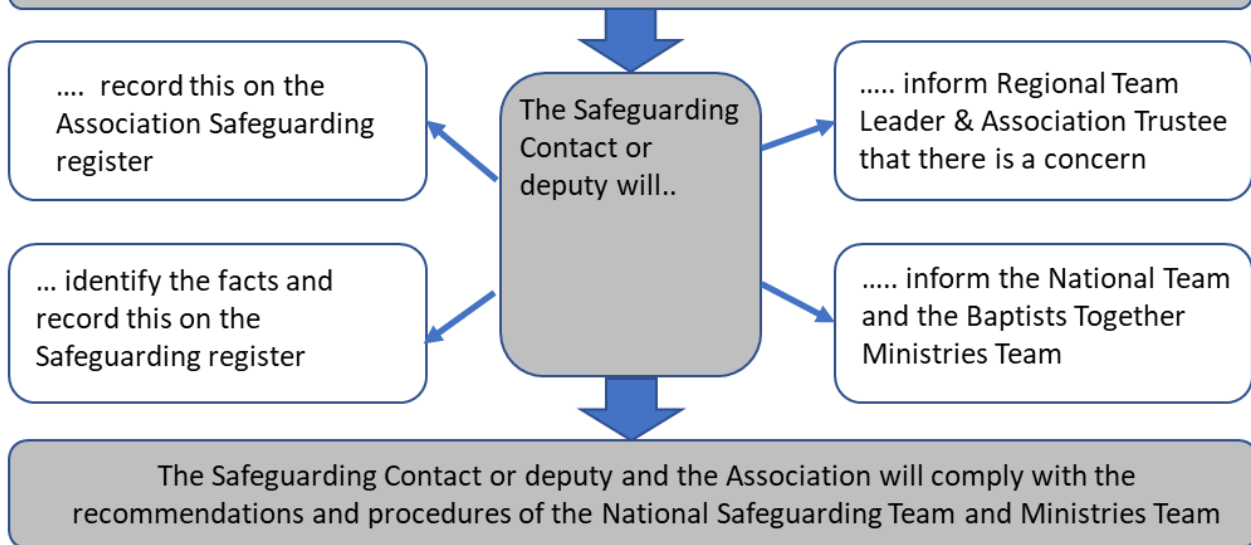
The Safeguarding Contact or deputy and association will comply with the recommendations and procedures of the national safeguarding team and ministry department.

|  |                               |             |                   |          |
|--|-------------------------------|-------------|-------------------|----------|
|  <b>webnet</b><br>west of england baptist network | Safeguarding Policy           |             |                   |          |
|  | SharePoint Name               | Version No. | Date              | Page No. |
|  | 120924<br>Safeguarding Policy | 1           | 12 September 2024 | 16 of 30 |



## ALLEGATIONS MADE REGARDING A REGIONAL STAFF MEMBER

Anyone who discovers that there has been a report of a safeguarding concern related to an Association staff member should notify the Safeguarding Contract (or deputy) immediately.




### OTHER STAFF, TRUSTEES AND VOLUNTEERS

If a safeguarding concern is raised about a member of staff, a volunteer or trustee working directly for Webnet, then the Webnet Safeguarding Contact will contact statutory services for advice on next steps, as well as seeking advice from the National Safeguarding Team. If the concern relates to a child or young person, the Local Area Designated Officer (LADO) will be contacted in the first instance. If the concern relates to an adult at risk then the Adult Safeguarding Team will be contacted.

***In both cases if there is a concern that criminal offences have or may have been committed the Police will be contacted in the first instance.***

### PASTORAL SUPPORT

Webnet will offer pastoral support to the person of concern. This will not be provided by the Webnet Safeguarding Contact but by another member of the Regional Team or an experienced minister from another church within the network.

|  |                               |             |                   |          |
|--|-------------------------------|-------------|-------------------|----------|
|  <b>webnet</b><br>west of england baptist network | Safeguarding Policy           |             |                   |          |
|  | SharePoint Name               | Version No. | Date              | Page No. |
|  | 120924<br>Safeguarding Policy | 1           | 12 September 2024 | 17 of 30 |

# ALLEGATIONS MADE REGARDING AN ACCREDITED BAPTIST TOGETHER MINISTER

Upon discovering of reporting of safeguarding concerns related to an accredited minister, the Safeguarding Contact or deputy is to be notified immediately.

