

## Christ Church The Quinton Safeguarding Children Policy and Procedures

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This Safeguarding policy was adopted by Christchurch The Quinton P.C.C.

Signed: *Jenny Arnold* (Rector) 27th March 2014 (Date)

*Sue Hamilton* (Secretary of P.C.C. ) 27th March 2014 (Date)

Date for Review: March 2015

The PCC appointed Mrs. Joyce Gilkes to be the Parish Safeguarding Children Coordinator for the year 2014 / 15

Policy reviewed PCC 23<sup>rd</sup> July 2015 *Jenny Arnold* (Rector) 23<sup>rd</sup> July 2015

Joyce Gilkes re-appointed for year 2015/6 at PCC 23<sup>rd</sup> July 2015

Policy reviewed and Appendix E added, PCC May 26<sup>th</sup> 2016 *Jenny Arnold* (Rector) 26.5.16

Joyce Gilkes re-appointed for year 2016/17 at PCC 26<sup>th</sup> May 2016



## **Parish Statement on the Safeguarding of Children and Young People.**

The Parochial Church Council of Christ Church The Quinton recognises that children and young people are a precious gift from God and we have a clear responsibility to do all we can to ensure their safety and well being. We aim to create a safe environment for the nurture and development of children and young people. We will treat them with respect and take their views seriously, ensuring they feel valued and confident to ask for support and help. We will always take appropriate action to ensure their welfare is given priority.

We recognise the need to safeguard the children and young people in our care and guard against the possibility of any form of abuse of children and young people by persons who may be acting in the name of our parish.

We will create policies and procedures that uphold the importance of our responsibility to protect and safeguard the welfare of children and young people entrusted to our care. A Parish Safeguarding Children Co-ordinator will be appointed to ensure the implementation of this policy.

### **Parish Safeguarding Children Policy**

- We commit to providing a safe physical environment for work with children and young people.
- We will ensure that children and young people in our care know who they can talk to if they have any concerns.
- We will always listen to and take seriously any child or young person who reports that they have been abused.
- We will always report allegations of abuse and concerns about a child or young person in accordance with our procedures.
- We will keep all records in relation to safeguarding concerns, allegations and the recruitment of volunteers and paid workers securely.
- We commit to the safe recruitment of all new and current volunteers and paid workers who have contact with children and young people. Where a paid or voluntary role is deemed to be eligible, we will apply for the appropriate level DBS check every 5 years.
- We commit to providing every paid worker and volunteer with clear instructions and information in respect of their role, adequate support and supervision, initial and on-going training, and regular opportunities for review.
- We will suspend a worker or volunteer about whom there are concerns or against whom allegations have been made as a neutral act whilst an investigation into the allegation / concern is conducted.
- We will require all regular hirers of our premises whose groups include children, to agree to and implement our parish safeguarding children policy and procedures, or to have and implement their own policy and procedures and provide us with a copy.
- We commit to the support of adult and child survivors of abuse.
- We commit to providing appropriate support and guidance to any individual within our church community who is accused of causing harm to a child or young person in our care.
- We will ensure that we will follow the agreed Diocesan risk management plan if a known offender attends any parish activity.
- We will review this policy annually to ensure it meets all current legislation, and House of Bishops' and Diocesan guidelines and policies.
- The safeguarding of children and young people will be regularly reviewed by the PCC.

## 1. Parish Guidelines for working with children and young people.

We are committed to creating a safe environment for the nurture and well being of our children and young people and so we will follow the Good Working Practice guidelines issued by the House of Bishops in 2010.

### We will:

- treat all children and young people with dignity and respect.
- always aim to work within sight of another adult.
- ensure another adult is informed if a child needs to be taken to the toilet; toilet breaks will be organised for young children.
- ensure that children and young people know to whom they can talk if they need to speak to someone about a personal concern.
- respond warmly to a child who needs comforting but make sure other adults are around.
- ensure, if any activity requires physical contact, that the child and/or parents are aware of this and its nature beforehand.
- administer any First Aid with others around.
- obtain consent for any photographs /videos to be taken, shown or displayed
- record any concerning incidents and give the signed and dated information to the group leader.
- always share concerns about a child or the behaviour of another worker with the group leader and / or Safeguarding Children Co-ordinator and / or the Incumbent.

### We will not:

- initiate physical contact - any necessary contact eg. for comfort, should be initiated by the child.
- invade a child's privacy while washing or toileting.
- use any form of physical punishment.
- touch a child inappropriately or be sexually suggestive - even in fun.
- scapegoat, ridicule or reject a child, group, or adult.
- show favouritism to any one child or group or permit bullying.
- smoke tobacco in the presence of children and /or young people.
- drink alcohol when responsible for children and /or young people.
- give lifts to children or young people on our own or their own, or allow strangers to give lifts to children.
- allow unknown adults access to children.
- invite a child to our home alone.

