



Walsworth Road
Baptist Church

Staff Handbook

For Employees and Volunteers
working with Children and Young People

Walsworth Road
Hitchin
Herts. SG4 9SP

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Registered Charity No: 1155718

“We are Walsworth Road Baptist Church!”

We are a friendly and all-age church family who gather in response to the love of God and the invitation of Jesus, and who live under the Lordship of Jesus and in the power of his Spirit; we are supportive of each other and welcoming of new faces; we are active and busy as a church, and are still discovering what it means to be church; we enjoy being with God and with each other in worship; we have been reading the Bible together, and encouraging each other to hear God’s voice as we do; we are strengthening our prayer life together; we have contact with more than 250 children and young people each week during term time, in a range of activities and opportunities, and our summer Holiday Clubs (and HC Extra) are well attended, mobilise a great team and leave us exhausted but fulfilled; our lunch club sees 40+ older friends enjoying good food and friendship, and a Holiday At Home runs every summer; we have been experimenting in outreach events within the town; we are recognised as ‘the church that does the shoeboxes’, but our mission includes much more than this significant project; we are exploring what it means to be Baptist, and Baptists together, but we worship and work well with other Christians in the town, valuing one another’s varied insights and traditions, and co-operating in shared mission projects within schools and with events and Christian presence within the town centre.

We are also a church that knows what it is to be disappointed, to be weak, to feel discouraged and heart-broken – and we like the line that “we are a church where it’s OK to be not OK”! We have our big questions, and recognise that some won’t have answers in this life. We share each other’s burdens, and we feel one another’s hurt; with St Paul, we prayerfully long to know the power of the resurrection, but believe that we too can do all things through Christ who strengthens us. We draw strength from the incarnate Christ who has walked where we walk, from the crucified Christ who has redeemed us through his suffering and death, from the risen Christ who, risen just like the morning sun, offers his life-giving peace to bewildered disciples, and from the ascended Christ who yet intercedes for us.

We do believe that the church is not the buildings – it is the people; we do however think that, through our investment in their development and improvement, our premises today are a real asset to our welcome, our witness and our work.

We are Walsworth Road Baptist Church (WRBC)!



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Ethos and Values

What We Believe

'Five Core Values' is a Baptist Union resource offered to help churches explore what it means to be a local congregation following Christ and living as a Gospel people. We have added a sixth core value, as we believe it reflects something additional and something significant about our life together in Christ at WRBC, Hitchin.

Jesus says: "You shall love the Lord your God with all your heart and with all your soul and with all your mind and with all your strength". He calls us to be a **worshipping community**, offering all to God in prayer. We seek to encounter God in our gatherings for worship and prayer and to encourage one another in our lives of personal devotion. Each service of worship and every prayer gathering is prayerfully prepared as an event and an opportunity for God to make himself known, and for us to make known his great love for us. We share each month in times of prayer for our children, young people and the church's work amongst them, and for our neighbours.

Jesus says: "Go therefore and make disciples of all nations, baptising them in the name of the Father and of the Son and of the Holy Spirit, and teaching them to obey everything I have commanded you". He calls us to a **missionary community**, making known to all the redeeming love of God. In our worship we seek to respond to God's love, telling him how great he is; in our mission, we seek to respond to God's love by telling others too! We have coordinated a town-wide Christmas Shoebox Project with Link to Hope (with over 1000 shoeboxes in some of the past four years, gathered through local schools and churches). We support mission locally (Phase), nationally (BUGB's Home Mission) and internationally (BMS World Mission) with our finance, giving away at least 10% of our annual income to other missionary causes. Having seen in recent years a number of individuals go overseas on a variety of short-term mission trips, we also had a church team (of nine people) go to Kosova in the summer of 2013.

Jesus says: "If any want to become my followers, let them deny themselves and take up their cross and follow me". He calls us to be a **sacrificial community**, generously giving from all that God has given us.

There is much service offered across the church family both within the life of the church and beyond, and much of it is sacrificial – there are various members involved in Hitchin Street Angels on duty in town centre well beyond midnight on Saturday nights. The commitment to pastoral care of the church has been tested by the scale and variety of situations that we face together, but visits have been made, prayer has been shared, and meals have been provided especially to encourage the lonely and the disappointed. The generous giving of the church family has enabled us to improve, upgrade and extend the church premises substantially, and all without recourse to loans – thanks be to God!

Jesus says: "Anyone who comes to me, I will never turn away". He calls us to be an **inclusive community**, sharing with all the hospitality of God's kingdom. We are a mixed group of people with a range of diversity ethnically, age-wise, and economically; we have a group of young adults with learning difficulties regularly at worship, We seek to follow Jesus' own lead in not judging others and never turning anyone away, but we also believe in the traditional definition of marriage as the lifelong partnership of one man and one woman.

Jesus says: "The Spirit of the Lord is upon me to proclaim good news to the poor". He calls us to be a **prophetic community**, challenging the powers that oppress, and the values that corrupt. Issues of justice and freedom abound in our world. We have been a Fair Trade church for a number of years, and have encouraged reflection on and practice of more sustainable lifestyles through a commitment of care for creation as well as respect for the creator. We support the work of Christian Aid (in particular through the annual red envelope doorstep collection), Operation Agri (especially at Harvest) and Bible Society. That we are free to worship where brothers and sisters in Christ in other lands experience persecution is a regular matter for prayer

Jesus says: "Peace I leave with you. My peace I give you." He calls us to be a **healing community**, to receive the wholeness of his grace to allow the restoring of our brokenness, and to be the channels of his wholeness to those we encounter. "Peace" has been the word on the very threshold of our buildings; people have come in seeking peace at times of pain and loss, (and have so often found it), and people have gone out bearing peace for themselves and for others. To be part of God's purposes today for blessing people in our world with his wholeness is our calling and our privilege.

Personnel

Minister – minister@wrbchitchin.org.uk

Youth Worker – youthworker@wrbchitchin.org.uk

Church Secretary – secretary@wrbchitchin.org.uk

Treasurer – treasurer@wrbchitchin.org.uk

Job descriptions for the above positions are available from the Church Secretary.

Deacons - these are Church members who are voted by the Church meeting to stand for a term of 3 years. Up to 10 Deacons and the Minister meet as the Diaconate to be the spiritual leaders and administrators of the Church. The Diaconate report back to Church meeting for information and approval of larger issues.

Church Life Teams covering the nine areas below are headed by Deacons or Church Members. Current Team lists and contact details for the team leaders are on the notice board outside the Lower Hall, or are available from the Church Secretary:

Communications

Fabric

Faith

Finance - Team Leader is Treasurer

Mission

Pastoral

Support Services

Worship

Youth and Children

General Terms and Conditions

1. Terminology

1.1 In this document, the projects are described under the umbrella term 'WRBC'.

1.2 In this document, paid employees and unpaid volunteers are together described under the umbrella term 'staff'.

2. Job Title and Description

2.1 An employee's job title, job description and normal duties, the date of the commencement of employment and line manager will be detailed in their contract of employment of which these terms and conditions forms a part.

2.2 In addition to their normal duties, an employee may be required to undertake other duties from time to time.

3. Probationary Period

3.1 The first six months of employment will be probationary.

3.2 Employment may be terminated on one week's notice given in writing by WRBC at any time during this period.

3.3 An employee's performance and suitability for continued employment will be reviewed throughout their probationary period and if, at the end of the period, their performance is deemed satisfactory, their employment will be continued for either a further fixed period or an open contract basis, commencing on the expiration of the probationary period.

4. Hours of Work

4.1 The nature of WRBC's work will often lead to employees having to work irregular hours.

4.2 Overtime payments will not be made, but an employee's line manager may, at their absolute discretion, give time off to compensate for extra hours worked.

4.3 Employees will, in the course of their employment, be required to organise and attend residential activities organised by WRBC, in particular staff retreats, youth events and weekends. Notice of such residential activities will be given at least two months in advance by the employee's Line manager.

4.4 Part time employees will be advised of their hours of work in their contracts of employment.

4.5 Where an employee wishes to work more flexible hours, either occasionally or regularly, they should always seek the permission of their line manager first.

5. Holidays

5.1 The holiday year runs from 1st January to 31st December each year.

5.2 All full time employees are entitled to a holiday entitlement of 25 working days, in addition to 8 bank holidays, adjusted proportionally for part time employees. WRBC may increase this allowance at their absolute discretion to reward, for example, seniority or long service. Any such increase will be notified to the employee in writing and will be effective from the following year.

5.3 For those employees starting or leaving other than at the start of the holiday year, this entitlement will be adjusted proportionally to the length of employment in the holiday year.

5.4 Holiday may only be taken at a time when it is convenient to WRBC and employees should seek their line manager's approval before booking a holiday. This will not normally be during term time. Employees must give at least one month's notice for every holiday requested. Holiday in excess of two weeks will not normally be approved.

5.5 To book holiday, once it has been approved by their line manager, a Holiday Booking Form (Appendix 1) should be presented at least one month in advance.

5.6 Holiday entitlement cannot be carried forward from one year to the next without the express permission of the employee's line manager. This will not normally be given for periods in excess of 5 days.

5.7 WRBC reserves the right to require employees to work on a public holiday in return for which the employees shall be entitled to extra holiday, equal the period worked, to be taken as agreed with their line manager.

5.8 Time in lieu may be given where an employee works additional hours through participation in a special event or activity. Normal practice for a residential weekend is one day in lieu which must be taken as the first working day after the end of the activity.

5.9 In recognition of the extra hours an employee may work where time in lieu is not given, all employees are entitled to five days additional holiday allowance each year. This allowance must normally be taken during the summer holidays.

6. Maternity and Paternity Pay and Leave

6.1 Entitlement to maternity and paternity leave is covered by statutory regulations.

7. Special Leave

7.1 Special leave is a privilege and may be granted at the Deacon's discretion, subject to operational needs and commitments. Special leave may be requested for personal reasons (e.g. funerals) or any other reasonable grounds. Special leave will be paid or unpaid depending on the reason for, and length of, absence required.

8. Other Employment

8.1 It is considered that the demands of the full time positions within WRBC are such that it is not desirable for employees to seek any other part time employment. If employees wish to take up any other concurrent employment they must first seek the permission of the Deacons after having discussed the matter with their Line manager.

9. Other Engagements

9.1 In the course of employment, occasions may arise where employees are invited to take an engagement during normal working hours related to their work with WRBC, although the engagement may not be directly related to WRBC. Permission may be given for this time to be taken as holiday but WRBC recognises that some of these engagements may be beneficial to the broader work of WRBC and may well enhance the reputation or advertise the work of WRBC. They may also benefit the employee in that they broaden his or her experience. Because of these factors, an employee's line manager may, at their discretion, allow special paid leave to be granted. If the employee is paid for the engagement then all or part of the payment may be retained by the employee at the discretion of the line manager.

10. Periods of Notice

10.1 Unless otherwise agreed in writing an employee's period of notice is one month and this is binding on both the employee and WRBC.

10.2 WRBC reserves the right to pay salary in lieu of notice.

11. Retirement Age

11.1 Although there is no statutory retirement age, male and female staff members usually retire at 65.

12. Employee Appraisal

12.1 All employees will receive an appraisal annually. The intention of the review is to agree personal and WRBC related objectives and to identify any training or development needs.

13. Lateness

13.1 WRBC regards good time keeping as vital. If employees are likely to be more than 20 minutes late for work on any one day, they should contact their line manager. The line manager will contact any groups and personnel and postpone any relevant meetings.