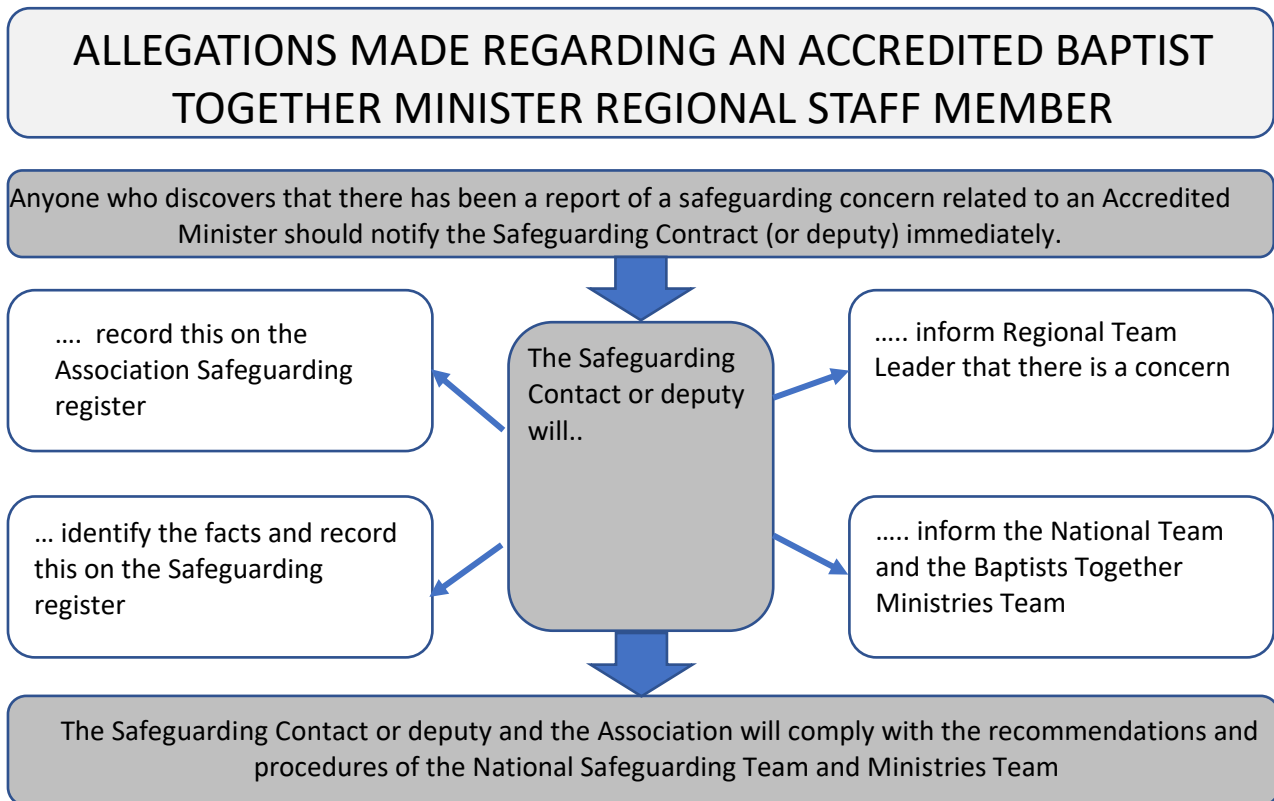
The Safeguarding Contact or deputy will record this on the Webnet safeguarding register.

