

SAFEGUARDING AUDIT TOOL FOR CHURCHES

Self-Assessment Tool for local Baptist churches

The Baptist Union of Great Britain

With thanks:

This self-assessment tool is based on the safeguarding audit tool created by thirtyone:eight (formerly CCPAS) but adapted for use within Baptist churches. Thirtyone:eight provide an independent safeguarding audit service that can help instil confidence in already good practice and provide recommendations to help strengthen and improve the safety of churches. If interested, contact info@thirtyoneeight.org or telephone 0303 003 1111. For more information about the work that thirtyone:eight undertake, go to <https://thirtyoneeight.org/>

Quick Start Safeguarding Self-Assessment Checklist for Churches

(✓)	Date Completed	Key Priorities
		We have a Safeguarding Policy in place, covering both children and adults at risk, and it is being implemented
		Our Safeguarding Policy has been reviewed and updated as necessary in the last 12 months
		Our Safeguarding Policy Statement is placed on display in a prominent area within the church
		A Designated Person for Safeguarding (DPS) and Deputy Designated Person for Safeguarding (DDPS) have been appointed for our church
		A Safeguarding Trustee has been appointed for our church.
		The Excellence in Safeguarding Level 1 films have been shown to the congregation/church meeting in the past 12 months.
		All church workers (paid and voluntary) working with children, young people and adults at risk have completed BUGB Excellence in Safeguarding Training Level 2.
		The minister, DPS, DDPS, all group leaders, trustees and members of church leadership have all completed BUGB Excellence in Safeguarding Training Levels 2 & 3.
		All trustees and church workers (paid and voluntary) working with children, young people and adults at risk have an up to date Disclosure and Barring Service (DBS) check at the appropriate level which they are eligible for.
		All external groups using the building have an appropriate safeguarding policy in place or adhere to the church safeguarding policy, including undertaking the necessary training and DBS checks.

You might consider reporting on this checklist to the church meeting, alongside the annual reading of the Safeguarding Policy Statement and watching the Excellence in Safeguarding Level 1 film designed for use in church meetings.

Safeguarding Self-Assessment Tool for Churches

Safeguarding self-assessment for: (church name)

Undertaken by: (names and positions)

Started: Completed:

This self-assessment tool is designed for Baptist churches to use as a way of checking compliance with safeguarding legislation, guidance and best practice. It should be completed by the Safeguarding Trustee and at least one other person. This could be:

- a. Someone from within the church who is not the Designated Person for Safeguarding, but has professional knowledge or experience in safeguarding.
- b. The Designated Person for Safeguarding from another church.

Once the assessment has been completed the church safeguarding team should work together to write an action plan to respond to any matters that need to be updated or implemented.

The assessment is not intended to highlight where your church is 'doing something wrong', but rather to help you to build and maintain a safe community for all to grow and belong.

Standard One: SAFEGUARDING POLICY		Met	In Progress	Not Met	N/A	Comments/ Evidence
<i>Every local Baptist church should adopt a formal, working safeguarding policy as churches are open to, and likely to have contact with, children and Adults at Risk</i>						
1.1	A Safeguarding Policy has been put in place and is being implemented					
1.2	The Safeguarding Policy complies with national guidance and best practice, following the template provided by BUGB					
1.3	The Safeguarding Policy is signed and endorsed by the church Leadership Team					
1.4	The Safeguarding Policy has been reviewed in the past 12 months in line with best practice guidelines and updated as necessary					
1.5	A Safeguarding Policy Statement is in place, demonstrating the church's commitment to safeguarding. This should include contact information and be prominently displayed.					
1.6	There is a Designated Person for Safeguarding (DPS), Deputy Designated Person for Safeguarding (DDPS) and a Safeguarding Trustee who have implemented the Safeguarding Policy and promote safeguarding amongst the trustees and wider church					
1.7	The trustees are familiar with the Safeguarding Policy and are actively supporting the Safeguarding Team (DPS, DDPS, Safeguarding Trustee and minister)					
1.8	The church has appropriate insurance in place, including legal protection and public liability cover					
Overall Comments on Standard (including actions where appropriate)						

Standard Two: AWARENESS AND TRAINING		Met	In	Not Met	N/A	Comments/ Evidence
<i>Every local Baptist church must develop an awareness of safeguarding and provide appropriate training for the relevant people</i>						
2.1	The Designated Person for Safeguarding (DPS) and Deputy Designated Person for Safeguarding (DDPS) roles have been explained to everyone, especially children, young people and adults at risk					
2.2	Safeguarding awareness has been promoted across the whole congregation using the BUGB Excellence in Safeguarding Level 1 film					
2.3	All those working with children and adults at risk have undertaken the BUGB Level 2 Excellence in Safeguarding Training within the past four years					
2.4	The church minister, trustees, safeguarding team and leaders of groups working with children and adults at risk have undertaken BUGB Levels 2 and 3 Excellence in Safeguarding Training within the last four years					
2.5	Written records are kept of all safeguarding training undertaken					
2.6	All external groups working with children and adults at risk have confirmed in writing that their staff have undertaken the necessary training					
Overall Comments on Standard (including actions where appropriate)						