14. Salaries

14.1 Employees will be advised of their salary in the letter that offers them employment.

14.2 Salaries will be paid in arrears, directly into a bank account advised by the Employee on, or about, the 20th day of each month.

14.3 Salaries will be reviewed by WRBC as part of the annual budgeting cycle in October each year, and the revised salary will take effect from 1 January. Employees joining after 1 July will not normally have their salary reviewed until the October following twelve months' service. Employees will be notified in writing of any change in salary resulting from a review.

14.4 WRBC reserves the right to revise salaries at any time during the year where exceptional circumstances dictate.

15. Deductions

15.1 WRBC reserves the right in its absolute discretion to deduct from an employee's salary any sums which they may owe WRBC including, without limitation, any over payments or loans made to them by WRBC or losses suffered by WRBC as a result of an employee's negligence or breach of WRBC's terms and conditions or duties.

15.2 WRBC also reserves the right to forfeit a day's pay for each day of unauthorised absence (including leaving employment without notice or during an employee's notice period without WRBC's permission).

16. Expenses

16.1 Expenses will be reimbursed for all properly authorised expenditure provided a receipt is submitted and in accordance with the WRBC Expenses Policy. (Appendix 2)

16.2 Expense and mileage claims should be submitted monthly by the 15th day of the following month using the Expenses Claim Form (Appendix 3). These will be reimbursed into the employee's bank account on the normal pay day.

16.3 The expense system should be used for all transactions with the exception of large purchases which should be carried out by Line manager.

16.4 Any staff seeking an exception to the rule should consult the Treasurer.

17. Authority to Commit to Expenditure

17.1 Where necessary, staff members are able to make purchases without authorisation up to a value of £50, but not more than £100 in any month.

17.2 All expenditure is restricted by our budget and ultimately the amount of income we receive. This policy may therefore be limited if there are insufficient funds.

17.3 This policy applies to items bought via the internet or a catalogue as well as in person.

17.4 Where staff members have used their own money, they can be reimbursed by submitting a receipt to the Treasurer. Expenditure may not be reimbursed where there is no receipt or evidence of purchase.

17.5 The Treasurer will confirm what expenditure code will be allocated and collect a receipt.

17.6 Reimbursement will normally be by bank credit, but can occasionally be through petty cash at the Treasurer's discretion.

17.7 Purchases between £50 and £100 can be made only with the permission of an employee's line manager.

17.8 Purchases over £100 can only be made with the permission of the Treasurer.

18. Use and Care of Equipment

18.1 WRBC is privileged to own equipment, including portable computers for the use of staff. This raises a number of issues regarding the care and safety of this equipment both to come within insurance requirements and in order for WRBC to be a responsible steward of property.

18.2 When transporting equipment, staff should use any cases provided for the purpose.

18.3 Staff must not leave equipment in an unattended vehicle. If it is necessary to do so, it should be in a locked boot and out of sight. Equipment should not be left in vehicles for long periods or overnight.

18.4 Any damage to the equipment, however slight, must be reported to the Fabric Deacon as soon as possible.

18.5 Equipment may only be loaned to non-staff with the permission of the Fabric Deacon.

18.6 When in doubt, staff should confirm with their line manager or the Fabric Deacon as to the correct procedure.

18.7 Where these rules are not followed, staff may make themselves liable for any replacement or repair costs incurred by them or by a third party.

18.8 These rules are intended to ensure the proper care and safety of equipment, rather than restrict or hamper work. The aim is to ensure that WRBC works in a responsible manner with all its resources, particularly those which have a high replacement value.

19. Insurance

19.1 WRBC has arranged insurance covering its liability to employees to the limit required by law.

20. Confidentiality

20.1 Employees must not disclose any information of a confidential nature relating to WRBC during or after their employment except in the proper course of their employment or as required by the law.

20.2 Employees must not remove any documents or tangible items which belong to WRBC or which contain confidential information from WRBC's premises at any time without proper authorisation.

20.3 Employees must return to WRBC, upon the termination of their employment, all documents and tangible items which contain or refer to any confidential information and which are in the employee's possession or under their control.

21. Changes to Terms of Employment

21.1 WRBC reserve the right to make reasonable changes to any terms and conditions and will notify employees in writing of any such changes at the earliest opportunity and, in any event, within one month after such changes have taken effect.

21.2 Such changes will be deemed to be accepted unless an employee notifies WRBC of any objection in writing before the expiry date of the notice period.

22. Jurisdiction

22.1 These terms and conditions shall be governed by and construed in accordance with English law and each party agrees to submit to the exclusive jurisdiction of the English courts as regards any claim or matter arising under these terms and conditions.

23. Right to Work

23.1 In accordance with the Asylum, Immigration and Nationality Act 2006, WRBC is required to verify that employees have the right to work in the UK.

24. Pension Scheme

24.1 From 1st November 2017, it is a legal requirement that you will be enrolled into a pension scheme. This will be in an agreed Pension Scheme which requires that you pay a minimum of 4% of annual income into the scheme. You will have the option to withdraw from this scheme at any time.

Grievance and Disciplinary Procedures

1. Grievance Procedure

1.1 WRBC recognises the importance of valuing its employees as an employer and treating them fairly in every respect. We aim to have a positive and fulfilling work environment where disagreements and problems can be openly and honestly resolved. We do also recognise that sometimes more serious issues may occasionally arise and have therefore set out a procedure to deal with them, however infrequently they may be referred to. If an employee has any grievance relating to their employment they should raise the matter initially with their line manager. They may be required to put any such grievance into writing. When a grievance involves an employee's line manager, an employee should raise the matter with the Deacons.

1.2 Having enquired into an employee's grievance the line manager will discuss it with the employee and will then notify them of their decision.

1.3 If the decision of the line manager is not acceptable, or if it is not possible to settle the matter, an employee may refer the matter in writing to the Deacons whose decision will be final and binding.

1.4 An employee may be accompanied by an advocate of their choice during any grievance procedure.

1.5 If an employee believes that they are being sexually or racially harassed or the victim of some other form of harassment or unlawful discrimination within WRBC, they should report any incidents to the Deacons who will investigate. Their report will be treated as confidential unless an employee agrees otherwise.

2. Disciplinary Procedures

2.1 The purpose of the disciplinary procedures is to ensure that WRBC behaves fairly in investigating and dealing with allegations of unacceptable conduct or performance. Accordingly, WRBC reserves the right to depart from the precise requirements of its disciplinary procedure where it is expedient to do so and where the resulting treatment of the employee is no less fair.

2.2 All cases of disciplinary action under these procedures will be recorded and placed in WRBC's records. A copy of WRBC's disciplinary records concerning an employee will be supplied to them at their request.

2.3 Offences under WRBC's disciplinary procedures fall into 3 categories namely

- Misconduct
- Gross misconduct
- Incapability

2.4 The following steps will be taken, as appropriate, in all cases of disciplinary action:

Investigations: No action will be taken before a proper investigation has been undertaken by WRBC into the matter complained of. If appropriate, WRBC may, by written notice, suspend an employee for a specified period while the investigation takes place. If an employee is so suspended their contract of employment will continue together with all their rights under their contract including the payment of salary, but during the period of suspension they will not be entitled to access to any of WRBC's premises except at the prior request or with the prior consent of WRBC and subject to such conditions as WRBC may impose. The decision to suspend an employee will be notified to them by the Deacons and confirmed in writing.

Disciplinary Hearings: If the Deacons decide to hold a disciplinary hearing about the matter complained of, an employee will be given details of the complaint against them at least three working days before the hearing. At the hearing the employee will be given an opportunity to state their case. The employee may be accompanied by an advocate of their choice. No disciplinary penalty will be imposed without a disciplinary hearing, but a hearing may proceed in an employee's absence if they fail to turn up.

Appeals: Employees have a right to appeal against any disciplinary decision to the Deacons. They should inform the Deacons in writing of their wish to appeal within five working days of the date of the decision which forms the subject of their appeal. The Deacons, as appropriate, will conduct an appeal hearing as soon as possible thereafter at which the employee will be given an opportunity to state their case and will

be entitled to be accompanied by an advocate of their choice. The decision of the Deacons, as appropriate, will be notified to an employee in writing and will be final and binding under this procedure.

3. Misconduct

3.1 The following offences are examples of misconduct:

- Bad time keeping
- Unauthorised absence
- Minor damage to WRBC property
- Minor breach of WRBC rules
- Failure to observe WRBC procedures
- Abusive behaviour

These offences are not exclusive or exhaustive and offences of a similar nature will be dealt with under this procedure.

3.2 The following procedure will apply in cases of alleged misconduct:

First warning: This will be given by the Deacons and may be oral or written according to the circumstances. In either event, an employee will be advised that the warning constitutes the first formal stage of this procedure. If the warning is verbal, a note that such a warning has been given will be placed in WRBC's records.

Final warning: This will be given by the Deacons and confirmed to an employee in writing. This warning will state that, if the employee commits a further offence of misconduct during the period specified in it, their employment will be terminated.

Dismissal: The decision to dismiss an employee will not be taken without reference to the WRBC Deacons and will be notified to the employee in writing.

4. Gross Misconduct

4.1 The following offences are examples of gross misconduct:

- Theft or unauthorised possession of any property belonging to WRBC or any employee.
- Serious damage to WRBC property.
- Falsification of reports, accounts or expense claims or documentation relating to absence from work.
- Refusal to carry out duties or reasonable instructions.
- Misuse of drugs, tobacco or other substances.
- Deliberate failure to follow WRBC's safeguarding procedures.

4.2 In the event of gross misconduct the period of notice does not apply and employment is terminated with immediate effect. The decision to dismiss an employee will not be taken without reference to the Deacons and will be notified to the employee in writing.

5. Incapability

5.1 The following are examples of incapability:

- Poor performance
- Incompetence
- Unsuitability
- Lack of application

These examples are not exhaustive and instances of a similar nature will be dealt with under this procedure.

5.2 The following procedure will apply in cases of incapability:

First warning: This will be given by the Deacons and may be oral or written according to the circumstances. In either event, an employer will be advised that the warning constitutes the first formal stage of this procedure. If the warning is verbal, a note that such a warning has been given will be placed in WRBC's records.

Final warning: This will be given by the Deacons and confirmed to an employee in writing. This warning will state that, if the employee commits a further offence of misconduct during the period specified in it, their employment will be terminated.

Dismissal: If a further offence occurs within the period specified in the Final Warning, the decision to dismiss an employee will not be taken without reference to the WRBC Deacons and will be notified to the employee in writing.

6. Whistleblowing procedure

6.1 WRBC aims to deal with people and organisations with the utmost respect and professionalism. However it recognises that it is not immune from the potential for employees to act illegally, dangerously or inappropriately. Therefore WRBC encourages any employee or volunteer to follow the whistleblowing procedure if they notice anything about which they are concerned.

Types of practice WRBC discourage include:

- Inappropriate use of WRBC money.
- Inappropriate sharing of confidential information.
- Persistent failure to comply with health and safety practices.
- Inability to appropriately safeguard young people.

6.2 Employees should inform their line manager immediately if they become aware that any employee is, has or is about to act inappropriately.

In cases where the malpractice is being carried out by the employee's line manager, the employee should inform the Deacons.

An employee can ask for their concerns to be treated in confidence and their request will be respected.

Employees will not be penalised for informing management about any malpractice.

