



Care and Protection of Children, Young People and Vulnerable Adults

November 2022

Policy Statements and Guidelines

PURPOSE

Our goal is to meet the spiritual needs of children, young people, and adults alike and to assist in their social development, and to do so in a safe environment because we believe that:

- fellowship is for the whole church: children, young people, and vulnerable adults are part of the church family;
- children, young people, and vulnerable adults are valued partners in the life of the church;
- children and young people, as well as all adults, are to be a full part of worship;
- people are open to spiritual, moral, physical, and emotional dangers, and require special love, attention, and nurturing;
- God's commission and mission '*to go into all the world and make disciples,*' is for the whole church of whatever age;

POLICY

1. Pitlochry Baptist Church (hereafter 'the church') is a Baptist Church affiliated to the Baptist Union of Scotland.

The church has a love for children, young people, and vulnerable adults and places a high value on all our work with them in our growing ministry. References to 'children' throughout this document can be deemed to include young people as well. A child is defined as 0-15 years 364 days, and a young person is defined as 16-17 years 364 days. Furthermore, the Adult Support and Protection (Scotland) Act 2007 defines 'adults at risk' as (1) individuals who are unable to safeguard themselves, their property, rights or other interests; (2) are at risk of harm; and (3) because they are affected by disability, mental disorder, illness or physical or mental infirmity, or more vulnerable to being harmed than others who are not so affected. References to 'vulnerable adult' throughout this document understand that all three elements of this definition are met. The Pastor/s and Core Leadership Team (hereafter 'the office bearers') and members take seriously their responsibility to care for and protect the welfare of those entrusted to the church's care. To ensure that this work is carried out in a way that is honouring to the Lord and in accordance with Disclosure (Scotland) Act 2020, Children and Young People (Scotland) Acts 2014, Protection of Vulnerable Groups (Scotland) Act 2007, Adult Support and Protection (Scotland) Act 2007, and part V of the Police Act of 1997, the church has appointed a Safeguarding Committee (See Appendix 1) and has produced these guidelines which are for the protection of both worker and client group.

2. As part of the mission and ministry of the church, it is committed to:
 - a. encouraging and supporting parents/ guardians/ carers.
 - b. listening to, relating effectively to, and valuing children, young people, and vulnerable adults.
 - c. ensuring that our workers are supported, and held accountable to the office-bearers.
3. The church recognises that many today are victims of neglect, physical, sexual, and emotional abuse. Accordingly, the church has adopted in essence the policy contained

in the Baptist Union of Scotland document, “Working Together – Care and Protection” set out with the following main areas:

- Appointing children’s and youth workers.
 - Supervision of activities and practice issues.
 - Responding to allegations of abuse or neglect, including those made against leaders or members of the church.
4. The church recognises the need to build constructive links with the statutory childcare authorities.

PROCEDURES

APPOINTMENT AND TRAINING OF PAID AND VOLUNTARY WORKERS

All applicants for paid or voluntary work involving contact with children, young people, and vulnerable adults will be asked to complete an application form (See Appendix 2) that will require the following details:

- a. their full name, current and recent addresses, and date of birth;
- b. details of previous experience, voluntary or paid, of working with children/ youth/vulnerable adults;
- c. two referees who they give us permission to contact in writing and/or in-person about their experience in working with children/youth/vulnerable adults;
- d. the office-bearers will confirm all appointments.

Applicants must agree to undergo checking via Disclosure Scotland. Applicants can be assured that their information will be dealt with confidentially and will not be used to discriminate against them unfairly, in accordance with the Church Policy on Recruitment of Ex-Offenders (*see Appendix 3*) and any information given or found will be stored securely (*see Appendix 4*).

Anyone refusing to submit to a check by Disclosure Scotland or failing to provide a satisfactory Disclosure will not be accepted by the Church for work with children or vulnerable adults. Disclosures provided by volunteers will be reviewed every five years.

All paid employees and volunteers appointed to work with children, young people, or vulnerable adults will have access to the Policy, the Guidelines for Leaders, and the Code of Good Practice and must sign the Agreement Form (Appendix 2) to verify that they have seen the Policy, Procedures, Guidelines, and Code of Good Practice and will abide by them.