NB Touch: All physical contact should be an appropriate response to the child's needs not the need of the adult. Colleagues must speak out if they think any adult is behaving inappropriately. Occasionally it may be necessary to restrain a child or young person who is harming / at risk of harming themselves or others. The least possible force must be used and parents informed as soon as possible. The incident must be recorded.

### In addition children and young people's group leaders will:

- ensure any health and safety requirements are adhered to.
- undertake risk assessments with appropriate action taken and records kept.
- keep registers and consent forms up to date.
- inform the Safeguarding Children Co-ordinator and / or the Incumbent of any safeguarding concerns that arise.

## 2. Safe Recruitment

We are committed to protecting children and young people from harm and abuse, and so we will do all we can to prevent unsuitable people from working with them in all our parish activities. A thorough and open way of recruiting and appointing workers may act as a deterrent to potential abusers and so we will ensure that:

Prospective workers with children and young people, whether paid or unpaid will:

- (for a volunteer) be known to us in the church and usually will have been worshipping with us for at least 6 months.
- be given the role description and have discussed the role with an appropriate person, and read and signed the volunteer agreement.
- have given us their contact details.
- complete a confidential declaration form and supply us with the names of 2 referees.

If the role involves regulated activity and / or regular contact with vulnerable groups the role is eligible for a DBS check and DBS clearance at the appropriate level will be received before the role begins. The DBS will be repeated every 5 years.

## 3. Responding to Safeguarding concerns.

It is the responsibility of everyone to take action if they have concerns about a child. An allegation is when someone, who may or may not be the child concerned, makes a direct statement that abuse has taken place.

A suspicion is when there are indications that child abuse may have taken place, but no direct allegation has been made.

The protection of children is a shared responsibility and regardless of our position within the church we should never feel that, as individuals, we have to adopt sole responsibility for making decisions about a child. Therefore, if anyone is concerned about a child and / or needs to seek advice speak with the Rector (Jenny Arnold) and /or the Parish Safeguarding Children Co-ordinator (Joyce Gilkes).

If a child speaks to you about a safeguarding issue:

### DO:

- Listen carefully to what the child is saying.
- Take time and do not rush the child.
- Take what the child is saying seriously.
- Reassure the child that he/she is right to tell.
- Be honest with the child and do not make any promises to keep anything secret.
- Record what the child has said. Quote the child's exact words if possible. Sign and date the record.
- Inform the Rector, and/or or the Parish Safeguarding Children Co-ordinator immediately.

### DON'T:

- Show shock or disgust
- Try to silence the child
- Ask leading questions
- Agree to keep the information secret
- Jump to conclusions
- Alert the alleged perpetrator
- Make promises that cannot be kept
- Make adverse comments about the alleged perpetrator

If you are concerned a child is in imminent danger then act immediately to secure the safety of the child by seeking assistance from the police or Social Services Children's Care Team. The phone numbers and the parish flow chart for reporting concerns is appendix D of this document.

### **3.1 Support and management of known sex offenders**

If a known sex offender is already a congregation member or seeks to join our congregation we will follow the Diocesan procedure. A risk management plan will be drawn up with the Bishop's Safeguarding Children's Adviser.

### **3.2 Supporting adult survivors of child sexual abuse**

We will support those who have been sexually abused and will follow Diocesan good practice, including the service of Diocesan listeners.

## **4. Staffing ratios for groups.**

We will adhere to the recommended minimum staffing levels for children's groups as given below. This is only a minimum and will be adjusted according to the activity or the building or the ability of the children. More help may be required if children are being taken off-site.

Age Group; Staff : Children

0 – 2 years; 1 person for every 3 children

2 – 3 years 1 for every 4

3 - 8 years 1 for every 8

8 - 17 years 1 for the first 8 children then 1 extra person for every extra 12 children.

- each group will usually have at least 2 adults and if possible there will be at least one male and one female.
- if small groups are in the same room or adjoining rooms with open access between them then it is possible to have only one adult per group, dependent on the nature of the activity.
- Anyone under 18 years old cannot be included in staff ratios and should not be solely in charge of a group.
- NB If we organise an activity including children under 6 years of age that meets regularly for more than 2 hours in any one day or for more than 14 days a year we will comply with all legislation and register with the local authority.

