



# Charlton Kings Baptist Church

[www.ckbc.org.uk](http://www.ckbc.org.uk)

[office@ckbc.org.uk](mailto:office@ckbc.org.uk)

## CKBC Safeguarding Procedures Summary.

This document summarises the Safe to Grow procedures for Charlton Kings Baptist Church, based on the Baptists Together Safeguarding Policy and Procedures – updated February 2021

Please also see:

- CKBC Safeguarding Policy
- CKBC Safeguarding Roles and Responsibilities
- CKBC Safeguarding Good Practice for Working with Children and Young People and adults at risk.
- CKBC Safeguarding Guidelines for Appointing Volunteers
- CKBXC Social Media Policy

The general responsibilities of the Safeguarding team members are given in the Introduction to Safeguarding document. This document gives more detail on particular procedures, including those concerned with children/youth leaders and workers, and adults at risk. It is also their responsibility to complete the annual Safeguarding audit for the church.

### Appointing Safeguarding Team Members

- All those with Safeguarding roles must be given the Safeguarding manual and CKBC Safeguarding documents by the Safeguarding Verifiers and make themselves aware of the content.
- The Safeguarding Verifiers, and designated Safeguarding Trustee are part of the Safeguarding team,

### Appointing Children/Youth Workers and those working with adults at risk.

- All children/youth workers and those working with adults at risk must be given a copy of the CKBC Safeguarding documents by their children/youth leader/verifiers and make themselves aware of the content. (The most recent documents are available in the Safeguarding folder in the church office, along with the Baptists Together procedures.)
- All children/youth leaders must present names of potential children/youth workers to the Minister/Safe to Grow designated Trustee before inviting them to work with children/young people. The same applies to those working with adults at risk.

### DBS Checks

- All children/youth workers/those working with adults at risk, must have enhanced DBS disclosures.
- While waiting for their disclosures to be processed, children/youth workers and those working with adults at risk, must always be accompanied by an approved children/youth worker/adult whilst working with children and young people, or with vulnerable adults.
- Church verifiers must pass evidence of disclosures, including date of disclosure to the church administrator for safe keeping.



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- BB verifiers must pass BB HQ lists of approved BB workers to the Safeguarding DBS verifiers each time they are received (including date of disclosure).  
All deacon/Trustees must also have an enhanced DBS disclosure and undertake Level 2 safeguarding training.

## Communicating with Church

- The CKBC Safeguarding policy statement is read and agreed annually at the church AGM.
- There is a designated Safeguarding notice board area in the foyer, used to display the CKBC Safeguarding policy.
- All full pack of CKBC Safeguarding documents is available in the Safeguarding folder in the church office.

## Communicating with Children

- Information about and from the Designated Person for Safeguarding (DPS) and Deputy Designated person for Safeguarding should also be displayed on the church notice board. The DPS and Deputy DPS should be given copies of the specific guidelines for these roles.
- The Designated Person for Safeguarding make their contact details available to the children/young people and adults at risk.
- The Designated Person for Safeguarding find ways of listening to the general opinions and concerns of children/young people/adults at risk and report these to the youth ministry team or the safeguarding Trustee.

## Raising Issues of Concern

- The Designated person for Safeguarding (DPS) receives all reports regarding concerns about children and adults at risk.
- The DPS listens, observes and acts on those concerns appropriately, having taken advice from the relevant people.
- The DPS acts as a link between the church and other agencies and bodies on safeguarding matters.
- Where it is inappropriate for the DPS to perform the role for personal reasons, the BB or GB Responsible Person will fulfil the role of behalf of the church.