All paid employees and volunteers appointed to work with children or vulnerable adults will be given adequate training in acceptable conduct, and in identifying and acting upon allegations of abuse by a suitably experienced person before they take up their position. Training will be updated every two years.

A report will be routinely given to the AGM of the church on training that has taken place and on any changes to policy or procedures.

GUIDELINES FOR LEADERS

Code of Good Practice

YOU MUST:

- Treat everyone with respect;
- Provide an example you wish others to follow;
- Plan activities which involve more than one other person being present, or at least which are in sight or hearing of others;
- Respect a person's right to personal privacy and control over physical contact, unless you have to restrain them for their own safety or the safety of others.
- Develop and encourage a caring, open atmosphere where people feel comfortable to talk about any concerns they may have or to point out attitudes

- or behaviour they do not like;
- Avoid inappropriate physical horseplay;
- Avoid being alone in a car with a child or an adult with severe learning difficulties. Where this is unavoidable, you must arrange for them to sit in the back. Be sure that this arrangement is with the full knowledge and approval of other leaders or the child's parents/guardians/carers.
- Restrict the use of electronic communication for genuine reasons relating to work with children/young people/vulnerable adults (see Appendix 6)
- Remember that someone else might misinterpret your actions, no matter how well-intentioned. If you automatically embrace a distressed child or adult with severe learning difficulties when alone with them, you should inform as soon as possible another experienced member of the team that you have done so.
- Recognise that special caution is required even in sensitive moments such as when dealing with bullying, bereavement, or abuse;
- When working with children or young people, get parental permission for activities:

YOU MUST NOT:

- Permit abusive/inappropriate activities/language (e.g. ridiculing, bullying);
- Play games involving excessive physical contact;
- Allow yourself to be drawn into inappropriate attention-seeking behaviour such as tantrums or crushes;
- Jump to conclusions about others;
- Have private non-church related contact with a child/young people/vulnerable adult using electronic communication;
- Exaggerate or trivialise abuse issues;
- Show favouritism to any individual;
- Make suggestive remarks or gestures;
- Rely on just your good name to protect you;

- Arrange to meet a child/ young person/ vulnerable adult one to one in a private place. If you need to meet one to one, then meet in a public space, or arrange for another adult to be close by;
- Take children/ young people/ adults with severe learning difficulties to a special event without written permission from their parent/guardian;
- Allow children/young people/ adults with severe learning difficulties to leave a meeting or activity before the designated time unless parental/carers permission is received;
- Believe 'it could never happen to me'.

DISCIPLINE

What is Discipline?

Discipline is the education of a person's character. It includes nurturing, training, instruction, teaching, and encouragement.

Why Discipline?

It brings security, produces character, prepares for life, is evidence of love, and is from God's heart (Hebrews 12:5-11 and Proverbs 22:6).

- Be INSISTENT, CONSISTENT, and PERSISTENT.
- Never smack or hit a child/ young person/ adult with severe learning difficulties.
- All actions proceed out of love, never out of anger.
- Do NOT shout in anger or put a person down with words or comments,
- Lay down ground rules, and respect for property.
- Keep the ground rules simple and clear, and make sure the child/young person/adult with severe learning difficulties understand what procedures will be taken if they are not kept.
- Never reject someone.
- Ask God for wisdom, discernment, and understanding.

TAKING CHILDREN AND YOUNG PEOPLE OFF THE CHURCH PREMISES

General Agreement

Games in the park and other local activities are covered by general agreement when the children and young people register (see *Appendix 7*), The General Agreement includes permission for photography.

Special Events

Events such as swimming, ice-skating, require specific agreements in writing from parent/guardian/carer, giving details of activity and times when the outing will leave, and when they can be expected home.

- Where necessary, parental/carer permission should be sought regarding changing nappies or toileting.
- Youth leaders must complete an Accident or Incident Report Form when something untoward occurs during any activity. (See Appendix 5)

PROCEDURES AND GUIDELINES FOR REPORTING AND DEALING WITH ALLEGATIONS OF ABUSE

Aims

- In order to deal effectively with allegations of abuse, to make those working with children/ young people/ vulnerable adults aware of the signs and symptoms of physical abuse, and the indicators of possible sexual and emotional abuse;
- To help workers to respond appropriately when abuse is suspected, disclosed, or discovered;
- To enable the church to act responsibly if abuse comes to light and, as far as possible, to protect people from the possibility of being abused.