## **5. Consent and Registration**

- Consent needs to be from a parent or person with parental responsibility.
- A registration form will be completed (Appendix B) for every child or young person who attends groups or activities. This form will be updated annually and will include
  - name and address,
  - date of birth,
  - emergency contact details,
  - medical information,
  - any special needs including activities that the child is unable to take part in,
  - consent for photographs

- separate consent (appendix C) will be obtained for one-off events that take children or young people off site eg. swimming, outings, weekends away. As well as the information requested in the general consent form a consent form for trips and outings will ask for additional information.

NB - for offsite / residential trips

- specific consent is needed for each activity to be undertaken during the trip or outing (if swimming is involved, there will be a question to establish the child's competence.
- consent to the transport arrangements, which should be clearly described either on the form or in the accompanying letter about the trip or outing.
- a confirmation that a parent or adult with parental responsibility has read the information about the outing or trip in the accompanying letter and gives permission for the child to take part.
- the accompanying letter will give details of timings for departure and return, and arrangements for getting updated information if there is an unavoidable delay in return. The date, destination, cost and transport arrangements will be detailed, together with a list of items to bring, contact numbers at the venue and the mobile number of one of the leaders (if possible). A deadline for reply will be stated and it should be emphasised that no child who has not provided a signed consent form will be allowed on the trip. The consent forms should be taken on the trip and copies also left at church. If there are any hazardous activities involved in the trip, those in charge of such activities and their qualifications will be listed.
- a check will be made with the church insurers to check that the proposed activity will be covered

## **6. Transporting children and young people on behalf of the church**

We commit ourselves to promoting the highest standards of safety and thus

- All drivers who drive children on church organized activities will have held a full clean driving license for over 2 years
- Drivers who are not children's workers will be recruited through the normal safe recruitment process
- Children and young people will not be transported in a private car without prior consent of their parents / carers.
- All cars will be comprehensively insured for both private and business use and the insured person will ensure their insurance covers the giving of lifts relating to church-sponsored activities.
- All children must wear suitable seat belts and use appropriate booster seats.
- Normally there will be a non-driving adult escort as well as the driver. If in an emergency a driver has to transport one child on his or her own, the child will sit in the back of the car.

## **7 Internet, mobile phone and imaging safety**

- We recognize that technology is advancing so rapidly that it is impractical to be over prescriptive in this area, but we commit to ensuring that group leaders will only use technology in a group activity when they know and understand the implications of what they are using.
- We will obtain permission from parents /guardians before using a child's image on our church publicity material, website and/or facebook page (see registration form B). Any image will be of a group activity. No individual child will be named and no contact details will be included. Images of "looked after" children will never be used.
- No children or young people will use church IT equipment eg. office computers.

- When a leader wishes to communicate with group members outside the group time, group communication will be used when possible.
- Any communication between a group leader and a child / YP will only ever concern group activities, and will be retained for 6 months after the event. If the child is under 11 years old, the communication will be between the leader and the parent / guardian rather than the child.

## 8. Venue

We are committed to providing a safe physical environment for our children and young people and so the premises where children and young people meet, will be of an acceptable standard.

- The premises will be accessible and take account of anyone using a wheelchair or pushchair. They will be in good repair, well lit and clean.
- Groups will have access to a phone in order to call for help if necessary.
- FIRE: adults should be aware of fire procedures and the church's fire policy (see health and safety policy). They should have the list of children with them when the building is evacuated
- FIRST AID. A First Aid kit is available and regularly checked and all leaders know the location. When First Aid is required it should ideally be administered by a qualified First Aider. The emergency services should be called without delay if the injury appears to be serious. If First Aid is an emergency and needs to be administered by untrained staff they should act reasonably and do the minimum necessary to preserve life and limit the consequences of injury until qualified assistance is available.
- An accident book will be kept, recording the person/s, date, time, circumstances of any injury or accident, what action was taken and by whom. Parents must be informed and asked to sign the book to confirm such information.
- cleaning materials, other toxic materials and sharp implements will be stored in defined cupboards

## 9. Hire of Church Premises

The PCC has a duty of care to advise individuals and organisations working with children and young people who hire or use church property, of their responsibility as hirers for the welfare and safety of the children in their care and the importance of maintaining a healthy and safe environment.

All hirers where children may be present will be made aware of the parish policy and a copy will be displayed prominently in each room being hired. They will be informed of the name and contact number of the Parish Safeguarding Children Coordinator. They will be made aware that their activity is not insured under the church insurance.