When a manager is notified of a concern, they should ensure that the concern is investigated properly and objectively. The employee reporting the concern should be kept aware of the progress of the investigation. The manager who receives the concern is responsible for ensuring the necessary action is taken to report the concern.

6.3 If the concern is about inappropriate behaviour of an employee or volunteer towards a young person, the Designated Person for Safeguarding should be informed immediately. WRBC's Designated Person for Safeguarding is named on Page 6 of the Staff Handbook.

The Designated Person for Safeguarding will contact the Churches' Agency for Safeguarding (CAS) or the Local Authority Designated Officer (LADO) for reporting allegations, immediately and take their advice on how to proceed. CAS: www.churchsafe.org.uk 020 7467 5216
/ Hertfordshire Safeguarding Children Board, LADO: 01992 555420

Sickness

1. Sickness procedure

1.1 WRBC wants to do its best to look after all employees. This means encouraging employees to take time off sick if they need it, work hard when they are at work and not work too many extra hours.

1.2 This procedure is aimed at helping all employees know what they need to do when they are sick and what their rights and responsibilities are when sick or returning to work.

2. Notification

2.1 When an employee is sick:

- The employee should phone their line manager within the first hour they are due to be in work, or as soon as is possible
- The line manager is responsible for arranging cover/cancellation of any appointments for that day.
- Where it is not possible for direct contact with the line manager to be made, the employee should contact another member of their team, who will in turn contact the line manager at the earliest convenience. It is important that the line manager has contact with the employee on the first day of sickness.
- The employee is responsible for keeping in touch with their line manager during their period of sickness absences and to keep WRBC up to date with any treatment and progress.
- If an employee falls sick during a working day, they should inform their line manager and complete the return to work procedure when they are fit enough to work.

3. Certification

3.1 All periods of sickness (of 4 hours or more) must be recorded on a WRBC Absence Form (Appendix 4). Absences of more than one calendar week must be evidenced with a doctor's 'fit note'.

3.2 On an employee's return to work, the line manager should ensure completion of the Absence Form and/or fit note as appropriate.

3.3 If the fit note states that an employee "may be fit for work", the employee and line manager will take a decision of whether the employee is able to work. In certain situations, it may be that WRBC is not able to provide the support an employee needs to return to work before they are fully fit. In this instance, WRBC will declare the employee unfit to work as per the statement on the fit note.

4. Return to work discussion

4.1 As part of the procedure for managing sickness absence, an employee should meet with their line manager on the first day of their return to work, following each instance of absence. The aim of a return to work discussion is to facilitate the employee's return to work and to clarify any out-standing aspects of their sickness absence.

4.2 Return to work discussions should be conducted sympathetically and in private by the line manager. A record of the discussion should be placed in the employee's HR file.

5. Monitoring

5.1 Sickness absence monitoring is the responsibility of the line manager, who will report to the Deacons on a quarterly basis.

5.2 A trigger will be raised when an employee has more than 7 days or 3 occasions of absence in a rolling twelve month period. At this point an employee's line manager or a Deacon will meet with the employee to establish if there are any ways in which WRBC can support the employee further.

6. Medical examinations

6.1 WRBC reserves the right to require an employee to be examined at any time by an independent doctor or occupational health professional at its expense and cease pay if it is advised by the doctor that an employee is fit for work.

7. Payment during periods of sickness

7.1 If WRBC employees are absence from work due to sickness or injury and comply with the requirements listed, they will be paid statutory sick pay in accordance with provisions of the WRBC's sick pay scheme.

7.2 In addition to SSP WRBC operates a discretionary sick pay scheme as set out below: The sick pay year runs from 1 January to the following 31 December and in any year you will be entitled to payment of salary in accordance with the following table:

Length of Service with WRBC	Sick Pay Entitlement
Up to six months' service	SSP only
Six months to two years' service	Ten days' full pay
Two to five years' service	Fifteen days' full pay
Five to ten years' service	Twenty days' full pay and twenty days' half pay
Over ten years' service	Thirty days' full pay and thirty days' half pay

In exceptional circumstances further payments may be made at the discretion of the Deacons.

7.3 If a Bank holiday or statutory holiday falls within a period of sickness, the day is paid and counted as a statutory holiday rather than a sick period.

7.4 If an employee is sick due to self-inflicted reasons (e.g. excessive drinking/reckless behaviour), WRBC will withhold sick pay for the period affected.

8. Phased return to work

8.1 After long periods of sickness, it may be that an employee's return to work needs to be phased. This will be decided in consultation with the employee, their line manager, the Deacons and will be at the discretion of WRBC.

8.2 In such instances the employee's pay will fall in line with the stage of the WRBC sick pay scheme which applies.

8.3 Any phased return to work strategy must be reviewed weekly by the line manager.

9. Annual leave during periods of sickness

9.1 If a period of sickness occurs while you are on leave this will normally count against annual leave entitlement rather than sick leave. Exceptions to this can be considered based on the circumstances and medical information provided to support the situation. This is at the discretion of the Deacons to ensure consistency and fairness. If a period of sickness occurs before booked leave and it is apparent that the sickness will continue over the booked leave period, employees may request the cancellation of that leave to the line manager. The absence should then be covered by an Absence form in the usual way.

9.2 Any payments of salary received in respect of a period of absence due to sickness or injury will be deemed to include your entitlement to SSP.

9.3 WRBC reserves the right to alter, amend or remove the discretionary sick pay scheme.

10. Unauthorised absence

10.1 When an employee does not provide the appropriate certification forms, their absence may be considered as unauthorised. Any unauthorised absences may result in disciplinary action being taken and pay being withheld.

11. Capability

11.1 If an employee accrues an unsatisfactory sickness record over a period of time, and is therefore incapable of carrying out the work for which they have been employed, WRBC are entitled to follow disciplinary procedures in accordance with our disciplinary policy.

11.2 If an employee is absent from work for any reason (excluding annual leave) for a period in excess of 90 working days on any period of twelve months, WRBC will be entitled to terminate employment at any time by giving written notice on the date specified in the notice.

Professional development

1. Professional Development Policy

1.1 WRBC is committed to the principle of ongoing professional development for its employees, in order to equip them for their role within WRBC and beyond. In addition to the internal training programme and external short term courses, WRBC may support employees undertaking a programme of academic study leading to a qualification or accreditation.

1.2 Programmes must have a direct relevance to the role of the employee, and must develop their professional and academic portfolio. Such courses may include Foundations Degrees, Bachelor's Degrees, Master's Degrees and PhD's, or courses with progression to clear professional accreditation such as BACPs Counselling certificates. Priority will be given to employees pursuing a Bachelor's Degree or Master's Degree who do not already hold them, and to those appointed into roles that require these qualifications in order to carry out the work satisfactorily.

1.3 All WRBC employees who have completed one year of service, or will have at commencement of the programme, and have an adequate disciplinary record, are able to make a request to undertake a programme of academic study. Each candidate will need to prove his or her suitability.

1.4 Employees must first discuss their proposal with their line manager, and then put their request in writing to the Deacons no later than 31st May for all programmes that will commence after September.

Research into available courses should not take place during working hours.

1.5 The written request should contain an outline of the identified course, the programme of study, the costs and the duration and study time required. Employees should also include in their written request why they feel they should be considered for this programme and what they anticipate gaining from it, together with any implications taking the programme may have on their work at WRBC. The request will be considered by the Deacons. If agreed, the Treasurer will cost it into the Annual Budget, before receiving final approval from the July Church Meeting.

1.6 Employees will be informed in writing if their application is successful or unsuccessful, and given the opportunity to discuss this with both their line manager and if relevant, the Deacons.

1.7 It is possible, on courses with high take up, for employees to apply at the first available opportunity and then if necessary make the decision to take up a place based on WRBC's decision which will be made when the budget is decided for the year concerned, usually in the July prior to the year commencing. Before commencing a programme of academic study, a learning agreement will be drawn up summarising the agreed terms, and signed by the employee.

1.8 WRBC will contribute up to 100% of course costs and placement fees. WRBC will not contribute to books, materials, resubmission, travel expenses and associated childcare costs. These and any other costs are the responsibility of the employee to cover and are seen as part of their commitment to the training. WRBC will release an employee for between 2 and 8 hours per week, for up to 40 weeks each year in consultation with the Deacons. It is understood that this time will often not cover the total time needed for study and therefore the employee will be expected to find the rest of the required time outside of their working hours. If a programme is expected to take more than 16 hours study a week in total, it is unlikely that WRBC will allow such a programme, as it will detract from the quality of work an employee is able to deliver. Due to the nature of the work cycle at WRBC from time to time employees will be asked to miss study time for WRBC events such as team retreats. Study days count as a normal working day. If an employee wishes to take holiday on a study day, it counts as a booked day of holiday and must be pre-booked as such.

1.9 The employee needs to be able to prove that they are able to perform to the highest of their abilities in their remaining practice at WRBC and if are unable to do so, funding maybe withdrawn. This will be reviewed on a termly basis and be discussed both in appraisal and supervision. If for any reason the employee fails their studies, they may be required to either repay WRBC for the course costs or to pay for their own resubmission to continue with the programme. If for any other reason the employee needs to suspend their studies this should be agreed in advance with the Deacons. If the employee is disciplined on

any form of gross misconduct, misconduct or incapability the employee runs the risk of having their training privileges terminated.

1.10 WRBC's financial contribution to the programme is reliant on the employee working for one full year for WRBC on completion of the programme. If an employee leaves before this time they may be expected to repay the course costs and placement fees in full. If the employee chooses to leave before completion of the programme, they may be expected to pay back their training costs in full and pay a contribution to cover the study time for which they were released. Maternity leave will be an exception to this requirement, where this time period will be suspended for the duration of the maternity leave. When an employee has their employment terminated by WRBC for any reason, any retrospective payment decisions are made based on the nature of the dismissal and the timing of such an event.

2. Staff Mentoring

2.1 We believe our spiritual and moral lives are profoundly connected to the work we do and, as a result, encourage staff to find a personal mentor to provide a safe context for reflection. This includes being honest about our failings, seeking advice and prayer, and being held accountable for our actions.

2.2 Finding a mentor is primarily the responsibility of the member of staff who has a free choice in whom to approach. However, we suggest that the best mentors have proved to be people of the same gender who are not already close friends of the member of staff.

1.3 Discussions with a mentor are confidential.

3. Training

3.1 We believe in continually developing our staff as people, as well as workers.

3.2 WRBC provides a variety of practical, spiritual, safeguarding and other training courses for volunteers.

3.3 WRBC provides a tailored program for each individual employee, dependent on their needs in a personal development plan. Suggestions for training should be discussed with the line manager.

3.4 Training records are kept in the employee's personnel file.

4. Supervision

4.1 Supervision meetings with employees will be held with the line manager at least every half term. In addition an appraisal will be held annually with the employee's line manager.

4.2 Supervision records are kept in the employee's personnel file.

Working with Young People

WRBC staff should be aware that young people may be additionally vulnerable due to their race, gender, disability, language, religion, sexual orientation or culture. WRBC does not discriminate on any of these grounds when working with young people. WRBC staff should treat all young people with equal respect and be especially sensitive to each young person's needs.

Any discriminatory incidents, offensive, violent or unacceptable behaviour or language by staff or young people will not be tolerated and complaints will be acted on promptly in accordance with WRBC's behaviour code and disciplinary procedures.

