DERBY ROAD BAPTIST CHURCH

Safeguarding Policy

October 2026 – September 2027

DERBY ROAD BAPTIST CHURCH

Child Safeguarding Policy and Procedures

> Derby Road Baptist Church (DRBC) is a Christian organisation.
>
> We acknowledge that a safe and secure environment is essential as we enable everyone to learn about the Good News of Jesus Christ.
>
> We have a responsibility to safeguard the welfare of children when they attend the church with parents/carers and during the separate groups and activities arranged for them.
>
> We are committed to safe recruitment and training of the adults who work with children and in these groups.

Safeguarding Leaders review the policy annually and ensure that Supervisors are aware of their safeguarding responsibilities and that there are clear and appropriate lines of communication between Supervisors who run group activities and DRBC Safeguarding Leaders.

These guidelines are to be followed when planning and running activities or events involving children and young people. This is to ensure that all reasonable means of prevention have been put in place and appropriate processes can be followed when issues arise.

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1. Contact Details

Name & Address:	**Derby Road Baptist Church** Derby Road Watford Hertfordshire WD17 2LZ
Telephone:	+44 7522 188617
Email:	ashkan.drbchurch@gmail.com
Affiliations:	Derby Road Baptist Church is an independent church which is affiliated to the Grace Baptist Association
Charitable status:	Derby Road Baptist Church is a registered charity No. 1148711
Insurance details:	Public liability insurance held with Ansvar Insurance

Key contacts

DRBC Safeguarding Coordinators	**Designated Safeguarding Leaders (DSL)** **Ruth Pinto and Marian Goodman** Contacts: safeguarding.drbchurch@gmail.com 07813099214
Local Child Protection Team	Hertfordshire Safeguarding Children Partnership (HSCP) www.hertfordshire.gov.uk/childprotection Children's Services, Customer Services 0300 123 4043. 0800 555 111 (Crimestoppers)
Prevent Officer	0800 789 321 (anti-terrorist hotline)
Contact for complaints against DRBC	**The Local Authority Designated Officer (LADO) www.hertfordshire.gov.uk/childprotection / Children's Services, Customer Services 0300 123 4043.**
Police	**Emergency: tel 999** **Non-emergency: tel 101**

2. Definition of terms

Child/children

Any person who has not yet reached their 18th birthday (Children Act 1989).

Child Supervisors

Any adult who has contact with children as part of a stipulated role in a children's activity.

Group Coordinators

Group Coordinators lead the organisation, rotas and coordination of a group activity. They are the point of contact through which Safeguarding Leaders can share safeguarding information and updates with all the supervisors of that group.

The lead supervisor is responsible for completing a risk assessment for that activity and keeping it up to date as plans for activities change. For example, a trip to the park with the Youth Group for team games would need a risk assessment to be completed first.

Junior Sunday School – Jessica Stevens

Senior Sunday School – George Goodman

Connection – Matt Hibbard

Kids Club – Chris Grauel

Youth Group – Ashkan Sarmadi

Contact

Responsibilities in a stipulated role can include, but are not limited to:

- Welcome and registration teams
- Catering teams
- Marshals/assistants at larger events
- Teachers
- Teaching Assistants
- Helpers
- Games Leaders
- Activity coordinators (arts and crafts)
- Ad hoc supervisors/carers
- Discussion group leaders

Organised Groups

Activity groups planned in advance and run by Child Supervisors. Different groups are organised for different age ranges. Typically, groups are held on a Friday or a Sunday.

Groups incorporate planned activities which may include physical games, drinks/food/snacks, arts and crafts, discussion and teaching.

Current groups

Junior Sunday School, Senior Sunday School, Connection, Kids Club, Youth Group, ad hoc social events such as bowling outings and group outings to the park.

3. DRBC Children's Activity Programme

As a Christian and Bible-based organisation, Derby Road Baptist Church seeks to welcome all people and their children. Typically, children who attend Organised Groups are from families who regularly attend the church; however, new children may also attend.

Sunday Programme:

The Derby Road Baptist Church building is open to the general public on Sundays from 10.30am for the duration of any meetings.

On Sundays, when shared lunches and Communion take place, The Derby Road Baptist Church congregation (including children) is present in the building until approximately 4pm. The church service takes place between 11am and 12.45pm. During term time, for part of the service, children leave their

parents/guardians in the main church and walk (inside the building) to the Organised Group for their age. Each group has assigned Supervisors: a main teacher and one or more assistants.

Parents stay in the main building while children attend Organised Groups.

Parents may attend any of the Sunday School activities with their child, particularly if the child needs additional support or is new to the group. However, they should not assist other children unless they have a DBS certificate.

Typically, parents leave their children in the care of Supervisors and do not attend.

Teachers walk young children aged 4–7 back to their parents in the main church at the end of the service or parents collect them from their Sunday School room.

Friday Programme:

Derby Road Baptist Church is closed to the general public. Access is granted only to Supervisors, children attending Organised Groups and their parents/guardians (for drop-off). Parents are permitted to remain in the adjoining entrance area to the Group Activity Room during the children's session.

The following Organised Groups are run during school term time:

- Kids Club, 5.30–7pm: children of Primary School age
- Youth Group, 7.30–9pm: children of Secondary School age

Children can walk into the building independently after being dropped off outside the church or can be brought to the main hall by their parents/guardians.

