



THRIVE Baptist Spouses Network Safeguarding Policy and Procedures 2025

Based on the Best Practice Guidance for Baptist Union of Great Britain Churches

DEFINITIONS OF TERMS

For the purpose of this guide, the term 'child' refers to anyone under the age of 18 years.

There is no standard single definition for an adult at risk, so for our policy we are using the following simple definition taken from Thirtyone:eight:

'Any adult aged 18 or over who due to disability, mental function, age, illness or traumatic circumstances may not be able to take care or protect themselves against the risk of significant harm, abuse, bullying, harassment, mistreatment or exploitation.'

SECTION 1 – SAFEGUARDING POLICY STATEMENT

SAFEGUARDING POLICY STATEMENT FOR THRIVE BAPTIST SPOUSES

Our vision

THRIVE exists to encourage networking amongst the spouses of Baptist ministers in the UK, whatever their stage in ministry.

We want to help to connect the spouses of Baptist ministers in pastoral ministry, in mission situations, those in education and chaplaincy, as well as those who are still in training or have retired or been widowed.

Our aim is to encourage spouses to use their unique gifts and talents wherever they serve God, whether that be at home, in church life, at work or in the community.

Our safeguarding responsibilities

THRIVE recognises its responsibilities in safeguarding all children, young people and adults at risk, regardless of gender, ethnicity or ability.

As members of THRIVE we commit ourselves to the nurturing, protection and safekeeping of all associated with the group and will pray for them regularly. In pursuit of this, we commit ourselves to this policy and to the development of sound procedures to ensure we implement our policy well.

- **Prevention and reporting of abuse**

It is the duty of each member to help prevent the abuse of children and adults at risk, and the duty of each member to respond to concerns about the well-being of children and adults at risk. Any abuse disclosed, discovered or suspected will be reported in accordance with our procedures. THRIVE will fully co-operate with any statutory investigation into any suspected abuse.

- **Respecting children and adults at risk**

THRIVE will adopt a code of behaviour for all who are appointed to work with children and adults at risk so that all children and adults are shown the respect that is due to them.

- **Safer working practices**

THRIVE is committed to providing an environment that is as safe as possible for children and adults at risk and will adopt ways of working with them that promote their safety and well-being.

- **A safer community**

THRIVE is committed to the prevention of bullying.

Safeguarding contact points within THRIVE

THRIVE has appointed the following individuals to form part of the safeguarding team:

CARITA HILLS, Designated Person for Safeguarding (DPS)

She will advise THRIVE on any matters related to the safeguarding of children and adults at risk and take the appropriate action when abuse is disclosed, discovered or suspected.

Phone number **07503837222** Email address **safeguarding4thrive@gmail.com**

SUE HASNIP, Deputy Designated Person for Safeguarding (DDPS)

They will assist the Designated Person for Safeguarding (DPS) in helping THRIVE on any matters related to the safeguarding of children and adults at risk and take the appropriate action when abuse is disclosed, discovered or suspected.

Phone number **07957494933** Email address **safeguarding4thrive@gmail.com**

Where possible, the THRIVE Safeguarding Team will work together if and when issues arise. However, each person has a responsibility to report allegations of abuse as soon as they are raised.

Putting our policy into practice

- A copy of the safeguarding policy statement will be displayed at THRIVE conferences and is available on our website.
- Each member of the THRIVE Steering Group will be given a full copy of the safeguarding policy and procedures and will be asked to confirm that they have read them and will follow them.
- A full copy of the policy and procedures will be made available on request to any member of, or other person associated with THRIVE.
- The policy and procedures will be monitored and reviewed annually, and any necessary revisions adopted into the policy and implemented through our procedures.

SECTION 2 – SAFEGUARDING PROCEDURES

INTRODUCTION

These safeguarding procedures will set out how our safeguarding policy is implemented in all the services, groups and meetings that are part of the life of THRIVE. THRIVE as an organisation exists to encourage networking between the spouses of ministers for mutual support and friendship and as such does not work directly with children.

The Steering Group recognises that members of the THRIVE network view it as a safe space and as such may disclose issues of concern that need to be dealt with following the guidance of this policy. Furthermore, due to the nature of the network, we recognise that any concerns raised will likely involve Baptist Ministers, their families and/or members of the congregation of the churches led by a THRIVE member's spouse.