Standard Three: SAFER RECRUITMENT		Met	In	Not Met	N/A	Comments/ Evidence
<i>Every local Baptist church should adopt a written recruitment policy for all church workers, both paid and voluntary</i>						
3.1	Role descriptions and person specifications have been prepared for all paid and volunteer roles, and formal advertisements are posted at least internally. Adverts indicate whether a role is subject to a DBS check.					
3.2	A standard job application is completed by all applicants for paid roles, giving details of previous experience, qualifications, referees and any other supporting information.					
3.3	At least two references are obtained for all applicants, one of these being a current or former employer where possible.					
3.4	A self-disclosure form is completed by all those applying for work with children or adults at risk, and those in positions of trust (including trustees), detailing any cautions, convictions and any other criminal history.					
3.5	All applicants being considered for a paid role are interviewed face to face.					
3.6	All applicants accepted for a role working with children or adults at risk, or in a position of trust within the church, have had the appropriate DBS check. In the event of a blemished disclosure they have been cleared to work in the role by the BUGB National Safeguarding team.					
3.7	All appointments are made based on the person's experience, ability and suitability to perform the tasks in the role as set out in the role description / person specification.					

3.8	Successful candidates for paid roles are provided with a written contract which includes requirements such as attending safeguarding training and adhering to the church safeguarding policy and procedures.					
3.9	For paid roles, a probationary period is agreed which includes induction and supervision.					
3.10	Safeguarding procedures are in place for occasional workers and workers from abroad.					
3.11	All external groups working with children and adults at risk have confirmed in writing that their staff are recruited using safer recruitment best practice.					
Overall Comments on Standard (including actions where appropriate)						

Standard Four: MANAGEMENT OF WORKERS		Met	In	Not Met	N/A	Comments/ Evidence
<i>All those working with children and adults at risk in local Baptist churches should be appropriately managed, supervised and supported</i>						
4.1	All workers are required to follow the church code of behaviour.					
4.2	All workers who work with children, young people and adults at risk are to be adequately supervised. For paid staff, this includes 1-2-1 meetings with their line manager on a regular basis.					
4.3	Where there is an allegation of abuse against a worker, children and adults at risk are safeguarded, the worker is supported, and appropriate action is taken in line with the church safeguarding policy.					
4.4	Where workers are affected by a disclosure of abuse or safeguarding concern, pastoral support will be offered.					
Overall Comments on Standard (including actions where appropriate)						

Standard Five: WORKING SAFELY		Met	In	Not Met	N/A	Comments/ Evidence
<i>Every local Baptist church must adopt safe working practice in all aspects of church life</i>						
5.1	Our church is working to current legislation and government guidelines in their duty of care for those working in positions of trust.					
5.2	Our church carries out risk assessments on the activities and services it provides.					
5.3	Our church has ensured that buildings used for activities and services are properly maintained and meet safety standards.					
5.4	Our church has ensured the consumption of food and drink meets health and safety standards.					
5.5	Our church has ensured that a qualified first aider and adequate first aid kit is available at all activities it runs.					
5.6	Our church is working to the safeguarding principles set out in Model Safeguarding Policy when running any activity or service.					
5.7	Our church is working to acceptable adult to child ratios for any activity or service it is running, in line with Model Safeguarding Policy					
5.8	Our church has a written registration procedure for those wanting to participate in activities, including a policy on managing unexpected attendees at events and activities.					
5.9	Our church has ensured that all accidents are recorded in a logbook and incidents reported to parents/carers.					
5.10	Our church has ensured that any peer-led activities (eg peer mentoring programmes) are being run according to best practice and the church Safeguarding Policy.					