4. Remit of church responsibility

DRBC acknowledges responsibility for children only while they are attending the following Organised Groups:

- Junior Sunday School (4–7 years)
- Senior Sunday School (7–11 years)
- Connection (11–14 years)
- Friday Kids Club, 5.30–7pm: children of Primary School age
- Friday Youth Group, 7.30–9pm: children of Secondary School age

Infants and Children 0–4 years

There are no Organised Groups for this age group.

- Parents/guardians can use a crèche area at the back of the church during the church service but must remain with their child(ren).
- Suitable toys are provided.
- A first aid kit is available in the crèche.
- Safeguarding notices are displayed in the crèche to inform parents.

Young children often accompany their mothers or guardians to a women's group held in the crèche twice a month. Parents/guardians are fully responsible for their children during this time.

Parents can request permission to use the church building and crèche area for independently arranged gatherings during the week. Children come under the full responsibility of their parents/guardians at these times.

Parents, guardians and carers hold full responsibility for their children outside Organised Group Activities, including:

- from arrival until registration
- before the service starts, and during the service until the Organised Groups start
- while refreshments are being served after the service
- free playtime in adjoining rooms before/after the service
- during lunch events after the church service
- during Communion, when held after the service
- when leaving the main church service to use the toilet
- after an Organised Group Activity
- around the baptismal pool when there is a baptism

When children are not in Organised Group Activities, the church's responsibilities are to:

- provide a safe and secure, well-maintained building
- give clear signage (fire exits)
- lock chemical/equipment cupboards
- maintain serviced and operational fire extinguishers
- communicate evacuation procedures (via noticeboard)
- provide safe and clean toilet facilities
- provide access to first aid kits, signpost them and make their location known
- ensure that first-aid-trained adults are on site, with their photographs on the noticeboard so they can be identified quickly in an emergency
- make child protection leaders and their contact details easily visible on the noticeboard in the foyer

5. Statutory Compliance

The standards and practices in this policy build on and incorporate legislation and government guidance on protecting children from harm. This includes safeguarding duties under:

- Children Act 1989
- UN Convention on the Rights of the Child 1989
- Children Act 2004
- The Care Act 2014 (adults)
- The Prevent duty (Counter-Terrorism and Security Act 2015)
- Working Together to Safeguard Children 2018
- Working Together to Safeguard Children 2023

6. Designated Safeguarding Leader(s) – responsibilities

The Designated Safeguarding Leaders will:

Follow the requirements of UK legislation in relation to safeguarding children and young people.

- Fulfil DRBC's responsibility to help prevent the physical, sexual and emotional abuse and neglect of children and young people.
- Review the DRBC safeguarding policy and procedures annually, and whenever legislation or circumstances change.
- Keep secure records of observations and incidents, and of DRBC's response.
- Follow procedures for safe recruitment of Child Supervisors.

Develop open lines of communication with parents/guardians/carers

- Communicate safeguarding information to parents/guardians through verbal notices in church services, posters, the noticeboard and leaflets.
- Timely (within 24 hours) communication to parents if concerns/signs of abuse/neglect are reported to Safeguarding Leaders.

Maintain open and transparent links with statutory authorities.

- Consult authorities for advice.
- Report abuse directly to the authorities, without first informing the parents, if informing them would put the child at risk.
- Publish the safeguarding policy and procedures on the church website.

7. Safe recruitment and ongoing training of child supervisors and helpers

Derby Road Baptist Church is committed to supporting all workers/helpers. In the first instance, responsibility for management of workers/helpers sits with the leader of each activity. They will have the full support of the Elders, other leaders and the Safeguarding Coordinator.

The Elders undertake to follow the principles found within guidance issued by the Home Office. It is therefore unacceptable for those in a position of trust to engage in any behaviour which might allow a sexual relationship to develop for as long as the relationship of trust continues.

Training will be provided for new workers/helpers as required.

Refresher training will be provided, and helpers will be notified of changes to this policy and of any other safeguarding issues they need to be aware of.

8. Safeguarding training

Training and support are available through our membership of thirtyone:eight, including:

- the Knowledge Hub
- the Learning Hub

- the Disclosure and Barring Service (DBS)

Safeguarding Leaders will:

- Ensure safeguarding training is completed by all supervisors holding main teacher roles, and review it annually.
- Keep secure, up-to-date records of the names and details of all adults in contact with children, and keep attendance registers for the statutory period, until the child reaches age 25.
- Keep secure records of training completed by supervisors.
- Share summaries of the Safeguarding Policy with all Supervisors via Group Coordinators.
- Communicate reporting procedures.
- Encourage feedback and suggestions.

9. Commitment to parents/guardians/carers

DRBC commits to:

- Communicate the boundaries of responsibility between the Church and parents so that children are safe at all times.
- Provide an informative noticeboard, kept up to date, showing:
    - the photos, names and contact details of the DRBC Safeguarding Leads
    - the independent complaints process
    - a copy of the Safeguarding Policy

Also communicate through:

- notices in the crèche
- verbal announcements in church services
- summary leaflets

Parents need to submit a consent form before their child takes part in any Organised Group Activity. The form asks for:

- Name of child
- Parent/Carer Name and mobile
- Permission to serve children refreshments
- Allergies or intolerances
- Medical and special educational needs and disabilities (SEND)

Parents should remain in the building in case supervisors need to contact them during the Sunday School/Connection session.