1. Basic preparation for an activity

1.1 There must be permission for an activity from the relevant line manager or youth leader.

1.2 The activity should have a clear purpose.

1.3 If there is more than one team member involved, one person must be appointed activity leader and will take overall responsibility for the activity.

2. Staffing for an activity

2.1 There must be the correct ratio of staff to young people. Normally this is 1:10, but some specialist or more hazardous activities, for example, night walking, may require a smaller ratio. It is the responsibility of the activity leader to confirm the appropriate ratio required by law if appropriate, in consultation with their line manager.

2.2 For mixed groups, there must be at least one staff member of each gender.

2.3 Volunteers must have successfully completed an application process to become a WRBC volunteer including providing references and undertaking a satisfactory Disclosure and Barring Service (DBS) Enhanced Disclosure.

2.4 Where the activity is residential or is outside Hitchin, there must be a nominated contact who remains in Hitchin for the duration of the activity, in case of emergency. This person must have a written list of the young people and staff on the activity, together with emergency contact numbers. They should be available to be contacted by phone throughout the activity.

2.5 All staff should have the purpose of the activity and their roles and responsibilities explained clearly to them. In addition, they should be fully aware of the emergency and fire procedures as well as any other relevant information.

3. Parental permission for an activity

3.1 Parental permission is required for a young person under 18 to attend a WRBC activity, for example, a residential, day trip or a meeting with a member of the WRBC team. You should make sure that parents are fully aware of:

- The type of activity
- Details of what the activity will involve
- The start and finish times
- Transport arrangements
- A means of contacting their child in the event of an emergency
- Any special equipment or clothing required

3.2 There is one exception to the requirement for parental permission.

- Parental permission is not required for a young person to attend a therapeutic group if they are over 16.

3.3 When working with a young person regularly, it can be appropriate for a parent to give permission for ongoing activities and meetings.

3.4 Permission is not required for unintended meetings: e.g. meeting someone by accident in McDonalds and sitting down to talk.

3.5 Where an activity is residential, hazardous or continues longer than 6 hours, parents must complete a WRBC Medical Form (Appendix 5)

4. Transporting young people to and from an activity

4.1 Parental consent should be given for all journeys, however short, for young people under 18. Consent may be verbal, but it is good practice for it to be written using the WRBC Parental Permission Form (Appendix 6)

4.2 Drivers should have a full driving licence and must have been driving for at least 1 year. They must be familiar with WRBC's Safeguarding Policy and procedures (Appendix 14), have successfully completed a WRBC Driver Self Declaration Form (Appendix 7) and hold a satisfactory DBS Enhanced Disclosure.

4.3 Seat belts must be worn and the maximum insured number of passengers for the vehicle must not be exceeded. You should also ensure that your vehicle insurance specifically includes transporting young people. The vehicle must be roadworthy, insured, taxed and have a valid MOT. The vehicle must also have a first aid kit.

4.4 Only drivers who have satisfied WRBC that they have adequate experience of driving minibuses are able to transport young people using these vehicles. Minibus drivers must meet the minimum age requirement for insurance purposes. A second person must accompany the driver of a minibus when transporting young people. Local Authority minibuses may only be driven by those who have completed a Local Authority Assessment Course and hold a valid Driver Permit.

4.5 Drivers should not spend unnecessary time alone in a car with a young person. If a young person wants to talk to a driver about something and has waited until other young people have been dropped off, the driver should explain that it is not a suitable place to talk and arrange to meet with the young person at a suitable location and time. It is reasonable for a driver to be alone with a young person for short periods: e.g. dropping off the last young person. The driver should ensure that they have discussed with the activity leader who is the most suitable young person to be dropped off last and have planned the route accordingly. At collection or dropping off points drivers must not leave a young person on their own. They should make sure young people are collected by an appropriate adult and, where necessary, wait with them until that person arrives. Drivers should discuss with the activity leader where it may be unwise for them to transport a child: e.g. where they have had a disagreement that evening or where the young person has a 'crush' on a driver. Alternative arrangements must be made.

4.6 Where necessary, the activity leader may need to consider special arrangements for young people with disabilities or behavioural difficulties.

4.7 If young people make arrangements for transport to or from any WRBC activity, other than any official transport provided, WRBC must not be involved in the arrangements in any way. WRBC staff should be sure that the young people and parents concerned understand they are making a private arrangement.

4.8 For longer journeys, drivers must strictly observe the maximum journey time of 10 hours in any 21 and a 30 minute break taken every 3 hours where the driver can obtain rest and refreshment. In addition, a break of 1 hour should be taken every 5 hours of driving.

4.9 For longer journeys, especially those over a long distance, a weather forecast should be obtained to evaluate any potential hazard.

4.10 Where there is more than one vehicle travelling, the activity leader should ensure that all drivers have clear directions to the destination, and the contact telephone numbers of the activity leader and the nominated contact. The nominated contact should have a list of names and emergency contacts of the people in each vehicle.

4.11 Wherever possible the same young people should travel both to and from events in the same car with the same driver.

5. Running an activity

5.1 You should ensure that another staff member is aware of where you are, who you are with, what you are doing and your planned timetable. This may be important in the event of an accident. When undertaking an activity that does not require a nominated contact, another staff member (preferably your line manager) still needs to know where you are going with a young person and when you are due to return.

5.2 You should aim to work with young people in as public a context as possible. Being alone with a young person in a building or a private place is bad practice. You should choose public areas where you are visible

as much as possible or have other staff present. Suitable contexts might include a cafe or room where there are others nearby. Where you are meeting a young person alone in a room, you should ensure that there is some link to others nearby. Suitable provisions might include an open door or a window to another office. Staff members should also be aware of the most suitable time of day to talk with young people. Late night meetings, except in extreme emergencies, are not appropriate.

5.3 You should work with young people of the same gender wherever possible. In general, you should concentrate on working with young people of the same gender, especially where there are staff members of both genders available to work with young people. Where it is unavoidable, you should always make sure that there are other staff members present or that it is in a public area.

5.4 You should only have appropriate physical contact with young people. You should be aware of the danger of physical contact being misinterpreted by the young person or by another person present, or simply being inappropriate. Contact should be appropriate to the context: for example, contact whilst playing a sport would be different to contact whilst talking. In all cases, prolonged hugging, sitting on a young person's lap or allowing a young person to sit on your lap is always inappropriate.

5.5 You should never place yourself or another young person in danger. Your safety, and that of the young people you are working with, is paramount.

- You should always be aware of potential sources of harm and danger and take appropriate steps to avoid them. You should never take a young person to a place where they are in danger of harm.

- You should be aware of the security of the place where you are holding an activity. There should be a system for controlling who has access to the premises and a means of identifying other adults present. You should always err on the side of caution and challenge anyone of which you are suspicious to explain what they are doing.

- You should make sure you are aware of the fire safety systems and have communicated any necessary information to the staff and young people at the beginning of the activity. This may involve a test fire evacuation drill. You should always have a list of staff and young people attending the activity for use as a fire list.

- You should hold roll calls regularly during an activity and especially after outside activities. For this purpose you should always have a written list of staff members and young people attending an activity. It is also important for an activity leader to have access to a telephone during an activity.

- You should appoint a designated first aider for residential activities or activities over 6 hours in duration.

- You should have a first aid kit with you for activities where there is no other first aid kit readily available.

- You should ensure that food is prepared in clean and hygienic surroundings and that at least one person preparing food has a current food and hygiene certificate.

- You should make arrangements for the safe keeping of any valuables or money during the activity.

- You should make arrangements for the safe keeping and dispensing of any medication during the activity.

5.6 You should take appropriate action if a young person does not arrive at, or leaves an activity. Where a young person does not turn up for an arranged activity or meeting, you should investigate immediately and contact those responsible for them to find out what has happened. In some instances, this might be the young person's parents, their school or a local authority body like the Youth Offending Team or Social Services.

- Where a young person wishes to leave your care, for example by running off, insisting that they go somewhere or leaving an activity early, your duty will depend on the age and maturity of the young person. There is a higher duty of care for young people who are younger in age or maturity. In general, you should do all you can to persuade them to stay with you until the end of the activity. Where this is impossible and the young person does actually leave your care, you should contact your line manager immediately and discuss what action should be taken, including whether to contact those responsible for them. You should also make a record of the incident using the WRBC Incident Form (Appendix 8).

- You cannot use force or restraint to prevent a young person from leaving an activity early.

5.7 You should take appropriate action if an activity is cancelled. Where a planned activity is cancelled, you should contact each young person and their parents to inform them with as much notice as possible.

Where an activity is suddenly cancelled, you may need to make provision for someone to meet the young

person at the arranged departure point and ensure they are able to return home safely. You should not normally entrust spreading information about a cancellation to other young people.

5.8 You should take appropriate action if a young person has an accident during an activity. Where a young person is injured whilst in your care, and requires medical attention, you should take whatever action is necessary to provide them with that medical attention as soon as possible. This may include providing first aid or, in more serious situations, taking them to the emergency department of a hospital or calling the emergency services to the scene. In more serious situations, you should contact the young person's parents and your line manager as soon as possible to tell them what has happened. You should also make a record of the incident using the WRBC Accident Book.

5.9 You should treat the young person with respect. In all work with young people, the young person's safety and well-being are the most important factors. The role of WRBC staff is to help a young person make positive developments in their life: whether they are physical, social, emotional, mental or spiritual. With that in mind, staff should always treat the young people they work alongside with the utmost respect and care. For example, staff should never demand or insist that a young person tells them something or that they adopt a particular theological approach. The emphasis is always on listening to the young person without being judgmental, and seeking to help them in whatever way possible. Staff should also be aware of their own limitations. Wherever a staff member feels that they do not have the appropriate experience, or are unsure of how to help a young person, they should always refer to their line manager or team leader.

5.10 You should deal with difficult behaviour appropriately. You should make sure that the young person is aware of the WRBC Behaviour Policy (Appendix 9), together with any other additional rules related to a particular group or activity, and the consequences of breaking those rules.

- Once stated, you should stick to what you have said and be consistent: both from activity to activity and towards all the young people with which you are working.

- Where a young person is misbehaving, give clear warnings, together with the consequences of the behaviour continuing. Avoid getting into arguments or debates and remain firm and friendly throughout. Where a young person's behaviour is dangerous to themselves or others, take action immediately.

- You should never inflict any physical punishment on a young person.

- A young person may be sent home from any activity provided all other means of dealing with their behaviour have been exhausted and the parent has been contacted and given their permission. A staff member should accompany the young person being sent home or alternative safe arrangements must be made.

5.11 You should take particular precautions where the activity is residential. This should include a planning visit to the venue prior to the activity. In addition to the directions given in this section:

- You should have the contact telephone numbers for the nearest doctor, emergency department of a hospital and dentist.

- You should have a supply of spare washing kit, sleeping bags (where used) and any other essentials.

- You should make arrangements for a team member to be on call throughout the night, and ensure that other staff and the young people know where to contact them in case of emergency.

- You should ensure that there is separate sleeping accommodation for males and females.

- You should ensure that staff members are in separate sleeping accommodation to the young people on the activity. Where this is not possible, you should obtain specific permission from parents for any other arrangements.

5.12 You should ensure others have the appropriate qualifications to lead hazardous and special activities. Where a hazardous or special activity is led by another organisation, you should ensure that they have the appropriate legal qualifications for leading the activity. You should view any certificates in person and keep a record. Examples of activities that require qualifications are canoeing, abseiling and rock climbing. You should inform the WRBC insurers about the activity in advance.

