

# DPS Guide - How to manage a conversation about a Safeguarding Contract



BUGB have an exemplar Safeguarding Contract wording which you can access via Southern Counties Baptist Association. We always recommend that you follow the wording on this Contract to adhere to safeguarding guidance and to provide legal assurances for the church.

Here is a suggested structure for the Contract conversation, which you can follow in your discussions:

- 1) At the start of the meeting please do explain why the meeting has been arranged i.e. the need for a Contract. The reason for the Contract is unique to each individual and is summarised at the start of the Contract document. Take time to pray.
- 2) Please indicate who is in the room/conversation to support the person who is subject to the Contract with pastoral care. Do let the individual know that they can ask for another individual to be nominated for pastoral care too if they wish to.
- 3) Please explain to the person subject to the Contract the principles of proportionality and that only those who 'need to know' of the alleged offences are aware of them and that SCBA are also aware. Indicate that one or two attendees will be keeping notes of the conversation (your nominated note takers).
- 4) Start the conversation by asking the individual to explain what's happened that's led up to this alleged offence. The note taker(s) will take notes. You will mostly listen.
- 5) When this has finished, please give the individual a hard copy of the draft Contract, explaining it's the standard BUGB Contract. Talk through each point in turn. If the individual has questions this is a good time to ask them.
- 6) After finishing the review of the Contract, please ask the individual if there are any further questions. Then each party named will sign the contract, please explain you'll keep a copy in secure safeguarding records. The individual gets a copy and SCBA are given a copy too [contact [a.king@scba.org.uk](mailto:a.king@scba.org.uk)].
- 7) Explain that the Contract will be reviewed regularly in the future. We automatically review a Contract if new information comes to light, or after a Court hearing, after LADO advice and after the outcome of joint or single agency investigations. Routinely we then meet to review the contract approximately every 3-6 months to see how things are going and if any adjustments need to be made.
- 8) I would suggest you finish in prayer, reiterating the pastoral care support available to the individual who is subject to the Contract and encourage the individual to get in contact if they need to talk.

Please don't hesitate to contact Southern Counties ([a.king@scba.org.uk](mailto:a.king@scba.org.uk) and see <http://www.scba.org.uk/safeguarding.html>) if you need help or support with managing Contracts and please do remember to make sure we receive a copy of the Contracts that you enter into.

Thank you for your help and support keeping our Southern Counties Churches safer places for all,

Andrea King, SCBA Safeguarding Officer