Parents should not send their child to Sunday School or Connection if the child is unwell.

Children need to be able to use toilet facilities independently. Supervisors will call parents/guardians if their child needs assistance in a toilet cubicle.

Supervisors will give parents regular feedback and will communicate constructively about any issues with behaviour and participation, in order to agree an appropriate strategy.

10. Complaints Procedure

- DRBC encourages parents to give feedback on anything that needs review or improvement.
- Parents can make a complaint to the Safeguarding Leaders (contact details are on the church noticeboard in the foyer).
- Complaints relating to church responsibilities will be taken seriously with action and outcomes communicated to the complainant within 28 days of a complaint being made.
- DRBC will keep a record of all complaints and their outcome for three years and will be able to provide information about these to the authorities if requested.

DRBC will record the following information:

  - The name of the person making the complaint
  - The date and time of the complaint
  - Plan of action taken in response to the complaint
  - The outcome of the 'Complaint Action Plan' (over 14–28 days), showing evidence of DRBC's response

Parents will be told, via the safeguarding noticeboard, about the policy, which explains how to make an independent complaint.

- Hertfordshire Safeguarding Children Partnership (HSCP) has been set up so that all agencies and organisations that work with children and young people work together to keep children safe.
- The Local Authority Designated Officer (LADO) should be alerted to all cases in which it is alleged that a person who works with children has behaved in a way that has harmed, or may have harmed, a child.
- Parents will be given the contact details for Children's Services: www.hertfordshire.gov.uk/childprotection, Customer Services 0300 123 4043.
- Safeguarding leads will supportively suspend the supervisor under investigation from their role until the matter is resolved and a response has been made or action taken.
- The Safeguarding Coordinator should also consider whether a referral is needed to the Disclosure and Barring Service and the Charity Commission.

11. Risk assessment

DRBC will review its risk assessments regularly, and also whenever:

- an accident occurs
- a new child joins with a specific need or SEND
- DRBC decides to use a new location or area for a Group Activity
- new equipment is introduced

A risk assessment for the regular activities of each group should be undertaken and reviewed annually by the activity leaders. It will be signed off and filed with the other safeguarding documents.

A risk assessment should be compiled by Group Coordinators before new activities commence. When special activities are held, an additional assessment should be completed to account for the differences.

Risk assessment for each activity in Appendix 5:

- Junior Sunday School (4–7 years)
- Senior Sunday School (7–11 years)
- Connection (11–14 years)
- Friday Kids Club, 5.30–7pm: children of Primary School age
- Friday Youth Group, 7.30–9pm: children of Secondary School age

12. Supervision Ratios

- Children and young people should never be left unsupervised while group activities are being run by Church Supervisors.
- During Organised Groups, an adult supervisor with an enhanced DBS check will always be present.
- The ratio of adult supervisors will vary according to age and activity, but the following ratios are used as a guide.
- A supervisor may decide that mitigating factors allow these supervision ratios to be varied.
- An adult should never be alone with a child.
- Workers / helpers who are under 18 can assist in children's activities but should not be counted in these ratios.
- No individuals under the age of 18 should be left in sole charge of children of any age.

Permitted ratios (thirtyone:eight)

Children 4–8 years – 1 adult to 6 children

Children 9–12 years – 1 adult to 8 children

Children 13–18 years – 1 adult to 10 children

13. Access to First Aid

First aid training and emergency support:

- The first few minutes after a severe injury are crucial; rapid intervention during this time significantly improves survival chances and can prevent conditions from worsening.
- There should be enough first aiders for two to be able to reach anyone within 3 minutes at any time during a church service and when Group Activities take place.
- A group of Supervisors should attend first aid training every two years, so that two trained supervisors are quickly available during every activity.
- Ideally, on residential trips, at least two first-aid-trained adults should be present.
- In a serious emergency, the emergency services will be contacted first, followed by attempts to contact the child's parents/guardians.
- The Derby Road Baptist Church building is equipped with first aid kits, located in the office and the crèche room (with an appropriate mini kit specifically for burns in the kitchen).
- Ice packs are stored in the freezer in the church kitchen.

- The incident and accident log book is stored securely in the church office.

14. Recognising signs of abuse and church response

Child abuse can be physical, sexual, emotional or domestic, or it can be neglect, or a combination of these. We understand that defining child abuse is a difficult and complex issue: a person may abuse by causing harm or by failing to prevent harm. Children, young people, and adults with care and support needs may be abused within a family, an institution or a community setting. Very often the abuser is known or in a trusted relationship with the child, young person or adult.

- Supervisors at DRBC attend an online session organised by the Child Safeguarding Leaders on safeguarding, prevention, recognising the signs of abuse, and reporting procedures.
- DRBC supervisors must be aware of their 'Prevent Duty' and the need to prevent people being drawn into terrorism.
- Child Supervisors are required to inform the Designated Safeguarding Leaders, in confidence, of any safeguarding concerns they may have without delay, and within 24 hours.
- Safeguarding leads will confer and then contact the parents and/or the authorities, depending on the nature of the concern.