Recognising Abuse

Because abuse is a very emotive topic about which people have a wide range of attitudes, views, and feelings, and people often get very upset and angry when considering it, in order to deal effectively with suspected or alleged abuse it is essential that the leaders and volunteers in our church:

- work through their own attitudes and feelings;
- are aware of the dangers of exaggerating or trivialising suspicions or allegations of abuse;
- resist absolutely the temptation to take on investigations themselves.

Signs and Symptoms of Abuse

Although not an exhaustive list, the following behavioural signs may be indications of abuse, but they should not be taken in isolation.

Indicators of possible physical abuse

- Any injuries not consistent with the explanation given for them;
- Injuries that occur to the body in places that are not normally exposed to falls, rough games, etc;
- Injuries which have not received medical attention;
- Instances where people are kept away from the group inappropriately;
- Reluctance to change for, or participate in, games or swimming;
- Bruises, bites, burns, fractures, etc., which do not have an accidental explanation;
- Constant refusal on the part of the child or vulnerable adult to take off, even in very warm conditions, clothing that covers their arms.

Indicators of possible sexual abuse

- Any allegations made concerning sexual abuse.

- Child/young person/vulnerable adult with an excessive preoccupation with sexual matters and detailed knowledge of sexual behaviour, or who regularly engages in age-inappropriate sexual play, sexual activity through words, play, or drawing.
- Behaviour that is sexually provocative or seductive.
- Inappropriate bed-sharing arrangements at home,
- Severe sleep disturbances with fears, phobias, vivid dreams, or nightmares, sometimes with overt or veiled sexual connotations.

Indicators of possible emotional abuse

- Changes or regression in mood and behaviour, particularly where a child/young person withdraws or becomes clinging.
- Nervousness/watchfulness.
- Sudden underachievement or lack of concentration.
- Inappropriate relationships with peers and/or adults.
- Attention-seeking behaviour.
- Running away.

Guidelines to be followed when abuse is suspected or alleged

The first priority must be the interest of the child, young person, or vulnerable adult. The protection of that person **MUST** take precedence over any concern you have regarding the person who is suspected of abuse.

1. If you **suspect any form of abuse**, it must be reported as soon as possible to the Safeguarding Committee (see Appendix 1). You should talk casually to the suspected victim where no-one can overhear you, and gently ask whether anything is wrong, or, if there are visible signs of injury, how they hurt themselves. **ASK ONLY "who, what, where and when."** **NEVER ASK "how or why."** If the suspected victim alleges abuse, you should follow the guidelines below. If not, you should make notes of what you have seen or heard that has caused you to be suspicious and give your notes, signed and dated, to a member of the

Safeguarding Committee. If abuse is not confirmed, the suspected victim must be closely monitored. If suspicions persist, they should be referred to an appropriate authority. (See 7 below.)

2. If you **hear allegations of abuse** you must make notes, (preferably within an hour of the allegation being made), recording exactly what the child/young person/vulnerable adult said, the dates and times when he/she said it, and the context in which it was said. You must make a note of anything that you may have said to the child/young person/vulnerable adult during the discussion and any response received.
3. When dealing with a person who wants to talk about abuse, you must observe the following guidelines:
 - A. Before the child, young person, or a vulnerable adult tells you anything, you must advise them that you may need to pass on information if they tell you of a situation where they are or have been at risk of abuse;
 - B. Accept what the child/ young person/ vulnerable adult has to say, however unlikely the story may sound;
 - C. Listen sympathetically, be honest, and keep calm. Never ask leading questions or push for information. Let the child, young person, or a vulnerable adult know that you will need to tell someone else;
 - D. When concluding the discussion, reassure them that they were right to tell you and that you need to ensure their safety.
4. As soon as possible, the notes you have taken should be written up on the Alleged Abuse Record Form which is available at the end of this document (See also Appendix 5). Both the form and your rough notes should be given to a member of the Safeguarding Committee (See Appendix 1.)
5. You should NOT discuss your suspicions or allegations with anyone other than those on the Safeguarding Committee.
6. Under NO circumstances should you attempt to carry out any investigation into the allegations or suspicions of abuse. Your role is to pass on information to the Safeguarding Committee concerning allegations or suspicions.
7. The Safeguarding Committee will convey the information to the appropriate departments to investigate under the Disclosure (Scotland)

