

SAFEGUARDING CHILDREN

PARISH OF ST PETER'S AND ST PAUL'S CHURCH BARNBY DUN

POLICY STATEMENT OF DIOCESAN SAFEGUARDING POLICY AND GUIDELINES

As members 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 and young people from physical, emotional and sexual abuse, and from neglect.

This policy is in accordance with the Diocesan Safeguarding Policy and Guidelines.

STATEMENT OF AIMS

Our aims are:

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

This document covers the work of St Peter's and St Paul's, Barnby Dun with children and young people, in its services and in the groups meeting throughout the week.

Currently these groups are:

- Splash (Sunday School) children up to 14 years of age, 1 Sunday a month 10.15 to 11.30 Children under school age must be accompanied by a parent or guardian or other responsible adult appointed by the parent or guardian.
- Table Tennis Coaching -8-12 year olds, 1 Friday a Month at the Old School, Barnby Dun.
- Messy Church- All age, meeting 1 a month at the Old School Barnby Dun-children attend with a responsible adult.

This policy also covers any work undertaken outside of the church buildings carried out under the auspices of the P.C.C.

STAFFING RATIOS

There should be a minimum of two adults for each group. Where it is possible, and particularly if away from the church or any other premises, it is recommended to have three adults. Those under the age of 18 should not be counted in the requirement to fulfill staffing ratios. Ideally with groups of mixed gender there should be both male and female workers, and it is recommended that wherever possible one of the leaders should be female.

The Children Act requires the following standard ratios for the supervision of children for indoor activities:

Age Group	Staff	Children
0-2 years	1 for every	3
2-3 years	1 for every	4
3-5 years	1 for every	8
5-8 years	1 for every	8
Over 8 years	1 for the first 8 children and then 1 for each additional 12.	

However, on no account should an adult be by themselves with any age group. Staffing ratios with all age groups should always take account of the need and nature of the group.

Adults asked to help by using particular skills may be treated as a visitor for the specific occasion, but should always be supported by an appointed worker. If they are to become a regular helper they must go through the usual recruitment process. An adult assisting on two or more occasions must be responsible to an appointed worker, thereafter they become a member of the team and appointed through the normal recruitment process.

Children under school age must be accompanied by a parent or guardian or other responsible adult appointed by the parent or guardian.

DIOCESAN SAFEGUARDING POLICY

This P.C.C. adopts the policy statement of the Diocese and will display it prominently in all church premises. The P.C.C. expects all church workers to follow its Safeguarding Children Policy and Guidelines and will display it in a prominent place.

APPLICATION OF THE POLICY

All new workers, whether paid or voluntary, working for church-based organisations, will be informed of and receive a copy of the policy by the Vicar, the Safeguarding Children representative or the group leader.

All children's workers will be expected to accept the policy and guidelines and work according to their requirements.

All new members of the P.C.C. will receive a copy of the policy and be required to accept the policy and guidelines.

The P.C.C. will appoint a group to oversee the Policy, and it will be placed on the Agenda of the P.C.C. at least annually for review.

The P.C.C. will appoint a Safeguarding Children Representative and will inform the Church House administrator of their details. The Safeguarding Children's Officer for the Parish of St Peter's and St Paul's, Barnby Dun is Carol Lee

CHURCH PREMISES

Any organisation booking the use of church premises will be informed of the need to observe the policy via a statement on the Booking Form. They should be expected to confirm they have a Safeguarding Policy and appropriate insurance.

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 Diocesan Safeguarding Children Policy.

For paid workers: - a Job Description will be provided, applicants will be required to complete a Confidential Declaration Form, and have a DBS check completed. 2 references are required, 1 from the current employer or previous church and 1 from someone who has known the person for at least 2 years. An interview will be undertaken, it is desirable that one member of the interviewing group should be a member of the Parish Safeguarding Group..

An interview, for paid positions, or discussion is to be recorded, as having taken place with the Parish children's Safeguarding Officer.

The decision to appoint should be made on a conditional probationary period

Where the role is paid the appointment should be made conditional on a probationary period, depending on the nature of the post and confirmed in writing after satisfactory completion of the time.

For non-paid volunteers where the role meets requirements for DBS checks these will be undertaken- these include activities where parents/responsible adult are not present and/or occur weekly. Where the role is eligible for DBS checking in accordance with CCPAS Guidance this is to be undertaken following completion of the Confidential Declaration. The DBS check must be completed before the role is commenced.

Where DBS checks are not required a Confidential Declaration is to be completed by each volunteer, and there should be a discussion concerning what the role includes, and of Church safeguarding policy and Diocesan Safeguarding Policy that also includes safe working guidance. They will also receive a copy of the parish Children's safeguarding Policy and sign to agree to follow it.

