

Safeguarding Policy



Policy statement for work with Children, Young People and Vulnerable Adults

1. A Policy Statement

As people of the Church of England, we are concerned with the wholeness of each individual within God's purpose for everyone. We seek to safeguard all members of the church community of all ages. It is the responsibility of each one of us to protect children, young people and vulnerable adults from any physical, sexual or emotional abuse. It is the duty of a person working with children, young people and vulnerable adults to prevent abuse and to report any abuse, discovered or suspected. We will follow the guidelines for safeguarding used by Sheffield Diocese and the Church of England.

2. Setting Aims

Some aims of our work:

- To help children and young people in their Christian discipleship through a programme of learning and thereby to deepen their Christian faith.
- To enable children, young people and vulnerable adults to experience the love of God.
- To encourage a strong Christian fellowship.
- To help children, young people and vulnerable adults realise their full potential physically, mentally, emotionally and spiritually.
- To encourage children, young people and vulnerable adults to take a full part in the Church's life and worship
- To provide a safe meeting place for children, young people and vulnerable adults.
- To encourage young people to become responsible adults.
- To provide leisure activities for children, young people and vulnerable adults.
- To promote equality of opportunity for all

This document aims to cover the work which goes on at St Saviour's (including Angram@SSC, Snapshots and Messy Church) with children and young people on Sundays and throughout the week, from babies through to young people in their late teens and vulnerable adults. Currently, these groups are:

- *Crèche* (Baptism Sundays 10.30am)
- *Genesis II* (10-17 years, Tuesdays 6.30-8.00pm)
- *Snapshots* (Wednesday afternoons, 3.30-4.30pm) but only with parent and carers present
- *Messy Church* (Saturdays once a month 2.00-4.00pm) but only with parents or carers present
- *Friday Feast* (Fridays 3.30-6.00pm) but only with parents or carers present
- *Kids Holiday Clubs* (on an occasional basis for several days at a time)
- *Angram Kid's Church* (children and teenagers, Thursdays 4.00-5.00pm term time only)
- *Angram Sunday Kid's Church* (children and teenagers, Sunday mornings, 10.00-10.45 am)

Our policy must also cover activities which take place away from the church building but under the auspices of the church. These may involve people from several of these groups.

3. Staffing

There must be at least **three adults** present at meetings when church members are acting *in loco parentis* (in place of parents/guardians) and supervising children (under 18 years of age) or vulnerable adults on behalf of their parents or carers.

If the group is of mixed gender it is preferred that there are both male and female leaders.

No one under the age of 18 years can be included in staffing ratios.

Age group	staff : child ratio
0-2 years	1 for every 3
2-3 years	1 for every 4
3-5 years	1 for every 6
5-18 years	1 for every 8

The staffing ratio should be higher on trips or activities out of church buildings.

When activities involving children take place on church premises and with parents/guardians in an adjacent room (i.e. during services) the number of approved leaders can be reduced to an absolute minimum of two. At no point should one adult alone be in sole charge of a group of children even when their parents/guardians are in an adjacent room.

On approved trips and activities away from church premises there must be at least two adults in each vehicle, one of whom must have completed and be in possession of a valid and up to date enhanced CRB certificate.

4. Good Practice

In a situation where a child under the age of five needs to use the toilet the child must be taken back to their parents for supervision, respecting the child's privacy whenever possible

5. Insurance

St Saviour's insurance policy covers all groups for public liability and personal accident. All trips out of church premises must first be approved by the PCC and recorded in the minutes of the meeting.

For trips out of church premises it is the responsibility of car owners to check that their vehicle is insured for the transportation of children. While this is normally covered under 'Social and Domestic Use' it is not necessarily so and additional cover can be purchased for minimal cost. All venues should have a Fire Warning and muster station notice on display.

6. Registration

Every group should keep a register in a hardback book of those present at a meeting. Every young person under 16 years old, attending a group when there is no parent or guardian on the premises, should have a registration form completed on his or her behalf so that leaders know who to contact in an emergency.