Act 2020, Children and Young People (Scotland) Acts 2014, Protection of Vulnerable Groups (Scotland) Act 2007, Adult Support and Protection (Scotland) Act 2007, and part V of the Police Act of 1997. The departments concerned are: Social Work, Police Scotland, and in cases of allegations of physical/sexual abuse, a doctor. The Safeguarding Committee should not investigate the allegations themselves.

8. In cases involving allegations of sexual abuse by parents/guardians/ carers, the parents will NOT under any circumstances be informed of the allegations.
9. Where the alleged abuser is **not** a parent/ carer/ guardian the Safeguarding Committee will consult with the police or social services before informing the parent/ carer/ guardian.
10. Where the parent/ guardian/ carer alleges sexual abuse by another person, the parent/ guardian/ carer will be advised NOT to inform the alleged perpetrator.
11. If the person accused of abuse is an employee or volunteer of the church, they will be suspended from duty immediately whilst investigations are carried out.
12. A record should be made by a member of the Safeguarding Committee of when and to which agency allegations of abuse were referred and the outcome of the referral.
13. All documentation should be stored in accordance with the Data Protection Policy of the Church.
14. The church will offer pastoral support to the parents/ carers/ guardians whose child has been abused by another, the victims of abuse, and the volunteer or employee who has discovered the abuse.
15. **Finally, all church employees or volunteers must REFER: they must NOT investigate.**

Appendix 1



Safeguarding Committee

The Safeguarding Committee has oversight of the implementation and supervision of our Care and Protection of Children, Young People, and Vulnerable adults. They can be contacted at the numbers below.

Rev David Barrie (pastor/trustee) 07941 484802

Mrs Debbie Deeks (youth leader/trustee) 07963 932014

Dr Douglas Kennedy (doctor/trustee) 07817 254540

Mrs Myette Whalley (PVG signatory) 07305 408596

Useful Contacts

Child Protection Duty Team (24hr service) - 01738 476768

Pitlochry Police Station - 101

NHS 24 - 111

Appendix 2



Self Declaration Form for Regulated Work with Children, Young People, and Vulnerable Adults

Private & Confidential

The post that you have applied for is for regulated work with children/young people/vulnerable adults. You are therefore required to disclose all convictions (unspent), cautions, and any relevant information.

- Section 1 - Please give basic details about yourself.
- Section 2 - Please give details regarding any convictions and cautions.
- Section 3 - Please give details of any relevant information.
- Section 4 - If you have NO convictions, cautions, or relevant information please sign the declaration form.

Should you be appointed for the position applied for you will also be asked to provide a PVG Scheme Record Disclosure.

Section 1: Basic Details

Name: _____ Date of Birth: _____

Addresses for the last 5 years:

Name/address of 2 referees who would be willing to give a reference in relation to working with children/young people/vulnerable adults (whom we will contact):

Section 2: Convictions or Cautions

a. Please give the date and details of the conviction(s) that you were charged with, the sentence that you received, and the court where your conviction(s) was heard.

b. Please give details of the reasons and circumstances that lead to your offence(s).

c. Please give details of how you completed the sentence imposed, (for example, did you pay your fine as required, what conditions were attached to your probation/community service/supervised attendance order, did you comply with the requirements of your order/ custodial sentence, etc.

d. Has any other organisation(s) supported you to work through any of the above issues?

e. What have you learned from the experience?

Section 3: Relevant information:

Section 4: Declaration

I certify that all information contained in this form is true and correct to the best of my knowledge and realise that false information or omissions may lead to dismissal.

Signature: _____

Date: _____

NOTE: The information given in this form will be treated in the strictest confidence. Please seal this form in the addressed envelope provided and return before your interview.