THRIVE is a national network, its members meet online in zoom Group meetings, zoom prayer meetings and informally in local groups. THRIVE runs two closed Facebook groups with several administrators approving posts and content. THRIVE also hosts a biennial conference, organised and run by the Steering Group.

It therefore follows that this policy will differ from a church safeguarding policy and in particular issues around responding and reporting disclosures and concerns. These guidelines have been constructed in consultation with the National Safeguarding Team of BUGB.

Each member of the Steering Group and anyone leading a THRIVE gathering whether online or in person needs to be familiar with these procedures. The DPS and the DDPS shall attend both Level 2 and Level 3 BUGB Excellence in Safeguarding Training, in addition members of the Steering Group shall be encouraged to attend Level 2 Excellence in Safeguarding training (delivered through their local Baptist Association team) to ensure that they have the knowledge and confidence needed to deal with safeguarding issues as they arise. The DPS shall hold a list of those members of the Steering Group who have attended training through their local church.

Over the following pages you will find clear, specific information on how to recognise and report abuse and how to respond to concerns raised within THRIVE.

PROCEDURE FOR RECOGNISING, RESPONDING TO AND REPORTING ABUSE

What to do if Abuse is Suspected or Disclosed

Abuse and neglect are forms of maltreatment of a child or adult at risk. Somebody may abuse or neglect a child or adult by inflicting harm, or by failing to act to prevent harm. Children and adults at risk may be abused in a range of settings, by those known to them or, more rarely, by a stranger. There are many ways in which people suffer abuse. For more information, please see Appendix 1.

Everyone has their part to play in helping to safeguard children and adults at risk within the life of the church:

- If the behaviour of a child or adult at risk gives any cause for concern
- If an allegation is made in any context about a child or adult at risk being harmed
- If the behaviour of any individual towards children or adults at risk causes concern

WHAT TO DO	WHAT NOT TO DO
• Listen to and acknowledge what is being said. • Try to be reassuring & remain calm. • Explain clearly what you will do and what will happen next. • Try to give them a timescale for when and how you / the DPS will contact them again. • Take action – don't ignore the situation. • Be supportive. • Tell them that: - They were right to tell you; - You are taking what they have said seriously; - It was not their fault; - That you may need to pass this information on to the appropriate people; • Be open and honest. • Give contact details for them to report any further details or ask any questions that may arise.	• Do not promise confidentiality. • Do not show shock, alarm, disbelief or disapproval. • Do not minimise what is being said. • Do not ask probing or leading questions or push for more information. • Do not offer false reassurance. • Do not delay in contacting the DPS. • Do not contact the alleged abuser. • Do not investigate the incident any further. • Never leave a child or adult at risk waiting to hear from someone without any idea of when or where that may be. • Do not pass on information to those who don't need to know, not even for prayer ministry.

Responding to Concerns

When there are concerns that a child, young person or adult is being abused, the following process must be followed.

STAGE 1: A Concern is Raised: The person who has the concern has a duty to **RECOGNISE, RESPOND AND RECORD**

A record must be made of the concern, either handwritten or typed. If you have one, use a standard incident report form, if not write your notes on any paper or device available to you. Either way pass your concerns to the DPS within 24 hours. Do not delay reporting your concerns to the DPS because you do not have an incident form available.

STAGE 2: The Designated Person for Safeguarding (DPS): receives the report of the concern and has a duty to **REVIEW AND REPORT**

STAGE 3: The Next Steps

If the concern raised involves a minister: the DPS will report to the National Safeguarding Team.
Do not tell the minister that a concern has been raised about them.

If the concern raised involves a minister's spouse and/or family member: The DPS will report to the Regional Safeguarding Contact for the appropriate Baptist Association.

If the concern raised involves a member of the congregation's behaviour towards the THRIVE member and/or spouse and/or family member:

The DPS will report to the Regional Safeguarding Contact for the appropriate Baptist Association.

If you think that anyone is in imminent danger of harm, a report should be made immediately to the police by calling 999.