15. Responding to a disclosure of abuse or potential abuse

- The starting point for most concerns will be open and honest communication between the family and the Safeguarding Leaders. Any matter that causes concern about a child will be shared with the parents unless doing so would put the child at risk.
- If there is a serious cause for concern, relevant bodies will be informed. Safeguarding Partners' procedures can be found at https://www.hertfordshire.gov.uk/services/childrens-social-care/child-protection/hertfordshire-safeguarding-children-partnership/hscp.aspx

Disclosure of abuse

- If someone discloses that they have been abused, or fears being abused, or if a worker or helper suspects through conversation that abuse may have taken place or is at risk of taking place, that person should listen actively and be prepared to take the appropriate action. They should:
- Reassure the person disclosing the information, but not press for details.
- Ensure the immediate safety of the person disclosing the information and contact the Safeguarding Leaders. Alternatively, in an emergency, go directly to Social Care Services or the Police.

As soon as possible, write down what has been shared.

- Under no circumstances should a worker/helper carry out their own investigation into an allegation or suspicion of abuse.

Procedures

- The following sections outline how to respond to a disclosure of abuse.
- Information about allegations of abuse will be shared on a "need to know" basis only.

- The person in receipt of allegations or suspicions of abuse should report concerns to the Safeguarding Leaders as soon as possible.
- The role of the Safeguarding Co-ordinator is to collate and clarify the precise details of the allegation or suspicion and pass this information on to statutory agencies who have a legal duty to make enquiries into the concerns raised.
- Alternatively, where the Safeguarding Leader cannot be contacted, or if the suspicions in any way involve them, advice should be sought from thirtyone:eight (formerly CCPAS), or contact should be made directly with Social Care Services and the Police without delay.
- Parents or carers should not be informed unless Social Care or the Police advise otherwise. Seek medical help urgently if required, and inform the doctor of any suspicions.
- Following contact with Social Care and the Police, the church's insurance company and the Charity Commission should also be notified.
- The church will appoint one member to liaise with the authorities, another to offer support to the victim and their family, and yet another to give pastoral care to the alleged perpetrator. It may also be necessary to appoint another church member to support the alleged perpetrator's family.
- It may be necessary, for the sake of a child who may have been abused (or to meet the needs of a statutory investigation), for the alleged perpetrator to worship elsewhere. In that case, the leaders of the new church will need to be informed of the reasons so that the individual can be given as much support as possible and so that safeguarding issues in the new church can be considered.
- Pastoral care for an alleged perpetrator is essential, but should not be at the expense of the victim, their family or justice. There should be no sense of collusion with the alleged perpetrator, no minimising of what is alleged to have been done, and no denial of the alleged perpetrator's responsibility.
- Where an alleged perpetrator is accepting some responsibility, they should be encouraged to seek specialised interventions/treatment to reduce the risk of reoffending. This may only be effective once the investigation and legal processes have been completed.

16. Missing/lost child

Children attending an Organised Group must not leave the church building after registration. Children in the Junior Sunday School group (4–6 years) will not, under any circumstances, be permitted to leave the church building during the sessions without a parent/guardian.

If a child is unaccounted for and has not been located in the main church building, supervisors must immediately raise the alarm. The child's parents/carers must be informed at the earliest opportunity. The police will be notified immediately if a child under 11 years old is missing or lost and appears to have left the building.

The incident will be recorded in detail on an incident form, which parents will be asked to sign to confirm they have been informed about the details of the incident.

17. Toilet supervision

Supervisors of children under 11 years must ensure the children can get to and from the toilets safely, keeping the toilets in line of sight.

Children are required to be able to use the toilet facilities independently without requiring help from Supervisors in order to attend any activity group.

A supervisor will not enter a toilet cubicle and will typically hold the door open to the hand-washing area, only for children under 5 years. If a child needs help in the cubicle, their parent will be contacted.

18. Behaviour management policy and procedure

- Supervisors working with children will demonstrate a nurturing and encouraging approach.
- Supervisors will encourage positive behaviour verbally.
- Parents have a right to be kept informed about their child's behaviour.
    - Supervisors will supportively and sensitively give feedback to parents after a session if:
        - a child is upset
        - a child has had an accident (for example, fell off their chair)
        - there was a significant upset from a disagreement between children
        - a Supervisor had to sit out a child because of their behaviour, or verbally correct a child for a serious behavioural issue
- If a child fails to comply after verbal encouragement or clear guidance, a parent can be found and asked either to attend the session with their child or to take them out of the group.
- Parents of new children attending an activity are encouraged to share any SEND needs openly so that the right adult-child ratios are put in place and children are treated fairly and supportively.
- If a child hurts another child physically or persists in behaviour which is disruptive to the whole group, supervisors will return the child safely to their parents in the main church.
- Where there is physical behaviour such as pushing or hitting, supervisors will explain clearly the importance of gentleness, kindness and caring for friends, and of treating others as we would like to be treated, even when frustrated. However, if the behaviour persists, supervisors must not hesitate to return the child safely to their parents in the main church.
- A child must not be left alone, unattended, in time out. Supervisors will share information about behaviour with the parents and other supervisors of the group.

19. Incidents and accidents

All incidents and accidents will be recorded.

Incidents are minor events, with no serious injury or damage, but they may cause a change of arrangement. For example, two children bump heads and an ice pack is applied, or a child is sick in the group activity area. In that case the activity stops and the children are moved to a different room until the area is cleaned.