The Safeguarding Contact or deputy will identify the facts and will record this on the Webnet safeguarding register.

The Safeguarding Contact or deputy will inform that there is a safeguarding concern to the Regional Minister Team Leader.

The Safeguarding Contact or deputy will contact the national safeguarding team and the Baptist Together ministry department.

The Safeguarding Contact or deputy and Webnet will comply with the recommendations and procedures of the national safeguarding team and ministry department.



# SAFEGUARDING CONCERNS RAISED ABOUT AN UNACCREDITED MINISTER OR PASTOR


If safeguarding concerns are raised about an unaccredited minister or pastor these should be managed by the trustees of the church in the first instance.

Webnet role in this situation will be to support the church with the investigation. They will involve the National Safeguarding Team if necessary.

Although Webnet will offer support, the church will need to take the lead in contacting statutory services. If the concern related to a child or young person, the Local Area Designated Officer (LADO) will be contacted in the first instance. If the concern relates to an adult at risk, then the Adult Safeguarding Team will be contacted.

***In both cases if there is a concern that criminal offences have or may have been committed the Police need to be contacted by the church in the first instance.***

Webnet will not be directly able to offer pastoral support to the person under investigation; however, they may be able to recommend someone else to the church who can perform this role during the investigation.

|  |                               |             |                   |          |
|--|-------------------------------|-------------|-------------------|----------|
|  <b>webnet</b><br>west of england baptist network | Safeguarding Policy           |             |                   |          |
|  | SharePoint Name               | Version No. | Date              | Page No. |
|  | 120924<br>Safeguarding Policy | 1           | 12 September 2024 | 19 of 30 |

# ALLEGATIONS MADE REGARDING A REGIONALLY RECOGNISED LEADER

When a member of the Regional team is advised of a safeguarding concern involving someone who is Regionally recognised, the responsibility for investigating lies with the Webnet Safeguarding Contact, with support from the National Safeguarding Team if needed. On occasions the Association may decide to subcontract the investigation to a third party such as 31:8 or an independent safeguarding consultant. However, Webnet remains responsible for ensuring that the outcome of the investigation is acted upon and the advice given is followed.

The Webnet Safeguarding Contact will work closely with the statutory authorities. If the concern related to a child or young person, the Local Area Designated Officer (LADO) will be contacted in the first instance. If the concern relates to an adult at risk, then the Adult Safeguarding Team will be contacted.

***In both cases if there is a concern that criminal offences have or may have been committed the Police will be contacted in the first instance.***

Upon discovering or reporting of safeguarding concerns related to a Regionally Recognised Leader, the Safeguarding Contact or deputy is to be notified immediately.

The Safeguarding Contact or deputy will record this on the Webnet safeguarding register.

The Safeguarding Contact or deputy will identify the facts and will record this on the Webnet safeguarding register.

The Safeguarding Contact or deputy will inform that there is a safeguarding concern to the Regional Minister Team Leader and the Webnet trustee for safeguarding.

The Safeguarding Contact or deputy will contact the national safeguarding team.

The Safeguarding Contact or deputy and association will comply with the recommendations of the national safeguarding team and advise the church of any action they need to take.

## ALLEGATIONS MADE REGARDING A REGIONALLY RECOGNISED LEADER



WEBNET

SharePoint Name

Version No.

Date

Page No.

Anyone who discovers that there has been a report of a safeguarding concern related to a Regionally Recognised Leader should notify the Safeguarding Contract (or deputy) immediately.



**webnet**  
west of england baptist network

Safeguarding Policy

| SharePoint Name               | Version No. | Date              | Page No. |
|-------------------------------|-------------|-------------------|----------|
| 120924<br>Safeguarding Policy | 1           | 12 September 2024 | 21 of 30 |

# SAFEGUARDING CONCERNS RAISED BY A CHURCH ABOUT THE BEHAVIOUR OR WELL-BEING OF SOMEONE WHO ATTENDS THE CHURCH.

Webnet recognises that at times churches need additional support and advice when they have concerns about someone within their care. The Webnet Safeguarding Contact, or appointed Safeguarding Officers will offer this support and work with the church Designated Person for Safeguarding, consulting with the National Safeguarding Team when necessary. As with unaccredited ministers, the church will take the lead in contacting statutory agencies and undertaking the investigation.