Responding to Concerns Raised about Adults at Risk

When a concern is raised about an adult it should be treated in the same way as a concern about a child, the person to whom the concern is raised should:

- 1) **Recognise** that abuse may be taking place.
- 2) **Respond** to the concern.
- 3) **Record** all the information they have received.
- 4) **Report** the concern to the DPS who may, in turn, report it to the statutory authorities.

The Care Act 2014 provides helpful guidance on these situations:

“If the adult has the mental capacity to make informed decisions about their safety and they do not want any action to be taken, this does not preclude the sharing of information with relevant professional colleagues. This is to enable professionals to assess the risk of harm and to be confident that the adult is not being unduly influenced, coerced or intimidated and is aware of all the options. This will also enable professionals to check the safety and validity of decisions made. It is good practice to inform the adult that this action is being taken unless doing so would increase the risk of harm”.

It is not your role to decide whether someone has mental capacity and is therefore able to make decisions that impact on their safety and well-being. Decisions on mental capacity are best made by professionals with the relevant background information to hand. Always share your concerns with the DPS even if you do not have the consent of the adult to do so – in this instance, make sure the DPS knows that the person concerned has not given consent for the information to be passed on.

The DPS will consider all the information to hand and decide whether it is appropriate for the information to be reported to the Regional Safeguarding Team for the appropriate Baptist Association who may then contact statutory authorities.

Allegations Against Other Members of THRIVE

If you see another member acting in ways which concerns you or might be misconstrued, speak to the DPS about your concerns as soon as you can. This includes the actions or behaviours of those in leadership positions in the network.

THRIVE members should encourage an atmosphere of mutual accountability, holding each other to the highest standards of safeguarding practice. The following procedure should be followed:

- 1) When an allegation of abuse has been made do not approach the alleged perpetrator about it.
- 2) Follow the usual safeguarding procedure: **Recognise, Respond, Record, Report.**
- 3) Once the allegation has been reported to the DPS they can liaise with the regional association Safeguarding Lead of the association to which the member belongs.
- 4) Whilst waiting for an outcome from the Regional Safeguarding Lead, the worker about whom concerns have been raised will be supervised as closely as possible, without raising suspicion.
- 5) Once the regional safeguarding team are involved, THRIVE will follow their advice with regard to the next steps to take (for example suspension of worker, putting a contract in place).
- 6) A written record of all discussions with other parties should be maintained by the DPS and stored securely and confidentially, where only those directly involved in safeguarding (DPS and Deputy DPS) can access them.
- 7) No information about the allegation will be shared with people in the network other than those directly involved in safeguarding; not even for prayer purposes.

Abuse of Trust

Relationships between children and adults at risk and their church workers can be described as 'relationships of trust'. The worker is someone in whom the child or adult at risk has placed a degree of trust. This may be because the worker has an educational role, is a provider of activities, or is even a significant adult friend. It is not acceptable for a church worker to form a romantic relationship with a child or adult at risk with whom they have a relationship of trust.

While by no means restricted to young leaders, those who are in their early adult years will need to be particularly aware of the need not to abuse their position of trust in their relationships with other young people who are not much younger than themselves.

[The Police, Crime, Sentencing and Courts Act 2022](#) expanded the list of roles which are legally considered to be positions of trust to include anyone who is in a teaching, coaching, instructing, training or supervising role within sport or religion. This means that since May 2022 if an adult of any age is in a role where they are working directly with young people aged 16 and 17 and forms a romantic or sexual relationship with them, they could be charged with criminal offences. If you have concerns about a relationship forming between an adult helper and a young person then you should notify the DPS.

Allegations Made Against Children and Adults at Risk

Children and young people are by nature curious about the opposite sex. However, where a child is in a position of power, or has responsibility over another child (as in a babysitting arrangement) and abuses that trust through some sexual activity, then this is abusive. Where one child introduces another child to age-inappropriate sexual activity or forces themselves onto a child, this is abusive. This is sometimes referred to as Peer-on-Peer Abuse or Child on Child Abuse. Such situations will be taken as seriously as if an adult were involved, because the effects on the child victim can be as great.

When such an instance occurs, they will be investigated by the statutory authorities in the same way as if an adult were involved, although it is likely that the perpetrator may also be regarded as a victim in their own right, as they may have also been abused. It cannot be assumed that young people will grow out of this type of behaviour, as most adult sex offenders started abusing in their teens or even younger.

