

GUIDELINES
FOR
THE SAFEGUARDING
OF
CHILDREN AND YOUNG PEOPLE
AT
ALL SAINTS' CHURCH, OXHEY

February 2016

Introduction

- 1.1 St. Paul describes the Church as being like a body and urges us to give special care to those who appear to be the weaker parts. Children and young people are full members of that Body, making their own particular contributions and demands.

The following guidelines have been compiled and approved by the PCC of All Saints' in response to concerns by the Diocese that some PCC's were not aware of their pastoral and legal liability for children's work carried out in the name of their Church.

Statement of Intent

- We commit ourselves to nurture, protect and safeguard all our children and young people.
- We will provide as safe and welcoming an environment as possible for children and young people who take part in activities run by our Church.
- We recognise that our work with children and young people is the responsibility of the whole Church community.
- We undertake to exercise proper care in both the selection, appointment, and the support of those working with children, whether paid or voluntary.
- We will make all reasonable efforts to keep up to date records of children and young people who take part in activities run by our Church using information provided by their parents/carers.

1.2 Aims of this document

This document has been prepared to set out guidelines to support All Saints' Church Statement of Intent in relation to its work with children and young people (see above). The document is intended as a practical aid, it is not intended to confuse or create bureaucracy. Its aim is to provide the basis on which All Saints' will seek to promote and maintain the protection of children in its care and also the adults who carry out the work on behalf of the PCC.

The guidelines are to be followed by all who work with children and young people at All Saints' Church. The guidelines apply to both staff and volunteers. They are to be read with the Diocese of St Albans Child Protection Guidance, revised July 2010.

1.3 Children and Young People's Work at All Saints'

All Saints' works with children and young people aged from 0 -18 on a regular basis. This is mainly, but not exclusively, work with the younger children in Sunday School. However, there also other occasions when children are in the care of All Saints' including confirmation classes, preparation classes for being admitted to Communion before confirmation, The Childrens Choir, parties and other occasions and events where adults from All Saint's are responsible for the care of children.

Other groups for children and young people use the All Saints' Church premises for activities, eg : Karate

2 The Children Act 1989

The Children Act 1989 was drawn up for the protection of children. Our statement of intent and these guidelines take this Act into consideration. The Act supports and encourages good practice and safety. It is essential that ministers, the PCC, staff and volunteers who work with children and young people are aware of the Act and its implications. To assist Church Members the main components of the Act are summarised below:

2.1 Legal obligations under the Act: registration of activities

Activities involving the **under 8s**, which take place **for more than two hours a day** and for **more than 6 days per year**, are directly affected by this legislation. If parents/guardians remain with their children throughout the activity then registration is not required.

2.2 Activities that **MUST** be registered under the Act

2.3 Activities **NOT** affected by the Act

The following sessions are unaffected by the Act as they do not usually last longer than two hours

- **Sunday School,**
- **Children's Choir**
- **Confirmation classes**
- **Classes preparing children to be admitted to Communion before confirmation**
- **Occasional events**

Toddler Groups

If we should re-start our parent and toddler group these sessions would be unaffected by the Act as they do not usually last longer than two hours, and parents/guardians remain with the children throughout the session.

3 All Saints' as an inclusive Church

All Saints' seeks to be inclusive and whenever possible will seek to include children with special needs in its activities. The main Church building meets all current legal requirements with respect to accessibility for physically disabled persons.

Leaders will endeavour to make as many activities as accessible as possible to all children. When this is not possible an alternative may be made available.

When parents of children with special needs wish their child to be involved in Church activities then it remains the responsibility of the parent to advise staff and volunteers of the requirements of their child. Staff and volunteers are expected to follow the advice of the parent and to alert the parent if the needs cannot be met. The Church cannot offer specialist care for such children, but aims to provide all reasonable care and take sensible precautions to protect children with special needs.

4 DBS checks and child abuse

4.1 DBS checks

The Church follows the safe recruitment policy set out by the Diocese. in relation to DBS checks for staff and volunteers in regular contact with children. The Church will appoint a Recruiter for DBS checks. This Recruiter, currently the Vicar, will be responsible for fulfilling the data gathering requirements and document checks necessary for a DBS check to be processed. If the Recruiter is made aware of details of any criminal record relating to a member of staff or volunteer then the Diocesan Child Protection Officer will send advice of his course of action to the they may elect to consult the Wardens, the Responsible Person at All Saints' in such cases. All DBS matters will be kept strictly confidential and the DBS co-ordinator will undertake to keep these matters confidential.