An accident involves a more serious injury, illness or damage to property. For example, two children bump heads and one needs to go to A&E for treatment for a deep cut or bleeding.

The set-up and preparation of activities should take account of the risk assessments, the age and abilities of the children attending, and any SEND. A clear log of incidents is kept partly so that patterns can be identified over time.

Parents give prior consent for Supervisors to administer basic first aid and to call 999 or seek emergency treatment if needed.

Contact numbers for parents and guardians are stored securely in the church office with archived registers.

A medical kit and contact details of parents/guardians are brought on outings with young people (away from church premises).

All supervisors will be asked to enter a record of any incident or accident in the incident and accident log book, and also to notify the Designated Safeguarding Leaders of any accident that occurs.

Records of accidents and incidents are held securely with the box of archived registers in the church office. Completed forms are stored in accordance with the Data Protection policy (section 30).

An accident/incident form and body maps are provided in Appendix 2.

If the accident is significant (for example, if a child is taken to hospital for a broken bone), the **Designated Safeguarding Leaders** will inform the Health and Safety Executive and the church's insurance company as soon as reasonably practicable, but in any event within 14 days of the accident.

20. Emergency evacuation procedure

In the event of a gas leak, fire or flooding, the emergency evacuation procedure will be followed.

If an emergency occurs that requires a group to leave the building, the following procedure will apply:

Leave by the quickest exit (front or rear) away from the hazard area.

Check that all the children in the group are present.

Evacuate to a safe area in response to the location of the danger.

Supervisors will contact the emergency services on 999 (or 112) from a safe location.

If parents cannot be contacted, supervisors will keep the children safe until the parents can be reached.

The register for each group must be carried by that group's supervisor. Parent/carer contact numbers for regular attendees are kept at the back of the register for use in an emergency.

21. Threatening behaviour of an adult

Supervisors will seek to remove the children from the situation to a safe place and, if necessary and safe to do so, will call the police on 999.

Supervisors will contact parents as soon as possible so that, if necessary, they can collect their child.

Children will be kept safe by supervisors until the parents can be reached.

22. Parental Consent

Any individual under the age of 18 requires parental consent to attend activities provided by the church without their parent or guardian.

Consent forms are used for this purpose. Special activities may require separate consent, for example, a trip off the premises, a higher-risk activity or a residential visit.

Parents with children in Sunday School classes or using the crèche (which are both open to anyone attending the Sunday morning services) need not complete a consent form.

If a child attends an event (other than during the Sunday service) without having completed a parental consent form in advance, the child's full name and a parent/guardian/carer contact telephone number should be taken, and consent must be obtained in a recordable digital form (for example, a text reply to the relevant questions, such as allergies) before the child can take part in the session. This digital record can be kept as evidence of consent. A completed form can then be brought to the next meeting.

A consent form is provided in Appendix 3.

23. Registers

A register is taken at each meeting. It lists the location, date and time of the session, every child by first name and all adults in attendance (including parents present). For Organised Groups that run outside a church service, the register will also include a list of contact details for parents or guardians.

- Junior Sunday School
- Senior Sunday School
- Connection
- Kids Club
- Youth Group

24. Shared use of church building

Two separate church congregations use the church building from 1pm onwards on Sundays. Church activities remain separate, but access to and exit from the building, and the toilet facilities, are shared. This is included in the risk assessments. Each organisation has its own policy and procedures.

25. Transport

Supervisors may transport children and young people in their personal vehicles on church outings.

Drivers transporting children and young people must hold a full driving licence and must have parental permission. They are responsible for ensuring that seatbelts are worn and the journey is made safely.

Wherever possible, two adults should be present in each vehicle being used to transport children or young people.

When deciding which leaders should accompany children and young people being transported, the nature of the supervision, the age and sex of the children and the length of the journey will be taken into account (for example, whether toilet stops are needed).

Written parental consent will be sought before children are transported. Workers / helpers will make contact with parents by telephone or face-to-face to seek parental consent. They must obtain documented permission (written, email or text confirmation of consent). In an unplanned situation (emergency transport to A&E, or a lift home following illness), parents will be contacted first if it is practical to do so, or otherwise as soon as it is safe to do so. In these situations, a record will be made in the incident and accident log book.

27. Residential Trips

A more detailed risk assessment specific to the residential trip should be undertaken and assessed by a team of leaders in advance of the trip.

Careful consideration should be given to:

- Enhanced DBS clearance of all supervisors and those with any level of access to children
- Procedures around sleeping arrangements
- Procedures for the use of bathroom facilities.

Copies of the consent forms should be left in the church office. Emergency contacts of parents/carers/guardians must be accessible by supervisors at all times whilst the group is away.

28. Photographic and video images

- Groups run by Derby Road Baptist Church may take photographs and make video recordings of children or young people attending the groups throughout the year. These images may appear on the noticeboard, in printed publications or on the website.
- For children and young people, parental consent will be sought concerning photographic and video images via the standard consent form.
- This consent will be valid for 10 years from the date of signing and images will not be reused after this time.
- Only images of suitably dressed children or young people will be used to reduce the risk of such images being used inappropriately.
- Personal details of any person in an image on the website or in printed publications will not be included without good reason and only with express parental consent.