Pastoral Care

Supporting those who have experienced abuse

THRIVE is committed to caring for those who have experienced abuse and will refer to the Baptist Union of Great Britain [Supporting Those who have Experienced Abuse](#) guide to ensure that we adhere to a model of best practice.

We recognise it is important that those who have experienced abuse:

- Are accepted for who they are, without being made to forgive or being put into a position of feeling guilty and responsible for what happened to them.
- Know that God loves them unconditionally, and that nothing can or will change this truth.
- Can be confident that those in the THRIVE community who know about the abuse are with them on their journey – no matter how long or difficult that journey may be.

It may be necessary to signpost individuals to specialist support the DPS can give contact details for the Regional Safeguarding Team who will have a list of relevant local information and contacts.

WORKING WITH ADULTS AT RISK

Premises

When arranging an in-person meeting and/or the THRIVE biennial conference we will endeavour to make sure that the building we use is as accessible as possible to all people. Any restrictions to access, visibility, audibility, toilet facilities, lighting or heating will be made known in advance to our members.

Language

Every effort will be taken to use appropriate language and suitable vocabulary, enabling the greatest level of inclusivity and accessibility. We will be mindful of the language used within worship and the language used to describe people (such as derogatory words focusing on aspects of someone's disability, race or sexuality rather than the person themselves).

Photographs

THRIVE members should make sure that they have the person's permission to take a picture, and that the subject is happy with the intended use of the pictures. When taking group pictures, members should remember to get permission from everyone who will be photographed.

Consideration of safeguarding when live streaming events

When an event is being live streamed or recorded to be shared online at a later date we will ensure people are aware that they are being recorded and appropriate consent will be sought from those who participate in the event, or who may be visible to the camera.

Named person for safeguarding at Conference

The THRIVE Steering Group will ensure that there is a named person for safeguarding in attendance at the conference. This person will not necessarily be the Designated Person for Safeguarding but they will be someone trained to Level 3 Excellence in Safeguarding. A discussion with the DPS will be held to identify who this person is and agree how information will be communicated to the DPS if a concern is raised during the event.

Members attending the conference will be provided with contact information for the named person during the conference and for the DPS.

SAFER COMMUNITY

Bullying

Bullying is another form of abuse, and it can be verbal or physical. Bullying doesn't just happen to children; adults can be victims too. There is no legal definition of bullying, but it is usually defined as a repeated pattern of behaviour intended to cause emotional or physical harm to another person or exert power over them. The effect of bullying on the victim can be profound, both emotionally and physically, regardless of their age, ability or status.

It is important to recognise that bullying happens within churches, and it is not isolated to the children and young people. Anyone in the church can be a victim of bullying, just as anyone in the church can be the bully, including those in leadership.

Some examples of bullying that could arise in the church context are:

- Being verbally or physically abusive towards another person
- Isolating or deliberately ignoring someone, or excluding them from group activities
- Spreading rumours and malicious untruths about another person in the church
- Use of email, phone or social media to publicly challenge or undermine someone
- Name calling and personal insults
- Making false accusations
- Sending abusive messages or degrading images via phone, email or social media

Bullying will always cause a great deal of pain and harm for those on the receiving end. Many people affected by bullying, both children and adults, believe they have nowhere to turn. They are scared to speak out and often blame themselves. They can become fearful and reclusive.

- Everyone in the church, whether children or adults, should know how they can report any incidents of bullying.
- All allegations of bullying will be treated seriously.
- All allegations and incidents of bullying will be recorded, together with the actions that are taken.
- Where an allegation of bullying is made against a member of the church congregation, the member will be encouraged to report to their church DPS, should they feel unable to do so they will be asked to report to the regional safeguarding team.
- Where an allegation of bullying is made against a church or group leader, advice will be sought from the local regional safeguarding lead as this should be addressed.

Online safety

Bullying online and on social media is as serious as physical, in person bullying. In contrast to in person bullying there is often no escape from bullying online in a world where people, especially young people, are accessing their online world from wherever they are; there is no "safe space" and

the emotional impact of online bullying can be significant as a result. With this in mind the same procedures apply to disclosures of online bullying as in person incidents.