The House of Bishops requires that these DBS checks should be renewed every 5 years.

4.2 Portability of DBS checks

The DBS check obtained via All Saints' are portable to any Church in the Diocese. All Saints' will accept DBS checks from other churches in the Diocese if the online update service has been applied for and the type of check and job description is identical to that at All Saints'.

Staff/volunteers who are working with children in other areas of life are required to obtain a DBS check via All Saints'

Further clarification can be obtained from the DBS Recruiter (details via the Church office).

4.3 Suspected child abuse

Child sharing information

If any child/young person seeks to disclose anything in confidence to a member of staff or volunteer then it must be made clear to the child/young person that it may not be possible to agree to the child's request to keep the information secret. Staff and volunteers should never suggest that they can keep confidential anything that is told to them. In situations where the information may suggest abuse of any sort then advice from the designated child protection advisers should be sought at the earliest opportunity.

Child not sharing information

Any member of staff or volunteer who suspects that a child may have been subjected to abuse of any sort should refer the matter immediately to the Vicar or the Safeguarding Officer who have received training in how to manage the situation.

The Diocesan Safeguarding handbook contains a brief summary of signs and types of child abuse.

The Diocese and CCPAS run training courses on child protection. Staff and volunteers in regular contact with children are encouraged to attend one of these courses. All Saints' should, if possible, aim to run awareness sessions for staff and volunteers, using expertise within the Church and/or bringing in expert advisers.

4.4 Protecting staff and volunteers from allegations of abuse

The PCC takes the view that the Church has a duty to protect its staff and volunteers from allegations of child abuse and therefore it recommends that the principles listed below are followed by all those who have care of children in the Church.

- At all costs staff and volunteers should avoid situations of being one-to-one with a child (i.e. there should be more than one adult or more than one child present). It is strongly recommended that no adult should ever be left alone with one or more children.
- If you are in situations where you are with the last child to leave an activity, or the first child to arrive, leave the door to the room open or move to a public area such as the foyer
- Although it is important not to reject children or young people it is advisable to avoid physical contact e.g. encouragement should be verbal and not physical (i.e. do not put arms around a child). Restraint by holding shoulders to avoid accident is acceptable.
- If taking a child to the toilet do not enter the toilet cubicle with the child and close the door. If the child requires assistance then keep the cubicle door ajar.
- In the case of an upset or physically hurt child, contact should be kept to a minimum to keep them safe and parents should be alerted if the situation

warrants it. If necessary assistance should be sought and emergency services contacted.

- First aid should be administered by a named first aider.
- Encourage other children to engage with 'left out' children in a group.

5 Screening and appointment of staff and volunteer workers involved with the care of children and young people

5.1 Paid Workers

At present we have no paid children's workers however prior to any appointment of a paid worker, following a successful interview, references will be taken up and an application for DBS Disclosure will be made. The appointment will be subject to the results of this screening.

5.2 Volunteers

An application for DBS Disclosure (Voluntary Enhanced) will be made prior to any work being undertaken, and verbal/written references may be taken up, in line with the Diocese recruitment policy.

5.3 Induction and volunteer agreement

All paid and volunteer children's workers who work with children and young people will receive a copy of this document and the Diocesan Best Practice Guidelines, and will be asked to familiarise themselves with the content of both. All Saints' will aim offer specific training and discussion evenings through the year to address working with children and young people. The Church will seek to harness expertise from Church members with professional experience in working with children and young people (teachers, doctors, lawyers etc), as well as using external speakers.

Voluntary workers will be issued with a volunteer agreement that sets out the ways in which All Saints' will seek to support volunteers and the undertakings that we ask from volunteers. The volunteer agreement is shown at appendix 3.

6 Health and safety for children and young people

6.1 General

All reasonable measures will be taken to ensure the safety of the environment within which the children's and youth work takes place. All Saints' will seek to reduce the risks as much as is reasonably practicable in line with Health and Safety legislation.