Appendix 3



Policy for the Recruitment of Ex-Offenders to any position within the Church

Pitlochry Baptist Church undertakes to treat all applicants for positions within the fellowship fairly and not to discriminate unfairly against the subject of a Disclosure based on conviction or other information disclosed.

- We will only request a PVG Scheme record Disclosure where it is necessary and relevant to the position sought,
- Where a position requires a Disclosure, we will make this clear on the application form, job advert, and any other information provided about the post.
- At the interview, we will ensure that open and measured discussions can take place on the subject of offences. Failure to reveal information on an application form or at an interview that is directly relevant to the position sought could lead to the withdrawal of an offer or cessation of appointment.
- At interview or when receiving a Disclosure which shows a conviction, we will take into consideration:
 - a. Whether the conviction is relevant to the post applied for,
 - b. The seriousness of the offence revealed,
 - c. The length of time since the offence took place,
 - d. Whether the applicant has a pattern of offending behaviour,
 - e. Whether the applicant's circumstances have changed since offending took place.
- We will ensure that all members of the fellowship involved in the recruitment process are aware of this policy and the associated guidelines. The policy and guidelines will also be made available to the applicant before any interview for the position.

Appendix 4



Policy for Secure Handling, Use, Storage, and Retention of Disclosure Information

Pitlochry Baptist Church undertakes to comply fully with the Code of Practice, issued by Scottish Ministers, regarding the correct handling, holding, and destruction of Disclosure information provided by Disclosure Scotland.

- We will use Disclosure Information only for the purpose for which it was provided. The information will not be disclosed to a third party without the express consent of the individual concerned.
- Disclosure information will be kept by the Safeguarding Officer in a secure, locked, immovable storage container. Access to the stored Disclosure Information will be strictly controlled and limited to the Safeguarding Officer and in the event of an appeal to the Pastors and the Core Team who will adjudicate the appeal.
- No copies will be made of Disclosure Information in any form, including paper or electronic copies.
- Disclosures or Disclosure information will not be retained for any longer than is required by the recruitment process. The information will be retained in a locked, non-portable container for a maximum of 90 days to allow for the resolution of disputes or complaints. If an individual stops regulated work while Disclosure information is held, it will be destroyed at that point.
- The Disclosure Information and any related documents will be destroyed in a secure manner, by shredding, pulping, or burning. The information will be stored securely up to the point of its destruction.

- The only information retained will be the date of the issue of the Disclosure Information, the name of the subject, the position for which the Disclosure was requested, the unique reference number of the Disclosure, and the details of the recruitment decision taken.

A copy of this policy will be made available, on-demand, to any applicant for a post within the Church which requires a Disclosure Request.

Appendix 5



Policy on Individuals who are under consideration for listing or barred from regulated work

Pitlochry Baptist Church aims to ensure that all children and/or protected adults are kept safe from harm while they are with our staff and volunteers.

Those who will undertake regulated work with children and/or protected adults within our organisation will be asked to complete a PVG disclosure application. Disclosure Scotland will continually monitor scheme member's suitability to carry out regulated work and will notify our organisation if someone is barred as they have become unsuitable to do that type of regulated work or if someone is moved to consideration for listing. This can happen either at the time that someone applies to join the PVG Scheme or throughout the period that they are doing regulated work.

If we are notified that an individual is barred from a regulated work type that they do or have applied to do within our organisation, the individual will not be recruited to do or will be removed from that type of regulated work. Our organisation will be committing an offence if we engage or fail to remove someone who is barred from the relevant regulated work. Disclosure Scotland may place a scheme member 'under consideration for listing' if they have information that they need to take time to review. During this time, the member is not barred from regulated work. If we are notified by Disclosure Scotland that an individual is under consideration for listing, our organisation both at the recruitment stage or as a result of on-going monitoring will decide on a case-by-case basis which action should be taken. Actions could include:

- No change will be made to the work or recruitment process regarding the individual
- The individual will continue in their role or with the recruitment process but will be

supervised at all times until the final determination is made

- Suspend the individual from work or recruitment decision until the final determination is made
- Place you in a non-regulated work role until the final determination is made

Detail any alternative action that your organisation will take

The decision will be fully explained to the individual according to our policies.

This policy will be made available to all of our staff/volunteers.