6. Insurance

6.1 WRBC is required to inform its insurers when specific activities are taking place that are outside of the regular day to day commitments: for example, day trips and residentials.

6.2 You should arrange with your line manager for the details of the event to be sent to the insurance company at least two weeks before it is due to take place. The details must include:

- Where the activity is taking place.
- An outline of the programme, noting any activities that might be hazardous.
- Expected numbers attending.

7. Photographs and film of young people

WRBC takes photographic and video footage of young people for publishing, archive and external material. We seek generic parental permission for this purpose and want to protect the welfare of the young people with whom we work. We always seek to use photographs and video footage in a responsible way. Staff should only take photos or video footage of young people during WRBC activities using electronic equipment provided by WRBC. Mobile phones must not be used to take photographs or video footage. Staff should only take and/or use photos or video footage of young people that will be used for official WRBC purposes. For example, it is not acceptable for staff to retain photographs of young people during a WRBC event, in personal albums, Facebook pages or any other media.

Health and Safety / Risk Assessments

1. Responsibility for Health and Safety

WRBC recognises and accepts its responsibility to provide, so far as is reasonably practicable, a safe and healthy environment for anyone using the church premises.

At the same time WRBC expects all users of the church premises to understand that they have a responsibility to themselves and others to ensure a safe and healthy environment and to comply fully with the requirements below and as laid out in our Health and Safety Policy (Appendix 10)

Overall responsibility and implementation of this Health and Safety Policy have been placed with the WRBC Deacons, a Health and Safety Advisor and the Health and Safety Officer. The Deacons may appoint other persons to be responsible for the daily implementation of all or part of the Policy. The contact numbers for persons with specific Health and Safety responsibilities will be displayed on Church notice boards together with copies of this policy.

2. Risk assessments

Ensuring WRBC staff carry out adequate risk assessments is the responsibility of the Health and Safety Officer who keeps a file copy of all WRBC risk assessments and can advise on their completion. All risk assessments must be authorised by the Health and Safety Officer prior to any event taking place.

2.1 All activities with young people need a written risk assessment. Some activities may already have a risk assessment which can be reviewed and updated if necessary. A risk assessment is a method of anticipating hazards or what can go wrong and ensuring adequate precautions are taken to ensure the health and safety of our staff, those for whom we are responsible and anyone else who may be affected by our actions. Always use the WRBC Risk Assessment Form (Appendix 11) when doing a risk assessment.

2.2 Check if there is an existing risk assessment for the activity. There may already be a written risk assessment for activities that are repeated. In this case, you should still assess if any circumstances have changed since the original risk assessment was written and, if so, update it accordingly. You will need a new risk assessment form for each activity, even if it is using information from a previous risk assessment.

2.3 Identify the hazards. A hazard is anything that may cause harm. It may be anything that could cause personal injury, the failure or misuse of equipment being used, road accident, fire, food poisoning, insect or animal bites, aggression or a host of other hazards. When identifying hazards:

- Ensure that all parts of the activity have been included.
- Take account of the routine as well as the non-routine. E.g. what would happen if the vehicle broke down or the number of people attending was more or less than expected.
- Be systematic. Use the hazard checklist which identifies the different hazards you are likely to come across.
- Be on the lookout for anything that has not been foreseen and always add any new hazard to the check list as soon as you identify it so that it may benefit others doing their risk assessment.
- Always look at the way the activity is organised and identify critical areas of communication. Hazards are often caused solely through a misunderstanding or other failure in communication.

2.4 Hazard Examples. In identifying the hazards, take account of the following checklist:

- Animals.
- Bunk beds.
- Camping gas.
- Collision with moving object.
- Collisions between people.
- Corrosive agents.
- Driving.
- Falls from a height.
- Fights and aggression.
- Fire.
- Fireworks.

- Flammable liquids.
- Glass and other sharps.
- Hand tools.
- Illness/sickness.
- Insects.
- Knives.
- Lifting and carrying.
- Lost people.
- Lost keys/money/property.
- Machinery and equipment.
- Medicines.
- Missing buses, trains.
- Roads.
- Scalding water/steam.
- Slips and trips.
- Toxic/poisonous substances.
- Trapped by tide or rising water.
- Unhygienic toilets.
- Vehicle breakdown.
- Water.

2.5 Identify who might be harmed. This includes everyone in your care, other WRBC staff and any member of the public who could be harmed. You should list them in summary: for example, staff, young people, public.

2.6 Evaluate the risks. The risk considers the likelihood and the severity of harm or injury. Consider various scenarios of what may happen and the nature of injuries or harm that could result. WRBC uses three levels of severity:

- *Minor*: This is a minor injury which does not require hospital treatment and from which the injured party will fully recover in a short time.
- *Serious*: This is any injury or ill health that may require medical treatment.
- *Major*: This is anything that may cause permanent effects or even loss of life.

Also consider the likelihood of the hazard happening. A scale of likelihood can be used and if possible we should take precautions to ensure the likelihood of it happening as small as possible.

2.7 Preventive and Protective Measures. Having identified the hazards and the nature and severity of harm or injury it is necessary to implement measures that will, if possible prevent harm or injury. The risk classified as major and significant are the most important. In deciding which measures to take use the following in order of priority:

- If possible avoid the hazard altogether
- Try to prevent the source of harm or injury. E.g. tiredness is a cause of road accidents therefore do not drive when too tired.
- Ensure the activity is matched to the age and capability of those taking part
- Reduce the severity by replacing the “dangerous” with the “non-dangerous” or “less dangerous”
- Ensure all aspects are considered: communication, organisation, interaction between different groups, weather conditions.
- Give appropriate instructions to those taking part.

The written risk assessment is complete when all hazards have been identified, preventive and protective measures have been agreed and all necessary actions have been implemented.

2.8 Recording and Approval. A risk assessment form must be completed for every activity. Each risk assessment must be approved, signed and dated by your line manager. They should be kept on file for future reference.

2.9 Review and Revision. After every activity review the risk assessment to determine if it could be improved in any way. Was any risk overlooked or were the precautions too cumbersome? Pass your recommendations for amending the risk assessment to your line manager.

2.10 Ongoing Risk Assessment. There will always be unforeseen risks that need assessing as the moment arises during an activity. You should always be on the lookout for new risks and carry out a mental risk assessment on the spot. This is as important as your written risk assessment.

3. Lone Working Policy

3.1 WRBC recognises that from time to time some staff members work in an environment where they are alone (including working from home). We take seriously our responsibility to ensure that all working environments are safe and ask that a member of staff who wishes to work in another environment, complete a risk assessment for that place of work. This risk assessment should be approved by the Health and Safety Officer.

3.2 Guidance on safe working can be found as a downloadable pdf in the HSE website.

3.3 The Health and Safety Officer must be kept informed of any accidents or issues identified relating to lone working. Any further training needs should be identified by the staff member and if appropriate, arranged by their line manager and the Health and Safety Officer.

4. First Aid Policy

WRBC are committed to the safety and welfare of all staff, volunteers and young people.

Our first aid provision is assessed on a bi-annual basis.

4.1 On WRBC premises

4.1.1 There are no legal requirements for first aid provision at WRBC for volunteers, however, WRBC seek to train as many staff as practical to the HSE 'Emergency first aid at work' (EFAW) level. WRBC will ensure that at least one member of staff holds an EFAW level certificate that is less than 3 years old at all times.

4.1.2 WRBC will provide suitably stocked first aid boxes which will be checked regularly by the Health and Safety Advisor.

4.1.3 First aid kits are available to staff members although administration of the contents should be through the qualified First Aiders. If a qualified first aider is not available, the staff member should inform the Health and Safety Officer of the incident and what action they took as soon as possible. They must also record it in the HSE Accident Book.

4.2 With children and young people

4.2.1 When working with children and young people, first aid support is more closely controlled. Parental permission should be sought through the completion of parental permission forms, or verbally if needed for any treatment that may be given.

4.2.2 Whilst in school, young people fall under the normal care of the school system and this should be adhered to.

4.2.3 For Hitchin based activities outside of WRBC, there must be a named member of WRBC staff responsible for first aid for the activity and all first aid needs should be routed through them. This person must be trained to the EFAW level or above.

4.2.4 For residential activities, there must be a named member of WRBC staff responsible for first aid during the residential and all first aid needs should be routed through them. This person must be qualified to the EFAW level or above.

5. Social Media Policy

WRBC welcomes the development of new technologies for communicating and use them to enhance its work with children and young people. However WRBC recognises its responsibility to take all reasonable measures to ensure the risks of harm to young people's welfare is minimised.

5.1 WRBC staff should follow the WRBC Social Media Policy (Appendix 12) at all times

5.2 The WRBC Social Media Policy will be reviewed and updated annually for approval by the March Church Meeting.

Safeguarding

1. Confidentiality - Handling personal information from a child or young person

It is paramount that children and young people are protected from harm. These procedures for sharing confidential information are primarily to protect and support the children and young people with whom WRBC works.

1.1 The question of whether to keep information given by a child or young person confidential is complex and, both morally and legally, often unclear. WRBC employees and volunteers should adopt the principles outlined here, but seek further advice and guidance from their line manager or team leader whenever they are unsure.

1.2 Never promise absolute confidentiality. This is bad practice and limits what you are able to do should the child or young person share something that demands outside involvement and help.

1.3 Never share confidential information unless:

- The information is crucially relevant to the work of another WRBC staff member.
- You are consulting your line manager or team leader for advice.
- The child, young person, or another person, is at risk.
- You are required to do so by law (e.g. evidence in court).

1.4 In all cases, you should always explain the WRBC policy on confidentiality to a child or young person before they share any confidential information.

1.5 Where you intend to share confidential information, you should always tell the child or young person what you are doing first. In many cases they will approve of your decision to share the confidential information. Even if they do not, it is good practice to inform them of what you are intending to do.

1.6 WRBC is under no legal obligation to do so but will generally inform the Initial Assessment Team at the Local Authority if they believe a child or young person is at risk of or is experiencing abuse.

1.7 WRBC is under no legal obligation to do so but will generally inform the police or other authorities (e.g. school management) if they believe a crime or serious misdemeanour has been, or will be, committed.

1.8 WRBC will generally not inform parents or guardians of confidential information shared by a child or young person unless they believe it is in the best interests of the child or young person or unless it is required under the Data Protection Act 1998.

2. Defining abuse

2.1 You should always be alert to any signs of abuse when working with children and young people.

2.2 Types of abuse include:

- *Physical abuse*; physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to the child or young person.

Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces an illness in a child or young person.

- *Emotional abuse*; Emotional abuse is the persistent emotional maltreatment of a child or young person. It may involve conveying to children or young people that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person.

It may involve seeing or hearing the ill-treatment of another, causing children and young people to feel frequently frightened or in danger.

- *Sexual abuse*: Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, including prostitution, whether or not the child or young person is aware of what is happening. The activities may involve physical contact, including penetrative (e.g. rape, buggery or oral sex) or non-penetrative acts. They may include non-contact activities, such as involving children or young people in looking at, or in the production of, sexual online images, watching sexual activities or encouraging children or young people to behave in sexually inappropriate ways.

- *Neglect*; Neglect is the persistent failure to meet a child's or young person's basic physical and/or psychological needs, likely to result in the serious impairment of the child's or young person's health or development.

Neglect may involve a parent or carer failing to provide adequate food, clothing and shelter / failing to protect a child or young person from physical harm or danger / failure to ensure adequate supervision or the failure to ensure access to appropriate medical care or treatment.