APPENDIX 1 - DEFINITIONS OF ABUSE

Understanding, Recognising and Responding to Abuse

Abuse and neglect are forms of maltreatment of a child or adult at risk. Somebody may abuse or neglect a child or adult by inflicting harm, or by failing to act to prevent harm. Children and adults at risk may be abused in a family, or in an institutional or community setting; by those known to them or, more rarely, by a stranger. They may be abused by an adult or adults or a child or children. There are many different ways in which people suffer abuse. The list below is, sadly, not exhaustive.

Type of abuse	Child	Adult at risk
Physical	Actual or likely physical injury to a child, or failure to prevent physical injury to a child.	To inflict pain, physical injury or suffering to an adult at risk.
Emotional	The persistent, emotional, ill treatment of a child that affects their emotional and behavioural development. It may involve conveying to the child that they are worthless and unloved, inadequate, or that they are given responsibilities beyond their years.	The use of threats, fear or power gained by another adult's position, to invalidate the person's independent wishes. Such behaviour can create very real emotional and psychological distress. All forms of abuse have an emotional component.
Sexual	Involves forcing or enticing a child to take part in sexual activities, whether or not the child is aware of what is happening. This includes non-contact activities, such as involving children in looking at, or in the production of, pornographic material or watching sexual activities, or encouraging children to behave in sexually inappropriate ways.	Any non-consenting sexual act or behaviour. No one should enter into a sexual relationship with someone for whom they have pastoral responsibility or hold a position of trust.
Neglect	Where adults fail to care for children and protect them from danger, seriously impairing health and development.	A person's wellbeing is impaired and their care needs are not met. Neglect can be deliberate or can occur as a result of not understanding what someone's needs are.

Type of Abuse	Additional Definitions
Financial	The inappropriate use, misappropriation, embezzlement or theft of money, property or possessions.

<i>Spiritual</i>	The inappropriate use of religious belief or practice; coercion and control of one individual by another in a spiritual context; the abuse of trust by someone in a position of spiritual authority (e.g. minister). The person experiences spiritual abuse as a deeply emotional personal attack.
<i>Discrimination</i>	The inappropriate treatment of a person because of their age, gender, race, religion, cultural background, sexuality or disability.
<i>Institutional</i>	The mistreatment or abuse of a person by a regime or individuals within an institution. It can occur through repeated acts of poor or inadequate care and neglect, or poor professional practice or ill-treatment. The church as an institution is not exempt from perpetrating institutional abuse.
<i>Domestic Abuse</i>	Domestic abuse is any threatening behaviour, violence or abuse between persons aged 16 or above who are or have been in a relationship, or between family members. It can affect anybody regardless of their age, gender, sexuality or social status. Domestic abuse can be physical, sexual or psychological, and whatever form it takes, it is rarely a one-off incident. Usually there is a pattern of abusive, coercive and controlling behaviour where an abuser seeks to exert power over their family member or partner. The Domestic Abuse Act 2021 identifies children who see, hear or experience the effects of domestic abuse as victims in their own right.
<i>Online abuse</i>	The use of information technology (email, mobile phones, websites, social media, instant messaging, chatrooms, etc.) to repeatedly harm or harass other people in a deliberate manner. The Online Safety Bill, 2021, introduces new rules for internet search engines and firms who host user-generated content, i.e. those which allow users to post their own content online or interact with each other. Those platforms which fail to comply with the rules could face penalties of up to 10% of their revenue, and in the most serious cases some may even be barred from operating.
<i>Self-harm</i>	Self-Harm is the intentional damage or injury to a person's own body. It is used as a way of coping with or expressing overwhelming emotional distress. An individual may also be neglecting themselves, which can result in harm to themselves.
<i>Mate crime</i>	'Mate crime' is when people (particularly those with learning disabilities) are befriended by members of the community, who go on to exploit and take advantage of them.
<i>Cuckooing</i>	Cuckooing is the term used to describe occasions where the homes of adults at risk are taken over and used to distribute drugs or as a base for gang or criminal activities. The tenant may believe that the people who are in their home are their friends.
<i>Modern Slavery</i>	Modern slavery is the practice of treating people as property; it includes bonded labour, child labour, sex slavery and trafficking. In the UK we see examples of this through County Lines, Child Sexual Exploitation and forced labour.
<i>Human Trafficking</i>	Human trafficking is when people are bought and sold for financial gain and/or abuse. Men, women and children can be trafficked, both within their own countries and over international borders. The traffickers will trick, coerce, lure or force these vulnerable individuals into sexual exploitation, forced labour, street crime, domestic servitude or even the sale of organs and human sacrifice.
<i>Radicalisation</i>	The radicalisation of individuals is the process by which people come to support any form of extremism and, in some cases, join terrorist groups. Some individuals are more vulnerable to the risk of being groomed into terrorism than others.