5.11	Our church has a written procedure for receiving and dealing with suggestions and complaints about any activity it runs.					
5.12	Our church has anti-bullying procedures in place.					
5.13	Our church is working to best practice in communicating and supporting those with additional needs and disabilities, in line with Model Safeguarding Policy.					
5.14	The church is ensuring that drop-in sessions, (eg lunch for the elderly or parent and toddler groups) are run to best practice and health and safety guidelines, including having a risk assessment, in line with Model Safeguarding Policy.					
5.15	The church is working to best practice guidelines when transporting children, young people and adults at risk, in line with Model Safeguarding Policy.					
5.16	The church is working to best practice when running swimming trips, in line with Model Safeguarding Policy.					
5.17	The church is working to best practice when organising overnight events, including carrying out risk assessments and DBS checks beforehand, in line with Model Safeguarding Policy.					
5.18	The church is complying with data protection legislation in respect of filming and photography.					
5.19	The church has implemented best practice safeguarding procedures for the use of mobile phones, email and social media, in line with Model Safeguarding Policy.					
5.20	The church is operating safe practice protocols in relationship to designing and displaying information on the church website.					
5.21	The church IT policy includes a clear, unambiguous statement in relation to viewing pornography and abusive images of children.					
Overall Comments on Standard (including actions where appropriate)						

Standard Six: COMMUNICATING EFFECTIVELY		Met	In	Not Met	N/A	Comments/ Evidence
<i>Every local Baptist church should ensure that all church workers (both paid and voluntary) know how to communicate effectively and relate to those with whom they come into contact</i>						
6.1	The safeguarding message is being communicated effectively to all using the BUGB Level 1 Excellence in Safeguarding film.					
6.2	All church workers know how to safely communicate using phones and other technology.					
6.3	All church workers understand and adhere to the church procedures around the safe use of information technology.					
6.4	All church workers know how to listen and respond appropriately to a disclosure of abuse.					
6.5	The church has established relationships of trust with outside agencies such as the local police and social services.					
6.6	All those who work with children, young people and adults at risk have been trained and equipped to communicate effectively with those with additional learning needs or disabilities.					
6.7	The church encourages everyone using the facilities to be involved in decision-making and giving feedback. The church actively seeks feedback from individuals who may have additional needs or not be able to access the main ways of giving feedback.					
Overall Comments on Standard (including actions where appropriate)						

Standard Seven: RESPONDING TO CONCERNS		Met	In	Not Met	N/A	Comments/ Evidence
<i>Every local Baptist church must be able to respond appropriately to concerns or allegations of abuse</i>						
7.1	All workers, paid and voluntary, receiving an allegation of abuse know how to listen and respond appropriately.					
7.2	The church makes support available for families where the statutory authorities are involved.					
7.3	The Designated Person for Safeguarding (DPS) and their deputy (DDPS) know how to respond where there is a physical injury/symptom of neglect involving a child, young person or adult at risk.					
7.4	The DPS and DDPS know how to respond where there are concerns or allegations of sexual abuse involving a child, young person or adult at risk.					
7.5	The DPS and DDPS know the procedure for contacting the statutory authorities and what response to expect from them.					
7.6	The DPS and DDPS know how to respond in an emergency, where there are concerns about possible imminent abuse involving a child or adult at risk.					
7.7	All workers (paid and voluntary) know how to respond to an allegation of abuse made by a third party.					
7.8	All workers should understand that there are circumstances where it is not appropriate to contact the parent/carer.					
7.9	All workers know the reasons for not contacting the alleged abuser and must act accordingly.					

7.10	The DPS, DDPS and the leadership team know how to respond where there is an allegation against a worker.					
7.11	The DPS, DDPS and the leadership team know how to respond to possible false allegations of abuse.					
7.12	The DPS and DDPS know how to respond to allegations made against children, young people and adults at risk.					
7.13	All workers understand that bullying is a form of abuse and know how to respond appropriately.					
7.14	All workers have an understanding of domestic abuse and know how to respond appropriately.					
Overall Comments on Standard (including actions where appropriate)						

Standard Eight: PASTORAL CARE		Met	In	Not Met	N/A	Comments/ Evidence
<i>Every local Baptist church should ensure that pastoral care and support is available to those affected by abuse</i>						
8.1	There are people within the church who are trained in listening skills and are available to those who wish to talk.					
8.2	The church recognises the difference between counselling and pastoral care and that counsellors must be appropriately trained and qualified.					
8.3	The church has ensured there is confidentiality and accountability for those in counselling or pastoral care roles.					
8.4	All workers, counsellors and pastoral carers are aware of the church's procedures around physical contact with children and adults at risk, take this seriously and know how to respond appropriately.					
8.5	All workers, counsellors and pastoral carers understand and know how to respond appropriately to the effects of different types of abuse, such as physical, sexual, emotional and spiritual.					
8.6	Counsellors and pastoral carers in particular have an understanding of future relationship and sexual issues for those who have been affected by abuse.					
8.7	Workers, counsellors and pastoral carers understand the complexities surrounding forgiveness to ensure that they respond appropriately to those affected by abuse.					