It may also include neglect of, or unresponsiveness to, a child's or young person's basic emotional needs.

3. Safeguarding Policy and Procedures

3.1 Staff should follow the WRBC Safeguarding Policy (Appendix 13) at all times and the procedures which form a part of it.

3.2 Where a child or young person discloses a safeguarding issue, you should do three things:

- Tell the child or young person that you must report what you have heard and reassure them that the disclosure they have made will only be passed on to those who need to know in order to help that child or young person.

- Report the disclosure to the WRBC Designated Person for Safeguarding without undue delay, but as soon as possible. If the Designated Person for Safeguarding is not available, contact the Safeguarding Trustee or another member of the Safeguarding Team.

- Follow the procedure set out in the procedure for responding to concerns in the WRBC Safeguarding Policy.

3.3 Where you have suspicions that a child or young person has a safeguarding issue, is being abused or is at risk you should do two things:

- Report your concerns to the WRBC Designated Person for Safeguarding without undue delay, but as soon as possible. If the Designated Person for Safeguarding is not available, contact the Safeguarding Trustee or another member of the Safeguarding Team.

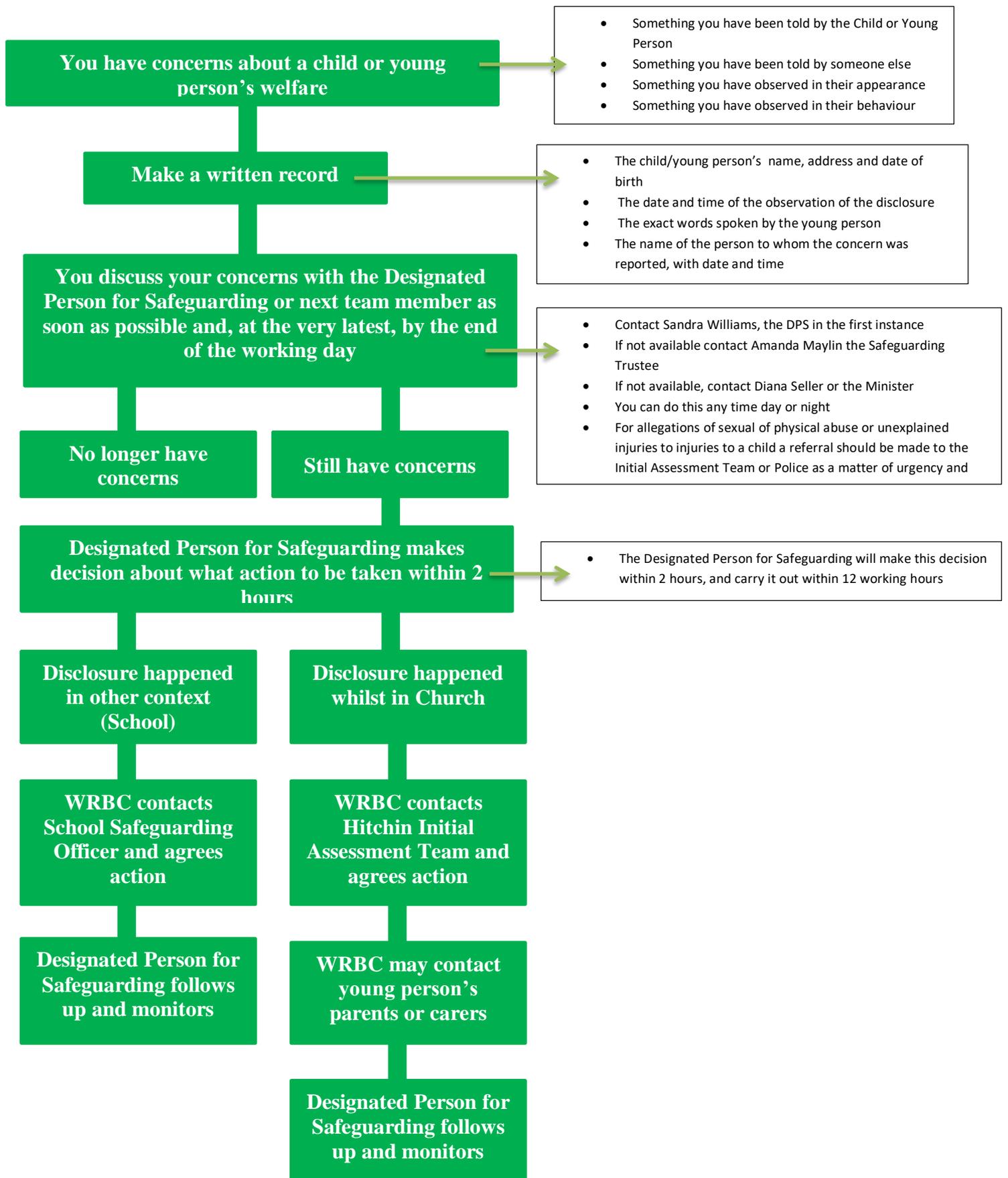
- Follow the procedure set out in the procedure for responding to concerns in the WRBC Safeguarding Policy.

3.4 The WRBC Designated Person for Safeguarding will decide if a referral will be made to the Local Authority or another body.

3.5 For allegations of sexual or physical abuse or unexplained injuries to a child or young person a referral by the Designated Person for Safeguarding should be made to the Initial Assessment Team or Police as a matter of urgency and any delay kept to a minimum.

See next page for the schematic layout of Safeguarding procedures.

What to do if you're worried a child or young person is being abused or is at risk



Appendix 1



WRBC Holiday Booking Form

Name:	Job Title:
Holidays Requested	
From:	To:
No. days requested:	
Annual cumulative no. of days holiday requested:	
Signed (Employee):	
Date:	
Please pass to your Line Manager for Authorisation	
Authorised by (Line Manager) Name:	Signed:
Date:	

Appendix 2



WRBC Expenses Policy

Introduction

This document is the Expenses Policy for Walsworth Road Baptist Church, Hitchin.

There are a number of approaches which apply throughout this document:

- All expense items being claimed must have been incurred solely in the work of the Church.
- Expenses can be claimed by any member of the Church family.
- The Church has an annual budget and all major items of expenditure are within the control of a number of specific budget holders.
- All expenses should be agreed in advance wherever possible with the appropriate budget holder.
- All expenses must be supported by a valid receipt.
- The Church is a charity and is not registered for VAT, and so VAT receipts are not required.
- All expenses should be minimised by using the most economic appropriate approach. For example, the most economic means of transport must be used for all journeys and car sharing should be used wherever practical.
- If there is any doubt about the validity of an expense, the claimant should seek advice from the Church Treasurer before incurring costs.

Travel Expenses

Mileage

It is expected that only the Church Minister will incur regular car travel expenses, though other people can claim under exceptional circumstances. If any claimant is required to use their own vehicle for travel on Church business, the Church will reimburse the mileage undertaken in accordance with the HMRC rates applicable for the current tax year. These rates are currently:

Up to 10,000 miles	45 pence per mile
Over 10,000 miles	25 pence per mile

These rates are reviewed each year and may be changed from time to time.

Mileage expenses claims must be completed using the Expenses Form (Appendix 4). Exceptionally, where regular mileage claims are being made, a Mileage Expense Claim Form should be kept by the individual and used throughout the year to record the annual mileage, which is required by the Inland Revenue for taxation purposes. Please note that the Income Tax year runs from April to March and this is the period for which annual mileage must be recorded.

Public Transport

If any claimant is required to use public transport for travel on Church business, the Church will reimburse their travel costs via the provision of accurate and complete receipts. The most economic means of transport must be used for all journeys.

Ministry Expenses

There are a number of expense items which are, under normal circumstances, only claimed by the Church Minister and these are detailed in this section. These items each have a specific annual cost in the budget which is agreed each year by the Church Meeting.

Administration

Administration costs such as paper and printer consumables needed by the minister for church business are claimable.

Book Allowance

The provision of books for the minister's use is claimable in line with the agreed annual budget.

Parking

Parking by the minister on church business is claimable.

Food and Hospitality

The provision of food and hospitality by the minister and/or his family on church business is claimable.

Pastoral Fund

There is a Pastoral Fund for the provision of small gifts such as cards and flowers; as well as for urgent cases of financial need.

Resources

Worship resources needed by the minister for church services is claimable

Miscellaneous

This is a category set aside for other ministry expenses not covered in the items above.

Ministry Expenses - Other

Pulpit Visitors

The Church welcomes a number of visiting preachers each year and pays them a fixed fee of £40 for each service. Travel expenses are also claimable using the approach indicated in section 0.

These expenses are calculated, receipted, and paid directly to the claimant by the Treasurer rather than being claimed through the expenses system.

Visiting Organists

The Church welcomes a number of visiting organists each year and pays them a fixed fee of £25 for each service. Visiting organists may also be used for other church occasions such as weddings and funerals, in which case the fee is £30 per service.

These expenses are calculated, receipted, and paid directly to the claimant by the Treasurer rather than being claimed through the expenses system.

Manse Expenses

Electricity

Provision of electricity to the Manse is claimable at 40% of the charged cost.

Gas

Provision of gas to the Manse is claimable at 40% of the charged cost.

Telephone

The Church undertakes to provide in full a telephone (landline) at home for the better performance of the minister's duties (with the cost of personal calls to be borne by the minister), and to fund 50% of the costs of internet access subscription.

Where such services are bundled (e.g. telephone and broadband) or where inclusive packages are used, the costs will be negotiated accordingly.

Manse Repairs

Manse repairs are claimable and should be supported by suitable receipts. As noted in the introductory paragraph, all expenses should be minimised by using the most economic appropriate approach. The Treasurer or Deacons should be made aware of any significant likely costs.

It may be that repairs can be claimed back under the Church's insurance policy for the Manse, in which case it may be necessary to check with the insurance company before commencing repairs.

Items Paid Directly by the Church

The following items are paid directly by the Church to the supply organisation and so are not normally claimed through the Expenses Policy:

- Council Tax
- Insurance
- Water Rate

Other Expenses

There are a large number of other possible areas of expense, and the following is a list of some of the likely areas, as covered in the annual Church budget:

- Advertising and Posters
- Conferences and Literature
- Licences
- Printing/Stationery/Copying/Magazine
- Secretarial Expenses
- Subscriptions
- Web Site Hosting and Fees
- Catering
- Flowers
- Youth Work
- Building Fabric
- Gardening
- Organ and Piano Tuning
- PAT Testing

Appendix 4



WRBC Absence Form

Name:	Job Title:
Dates of Absence	
From:	To:
Total no of days:	
Reason:	
Doctor's Sickness note included? YES / NO	
Signed:	
Date:	

Appendix 5

 <p>Walsworth Road Baptist Church</p>	<h2>Activity _____</h2> <h1>WRBC Medical Form</h1> <p>Date: _____</p>
--	--

SECTION 1 – PERSONAL DATA - this data will help us to contact you should we need to before or during our activity.

Contact Details for Young Person			
Title:	First name:	Surname:	Gender: M / F
Address:			
Town:		Postcode:	
Email:		Date of Birth:	
Mobile:		Home Phone:	

Contact Details for Parent/Guardian (where different from above)			
Title:	First name:	Surname:	
Address:			
Town:		Postcode:	
Email:			
Mobile:		Home Phone:	
We would like to keep you informed with news about activities at WRBC. However, if you prefer not to receive news from WRBC, please tick this box [<input type="checkbox"/>]			

SECTION 2 – MEDICAL INFORMATION. This data will help us to give the best possible care to your child during the residential activity.