6.2 Fire Safety

"WHAT TO DO IN THE EVENT OF FIRE" notices are displayed in prominent parts of the building and should be known by all workers with children and young people.

Occasional fire drills will be carried out and all groups occupying the building at the time of the drill will be expected to co-operate.

What to do in the case of a fire should form part of the induction for any new worker.

Fire exits must be kept clear at all times.

Registers of all groups will be maintained and contact details of all children recorded for emergency purposes.

6.3 First Aid

The Church will seek to identify members with First Aid skills to assist in providing cover. In addition in an emergency situation the Church will seek to utilise the skills of registered medical and nursing staff amongst its congregation who are present at the time of the incident, and indicate that they are willing to assist. The PCC recognises such assistance would be provided on a voluntary basis.

Parents must be informed of all accidents, however minor. It is up to the leader in charge to decide whether this contact should be made immediately or on collection of the child.

All accidents must be recorded in the accident record book which is to be found in the cupboard in the foyer along with a First Aid kit. It is the responsibility of the group leader (staff or volunteer) to ensure that the accident record is completed in the event of an accident. The Health and Safety Officer should be informed of any accident reports.

All medicines required by a child during a session must be handed in, and only administered with detailed instructions from the parent.

On the child registration form parents/guardians will be asked to indicate any known allergies and, where an allergy is present, staff should request information from the parent as to what should be done in the case of a potential problem.

The Church has First Aid boxes which are located in the cupboard in the foyer and the Kitchen. The Church Administrator is responsible for ensuring that the boxes remains stocked and in date.

7 Transporting children and young people

7.1

Transporting Children and Young People for Church Activities

It is the policy of All Saints' **not** to undertake to transport children and young people by car in relation to any Church activities. It is the responsibility of parents/guardians to arrange for children and young people to be transported to, and collected from, Church activities that are away from the Church centre. All Saints' staff and volunteers cannot be held responsible for matters relating to transporting children. The responsibility for transportation must be made clear by letter to parents of any child who is to be invited to attend a Church activity away from All Saints' Church.

With written permission of parents/guardian, certain activities may be arranged that involve the transportation of young people by tube/bus/train or minibus.

7.2

Transporting a child/young person in an emergency

In the event of an accident requiring medical attention the staff member/volunteer should call 999 and arrange for an ambulance to take the child/young person to hospital. If there are sufficient adults available to ensure appropriate supervision of the remaining children a staff member/volunteer may accompany the injured child in the ambulance if it is not possible to alert the parent/guardian. If there are insufficient staff/volunteers then the child should be taken to hospital by the ambulance crew

8 Supervision and adult : child ratios

There should, wherever possible, be at least two adults present to a group. In this context "adult" means someone sufficiently older than the children and/or young people who is able to exercise authority and take responsibility. This means at least at least 18 years of age and there should always be one adult who holds a DBS certificate. One to one situations should be avoided.

With groups of mixed gender it is advisable that there be both male and female workers at all times. This is even more important when going off the premises. It is essential if any activity involves an overnight stay.

In any event where one adult is required to accompany a child or young person out of the room, to hospital etc there should be enough adults left to continue safe supervision, note para 7.2 above.

8.1 Staff Ratios

The following guidelines for staff/children ratios have been set by the Diocese.

Indoor Activities	Under 2 years	1 staff : 3 children
	2-3 years	1 staff : 4 children
	4-7 years	1 staff : 8 children
	Eight years and over	Up to 20 children : 2 adults 1 additional adult for every 10 extra children or part thereof.
Outdoor Activities	Under 2 years	1 staff : 3 children
	2 - 3 years	1 staff : 4 children
	4 - 7 years	1 staff : 6 children
	8 -13 years	Up to 15 children : 2 adults One additional adult for every 8 extra children or part thereof.
	13 years and over	Up to 20 children : 2 adults One additional adult for every 10 extra children or part thereof.

9. Diocesan Safeguarding Adviser – Chris Lees

The diocesan Safeguarding Adviser can be contacted for advice, enquiries or in the event of a disclosure

The Diocesan Safeguarding Adviser deals not only with children and young persons, but also vulnerable adult issues and is available, at any reasonable time, for advice and guidance.

Tel: 01299 841269 Mob: 07867 350886
Email Chris : safeguarding@stalbans.anglican.org