Diocesan Safeguarding training is available and it is recommended that all working with children attend training at 5 yearly intervals.

All those working with children and young people will follow the good practice guidelines in the Diocesan Safeguarding Children Policy and Guidelines.

Helpers under 18 are often a valuable source of assistance. Those 16-16 will need to complete a Confidential Declaration Form and have discussion as with adult volunteers. .

REGISTRATION AND PARENTAL CONSENT

All groups will keep a register of those attending each session. Parental consent forms, including emergency contact details, must be completed for all participants, and must be available to group leaders whenever the group meets. These are to be renewed annually. This applies to all groups, whether meeting on church premises or elsewhere.

- Where possible the child should be part of a group.
- If the image is published, avoid naming the child. If a name is used, use only first names.
- If a child named in full, avoid using their image
- Avoid images of scantily dressed children, such as at swimming parties.
- Be clear if the image is to be retained for further use.
- Store the image securely, and destroy if there is no further use for it.

INSURANCE

The P.C.C. will ensure that there is adequate insurance cover for all activities for children and young people. (Further details in Insurance section of the Diocesan Safeguarding Children Policy and Guidelines).

FIRE REGULATIONS AND SECURITY

All group leaders will be aware of fire regulations and the positions of fire extinguishers. They will be vigilant as to the presence of anyone on the premises during the meetings of the groups. They should know who to contact in an emergency relating to the building.

FOOD AND HYGIENE

If any group is involved in the preparation or selling of food, at least one leader should have completed the food hygiene and food safety course to ensure good practice is followed.

FIRST AID AND ACCIDENTS

Each group will have at least one adult present who has attended a basic course on first aid. There should be a properly stocked first aid kit accessible to each group. In the event of any accident, an incident and accident report form should be completed. This should be kept securely in a marked file. Parents should also be informed of any accident .

PROVIDING AN INDEPENDENT PERSON

Children and young people should have the opportunity to raise any concerns about any health and safety or protection matters. A notice will be placed on the notice board and/or entrance to church and to all church premises with the name of the parish Safeguarding Officer/representative, Child line telephone number and of any other independent person the parish appoints to afford this opportunity.

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.

CONCERNS ABOUT OR REPORTED ABOUT A CHILD

This parish will follow the Diocesan Guidelines and report the concern to the Diocesan Safeguarding Adviser, or to the appropriate Archdeacon. In an emergency or if the child is at immediate risk the appropriate statutory agencies will be informed. All such concerns or incidents should be recorded and kept in a confidential place.

REVIEW OF WORK WITH CHILDREN AND YOUNG ADULTS

All children and young people's workers will meet to review their work on an annual basis. This should include a review of safeguarding issues and health and safety issues relating to each group. Notification of this meeting should be reported to the P.C.C.

The Parish Safeguarding Officer/Representative will review the parish policy annually and report to the P.C.C., who will record this review in their minutes. The P.C.C. will inform the Archdeacon via the visitation that this has been done.

A copy of the current Parish Safeguarding Policy should be sent to the Archdeacon for inclusion in the parish file. A further copy should be sent if there are substantial amendments. A copy should also be sent to the Diocesan Safeguarding Officer.

TRAINING

Training is available in the Diocese and is advertised on the diocesan website. Additional parish training events can be arranged through the Diocesan Safeguarding Adviser. It is recommended that those with responsibility for working with children and young people should attend the training offered and that they should consider renewal of their training at five yearly intervals.

Group leaders will be encouraged to attend the Safeguarding Training provided by the Diocese. The parish will consider its training needs at the time it reviews the Safeguarding Policy. If specific needs are identified the parish will consult with the Diocesan Safeguarding Adviser to arrange a training event for the parish or group of parishes in the Deanery.

MAKING AND PUBLISHING OF IMAGES OF CHILDREN

Images count as personal data under the Data protection Act 1998 and therefore the principles of that Act apply. It is important that the consent of their parents/carers is obtained for the making and uses of images of children.

Good practice is therefore:

- Obtain consent from parents and children before making images, Consent need not be in writing if it is not proposed to publish the images in any way, but if they are to be displayed, used in publicity via the newspapers including the Diocesan newsletter, or put on a website, than specified written consent should be obtained.
- If the event is a church event that is to be filmed, then an oral notice can be given out at the beginning of the service/activity asking any parent who does not agree to images being made of their child to remove them from the view of the camera, and to ask the group leader afterwards to ensure that any image inadvertently taken is not used.
- Where possible, each child should be part of a group
- If the image is to be published, avoid naming the child. If a name has to be used, use only first names.