Honour / Forced Marriage	An honour marriage / forced marriage is when one or both of the spouses do not, or cannot, consent to the marriage. There may be physical, psychological, financial, sexual and emotional pressure exerted in order to make the marriage go ahead. The motivation may include the desire to control unwanted behaviour or sexuality.
---------------------------------	--

Female Genital Mutilation	Female genital mutilation (FGM) comprises all procedures involving partial or total removal of the female external genitalia or other injury to the female genital organs for non-medical reasons as defined by the World Health Organisation (WHO). FGM is a cultural practice common around the world and is largely performed on girls aged between 10 and 18. Performing acts of FGM is illegal in the UK as is arranging for a child to travel abroad for FGM to be carried out.
Peer-on-Peer Abuse	Peer-on-peer abuse is where sexual abuse takes place between children of a similar age or stage of development.
Child on Child Abuse	Child on Child abuse is when a child abuses another child of any age or stage of development
Historic Abuse	Historic abuse is the term used to describe disclosures of abuse that were perpetrated in the past. Many people who have experienced abuse don't tell anyone what happened until years later, with around one third of people abused in childhood waiting until adulthood before they share their experience.

Whilst it is not possible to be prescriptive about the signs and symptoms of abuse and neglect, the following list sets out some of the indicators which might be suggestive of abuse:

- unexplained injuries on areas of the body not usually prone to such injuries
- an injury that has not been treated/received medical attention
- an injury for which the explanation seems inconsistent
- a child or adult at risk discloses behaviour that is harmful to them
- unexplained changes in behaviour or mood (e.g. becoming very quiet, withdrawn or displaying sudden bursts of temper)
- inappropriate sexual awareness in children
- signs of neglect, such as under-nourished, untreated illnesses, inadequate care.

It should be recognised that this list is not exhaustive and the presence of one or more indicators is not in itself proof that abuse is actually taking place. It is also important to remember that there might be other reasons why most of the above are occurring

APPENDIX 2 – detailed guidance on reporting requirements

STAGE 1 – The Member

The duty of the person who receives information or who has a concern about the welfare of a child, young person or adult at risk is to **RECOGNISE** the concerns, make a **RECORD** in writing and **RESPOND** by passing on

their concerns to the DPS. If he/she is not contactable, or they are implicated in the situation, another member of the THRIVE Safeguarding Team should be contacted instead.

Concerns should be passed on to the DPS within 24 hours of it being raised. If anyone is considered to be in imminent danger of harm, a report should be made immediately to the police by calling 999. If such a report is made without reference to the DPS, they should be informed as soon as possible afterwards.

A written record should be made as soon as possible after a child or adult at risk tells you about harmful behaviour, or an incident takes place that gives cause for concern.

If a report is made during the conference, it should be on a standard incident form which will be available from the named person responsible for safeguarding at the conference.

If a report is made following an online or small group meeting the record can be on the standard incident form which can be downloaded and completed electronically or typed on a computer document following the format of the standard incident form to ensure necessary details are included. This report should be sent by email to the safeguarding team as soon as possible.

The record should:

- be written as soon as possible after the event
- be legible and state the facts accurately (when hand-written notes are typed up later the original hand-written notes should be retained)
- include the child or adult at risk's name, address, date of birth (or age if the date of birth is not known)
- include the nature of the concerns/allegation/disclosure
- include a description of any bruising or other injuries that you may have noticed
- include an exact record of what the child or adult at risk has said, using their own words where possible
- include what was said by the person to whom the concerns were reported
- include any action taken as a result of the concerns
- be signed and dated
- be kept secure and confidential and made available only to the THRIVE Safeguarding Team, representatives of any statutory authorities involved and the local Baptist association.