To ensure that the correct advice is given to the church the Webnet Safeguarding Contact will check whether the individual is in a position of leadership or trust within the church. If they are, the church will be asked to contact the LADO or Adult Safeguarding Team to seek their advice before Webnet issues further advice.

## SAFEGUARDING CONTRACTS

A Safeguarding Contract should be put in place by a church when they are aware that someone is either under investigations for or has convictions for offences against children or adults at risk.


Webnet will hold the template Safeguarding Contract and work with the church to ensure that the final agreement is robust and in line with the recommendations made by the National Safeguarding Team. Webnet will hold a copy of the contract.

The Webnet Safeguarding Contact will take an active role in facilitating contract meetings between the church and the subject of the contract. This is in line with the guidelines published by the National Safeguarding Team in the guide Safeguarding Contracts: Frequently Asked Questions, which is downloadable from the BUGB website.

If a church is reluctant to follow the safeguarding advice given by Webnet, then the Regional Safeguarding Contact will consult with the National Safeguarding Team and a decision made together about the best way to ensure effective safeguards are in place within the church.

## PASTORAL CARE IN SAFEGUARDING SITUATIONS

When safeguarding situations occur within a church all those involved will inevitably need additional support and care. This includes the person making an allegation and the person subject to it.

|  |                               |             |                   |          |
|--|-------------------------------|-------------|-------------------|----------|
|  <b>webnet</b><br>west of england baptist network | Safeguarding Policy           |             |                   |          |
|  | SharePoint Name               | Version No. | Date              | Page No. |
|  | 120924<br>Safeguarding Policy | 1           | 12 September 2024 | 22 of 30 |

Webnet will support the church in identifying people who can take on this pastoral role and on occasions may be able to seek support from a different church if they consider that this would be the most appropriate way forward.


## SUPPORTING AND EQUIPPING THE DESIGNATED PERSON FOR SAFEGUARDING (DPS) WITHIN MEMBER CHURCHES

It is the responsibility of each church to appoint at least one Designated Person for Safeguarding for their church.

Webnet will seek to offer specific support to the Designated Person for Safeguarding, particularly when safeguarding concerns arise.

Where a church does not yet have anyone in this role, the Webnet Safeguarding Contact will work with the leadership of the church to help them to identify, train and support someone to take on this role.

Webnet will provide opportunities for DPSs to access peer support. and, through the National Safeguarding Contacts Group, work with the National Safeguarding Team to identify additional online and written resources for people taking on this role.

|  |                               |             |                   |          |
|--|-------------------------------|-------------|-------------------|----------|
|  <b>webnet</b><br>west of england baptist network | Safeguarding Policy           |             |                   |          |
|  | SharePoint Name               | Version No. | Date              | Page No. |
|  | 120924<br>Safeguarding Policy | 1           | 12 September 2024 | 23 of 30 |



**webnet**  
west of england baptist network

Safeguarding Policy

| SharePoint Name               | Version No. | Date              | Page No. |
|-------------------------------|-------------|-------------------|----------|
| 120924<br>Safeguarding Policy | 1           | 12 September 2024 | 24 of 30 |



# APPENDIX 1

## USEFUL RESOURCES AND CONTACTS

### Police

If there is a serious danger that an adult at risk may be in imminent risk of harm, then call the police. In an emergency, it is appropriate to dial 999. The police non-emergency number is 101.

### Baptist Together Safeguarding team:

Each of our local Baptist associations has a person who is able to offer guidance to churches in adopting and implementing safeguarding policies and procedures in their work with adults at risk.