29. Record Management

Safeguarding Leaders should ensure that all records are kept up to date and stored securely.

Each year, records no longer required by the group must be archived for secure storage by the Safeguarding Coordinator. This includes all registers, consent forms and any historic log entries such as those relating to children no longer attending.

30. Data protection

a) Confidentiality

A worker/helper should not discuss suspicions with anyone other than the Safeguarding Co-ordinator and the authorities.

The Elders will support the Safeguarding Co-ordinator in their role and accept that any information they hold will be shared strictly on a need-to-know basis.

b) Secure storage, handling, use, retention & disposal of DBS Disclosures

As an organisation using the Disclosure and Barring Service (DBS) to help assess the suitability of applicants for positions of trust, DRBC complies fully with the DBS Code of Practice regarding the correct handling, use, storage, retention and disposal of Disclosures and Disclosure information. It also complies fully with its obligations under the Data Protection Act 2018, the UK GDPR and other relevant legislation relating to the safe handling, use, storage, retention and disposal of Disclosure information.

c) Storage and access

Disclosure information is kept securely, with access strictly controlled and limited to those who are entitled to see it as part of their duties.

d) Handling

In accordance with section 124 of the Police Act 1997, Disclosure information is only passed to those who are authorised to receive it in the course of their duties. We maintain a record of all those to whom Disclosures or Disclosure information has been revealed. It is a criminal offence to pass this information to anyone who is not entitled to receive it.

e) Usage

Disclosure information is only used for the specific purpose for which it was requested and for which the applicant's full consent has been given.

f) Retention

Once a recruitment decision has been made, Disclosure information is not kept for any longer than is necessary. Throughout this time, the usual conditions regarding the safe storage and strictly controlled access will prevail.

g) Disposal

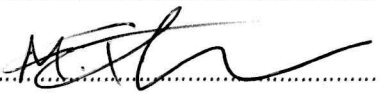
Once the Disclosure is no longer required, we will ensure that any Disclosure information is immediately destroyed by secure means, i.e. by shredding, pulping or burning. While awaiting destruction, Disclosure information will not be kept in any insecure receptacle (for example, waste bin or confidential waste sack). We will not keep any photocopy or other image of the Disclosure or any copy or representation of the contents of a Disclosure.

However, we may keep a record of the date of issue of a Disclosure, the name of the subject, the type of Disclosure requested, the position for which the Disclosure was requested, the unique reference number of the Disclosure and the details of the recruitment decision taken.

DRBC is committed to safeguarding and to ensuring that the practices outlined in this policy are put into effect and reviewed annually.

Signed by the Elders on behalf of the Church:

Name: MARK STEVENS

Signed: 

Date: 25/10/26

Name: ASHKAN SARMADI

Signed: 

Date: 25/10/26

APPENDIX 1

Secure storage, handling, use, retention & disposal of DBS Disclosures



Data protection

- Any information given by parents, either verbally or in writing, regarding a child will be treated as confidential. Exceptions can be made where parent/guardian permission has been given to speak to a named individual either as a one-off or on an ongoing basis, for example, a grandparent, medical professional or health visitor. Any such permissions can be withdrawn at any time and no further communication will be made.
- Derby Road Baptist Church adheres to responsibilities under General Data Protection Regulations (GDPR) and the Data Protection Act 2018.
- All documentation relating to the child is stored securely in the church office.
- All devices with electronic documents will be password protected and all paperwork will be securely stored.
- DRBC will share confidential information with the Local Safeguarding Partnership, Ofsted or the police if there appears to be a safeguarding issue that potentially affects a child's welfare and/or safety.
- Under data protection law, parents/carers can ask to see their child's records at any time by making a 'subject access request'.
- Some information must be kept on record for extended periods and this may include information related to children and their families.

Records will be kept for the following periods:

- Six years from the last date of attendance:
    - attendance registers
    - accident, injury and incident records
    - physical intervention and incident records
    - medication records
- Until the child reaches the age of 21 years and 3 months, as required by law for:
    - safeguarding records
- Parent/Carer permission will be gained before photos are taken and used in any church reports/communication materials.

APPENDIX 2

Accident / Incident Form, including Body Maps

Accident Record Form

Child's Name:	Date of Birth:
Date and time of accident:	
Name of witnesses/adults present: •	Place accident occurred:
Description of how the accident occurred:	Record of any injury and action taken:
Condition of child following the accident:	

Parent contacted? Yes ☐ No ☐

Name of parent contacted: **Time:**

How parent was contacted: Call ☐ Email ☐ Text ☐

Other comments:

