

# TOTLEY ALL SAINTS CHURCH SAFEGUARDING CHILDREN POLICY

*Updated March 2018*

Our church mission statement is

To love God

To love each other

and

To love a broken world

## Our Policy Statement aims:

- To help young people grow in Christ through the teaching of the bible.
- To enable young people to learn more about God's love for the world.
- To encourage a deep faith rooted in Christ.
- To help them to realise their full potential physically, mentally, emotionally and spiritually.
- To encourage young people to take a full part in church life.
- To provide a safe meeting place.
- To encourage and disciple young people to become responsible adults.
- To provide indoor and outdoor activities for young people based around church life.
- To promote equality of opportunity for all.

This document covers the work of All Saints Totley with the children and young people on Sundays and throughout the week. Currently these groups meet during the Sunday morning service **between 10 and 11.30am**. They are:

### **(Occasionally) Crèche**

Sparklers

Alive Gang

Rooted

### **for children 0-2**

for children 2-6

for children 6-10

year 5 and above

## Staffing

There must be at least two adults present at meetings of the Sparklers, Alive Gang and Rooted. **Those who regularly lead teaching sessions or who accompany children to the toilet must have DBS as they are taking part in RA. (Regulated Activity) All leaders and helpers are DBS checked and have completed policy acceptance form to say they have read the PCC Safeguarding Policy.** If the groups are of mixed sex, it is desirable for there to be a male and female leader present, if the children are under the age of eleven and essential if they are over eleven.

The ratio of leaders to children should be a minimum of:

- 0 -2: 1 adult for every 3 children
- 2 -3: 1 adult for every 4 children
- 3 – 5: 1 adult for every 8 children
- 5 – 8: 1 adult for every 8 children
- Over 8: 1 adult for the first 8 children, and 1 adult for each 12 additional children.

Parents can be used to supplement the number of recognised leaders. **If the children are to be taken off premises a risk assessment must be completed and full details must be submitted to the PCC for approval before the proposed visit. Children must not be taken off the premises without this prior approval.**

## **Policy Statement**

***The PCC adopts the policy statement of the Diocese dated September 2014*** The P.C.C. requires all children's workers to follow this Safeguarding Children Policy and will display it in a prominent place in the church premises. ***Church, inside near the porch and Church hall (notice board)***

## **Application of the Policy**

All existing and new workers, whether paid or voluntary, working for church-based organisations, will be informed of the policy by the Vicar or the Safeguarding Children's Officer They will be expected to sign to say they accept the All Saints Totley PCC policy and Diocesan safer working Practice guidelines and work according to their requirements and to agree to undertake appropriate training .Signed copies of policy acceptance forms are kept by the Safeguarding Officer. All existing and new members of the P.C.C. will be required to accept the policy and guidelines. The P.C.C. will appoint a Safeguarding Children Officer and will inform the Church House administrator of their details. The Safeguarding Officer will oversee the Policy, and it will be placed on the Agenda of the P.C.C. at least annually for review.

## **Church Premises**

Any organisation working with children booking the use of church premises will be informed that it is a condition of hiring the premises that they have a safeguarding policy and appropriate insurance. This will be confirmed through the booking process. Individuals booking church premises for private functions will have the policy drawn to their attention and accept their responsibility for protecting children at that function.

## **Recruitment**

The P.C.C. will follow the recruitment process included in the Safeguarding Children policy dated ***September 2014***. References, the Confidential Declaration and DBS form via the Diocesan system will be obtained. If possible, appointments to any post, paid or voluntary, will not be made until these processes are complete.

All those working with children and young people need to have an awareness of the needs of children, and in particular medical needs, safety and child protection issues. Any queries or concerns should be referred to the Safeguarding Children's Officer.

## **Insurance**

Totley All Saints' insurance policy covers all church groups for public liability.

## Registration

Every children's worker should keep a register of everyone present at a meeting, including children, leaders and any helpers under the age of 18. Every young person under 16 years old attending a group in the hall or church when there is no parent or guardian present on the church premises should have a registration form completed on their behalf, so leaders know who to contact in an emergency. Parental consent forms, including emergency contact details and details of food allergies or relevant medical conditions, must be available to group leaders whenever the groups meet. It is important that the leaders make sure this information is updated regularly or when children join/leave the groups. Leaders are also informed of any allergies or medical conditions at the start of the academic year. A file containing this information is kept in the church office in the church hall

## Parental Consent

Consent forms should always be completed for activities away from church premises. There are different forms for day trips and residential visits. The latter requires more medical information.

## Fire Regulations and Security

All group leaders will be aware of fire regulations and the positions of fire extinguishers. They need to be aware of all those in the building in the case of an emergency, and who to contact relating to the building.

## First Aid and Accidents

When children's activities are taking place there is access to a telephone in the hall in case of emergency. Risk assessments have been carried out for general hall activities and these are in a file in the church office. Any new (different) activity should have its own risk assessment before it takes place and a copy placed in the file. There should be a properly stocked first aid kit accessible to each group. In the event of an incident an accident report must be completed (**forms can be found in the tall cupboard in the kitchen (and in the First Aid kit in the kitchen) and there are also forms in the file in the church office in the church hall). The form should be given to the Safeguarding Officer**). This should be kept in a designated place. Parents should also be informed of any accident.

## Child Protection Information for children and young people

A notice will be on the church hall notice board indicating the name of the Safeguarding Children's Officer and the number for Childline should it be needed by a young person.

## Allegations

If an allegation is received concerning the behaviour of an adult, the Diocesan Allegations Policy (a copy of which can be found in the Safeguarding Children Policy) will be followed. Any worker becoming aware of an allegation shall immediately inform the Safeguarding Children's Officer or incumbent, who will ensure the policy is followed.

## Concerns about a child or reported by a child

This parish will follow the Diocesan Guidelines and report the concern to the Diocesan Safeguarding Adviser, or to the appropriate Archdeacon.

If a worker becomes aware of a disclosure by a child or has concerns regarding a child, they should immediately inform the Safeguarding Children's Officer or incumbent. The Safeguarding Children's Officer or incumbent will then ensure that the policy is followed and decide whether immediate action should be taken to protect the child.

Workers should be aware that if they cannot speak immediately to the Safeguarding Children's Officer or incumbent, that in an emergency if there is a risk of imminent harm if the child returns home they should consider contacting the police on 999 or 0114 220 2020 or Social Services on 0114 273 4855 (all 24 hour numbers).

Workers should make sure that any concerns regarding a child that they or others have are passed onto the Safeguarding Children's Officer or incumbent for them to decide if further action is needed.

## **Review**

All adults working with children should try and meet to review their work annually. This should include a review of child protection and health and safety issues. The P.C.C. should be kept informed. They should also review the parish policy annually and formally minute this.

The policy should be sent to the Archdeacon for inclusion in the parish file, including further amendments.

## **Training**

Leaders will be required to attend relevant Safeguarding training provided by the Diocese. The Safeguarding Children's Officer will consider and if necessary identify training needs and consult the Diocesan Adviser.

## ***Use of Social Media***

***All those using social media, text messaging and e-mail to communicate with children and young people must follow the diocesan guidelines.***

**Review date March 2019**