Organisations who hire church premises on a regular basis will either

- give a copy of their own child safeguarding policy and procedures for inspection by the Incumbent / Parish Safeguarding Children Officer to ensure it is comprehensive. This will then be retained on file - or
- sign an agreement to adhere to the parish policy

Private individuals who wish to hire church premises for ad hoc events eg. children's parties will sign the safeguarding statement (Appendix V God's children, Our Diocese 2011) contained in the parish hiring agreement, stating they will take full responsibility for the children and young people at their event.

**APPENDIX A      Volunteer Agreement**

Name:

Address:

Phone no:

email:

emergency contact no.

any medical conditions we need to be aware of:

We welcome you as:

Thank you for volunteering, - you are a valued member of the team which, together with the whole church, commits itself to the care and nurture of children and young people. On behalf of the members of this church, we undertake to support you and your work, by prayer, by our interest, and by providing resources and training. The responsibilities of your job are outlined in the role description.

The person who will give you primary support is  
He/she is there to discuss any matters of concern you may have.

If you are unable to carry out your role - for example due to illness - please telephone

on \_\_\_\_\_ as soon as possible.

Once a year we will meet with you to talk about your work, and, if you wish to continue, we will discuss your development and training as appropriate. Working with children and young people is a responsibility, but it also brings great rewards. We hope you will find this ministry fulfilling and enjoyable.

We take the safety of everyone in Church very seriously and expect that everyone will work within our safeguarding policies for children and adults. In particular we expect anyone who becomes aware of a safeguarding risk or of actual abuse to immediately contact

Signed: \_\_\_\_\_ ( Incumbent ) \_\_\_\_\_ (date)

To be completed by the worker.

I understand the nature of the work I am to do with:

I have read the church's guidelines for safeguarding children. I understand that it is my duty to protect the children and young people with whom I come into contact. I know what action to take if abuse is suspected or disclosed.

Signed

Date

NB One copy of this form is retained by the worker, one by the person to whom the worker is responsible, one by the Incumbent.

**APPENDIX B REGISTRATION FORM for ON SITE GROUP ACTIVITIES (including USE OF IMAGES for the Parish of Christ Church the Quinton**

Name of child Date of Birth

School

Name of parents /carers

Address

post code

1st Tel. no. 2nd Tel. no

email

emergency contact name /no. if above not contactable

Does your child have any allergies / medical conditions / regular medication / dietary needs / special needs or disabilities that we should know about? **YES / NO** (please circle)

If YES please give details

I agree to my child taking part in on site activities organized through the church

I agree to the information on this registration form being kept on the church data base for the sole use of church organized children and young people's activities

(printed name of parent /carer) (signed)

(date)

On occasions we would like to use images of our church children and youth activities in our printed publications, photo board at the back of church, and on our church website and /or facebook page, to communicate to others the work of this church.

Any images will be of a general group activity and we commit to never focusing on an individual child, and never naming an individual child or including any contact details. No "looked after" children will be included in any photo.

May we use your child's image as part of a group photo in our printed publications ? **YES / NO**

May we use your child's image as part of a group photo on our website /facebook page? **YES / NO**  
**(please circle)**

I have read and understood the above conditions for the use of images

Signed Date

**APPENDIX C CONSENT FORM FOR OFF SITE GROUP ACTIVITIES including day trips, and residentials, for the Parish of Christ Church the Quinton.**

In accordance with our safeguarding policy, an outline of the event and the activities involved including travel arrangements, names and contact details for leaders, names and qualifications of leaders of any hazardous activities has been sent / is included with this consent form.

**To be completed by Parent / Carer / Guardian**

I have received and read the information about the trip to  
on \_\_\_\_\_ (date)

and agree to \_\_\_\_\_ (full name) taking part in the activities described. I  
acknowledge the need for responsible behaviour on his / her part.

Please state any information we need to know about your child which would affect their participation in  
this event

Does your child have any allergies / medical conditions / regular medication / dietary needs / special  
needs or disabilities that we should know about? **YES / NO** (please circle)

If **YES** - please give details

Have they received a tetanus injection in the last 5 years? **YES / NO**

(if the activity includes swimming) How far can your child swim?

As the parent / legal guardian of the above named child /young person I agree to them receiving  
emergency medical treatment, including anaesthetic, as considered necessary by the medical  
authorities present

(signed)

Name (block capitals)

**Contact details**

Address

phone nos.

home at

(times)

work at

(times)

mobile at

(times)

Name and contact details of another person in the event of being unable to contact parent /guardian  
above

NB If the young person comes into contact with any contagious disease or suffers from an illness one  
month before \_\_\_\_\_ (date) you must inform the organizer \_\_\_\_\_ (name)

## Appendix D Safeguarding flow chart for Christ Church The Quinton