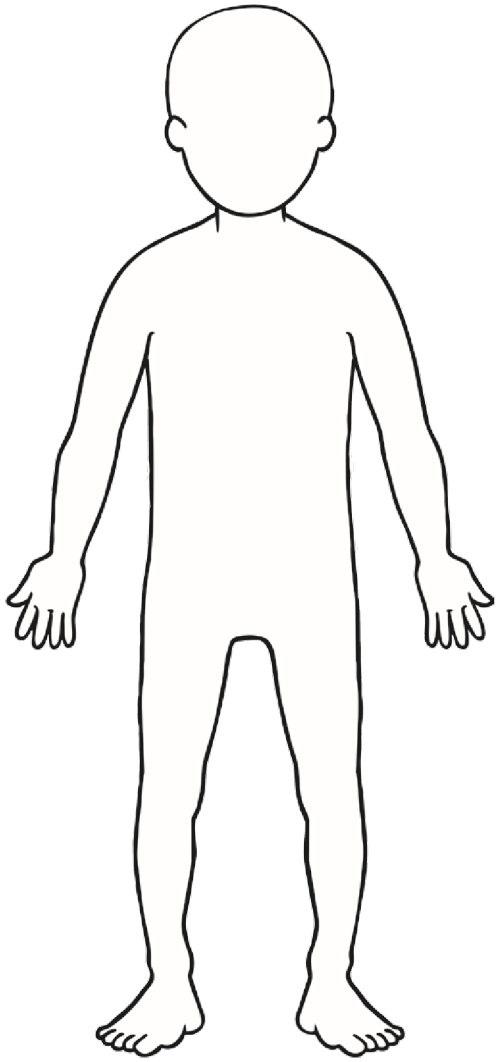
Attending adult's signature: ..... **Date:** .....

Leader's signature: ..... **Date:** .....

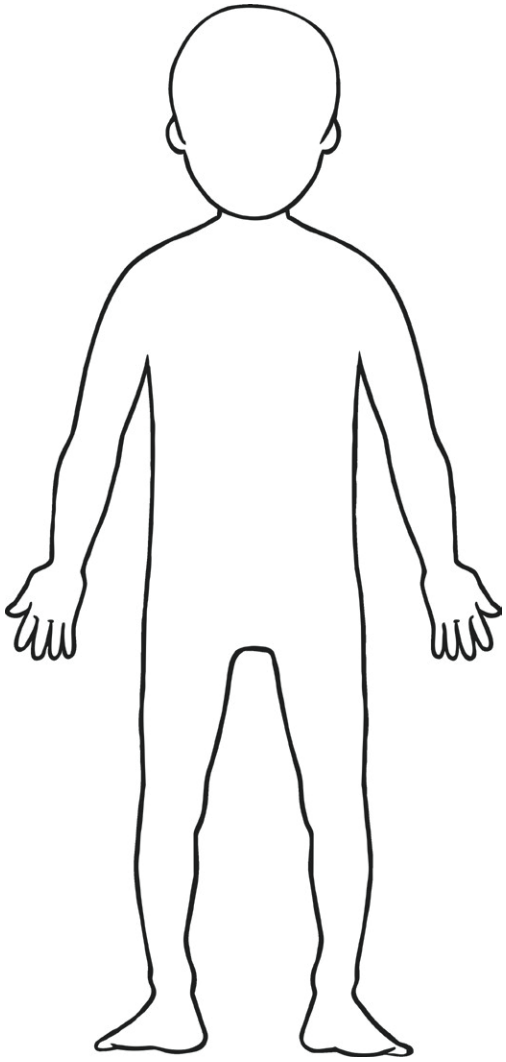
Parent's signature: ..... **Date:** .....

Parent Copy ☐ Paper ☐ Email ☐

Body Map Form



Front



Back

visit twinkl.com

APPENDIX 3

Consent Form

DERBY ROAD BAPTIST CHURCH

Parent consent form

Medical/SEND/dietary requirements

Group: _____

Full name of child/young person

_____

Date of Birth: _____/_____/_____

Child's address:_____

GP's name: _____

GP's telephone number: _____

GP's address:

_____

Regular medical conditions (for example, asthma, epilepsy, diabetes, allergies, dietary needs).

Any medicines your child will have with them while attending (for example, asthma inhalers, hay fever medicines). Please give them to a supervisor on arrival. They will be kept securely for the duration of the session for your child to use if needed.

Details of any specific needs of your child, or other information, that will help your child take part in and enjoy the activity.

This information allows us to be prepared to give extra support for special educational needs, disabilities or impairments.

Allergies: Snacks are often served at children's events. Please state below any known allergies or intolerances.

Emergency Contact Information

Name of parent/carer (1st emergency contact):_____

Mobile: _____

Second emergency contact / back-up

Name(s): _____ Mobile: _____

I give permission for my child(ren) (name)

_____ to take part in the activities of this group. I understand my child will be in the care of the group supervisors approved by DRBC.

By signing this form, I give permission for Supervisors to administer basic first aid and contact emergency services if necessary.

I understand that the care for my child(ren) will be in accordance with the DRBC safeguarding policy.

Signed: (parent/adult with parental responsibility)

_____

Date: _____

APPENDIX 4

Complaint Form

Safeguarding – Complaint Form

At Derby Road Baptist Church we encourage you to be open and to communicate concerns or complaints so that we can ensure high standards, and the safety of all those attending church services and activities, on the church premises. We encourage you to give feedback in person if you can, to our Eldership Team:

Mark Stevens (markstevens532@gmail.com) and Ashkan Sarmadi (ashkan.drbchurch@gmail.com)

or

Our Safeguarding Team for safeguarding matters – Ruth Pinto & Marian Goodman (safeguarding.drbchurch@gmail.com).

We recognise, however, that often it is more comfortable to submit a complaint or concern anonymously. The form below can be completed/emailed or printed and posted anonymously into our feedback box in the foyer, or posted directly to Ashkan Sarmadi's home next door to the church.