Name of family Doctor:

Address and phone no. of family Doctor:

Please give details of any allergies affecting your son/daughter and/or details of any medication your son/daughter is currently taking, the dosage and whether it can be self-administered:
--

Continued overleaf...

Please give details of any contagious or infectious diseases your son/daughter has suffered from in the past 3 months, or other recent illnesses:

Please give date of last anti-tetanus injection:

Please give details of any special dietary requirements your son/daughter has:

If supervised swimming is offered on the programme, do you give consent to your son/daughter taking part? YES / NO

If consent is given, what distance can they swim?

Please give details of any types of activities in which your son/daughter may not participate:

Please give any other information you think may be useful to us in caring for your son/daughter, e.g. suffers from travel sickness:

SECTION 3 – to be read and signed only by a parent or other adult with parental responsibility.

I give permission for my son/daughter to take part in this activity or residential trip and I understand the nature of the activities that will be undertaken and the travel arrangements.

I understand that the leaders will take all reasonable care in looking after my son/daughter but they cannot necessarily be held responsible for any loss or damage to property during, or as a result of, this trip.

In an emergency, if I cannot be contacted despite all reasonable attempts to do so by the leaders, I give permission for my son/daughter to undergo emergency medical/dental treatment including the use of anaesthetics as considered necessary by the medical authorities.

I give permission for Walsworth Road Baptist Church to process the personal data given on this form for use in relation to my child taking part in this trip.

I understand that by participating in this activity, video/photographs of my son/daughter may be taken with other young people for future promotional purposes.

I understand that if my son/daughter grossly misbehaves at this activity or residential trip then the organisers may forbid them from further participation and require me to collect them at my expense. (Cigarettes and alcohol are forbidden and failure to abide by this rule may constitute gross misbehaviour.) I agree to pay for deliberate damage to property caused by my son/daughter.

I enclose payment of _____ (**cheques payable to 'Walsworth Road Baptist Church'**)

Please send this form and payment to Walsworth Road Baptist Church, Walsworth Road, Hitchin, SG4 9SP.

Signature:

Parent or other adult
with parental responsibility

Date:

Appendix 6



WRBC Parental Permission Form

Name of Young person: _____

Activity: _____

Date of Activity: _____

I give permission for the above named person to attend the above event and take part in the activities as notified.

Signed: _____

Relationship to Child / young person*: _____

Date: _____

*This form must be completed by the parent or guardian of the named person.

Appendix 7



WRBC Driver Self Declaration

Dear

Thank you for offering to transport children and young people from WRBC for an offsite trip or visit. In accordance with Baptist Union guidelines and our Safeguarding Policy we need you to confirm that your car is fully licensed, that you have comprehensive insurance and that you do not have any current convictions for speeding or other driving offences. All information will be kept in a confidential manner, and reviewed on an annual basis.

We understand that if you inform your insurers that you plan to use your car to voluntarily transport children there should be no increase to your insurance premium. However, if your insurer is not informed and you are involved in an accident your insurance may be invalid. Please check with your insurer to confirm this.

Please complete the reply slip below and return to me asap. Thank you for your co-operation.

Amanda Maylin
Deacon for Youth

Name

I confirm I have notified my car insurers that I will use my car to transport children for a WRBC activity or trip.

I confirm that my vehicle is fully licensed.

I confirm I hold a clean and current driving licence and have not been prosecuted for speeding or other driving offences.

Signed

Date

Appendix 8



WRBC Incident Form

Name of Group:	Name of Group Leader making this report:
Address of Group Leader making report:	Contact No. of Group Leader making report:
Date, time and place of accident/incident:	
Name, addresses and ages of those involved in the accident/ incident:	
Give full details of the accident, all actions taken, damage to property, any injuries received and any medical / first aid treatment given:	
Were any of the following contacted? If so, please state when and by whom: Parents/carers YES / NO _____ Police YES / NO _____ Ambulance YES / NO _____	
Give names, addresses, telephone numbers and ages (if under 18) of witnesses to the accident/ incident (usually only 2 are needed):	

Give the names of any other leaders / helpers supervising the young people at the time:

Has any defective equipment that was involved in the accident been retained? YES/NO

If YES, where is it being kept and by whom?

What actions have been taken to ensure a similar accident will not occur?

Is the site still safe for use? YES / NO

Is the equipment still safe for use? YES / NO

Who else needs to be informed?

Have they been informed? YES / NO

If so, when and by whom?

I declare that all of the above facts are a true record of the accident/incident
(to be made by Group Leader making the report)

Signed Date.....

Form seen by Group Co-ordinator / Team Deacon / Health and Safety Officer
(please delete as appropriate)

Print name

Signed Date.....

Appendix 9



WRBC Behaviour Policy

We promise to treat all children and young people with respect, equality and fairness. In return we ask that children and young people follow our behaviour policy in order to help themselves and others get the most from our activities. If you have any complaint or concern, you should talk to the activity leader or, if you are still unhappy, the Deacon for Youth.

Where this policy is not followed, some consequences are compulsory, others are at our discretion.

We expect you to treat others and yourself with respect, behave responsibly and follow instructions.

If you don't, we will give you two warnings and then ask you to leave the activity.

We may also inform your parents/guardians and ban you from future WRBC activities for a set period.

We expect you not to bully any other person.

If you do, we will give you two warnings and then ask you to leave the activity.

We may also inform your parents/guardians and ban you from future WRBC activities for a set period.

We expect you not to assault or threaten any other person.

If you do, we will ask you to leave the activity immediately.

We may also inform the police and your parents/guardians and ban you from future WRBC activities for a set period.

We expect you not to engage in sexual activity or sexually harass any other person

If you do, we will give you two warnings and then ask you to leave the activity. In more serious cases, we will ask you to leave the activity immediately.

We may also inform the police and your parents/guardians and ban you from future WRBC activities for a set period.

We expect you not to carry a weapon of any kind, or use any object to threaten, intimidate or injure another person.

If you do, we will confiscate the weapon immediately. If it is illegal we will hand it to the police.

We may also inform the police and your parents/guardians, ask you to leave the activity and ban you from future WRBC activities for a set period.

We expect you not to use, share or deal drugs or solvents.

If you do we will confiscate the drugs immediately and hand them to the police.

We may also inform the police and your parents/guardians, ask you to leave the activity and ban you from future WRBC activities for a set period.

We expect you not to carry or use alcohol

If you do we will confiscate them immediately. If you are legally allowed to possess them, we will return them to you at the end of the activity. If you are not we will throw them away.

We may also inform your parents, ask you to leave to activity and ban you from future WRBC activities for a set period.

We expect you not to steal or damage WRBC or other's property.

If you do, we will expect you to pay for any damage or loss you have caused.

We may also inform the police and your parents, ask you to leave the activity and ban you from future WRBC activities for a set period.

March 2014



WRBC Health and Safety Policy

Walsworth Road Baptist Church (WRBC) recognises and accepts its responsibility to provide, so far as is reasonably practicable, a safe and healthy environment for anyone using the church premises (see Section A).

At the same time WRBC expects all users of the church premises to understand that they have a responsibility to themselves and others to ensure a safe and healthy environment and to comply fully with the requirements as laid out in Section B of this policy.

Section A

Overall responsibility and implementation of this Health and Safety Policy have been placed with the WRBC Deacons, a Health and Safety Advisor and the Health and Safety Officer. The Deacons may appoint other persons to be responsible for the daily implementation of all or part of the Policy. The contact numbers for persons with specific Health and Safety responsibilities will be displayed on Church notice boards together with copies of this policy.

1. The Deacons undertake to take all necessary steps within their power to ensure:

- a. as far as is reasonably practicable, the maintenance of the church premises in a safe condition without risk to health and that access and egress are safe and without risk.
- b. that furnishings and equipment are, as far as reasonably practicable, kept in a safe condition and without risk to health.
- c. that risk assessments are carried out as necessary by all who use the church premises. This is essential when flammable items are being considered for use.
- d. the safety and minimising of risks to health in connection with the use, handling, storage and transport of articles, equipment, furniture and substances.
- e. the health and safety of all who use or visit the church, as far as reasonably practicable, through provision of such information, instruction, training and supervision as considered necessary ,
- f. all appropriate users are advised of any changes to this policy.

2. In addition the Deacons will ensure that:

- a. appropriate risk assessments of the premises and church activities are carried out annually and any recommended actions taken as soon as reasonably practicable. The Health and Safety Officer will undertake the risk assessment for use of any flammable items and materials, e.g. candles.
- b. all fire equipment, including alarms, is tested by an approved and competent person annually and that all group leaders and church officers are familiar with the fire alarm and emergency exit procedure.

- c. an evacuation procedure is put in place, tested at least annually and revised as necessary.
- d. all electrical wiring is checked by an approved and qualified person every five years.
- e. all portable electrical equipment on site is safety tested by an approved and qualified person on an annual basis or as required by the relevant authority.
- f. the relevant food safety legislation and regulations are complied with.
- g. where necessary, all relevant safety regulations are prominently displayed and all emergency procedure notices are properly exhibited and visible in each area.
- h. access to and from emergency exits and fire equipment is not impaired and that corridors and stairs are kept clear of obstructions at all times.
- i. accidents are investigated and measures taken to prevent their recurrence. If appropriate, accidents should be reported to the local Environmental Health Agency in accordance with RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations). WRBC will also ensure that appropriate arrangements are made to provide for first aid.
- j. a COSHH assessment is recorded for each hazardous substance stored or used on the premises, including cleaning materials. Hazardous substances must be stored appropriately in accordance with COSHH procedures.
- k. external contractors undertaking any work on the site comply with all current health, safety and other legislation and that this requirement is included in all agreements and contracts. Before undertaking any such work, contractors will be expected to provide a written plan of action to ensure that the health and safety of their workers and other site users is not compromised.

Section B

All users of the premises must:

- a. at all times take reasonable care of their own health and safety and the health and safety of others.
- b. ensure that they do not recklessly interfere with anything provided in the interest of health and safety nor allow any other person to do so because of the possible consequences.
- c. observe all safety rules, procedures and codes of practice at all times and ensure that they are familiar with the procedures to be followed in the event of a fire or other emergency.
- d. conform to basic food safety and hygiene regulations. A copy of the regulations "Making Food Safe" can be found in the church kitchen.
- e. ensure that storage and transport of articles and substances is safe and without risk to the health and safety of all users. Under no circumstances may flammable mixtures, liquefied petroleum gas or explosive substances be stored in the church building. Any hazardous substances, including cleaning materials, may only be stored as stipulated above.
- f. co-operate with the church to enable it to carry out the duties and requirements under Health and Safety legislation, including participating in any training if called upon to do so.

- g. appoint first aiders to support activities as appropriate. All accidents, hazards or dangerous occurrences must be reported as soon as is reasonably practicable whether persons are injured or not. A first aid kit and accident report book are located in the church kitchen.
- h. make sure that all equipment and materials used are in a safe and serviceable condition. Cables, wires or other items must not create a hazard which may result in a trip, fall, electric shock or fire.
- i. make sure the use of ladders is in accordance with HSE guidelines and that all ladders are returned to their designated storage place.
- j. ensure that all children and young people in their charge are properly supervised at all times with due regard for the health and safety of all those using the premises.

