

SAFEGUARDING POLICY

For the Parish of Abbeydale and Millhouses

This document covers the work which goes on in the parish with young people and adults on Sundays and throughout the week. Currently the work with young people includes:

Sunday mornings

Crèche	under 4 years
Sunday Group	4 to 10 years
Hot Stuff	10 to 14 years

Other days

Trinity Tots	Toddler groups
Individual Pastoral work	

This policy covers activities which regularly take place on church premises and activities which take place away from church premises. Activities may involve young people from more than one of the groups listed above.

Aims

Our work with young people aims to:

- enable them to experience the love of God
- help them in their Christian discipleship through a programme of learning and thereby to deepen their Christian faith
- encourage strong Christian fellowship
- encourage them to take a full part in the church's life and worship
- help them realise their full potential physically, mentally, socially and spiritually
- promote equality of opportunity for all
- encourage them to take responsibility and develop leadership skills.

Best Working Practice

All who work with our young people will endeavour to:

- treat all young people with dignity and respect
- empower young people to voice their feelings and opinions in an age-appropriate way
- respect personal privacy
- be sensitive to others
- provide access for young people to talk to others about themselves
- challenge unacceptable behaviour
- provide an example for others to follow
- not show favouritism to any individual
- be involved with regular review meetings
- never exaggerate or trivialise child abuse issues

All who work with young people must:

- not rely on their good name to protect themselves
- remember that actions may be misinterpreted by others
- report any alleged incidents of child abuse to the Parish's named child protection person unless this person is directly involved with the allegation. In this case the incident must be reported to the vicar or diocese. (Appendix 1) .

Supervision of Young People

Adult/Child Ratios

In all our work with young people we follow the recommended ratios which are:

Age Group	1 Adult for every
Under 2 yrs	3 Children
2 and 3 years	4 Children
4 and 5 years	6 Children
6 to 11 years	8 Children
11 plus years	10 Children

In addition:

- there must never be less than two adults supervising a group.
- since the Crèche at the Sunday 10.00.am service operates with parents in the same building the ratios need not apply, but there must still be two or more adults with the children.
- groups with any young people aged 11 or over must have at least one adult of the same sex.

Leaders/Adults

- Where there is a recognised, named Group Leader appointed on behalf of the PCC (Parochial Church Council) the children/young people are that leader's responsibility.
- Where groups, (e.g. Trinity Tots), are run by parents, the children are the responsibility of their own parents, guardians or carers.
- Potential leaders (over 18 years) must have DBS (Disclosure and Barring Service) clearance* and complete an application form* and a Diocesan confidential declaration form*.
- All applicants will either be appointed as leaders or given a sensitive explanation for not being appointed.
- Parent helpers, (Le. parents of existing group members who are not in a leadership role), need not complete the above documents. They are under the supervision and at the discretion of the Group Leader.

** DBS disclosures, application forms and diocesan declaration forms will be stored securely for the life time of the children/young people with whom that person will be working.*

Suitability of Adults

Holy Trinity PCC has the responsibility for all the work with young people carried out on their behalf. Before new leaders are appointed the parish's Safeguarding person will, on the PCC's behalf, ensure that a satisfactory DBS disclosure has been carried out. The parish protocol for use of DBS includes an appeals and complaints procedure as directed by the Anglican Diocese of Sheffield.

Other factors which are borne in mind when leaders are appointed:

- previous experience of working with children/young people
- a willingness to undertake training
- a willingness to respect the background of children, young people and fellow workers
- health and personal factors

Security and Emergencies

Young people must be safe at all times. In order to ensure this the following procedures will be followed.

1. Parental Consent

- A registration form must be completed by a parent or guardian for each young person under 16 years of age attending a group where no parent or guardian is present.
- Additional consent forms, completed by a parent or guardian, must be completed when groups undertake activities away from the regular meeting places.
- Parental consent to photographs and videos must be obtained.

2. Regular meetings

At all times leaders must:

- keep a register of all who are present, Le. young people and adults
- be aware of the whereabouts of the young people in their care
- not allow young people off the premises unless accompanied by an adult, except at the end of a session
- be vigilant regarding unauthorised persons on the premises
- have quick access to a telephone
- have access to an emergency contact number for everyone present
- have access to a properly stocked first aid kit
- be aware of emergency procedures in the case of fire or serious accident
- not be left alone with one young person

At least one leader present must:

- have attended a basic first aid course within the last three years
- in the case of personal injury, have responsibility for recording details in the Accident Book and notifying people as appropriate.

3. Insurance

Holy Trinity's insurance policy covers all church groups, (leaders and young people), for public liability providing leaders adhere to the Child Protection Policy.

4. Further Assistance

A notice is to be placed in each church and church hall for any young person or adult wishing to raise concerns about any aspect of health, safety or protection, relating to themselves or another person. The notice will indicate the name and telephone number of the parish Safeguarding person, and telephone numbers for ChildLine, the Diocesan Safeguarding Officer, and the Vicar. (See Appendix 1)

Safeguarding adults within our Parish

- We recognize that everyone has different levels of vulnerability and that each of us may be regarded as vulnerable at some time in our lives.
- As members of this parish we commit ourselves to respectful pastoral care for all adults to whom we minister.
- We commit ourselves to the safeguarding of people who may be vulnerable, ensuring their well being in the life of this church.
- The parish commits itself to promoting the inclusion and empowerment of people who may be vulnerable.
- It is the responsibility of each of us to prevent physical, emotional, sexual, financial and spiritual abuse of vulnerable people, and to report any such abuse that we discover or suspect.
- We undertake to exercise proper care in the appointment and selection of those who will work with people who may be vulnerable.
- The parish is committed to supporting, resourcing, training and regularly reviewing those who undertake work amongst people who may be vulnerable.
- The parish adopts the guidelines of the Church of England and the Diocese
- Each person who works with vulnerable people will agree to abide by these recommendations and the guidelines established by this church.
- Each person who works with vulnerable people must be DBS checked before commencing duties, and rechecked every three years, or five years once checked via CCPAS (Churches' Child Protection Advisory Service).

PCC's Responsibilities

The PCC must:

- ensure that this policy, and the post of Safeguarding person, are reviewed annually.
- ensure that the work with young people is discussed regularly at PCC meetings
- endorse appointments of leaders working with young people

- ensure that financial resourcing is not a hindrance to the promotion of child protection or the furtherance of work with young people.

Other groups using church premises

Church premises can be booked by children's groups and youth organisations which are not directly under the PCC's responsibility, e.g. Scouts, dancing classes, and karate as well as private birthday parties. Such hirers should ensure that they adhere to their own organisation's child protection policy.

Regular users will be provided with a copy of Holy Trinity's policy and a returnable form. Before using church premises the form must be signed, dated and returned, acknowledging receipt of the policy.

One-off events not linked to the church will be referred, through the booking form, to Holy Trinity's policy which is displayed in the church, church hall and parish centre.

Appendix

Elizabeth Frost (Church Warden)	0114 235 1828
Holy Trinity Safeguarding Person	0114 255 0977
Diocese Safeguarding Advisor	01709 309149 direct line 01709 309100 Church House reception 07871 796682 for 'out of hours' urgent safeguarding advice
Children & Young People Services	273 4855
Child Line	0800 1111