Please note that to raise a complaint or concern you do not have to use this form, but using the form will help ensure that you send the detailed, considered information we need to investigate your complaint or concern as soon as possible.

You do not have to answer every question in this form, and you do not have to give your personal details, but give as much information as you can to enable us to deal with your complaint as thoroughly as possible.

Use additional paper if necessary.

Name:

Email address:

Phone number:

We will use these contact details to contact you about the process of the complaint and its resolution. These details will not be used for any other purpose.

1. I wish to make a complaint concerning:

2. If you are complaining about members of the **Church**, **please state their name(s):**

3. Describe the actions, events or decisions you wish to complain about.

Tell us when and where they took place, who was involved, and what happened if you can.

4. Tell us why you think these events were wrong.

6. Were there any witnesses to the events? If you know the names of witnesses, please state those.

7. Have you taken any action to try to resolve your concerns before making a formal complaint?

8. What outcome would you like**?**

9. Have you reported this matter to anyone else? If so, please **give** the **date** and say **to whom it** was **reported.**

10. Is there any other information you want to tell us?

11. While we will make every effort to maintain reasonable privacy about your complaint, we may need to make the details of the complaint known to the subject of the complaint. If you do not agree to this, it may not be possible for us to investigate and resolve your complaint.

☐ I GIVE PERMISSION for the details of this complaint and the supporting documentation to be provided to the person complained about should it be necessary to do so.

☐ I DO NOT GIVE PERMISSION for the details of this complaint and the supporting documentation to be provided to the person complained about should it be necessary to do so.

Please complete this form and send it as a hard copy, by email or as a scan to:

The Church Eldership – Mark Stevens / Ashkan Sarmadi ashkan.drbchurch@gmail.com / 07522188617

or the Safeguarding Team – Ruth Pinto and Marian Goodman: safeguarding.drbchurch@gmail.com / 07813099214

Or by post to: Derby Road Baptist Church, Derby Road, Watford WD17 2LZ

Complaints relating to church responsibilities will be taken seriously with action and outcomes communicated to the complainant within 28 days of a complaint being made.

DRBC will keep a record of all complaints and their outcome for three years and will be able to provide information about these to the authorities if requested.

DRBC will record the following information:

- The name of the person making the complaint
- The date and time of the complaint
- Plan of action taken in response to the complaint
- The outcome of the 'Complaint Action Plan' (over 14–28 days), showing evidence of DRBC's response

APPENDIX 5

Risk Assessments



DRBC Risk Assessment

Name of Person Carrying Out the Risk Assessment:			
Date of Risk Assessment:		**Review Date:**	

Hazard Identified	Who Might Be Harmed and How?	Severity (Low/ Medium / High)	Measures Already in Place	Likelihood (Low/ Medium/ High)	Further Action Needed	Date Actioned	Additional Notes

DRBC Risk Assessment – Youth Group

Name of Person Carrying Out the Risk Assessment:	Safeguarding Team: Marian Goodman & Ruth Pinto		
Date of Risk Assessment:	25 April 2026	**Review Date:**	April 2027

-Physical games in the hall involving balls and running. - Head injury risk - Choking risk	Medium	- Accessible first aid kit (kitchen) - First aider on site when possible - Regular stock check of first aid kit - Ice packs in freezer - Supervisors record of accidents/incidents and administration of first aid and notify parents - clear and safe place allocated for games - Choking – adult present while food is being eaten. First aider on site – choking procedure. Children are seated while eating.	Medium		April 2026		**Additional Notes**
Allergic reaction / medical conditions	Young children during snack time – talking		-Consent forms – state known allergies /medical conditions - Supervisors made aware of children with allergies			April 2026	

	and laughing while eating		- Parent contact details accessible via filed consent forms if a child is taken ill - Supervisors notified of medical conditions, for example, epilepsy, asthma				
Fire		Low	Register = record of children in the building -Supervisors aware of evacuation procedure and assembly point - fire extinguishers in working order - no access to kitchen			April 2026	
Access by the public	Violence/inappropriate behaviour towards children/leaders	Low	-Lock back door			April 2026	

DRBC Risk Assessment – Friday Kids Club

Name of Person Carrying Out the Risk Assessment:	Safeguarding Team: Marian Goodman & Ruth Pinto		
Date of Risk Assessment:	25 April 2026	**Review Date:**	April 2027

-Physical games in the hall involving balls and running. - Head injury risk - Choking risk	Medium	-Accessible first aid kit (kitchen) - Regular stock check of first aid kit - Ice packs in freezer - Supervisors record of accidents/incidents and administration of first aid and notify parents - clear and safe place allocated for games - Choking – adult present while food consumed. - Children are sitting when eating	Medium		April 2026		**Additional Notes**
Allergic reaction / medical conditions	Young children during snack time – talking		- Consent forms – state known allergies /medical conditions - Supervisors made aware of children with allergies			April 2026	

	and laughing while eating		- Parent contact details accessible via filed consent forms if a child is taken ill - Supervisors notified of medical conditions, for example, epilepsy, asthma				
Fire		Low	Register = record of children in the building -Supervisors aware of evacuation procedure and assembly point - fire extinguishers in working order - no access to kitchen			April 2026	
Access by the public	Violence/inappropriate behaviour towards children/leaders	Low	-Lock back door			April 2026	