Appendix 6



Referrals Policy

This policy is relevant to all those involved in making recruitment/disciplinary decisions in our organisation.

When a volunteer or member of staff is permanently removed from a regulated work position, there are certain circumstances where our organisation must notify the Protection Unit at Disclosure Scotland that this has happened. This is called “Making a Referral”. If we would have permanently removed the individual, the actions detailed in this policy will continue to apply (even if a member of staff or volunteer leaves their regulated work position before any action being taken, irrespective of the reason that they leave).

2 conditions must be met before we let Disclosure Scotland know that something has happened.

Condition 1 – A person has been permanently removed/removed themselves from regulated work.

Condition 2 – At least 1 of the following 5 grounds apply.

- Caused harm to a child or protected adult
- Placed someone at risk of harm
- Engaged in inappropriate conduct involving pornography
- Engaged in inappropriate sexual conduct
- Given inappropriate medical treatment

When both of these conditions have been met, it is a legal requirement that we must let Disclosure Scotland know by making a referral within 3 months of the permanent removal of the individual.

Where there is a historical allegation of harm or inappropriate behaviour about someone who is no longer in regulated work with us but which we believe would, in all probability, have led to the 2 conditions being met, we will consider whether we want to make a referral but the legal responsibility applies only after 28 February 2011 when PVG was first introduced.

Where it is necessary to make a referral, this process will be carried out by the Safeguarding Committee. Those who are in a position which may involve carrying out disciplinary action which may result in the removal from regulated work or dismissal of someone in regulated work must ensure they notify the Safeguarding Committee of the legal requirement to make a referral where the conditions above have been met.

Failure to make a referral where required may result in our organisation being prosecuted. It is therefore essential that those involved in carrying out disciplinary action notify the Safeguarding Committee when both conditions for making a referral have been met.

Appendix 7



Record of Accident

In line with our good practice guidelines, this form should be completed, **as soon as possible**, to record any incident in the course of your work with children, young people, or vulnerable adults. This form must be completed within 24 hours of the incident occurring and returned to a member of the Core Team, **except in cases of suspected abuse when a report must be given to a member of the Safeguarding Committee** (see below).

Date / Time of incident:

Name(s) of children/young people/vulnerable adult involved:

Name(s) of worker(s) involved:

Was first aid or other medical treatment given?

Where did the incident take place?

During what activity did the incident take place?

Please describe the accident or incident with the appropriate detail, including all of the actions taken as a result, and whether the parents/ guardians/ careers of the child/ young person/ vulnerable adult have been informed. (Please continue on the other side of the paper if necessary).

Signature: _____ Print: _____ Date: _____

Safeguarding Committee:

- Rev David Barrie 07941 484802
- Mrs Debbie Deeks 07963 932014
- Dr Douglas Kennedy 07817 254540
- Mrs Myette Whalley 07305 408596

Appendix 8



Policy for Use of Electronic Communication

The use of new technology needs to be something we are building into our strategies to reach out and connect with people. However, with every new release or update comes a new risk or element to be aware of. Never before has it been so important for people to be kept safe online, and in every other form of e-communication.

Rationale

- We welcome the development of new technologies for communicating and will use them wherever they are appropriate to enhance our work.
- We recognise our responsibility to take all reasonable measures to ensure that the risks of harm to other's welfare are minimised; and, where there are concerns about people's welfare, to take appropriate actions to address those concerns.
- We recognise the need to protect staff and volunteers from inappropriate conduct from people in their personal lives and from situations that may make them vulnerable to allegations of wrongful conduct.
- We acknowledge that working for Pitlochry Baptist Church requires appropriate conduct in public spaces outside our work and our personal lives and that this includes electronic communication.

Definition

- Electronic communication includes using mobile phones, computers, and other devices for email, text, instant messaging, and social networking.