Website: [www.baptist.org.uk/Groups/220183/Safeguarding.aspx](http://www.baptist.org.uk/Groups/220183/Safeguarding.aspx)

### Other organisations:

There are a number of external organisations who specialise in supporting different aspects of life for adults at risk. For further information and expert advice please contact:

### Thirtyone:eight (formerly known as: Child Protection Advisory Service - CCPAS)

CCPAS is an independent Christian Safeguarding charity which offers training and resources for churches and a 24 hour helpline for all safeguarding issues and disclosures

Telephone: 0303 003 11 11

Website: [www.ccpas.co.uk](http://www.ccpas.co.uk)

Address: PO Box 133, Swanley, Kent, BR8 7UQ

### DDC – Due Diligence Checking

DDC supports organisations by providing criminal records services, training and advice. From 1 November 2015 they are the DBC checking organisation for BUGB.

Telephone: 0845 644 3298

Website: <http://www.ddc.uk.net>

Address: Due Diligence Checking Ltd, Meltongate House, 1282a Melton Road, Syston, Leicester, LE7 2HD

### Disclosure & Barring Service (DBS)

DBS carries out criminal records checks on employees and volunteers working with children, young people and adults at risk.

Telephone: 0870 90 90 811

Email address: [customerservices@db.s.gsi.gov.uk](mailto:customerservices@db.s.gsi.gov.uk)

Website: [www.gov.uk/government/organisations/disclosure-and-barring-service](http://www.gov.uk/government/organisations/disclosure-and-barring-service)


### Action on Elder Abuse

A specialist organisation that focuses on the issue of abuse towards to elderly.

Helpline: 0808 808 8141

Website: [www.elderabuse.org.uk](http://www.elderabuse.org.uk)

Address: PO Box 60001, Streatham, SW16 9BY

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|--|-------------------------------|-------------|-------------------|----------|
|  <b>webnet</b><br>west of england baptist network | Safeguarding Policy           |             |                   |          |
|  | SharePoint Name               | Version No. | Date              | Page No. |
|  | 120924<br>Safeguarding Policy | 1           | 12 September 2024 | 25 of 30 |

### CAADA - Coordinated Action Against Domestic Abuse

A national organisation providing practical help and support for professionals and organisations working with domestic abuse victims.

Telephone: 0117 317 8750

Website: [www.caada.org.uk](http://www.caada.org.uk)

Address: 3rd Floor, Maxet House, 28 Baldwin Street, Bristol, BS1 1NG

### The Cybersmile Foundation

A non-profit organisation trying to combat cyber abuse.

Website: [www.cybersmile.org](http://www.cybersmile.org)

### Respond

Support and help for victims of abuse who have learning difficulties, and their families.

Telephone: 0808 808 0700

Website: [www.respond.org.uk](http://www.respond.org.uk)

### selfharmUK

An online organisation that offers information, advice, support and training on the subject of self-harm. It is primarily focused on self-harming young people and those who work with them.

Website: [www.selfharm.co.uk](http://www.selfharm.co.uk)

### Survivors UK

Support for survivors of male rape or sexual abuse.

Email: [info@survivorsuk.org](mailto:info@survivorsuk.org)

Website: [www.survivorsuk.org](http://www.survivorsuk.org)

Address: Unit 1, Queen Anne Terrace, Sovereign Court, The Highway, London, E1W 3HH

### Victim Support

Victim Support is the independent charity for victims and witnesses of crime in England and Wales.

Support line: 0808 16 89 111

Website: [www.victimsupport.org.uk](http://www.victimsupport.org.uk)

### Women's Aid


A national charity working to end domestic violence against women and children. Supports a network of over 500 domestic and sexual violence services across the UK.