If an issue concerns an adult at risk who does not give permission to pass on the information to anyone else, the worker should explain that they will need to speak with the DPS, who will have greater expertise in dealing with the issue at hand.

If a concern is brought to the attention of a group leader by one of the members, the leader should remind the member of their duty to record and report and will also themselves have a duty to pass on the concern to the DPS.

APPENDIX 3 – SAFEGUARDING INCIDENT FORM

PERSON REPORTING THE INCIDENT OR CONCERN:

Name:

Address:

Phone number:

Email:

Role in Church:

DETAILS OF CHILD / ADULT AT RISK YOU ARE CONCERNED ABOUT:

Name:

Date of Birth / Approximate Age:

Address:

Phone number:

Email:

Do they know that you are sharing concerns about them?

If not, please explain why:

IF UNDER 18 PLEASE INCLUDE DETAILS OF THE PARENT OR CARER:

Name:

Address:

Phone number:

Email:

Relationship to the child/ young person:

Do they know that you have concerns that you are sharing?

If not, please explain why:

DETAILS OF ALLEGED PERPETRATOR (IF RELEVANT)

Name:

Address:

Phone Number:

Email:

Are they an adult or a child (under 18):

Relationship to the child/adult at risk:

Does the child / adult at risk live with the alleged perpetrator?

DETAILS OF INCIDENT OR CONCERN:

- Remember to include the 4 W's – Who, What, Where, When.
- Be clear whether this is something you have been told about or something that you have observed directly.
- Include names of anyone else who witnessed the incident or is aware of the concern.
- Refer to the church safeguarding policy if you are unsure what to include.

Please continue on a separate sheet if necessary

HAVE YOU CONTACTED ANYONE ELSE (SOCIAL SERVICES, POLICE, LADO, REGIONAL SAFEGUARDING LEAD, MINISTER)?

Please give details of who and when below:

Organisation: _____

Name of contact: _____

Date of contact: _____

This Incident Form should be passed to the Designated Person for Safeguarding (DPS) within 24 hours of any incident or concern arising. Do not delay reporting your concerns to the DPS because you do not have all the information requested in this form. Where there is an immediate risk of harm, please call the DPS straight away and use this form to follow up on that call. Remember if they are not available call the police or social services, do not wait for the DPS to be available.

Remember: Treat this information confidentially. Do not discuss the contents of this form with anyone other than the DPS, not even for prayer purposes.

Signed

Date

October 2026

APPENDIX 4 - Safeguarding Roles and Responsibilities

The nature of the THRIVE network means that these roles will differ from the usual church set up.

Therefore, the **Steering Group** will

- Be responsible for the implementation of policy and procedures
- Be responsible for raising awareness about best practice within THRIVE
- Be responsible for ensuring that the relevant people have received the appropriate training
- Ensure the THRIVE policy and procedures are reviewed annually

Designated Person for Safeguarding

- Receives all reports of concerns regarding the safeguarding of children, young people and adults at risk
- Listens, observes and passes on those concerns appropriately, having taken advice from the relevant people
- Will take advice and link with regional safeguarding teams and the national team as and when necessary

For more information:

Please see www.baptist.org.uk for more information about safeguarding in Baptist churches, including a range of specialist guides and a library of free downloadable resources.

BUGB Excellence in Safeguarding training for:

Information and booking arrangements for the BUGB Levels 2 and Level 3 Excellence in Safeguarding training can be made through your local Baptist association team. Please see their website for details of nearby courses.

In an emergency:

If you find yourself facing an emergency situation, where you believe that someone attending your church is being harmed or is at imminent risk of harm, please ring the police on 999 and ask to speak to an officer in the child or adult protection teams. Always keep records and let your DPS know that you have made this call.

Policy approved: November 2025

Review due: November 2026

version 1.0

Safeguarding Team, Baptist Union of Great Britain, Baptist House, PO Box 44, 129 Broadway, Didcot OX11 8RT

Tel: 01235 517700 Email: safeguarding@baptist.org.uk Website: www.baptist.org.uk

BUGB operates as a CIO with registered charity number 1181392