Reasons for contacting a child/young person using electronic communication

- In general, it is not appropriate to have private non-church related contact with a child/ young people/ vulnerable adult using electronic communication. We will only use electronic communication for genuine reasons relating to work with children/ young people/ vulnerable adults, not for general socialising or unnecessary contact.
- We recognise that there will be times when it is necessary and important to use electronic communication: for example, sometimes it is easier for a child, young person, or vulnerable adult to express a concern through or question using a text message, or a DM (direct message) on social media, rather than in person.
- Genuine reasons could include responding to a question or comment from children/ young people/ vulnerable adults, contacting them to reassure them of support, or confirming arrangements for a meeting or activity.
- Unnecessary contact could include sharing personal issues or anything that might burden a child/ young person/ vulnerable adult. Excessive contact will also be inappropriate.

Parental awareness and consent

- We recognise that electronic communication is difficult for parents/ guardians and carers to monitor. We will explain our policies and practice to parents and carers and seek to ensure they are aware that we use electronic communication as part of our work with children/ young people/ vulnerable adults.
- Unless a child/ young person/ vulnerable adult is at risk or there are extenuating circumstances, we will observe a parent's/ guardian's and carer's wish that we do not use electronic communication to contact a child/ young person/ vulnerable adult.

Mobile phones, texting, e-mails, and social networking

- Leaders and helpers should show discernment in distributing their mobile numbers, and e-mail addresses, and social media contact information, noting that social media platforms have age-restrictions: Instagram (13+), Facebook (13+), WhatsApp (16+).
- Leaders and helpers should take great care not to use language that might give the wrong impression or create misunderstanding when communicating with a child/ young person/ vulnerable adult, especially when using the informal language and shorthand often used in texts and social media.

- Leaders and helpers should seek advice from the office bearers whenever there is doubt or concern over the content or context of electronic communication.
- Where it is possible, a record of texts and e-mails sent and received, and social media should be kept for reference.
- Unlike email or texting, social networking and instant messaging involve a greater possibility of contact with children/ young people/ vulnerable adults who are not directly known by those in the church. This raises particular concerns for safeguarding children/ young people/ vulnerable adults.
- Leaders and helpers should not use their social networking or instant messaging accounts to initiate contact with children/ young people unknown to them.
- If a leader or volunteer is contacted by a child/ young person/ vulnerable adult via instant messaging e.g. Facebook or texting, they should be mindful of their vulnerability of communicating in that particular context. Great care must be taken to keep things appropriate and accountable. This can be done by:
 - Archiving conversations,
 - Inviting others to a conversation,
 - Redirecting the conversation to a more appropriate format.
- Staff and volunteers should ensure that the content of their social networking accounts, including pictures, are appropriate.

Appendix 9



Children/Youth Medical & Photo Release

It is the responsibility of a parent/guardian to notify PBC if there are any changes or updates to the information in this form during the year

Name of Child/Young Person

Name: _____

Date of birth: _____

Address: _____

Contact information of Parent/Guardian

Parent/Guardian 1:

Address (if different from above):

Work phone no.

Home phone no.

Mobile phone no.

Email address:

Parent/Guardian 2:

Address (if different from above):

Work phone no.

Home phone no.

Mobile phone no.

Email address:

Emergency Contact Details

In case of emergency, please contact this person:

Name:

Relationship to young person:

Contact Telephone no.

Medical Information

It is essential that we have full details in order to offer the best standards of care.

If your child takes regular medication, please give details:

If your child suffers (even mildly) from any condition such as epilepsy, asthma, diabetes, heart condition or allergies requiring medical treatment, including medication, please detail:

If your child has any special dietary requirements or food allergies, please detail:

Declaration

I hereby consent to the participation/attendance of my child, _____, with activities that may include, but are not limited to: traveling in church affiliated sponsors vehicles, cookouts, boating, swimming, challenge course, games in the park, football,

rugby, camping, walking, biking, concerts, bible studies, etc. Note: If you desire to limit your child's participation in any event, please submit your wishes in writing to the children and youth leadership team prior to the event.

I am aware that it is my responsibility, with my child, to ensure they pack as lightly as possible with the necessary clothes and equipment as specified on the kit list.

I acknowledge the need for obedience and responsible behaviour on his/her part and the need for him/her to be aware of and follow any and all safety instructions.

I recognise that the accompanying staff member or volunteer will be responsible for her/his supervision and care as far as can be reasonably expected.

I understand that the details on this form will be held in confidence and I give my consent for a copy of this form to remain at PBC or with the youth leaders and the details to be used in case of an emergency.