For the protection of children and young people, WRBC requires the church family and those working with children on WRBC premises to comply with the church's E-Communications Policy. This policy will be displayed on each church notice board or can be obtained from the Bookings Administrator.

This policy statement was adopted by a resolution of a Church Members' Meeting held March 2015.

Date for Review: March 2018



WRBC Risk Assessment Form

WRBC Risk Assessment Form		Group:	
Activity:		Date:	
Hazard	Who might be affected and how?	What is being done already?	What further or ongoing action is needed?
Completed by:		Date:	

Appendix 12



WRBC Social Media Policy

1.0 Introduction

1.1 Many children and young people use the internet and social media to communicate with each other. This brings important new opportunities for our youth work, but also potential risks and challenges. As a result, we want all members of staff (employees and volunteers) to be clear about how we expect everyone to conduct online communication with children and young people.

This policy sets out how we expect all members of staff to conduct any online or electronic communication with children and young people that WRBC work with through social media, email or other mobile communication such as text messaging.

1.2 Definitions. Social media are websites and applications that enable users to create and share content or to communicate with others. The number and type of social media websites and apps are constantly changing and developing, which include but are not limited to Facebook, YouTube, Twitter, Pinterest and many others. More general online communication includes email, online video (eg. Skype) and messaging. For the purposes of this policy the term 'social media' incorporates all forms of communication as referred to above.

1.3 We recognise the need to protect staff from inappropriate contact from children and young people in their personal lives and from situations that may make them vulnerable to allegations of wrongful conduct.

2.0 Principles

2.1 As employees and volunteers, our lives are an example to the children and young people who know us. That means that how we behave, speak and treat others online is just as important as how we act face to face.

2.2 Whilst online communication may be a valuable addition to our work, it does not replace the time we spend with children and young people in person.

2.3 Our "digital lives" - how we present and conduct ourselves online - should not be a misrepresentation or exaggeration of who we are in reality. We will always seek to be honest and truthful about ourselves online, and avoid anonymous communications.

2.4 The advent of social media and online communications creates new issues in safeguarding and protecting children and young people. We will always prioritise the need to protect children and young people.

3.0 Compliance with Safeguarding Children agenda

3.1 We will ensure that our staff follow the requirements of all relevant legislation as well as the WRBC

Safeguarding Policy and procedures and the local Safeguarding Children Board.

3.2 Once a disclosure has been made, or a concern has arisen, staff should not use social media to follow up or further investigate the matter.

3.3 We will train our staff to follow this policy and we will regularly monitor its implementation. In addition, we will carry out a full review of this policy annually.

4.0 Reasons for contacting a young person using social media

4.1 It is not appropriate to have private non-work related contact with children and young people with whom WRBC is working using electronic communication.

4.2 We recognise that there will be times when it is necessary and important to use social media: for example, sometimes it is easier for a child or young person to express a concern, thought or question using a text message or email rather than in person.

4.3 We will only use social media for genuine reasons relating to work with a child or young person, not for general socialising or unnecessary contact.

4.4 Genuine reasons could include responding to a question or comment from a child or young person, contacting them to reassure them of support or confirming arrangements for a meeting or activity.

4.5 Unnecessary contact could include sharing personal issues or anything that might burden a child or young person. Excessive contact will also be inappropriate.

4.6 Employees and volunteers should make their line manager or team leader aware when they are using social media with a child or young person.

4.7 Staff should not initiate or respond to contact with a child or young person between 9pm and 8am unless the child or young person is at risk and there is no alternative means of communication.

4.8 Staff should take great care not to use language that might give the wrong impression or create misunderstanding when communicating with a child or young person, especially when using the informal language and shorthand often used in texts. Employees and volunteers should seek advice from a line manager or team leader whenever there is doubt or concern over the content or context of electronic communication

5.0 Parental and Carer awareness and consent

5.1 We recognise that social media is difficult for parents 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 social media as part of our work with children and young people.

5.2 Unless a child or young person is at risk or there are extenuating circumstances, we will observe a parent or carers wish that we do not use social media to contact a child or young person.

6. Mobile phones and texting

6.1 Employees and volunteers should not give their mobile phone number to children or young people with whom WRBC is working unless they have agreed with their line manager or team leader that it is

appropriate to do so.

6.2. Staff should observe the same care in language used as detailed in 4.8.

6.3 Where it is possible, a record of texts sent and received should be kept backed up electronically for reference and made available to a line manager or team leader if required.

6.4 Mobile phones must not be used to take photographs or video footage of any children under 7 years old.

7.0 Email

7.1 Staff should only use an agreed email account for email contact with children and young people with whom WRBC is working, which will normally be an account set up specifically for this purpose. Staff must not use their personal email accounts for contact with children and young people.

7.2 Staff should observe the same care in language used as detailed in 4.8.

7.3 A record of emails sent and received should be kept back up electronically for reference and made available to a line manager or team leader if required.

8.0 Social networking and instant messaging

8.1 Unlike email or texting, social networking and instant messaging involves the possibility of contact with the friends of the child or young person or of the employee or volunteer. This raises particular concerns for safeguarding children and young people.

8.2 Staff should only use an agreed social networking or instant messaging account for contact with children and young people with whom WRBC is working, which will normally be an account set up specifically for this purpose on behalf of a group rather than an individual.

8.3 Staff must not use their personal social networking or instant messaging accounts for contact with children or young people. It is appropriate to have contact with young adults with whom WRBC has previously been working unless they are identified by WRBC as 'vulnerable adults'.

8.4 Staff should ensure that the content of their social networking accounts, including pictures are appropriate. Comments and other content must not be derogatory towards those with whom WRBC is working, including children, young people, school staff and other organisations. Applications, groups and other content must be appropriate to the role of a staff member of WRBC.

Dated: March 2014

Review: March 2015

Signed:

Appendix 13



Safeguarding Policy For Children and Young People

Name of church ... Walsworth Road Baptist Church
(Referred to as "the church" in the Policy Statement)

Walsworth Road Baptist Church
Walsworth Road
Hitchin
Herts SG4 9SP

Contact Details for the Safeguarding Team

Designated Person for Safeguarding

Name Sandra Williams
Contact 07790 348563

Safeguarding Trustee

Name Amanda Maylin
Contact 07799 905997

Other Members

Name Rev Andrew Henton Pusey
Contact 01462 420681

Name Diana Seller
Contact 01438 352130

Regional Baptist Minister

Name Rev Stephen Copson
Contact 01462 442548

Churches' Agency for Safeguarding

Name www.churchsafe.org.uk
Contact 020 7467 5216

POLICY STATEMENT

The vision/purpose of the church is to work in our local community to spread the Gospel of Jesus Christ.

In fulfilling this vision/purpose the church

- has a programme of activities with children and young people
- welcomes children and young people into the life of our community
- makes our premises available to organisations working with children and young people

The church recognises its responsibilities for the safeguarding of all children and young people under the age of 18 (regardless of gender, ethnicity or ability) as set out in The Children Act 1989 and 2004, *Safe from Harm* (HM Government 1994) and *Working Together to Safeguard Children* (HM Government 2010) [or *Working Together under the Children Act* (Welsh Assembly Government 2006)].

As members of this church we commit ourselves to the nurturing, protection and safeguarding of all children and young people associated with the church and will pray for them regularly.

In pursuit of this we commit ourselves to the following policies and to the development of procedures to ensure their implementation.

Prevention and reporting of abuse

It is the duty of each church member and each member of the wider church family to prevent the physical, sexual and emotional abuse of children and young people and the duty of all to respond to concerns about the well-being of children and young people and to report any child abuse disclosed, discovered or suspected. The church will fully co-operate with any statutory investigation into any suspected abuse linked with the church.

Safe Recruitment; appointment, support and supervision of workers

The church will exercise proper care in the selection and appointment of those working with children and young people, whether paid or voluntary. All workers will be provided with appropriate training, support and supervision to promote the safeguarding of children.

Safe Behaviour; respecting children and young people

The church will adopt a code of behaviour for all who are appointed to work with children and young people so that all children and young people are shown the respect that is due to them.

Safe Practices; ways of working

The church is committed to providing a safe environment for activities with children and young people and will adopt ways of working with children and young people that promote their safety and well-being.

Behaviour Policy; a safe community

The church is committed to the prevention of bullying of children and young people. The church will seek to ensure that the behaviour of any who may pose a risk to children and young people in the community of the church is managed appropriately.

Responsible people

The church has appointed *Amanda Maylin* as the *Safeguarding Trustee* to:

- oversee and monitor implementation of the policy and procedures on behalf of the church's charity trustees

The church has appointed *Sandra Williams* as the *Designated Person for Safeguarding* to:

- advise the church on any matters related to the safeguarding of children and young people
- take the appropriate action or take advice when abuse is alleged, disclosed, discovered or suspected.

Policy and procedures

A copy of the policy statement will be displayed permanently on the noticeboard in the *Richard Johnson Room* and on the noticeboard *outside the Lower Hall*

Each worker with children and young people whether paid or voluntary will be given a full copy of the policy and any relevant procedures and will be required to follow them.

A full copy of the policy and procedures will be made available on request to any member of the church, the parents or carers of any child or young person from the church or any other person associated with the church.

The policy and procedures will be monitored and reviewed at least annually.

The policy statement will be circulated annually at the church meeting in March together with a report on the outcome of the annual review.

Dated: March 2016

Review: March 2017

Signed:

Appendix 14



WRBC Exit Interview

Employee Name:	Employee Position:																																								
Period of service from:	To:																																								
Date, time and place of exit interview:																																									
1. What was better than expected about working at WRBC?																																									
2. What was worse than expected about working at WRBC?																																									
3. Please rate the following aspects of employment at WRBC:																																									
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%; padding: 5px;">Area</th> <th style="width: 15%; padding: 5px;">Excellent</th> <th style="width: 15%; padding: 5px;">Good</th> <th style="width: 15%; padding: 5px;">Fair</th> <th style="width: 15%; padding: 5px;">Poor</th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;">Physical working conditions</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td style="padding: 5px;">Salary / Benefits</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td style="padding: 5px;">Holidays</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td style="padding: 5px;">Feeling of Belonging</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td style="padding: 5px;">Internal Communications</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td style="padding: 5px;">Training & Development</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td style="padding: 5px;">Help & encouragement received</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>		Area	Excellent	Good	Fair	Poor	Physical working conditions					Salary / Benefits					Holidays					Feeling of Belonging					Internal Communications					Training & Development					Help & encouragement received				
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Feeling of Belonging																																									
Internal Communications																																									
Training & Development																																									
Help & encouragement received																																									
4. Did you experience any hostility, opposition or discrimination during your employment?																																									
5. Were there any ways in which the working arrangements could have been better?																																									

6. What did you find most satisfying & enjoyable (major encouragement) whilst working at WRBC?

7. What did you find least satisfying & enjoyable (major disappointment) whilst working at WRBC?

8. Please rate the following areas of your management & supervision:

Area	Excellent	Good	Fair	Poor
Work with line manager:				
- Frequency of meetings				
- Clarity of work to do				
- Fairness / equality				
- Support & help				
Meetings with Minister				
Performance Appraisal				
Contact with other Deacons				
Recognition by church family				

What worked the best in allowing you to fulfil your role at WRBC?

9. What could WRBC do to make the role better for future employees?

10. Any other feedback / comments?

Employee Signature

Print name

Signed Date.....

WRBC Signature

Print name

Signed Date.....