7. Premises - Fire Regulations and Security

Children, young people and vulnerable adults must be safe both on and off the premises. Leaders should be aware of fire regulations, the position of fire extinguishers and the Fire Assembly Point. They should also be constantly vigilant as to who else is on the premises at any time during the meetings of the groups, unless accompanied by a leader. A leader in every group should have access to a mobile in case of an emergency. An induction to fire and safety issues should be given to all volunteers.

A fire practice with all groups with children, young people and vulnerable adults should take place twice a year.

8. Food and Hygiene

The youth clubs sell snacks and sweets on Tuesday nights. Only bought sweets are provided and sold. The Friday Feast provides a weekly cooked meal for individuals and families. Full compliance with health and safety procedures is made.

9. First Aid

Each group should have at least one adult present who has attended a basic course on first aid. Ideally all leaders should have a working knowledge of first aid. There should also be a properly stocked first aid kit accessible to every group. There will be a first aid box, which is kept up to date, in the church, the church hall and the community project. An accident book should be kept in the same premises.

Medicines, painkillers and tissues should not be kept in the first aid box. The responsibility for keeping the first aid box up to date must be clearly delegated to a named person by the PCC.

There will be an accident book kept in the church, the church hall and the community project.

- First aid should only be administered by a qualified first aider.
- An accident and incident report form should be completed when any occur.
- In the event of an accident the appropriate people (parents, medical staff, the vicar etc) should be notified and action taken.

10. Church Premises

These are available for booking by external groups. When a community group makes a booking, it will be sent two copies of a brief statement of St Saviour's policy and practice with regard to the promotion of child protection and its expectations of external groups using church premises. The group will be asked to read these, sign one copy (and keep the other) stating that it will seek to abide by the parish policy and return it with their booking.

11. The Voice of the Child and Young Person

A notice will be on the church notice board at the back of the church, in the church hall and in the community project indicating the name of the parish Safeguarding Child Protection and Vulnerable Adult representative and the numbers for the NSPCC, Childline and the Diocesan Child Protection Co-ordinator, should a child, young person or vulnerable adult wish to raise concerns about any aspect of health and safety and protection matters.

12. Suitability of staff and volunteers to work with children

The PCC are ultimately responsible for all the work carried out on their behalf with children, young people and vulnerable adults. Prospective leaders should:

- Be interviewed, even if they are volunteers.
- Paid or voluntary positions in church will need a job description which includes specifying whether an enhanced disclosure will be required of the applicant. The candidate will also be informed that a protocol exists for the use of the CRB; including confidentiality assurances, data protection, and an appeals and complaints procedure.
- Have a defined role.
- Complete an application form or have one completed for them at the interview.
- If offered the post, know that the appointment is subject to satisfactory Disclosure from the CRB.
- The completed paperwork should be stored securely and discretely.
- The applicant is either appointed or given an honest and sensitive explanation for not being appointed.
- Be offered the post subject to a probationary period.

- All volunteers/leaders applying for posts that involve regular caring for, supervising or being in sole charge of children and vulnerable adults will need to complete an enhanced CRB.
- Should an applicant for a post feel that an appointment decision has been made unfairly or insensitively the matter can be referred to the Vicar who will initiate an independent assessment of the matter in question.

13. Child and Vulnerable Adult Abuse

The PCC will follow the guidelines in Safeguarding Policy, the Diocesan Good Practice Guidelines for Work with Young People.

14. Supervision and Review of volunteers

Volunteers should receive supervision and the opportunity to debrief. An informal review should take place each year.

15. Renewal

A brief report will be made to the APCM - the matter of child protection is a standing item on the agenda. The PCC will review and renew this policy every year. The Child Protection Officer and the Vulnerable Adult Officer will, if they are not already members of the PCC, be offered the status of observer/participant status on the PCC.

16. Training

Leaders will be encouraged to participate in diocesan and ecumenical training courses and those set up by the local youth association and local authority. St Saviour's will also be organising its own training, aiming to set aside the equivalent of a day a year specifically for this.

17. Resourcing the work

Financial resources must not be a hindrance to the promotion of child protection. The Church's budget has an allocation for this.