I further consent that the staff or volunteers may give permission for any urgent medical or surgical treatment including the administration of local or general anaesthetic, for my child, which is considered necessary by a qualified medical practitioner during the course of the trip.

I understand my child may be photographed during the church activities and that those photographs may be used by Pitlochry Baptist Church in church publications or on internet social media. Should I wish for this not to happen, or for my child's image to be withdrawn from such publicity I will inform the youth leaders in writing.

Signature: _____

Name of Parent/Guardian: _____

Date: _____

Appendix 10



Digital Youth Ministry Parental Consent

Parent/Guardian details:

Name: _____ Email: _____
 Phone no: _____
 Address: _____

Child details:

Name: _____ Email: _____
 Phone no: _____
 Age: _____ (this is important social media platforms have an age requirement)

Consents:

I give permission of Pitlochry Baptist Church to contact my child through the following platforms:

- | | |
|---------------------------|--------------------------|
| Instagram (13+) | <input type="checkbox"/> |
| Facebook (13+) | <input type="checkbox"/> |
| Email | <input type="checkbox"/> |
| Zoom (video conferencing) | <input type="checkbox"/> |
| Microsoft Team | <input type="checkbox"/> |
| WhatsApp (16+) | <input type="checkbox"/> |

Photographic Images:

During the course of our regular activities we may take photographs to be used both on the church website and in future event publicity. In order to publish an image of your child we need parental permission. All such photographs will be handled in accordance with our PVG Policy. I grant permission for Pitlochry Baptist Church to publish images of my child in Pitlochry Baptist Church promotional publications, the church website, and the church notice boards.

Individual photo: Yes No

Group Photo: Yes No

I give permission for Pitlochry Baptist Church to use the above contact information to contact my child.

Signed: _____ Date: _____

Appendix 11



Record of suspected or alleged abuse

Name and DOB of person completing the form:

Name, DOB, address of child, young person or vulnerable adult:

Names/s and DOB/s of person/s alleging abuse:

Names of any witnesses to the abuse or the allegation:

Date and time when allegation was made:

Physical evidence of assault:

What is alleged to have happened, including when, where, how, and why:

Date when reported to Safeguarding Committee:

Actions taken by safeguarding Committee:

Outcome of actions:



Record of suspected or alleged abuse

(This form has been completed for your guidance)

Name and DOB of person completing the form:

Peter Jones, 27/09/1978

Name, DOB, address of child, young person or vulnerable adult:

Ian Blank, aged 6, 11/04/2013.

Names/s and DOB/s of person/s alleging abuse:

Ian Blank's older brother, John, aged 10, 14/12/2007

Names of any witnesses to the abuse or the allegation:

John Blank saw the incidents. Joe Smith was with me when John talked to me.

Date and time when allegation was made:

12 August 2019 at 12.30pm.

Physical evidence of assault:

During an activity in Sunday School on the date above, I saw severe bruising on both of Ian Blank's upper arms, and asked John, casually, what had happened to his brother.

What is alleged to have happened, including when, where, how, and why:

John, who was visibly distressed, said that his father had 'grabbed our Ian and shook him hard.' I told John that this could be serious and that I might have to talk to someone else about what was happening. John said that it couldn't go on much longer. 'Ian gets on Dad's nerves – I don't know why – and he hits him or shakes him a lot – particularly when he's been drinking.' I asked John what he meant by 'a lot', and he said probably once a week, always in their home, after his father had been to the pub. John said that his father never 'touched' him – John - but that Ian was afraid of his father. Once Ian had been taken to the hospital because his father had thrown him across the kitchen, and Ian had cut his face on the corner of a cabinet. John could not remember the exact dates. I told John about the Safeguarding Committee and that I would have to tell them about what he had said. John was upset but agreed that the important thing was that Ian was protected. John and Ian live with their father, their mother having died two years ago. There are no close relatives living in Scotland. I suggested to John that it would be better not to tell his father that he had told me.

Date when reported to Safeguarding Committee:

12 August 2019.

Actions taken by safeguarding Committee:

The allegations were immediately reported by Rev David Barrie to the Social Services.

Outcome of actions:

John and Ian were both taken into care.