National Domestic Violence Helpline: 0808 2000 247

Website: [www.womensaid.org.uk](http://www.womensaid.org.uk)

Address: PO Box Bristol 391, BS99 7WS

## APPENDIX 2

|  |                               |             |                   |          |
|--|-------------------------------|-------------|-------------------|----------|
|  <b>webnet</b><br>west of england baptist network | Safeguarding Policy           |             |                   |          |
|  | SharePoint Name               | Version No. | Date              | Page No. |
|  | 120924<br>Safeguarding Policy | 1           | 12 September 2024 | 26 of 30 |

# SAFEGUARDING CASE CONTACT SHEET

## STRICTLY CONFIDENTIAL Safeguarding Case Contact Sheet

|                                 |         |           |       |
|---------------------------------|---------|-----------|-------|
| Referrer Name                   |         |           |       |
| Referrer Position               |         |           |       |
| Referrer Phone No.              |         | Email:    |       |
| Church Name                     |         |           |       |
| Association                     |         |           |       |
| Person of Concern Details       | Name    |           | DOB   |
|                                 | Address | Phone No. | Email |
| Alleged Victim / Victim Details | Name    |           | DOB   |
|                                 | Address | Phone No. | Email |
| Situation                       |         |           |       |
| Action taken                    |         |           |       |
| Next steps needed               |         |           |       |
| People to inform                |         |           |       |
| Name                            |         |           |       |
| Date                            |         |           |       |
| Date for File Destruction       |         |           |       |

**Additional Contact Notes**

| <u>Date</u> | <u>Details of Additional Contact / Action taken</u> | <u>Initials</u> |
|-------------|---|-----------------|
|             |   |                 |
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APPENDIX 3  
Webnet

# SAFEGUARDING CASE SPREADSHEET – SAMPLE

Association Safeguarding Case Spreadsheet - Excel


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STRICTLY CONFIDENTIAL - SAFEGUARDING CASE INFORMATION

|    | F                                    | G   | H            | I                                 | J            | K              | L  | M                                 | N                                    | O                                     | P | Q | R |
|----|--------------------------------------|---|--------------|-----------------------------------|--------------|----------------|--|-----------------------------------|--------------------------------------|---------------------------------------|---|---|---|
| 1  | Adult or Child Safeguarding Concern? | Allegation / Offence Category (ie. Domestic Abuse, Child Sexual Abuse etc.) | Topline Info | Referrer Name and contact details | Action taken | Waiting on.... | People informed / involved (ie. DPs, Minister, Regional Minister Stat. Auths.) | Lead (who is managing this case?) | Status (ie. Ongoing/ Completed, etc) | National Safeguarding Team Contacted? |   |   |   |
| 2  |                                      |   |              |                                   |              |                |  |                                   |                                      |                                       |   |   |   |
| 3  |                                      |   |              |                                   |              |                |  |                                   |                                      |                                       |   |   |   |
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## APPENDIX 4

|   |                            |             |                   |          |
|---|----------------------------|-------------|-------------------|----------|
|  | Safeguarding Policy        |             |                   |          |
|   | SharePoint Name            | Version No. | Date              | Page No. |
|   | 120924 Safeguarding Policy | 1           | 12 September 2024 | 29 of 30 |

# THE ROLE OF THE ASSOCIATION SAFEGUARDING CONTACT (ASC)

- To provide a first point of contact for advice when a safeguarding issue arises in a church
- To offer advice and guidance on the application of safeguarding policy and procedures at church level, including the involvement of statutory authorities as appropriate
- To offer on-going support to churches managing a safeguarding issue
- To challenge church leaders and trustees when good safeguarding practice is not in place
- To work collaboratively with the National Safeguarding Team to support our churches with complex safeguarding matters
- To promote excellence in safeguarding amongst Association colleagues and member churches
- To work collaboratively with other ASCs as part of the National Safeguarding Contacts Group and contribute to the development, implementation and review of safeguarding policies, procedures and projects at a national level.

|                                    |                          |               |          |
|------------------------------------|--------------------------|---------------|----------|
| Author/s                           | G Woodall / Kath Needham | Annual Review | July     |
| Approved on behalf of the Trustees |                          | Date          | 12/09/24 |