8.8	The church has ensured that all counsellors and pastoral carers know how to respond to concerns about abuse and have a clearly defined role which has been explained to the person receiving counselling or pastoral care.					
8.9	The church has ensured that practical help is provided to those affected by abuse, particularly where there is a formal investigation involved.					
8.10	The church has ensured that those providing counselling or pastoral care also receive support themselves where needed.					

Overall Comments on Standard (including actions where appropriate)

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Standard Nine: MANAGING THOSE WHO POTENTIALLY POSE A RISK		Met	In	Not Met	N/A	Comments/ Evidence
<i>Every local Baptist church must have strategies in place to supervise and manage individuals who pose a risk to, have committed, or have been accused of, sexual or other crimes against children, young people or adults</i>						
9.1	The DPS, DDPS and church Leadership Team have a good understanding of the issues surrounding sexual / violent offenders.					
9.2	The DPS, DDPS and Leadership Team have a good understanding of the issues surrounding grooming.					
9.3	The DPS, DDPS and Leadership Team understand how the church can help be protected from known or alleged sexual / violent offenders.					
9.4	The DPS, DDPS and Leadership Team understand the principles of sharing information in relation to those who potentially pose a risk, including their data protection responsibilities.					
9.5	The DPS, DDPS and Leadership Team know how to manage people who potentially pose a risk, liaising with the local Baptist Association Safeguarding Contact to draw up and manage a written contract.					
9.6	The DPS, DDPS and Leadership Team know how to carry out a risk assessment and implement strategies to manage those who potentially pose a risk.					
9.7	The DPS, DDPS and Leadership Team know how to manage the response of members of the church where there has been an allegation against someone who may pose a risk.					

9.8	The DPS, DDPS and Leadership Team know how to provide support for all who are affected when there is an allegation against someone who may pose a risk.					
9.9	The DPS, DDPS and Leadership Team know how to manage both the alleged perpetrator and the victim where they are both involved in the church.					
9.10	The DPS, DDPS and Leadership Team know who to contact in relation to the treatment of offenders.					
9.11	The DPS, DDPS and Leadership Team know who to contact if they have any concerns about the behaviour of a known or alleged offender.					
Overall Comments on Standard (including actions where appropriate)						

Standard Ten: WORKING IN PARTNERSHIP		Met	In	Not Met	N/A	Comments/ Evidence
<i>Every local Baptist church involved with children, young people and adults at risk in specialised areas, culturally diverse areas or through partnership organisations or agencies, must ensure that appropriate safeguarding policies and procedures are in place</i>						
10.1	Churches running or participating in overnight events for children, young people or adults at risk have ensured appropriate additional safeguarding procedures are in place.					
10.2	Churches involved in overseas work with children, young people and adults at risk have ensured that safeguarding procedures, including safer recruitment processes, are in place.					
10.3	Churches letting outside individuals or groups use the premises have obtained their agreement to abide by the church safeguarding policy or provided evidence of their own safeguarding policy, in line with BUGB guidance on the letting of premises.					
10.4	Churches working in schools have an agreement with them about how safeguarding concerns will be raised and managed in the context of their work together.					
10.5	Churches running Ofsted Registered childcare provision have ensured that statutory requirements for day care providers are being met.					
Overall Comments on Standard (including actions where appropriate)						

SUMMARY OF AUDIT FINDINGS	
RECOMMENDATIONS	
AUDIT UNDERTAKEN BY:	
DATE COMPLETED:	

SAFEGUARDING AUDIT ACTION PLAN

This plan outlines all the key actions and activities that will be taking place as a result of the audit process. It is important that each action is clearly described and that the timescale for action and who is responsible for the action is also clear.

Standard	Action to be Taken	By Whom	By when
Standard 1: Safeguarding Policy			
Standard 2: Awareness and Training			
Standard 3: Safer Recruitment			
Standard 4: Management of Workers			
Standard 5: Working Safely			

Standard 6: Communicating Effectively			
Standard 7: Responding to Concerns			
Standard 8: Pastoral Care			
Standard 9: Managing those who Potentially Pose a Risk			
Standard 10: Working in Partnership			
ACTION PLAN COMPLETED BY:			
DATE:			
DATE REVIEWED AND AGREED BY LEADERSHIP TEAM:			

We hope that this audit tool has proved to be helpful to your church in reviewing your current safeguarding practice. A full range of safeguarding policies, guides and other resources are available free of charge at www.baptist.org.uk/safeguarding

If you would like to provide feedback on your experience of using this audit tool, please send your comments to the National Safeguarding Team at safeguarding@baptist.org.uk

This template has been produced for use in Baptist churches in England and Wales.

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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